

NAVSHIPREPFAC YOKOSUKA
LOCAL STANDARD ITEM

CONTRACT WORK
ONLY

FY-02

ITEM NO: 099-01YO
DATE: 01 MAY 2002
CATEGORY: I

1. SCOPE:

1.1 Title: General Criteria; accomplish

2. REFERENCES:

- a. Japan Environmental Governing Standards (JEKS) for the Overseas Environmental Baseline Guidance Document
- b. NAVSHIPREPFACINST 5100.8, Occupational Safety and Health (OSH) Program Manual
- c. NAVSHIPREPFACINST 10200.2, Minor Property and Tool Control Program Manual
- d. NAVSHIPREPFACINST 4852.1, Work Control for Surface Ships
- e. NAVSHIPREPFACINST 9070.1, Departure from Specifications (DFS) for Deviation or Wavier of Specification Requirements
- f. CINCLANTFLT/CINCPACFLTINST 4790.3, Joint Fleet Maintenance Manual (JFMM), Volume V

3. REQUIREMENTS:

3.1 Report delays to the United States (U.S.) Naval Ship Repair Facility, Yokosuka, Japan (NAVSHIPREPFAC).

3.1.1 In the event difficulty is encountered in meeting requirements or difficulty is anticipated in complying with the contract schedule dates, notify NAVSHIPREPFAC immediately by verbal means, followed on the next working day, by an original and four copies of a Condition Report (NAVSHIPREPFAC Form 4730-141), stating the pertinent details. Receipt of this notification by NAVSHIPREPFAC is not to be construed as a waiver of the requirements, delivery schedule by the Government, or waiver of rights or remedies provided by law or under this Job Order or any other requirements in the Job Order relating to jeopardy of contract schedule dates.

3.2 Submit the original and four copies of the Condition Report, identifying additional work or material procurement that is necessary in order to produce a reliable or complete repair, to NAVSHIPREPFAC. The goal is to have required work completed within the original contract period.

3.2.1 When the Work Item requires submission of a report that could result in a change in work to be accomplished or additional material to be procured, complete the preliminary work and submit the required report in a time frame to allow NAVSHIPREPFAC to initiate early action, but no later than the first 20 percent of the availability.

3.2.1.1 Submit all drydock-related inspection reports no later than the first 20 percent of the scheduled docking period.

3.2.2 When the Work Item does not require a report for additional work or material procurement, and an additional report is determined to be necessary, submit a report with supporting data as early as possible in the contract period.

3.2.3 Reports shall be written in English, using foot-pound-second system for all physical measurements and technical data, and contain the following information:

3.2.3.1 Name and hull number of the ship or craft and Job Order number.

3.2.3.2 A description of the conditions found with supporting data. Include annotated sketches, graphs, and photographs when necessary to make a report clearly understandable to NAVSHIPREPFAC. Identify actual readings/dimensions taken.

3.2.3.3 Recommendations.

3.2.3.4 A list of material required.

3.3 Accomplish tests and checkouts.

3.3.1 Complete work which requires tests in time to allow correction of deficiencies prior to dock trials, sea trials, or other applicable milestones established in the Job Order.

3.3.2 Do not operate newly installed or repaired equipment. Ship's Force will accomplish such operation when required for test and checkout purposes. Such requirements will be coordinated by NAVSHIPREPFAC.

3.4 Provide labor, material, and equipment which is required to complete the Work Item, including that which is indicated on drawings or test specifications as being provided by sources other than the contractor, unless specifically listed as Government Furnished Material (GFM) in Paragraph 5 of the Work Item.

3.4.1 Manufacture parts that are not available from the vendor/manufacturer, utilizing Naval Sea Systems Command (NAVSEA) approved drawings, technical manuals, templates, or sketches.

3.4.2 Submit four legible copies of a status report, listing Contractor Furnished Material (CFM) required to accomplish the work in the Work Item that is not already on hand, to NAVSHIPREPFAC not later than 30 calendar days after the Job Order award, or two calendar days after availability start date, whichever occurs first. Update the report and submit four revised copies to NAVSHIPREPFAC every two weeks during the entire contract period. The reports are to contain the following:

3.4.2.1 Contract Job Order number.

3.4.2.2 Contractor's purchase order number.

3.4.2.3 Description of material.

3.4.2.4 Quantity ordered.

- 3.4.2.5 Date scheduled to be ordered.
- 3.4.2.6 Date ordered.
- 3.4.2.7 Date required to meet production schedule.
- 3.4.2.8 Proposed receipt date.
- 3.4.2.9 A summary listing any problem areas.
- 3.4.2.10 Date submitted to NAVSHIPREPFAC.

3.4.3 Purchase Orders.

3.4.3.1 Maintain a file of purchase orders for CFM for review by NAVSHIPREPFAC upon request.

3.4.3.2 Submit one legible copy of selected purchase orders to NAVSHIPREPFAC upon request.

3.4.4 Submit one legible copy of a report listing Job Order number, subcontractor involved in the Work Item, and paragraphs assigned to subcontractor, to NAVSHIPREPFAC prior to the start of work being accomplished by subcontractor.

3.4.4.1 Pricing data may be eliminated from the purchase orders prior to submission to or review by NAVSHIPREPFAC.

3.5 The length of externally threaded fasteners shall be such that a minimum of two threads to a maximum of five threads shall protrude beyond the crown of the tightened nut.

3.6 NAVSEA Standard Plans, Military Specifications and Standards, and Commercial Specifications and Standards, referenced in the Work Item, are available at NAVSHIPREPFAC except Classified Military Specifications.

3.6.1 It is the responsibility of the contractor to request NAVSHIPREPFAC to provide copies of unclassified NAVSEA Standard Plans, Military Specifications and Standards, and Commercial Specifications and Standards referenced in the Work Item.

3.6.2 The Work Item will reference the basic Government Specifications, Standards, or NAVSEA Standard Plans, without prefix zeros or suffix letters or numbers which identify revisions or amendments. Unless otherwise specified, the effective issue of these basic referenced documents, including revisions or amendments, shall be the most recent issue at the date of solicitation for the Job Order. Wherever specific dates for specifications, standards, and publications or amendments, revisions, or alterations thereto are specified in the Work Item, issues of those dates specifically shall apply in lieu of any other issue. Where industry standards such as ASTM and ANSI are referenced, the issue or revision in effect on the date specified for Government publication applies.

3.7 Submit requests for deviations to NAVSHIPREPFAC in accordance with 2.e.

3.7.1 A deviation is defined as any action which is not in conformance with the Work Item requirements, including references thereto, no matter how minor.

3.7.2 Deviations from the Work Item and references thereto will not be considered by the Contracting Officer without a written request from the contractor.

3.7.3 The Government does not have an obligation to approve any deviation; it may elect to do so if benefit to the Government can be shown. Accomplish deviation only when authorized in writing by NAVSHIPREPFAC.

3.8 Accomplish the requirements of the contract.

3.8.1 Noncompliance/nonconformance with the requirements of the Job Order discovered by the Government will be reported to the contractor in writing.

3.8.2 Respond in writing to the report, indicating corrective action taken and, where applicable, the action to be taken to correct the cause of the deficiency. Written response shall be submitted to NAVSHIPREPFAC.

3.9 Comply with security requirements.

3.9.1 In the event that the work required by the Job Order requires access to spaces or equipment that are classified, or use of technical manuals, references, or drawings that are classified, the specific security clearance requirements will be identified in the individual Work Item in addition to the requirements provided in the Invitation for Bid/Request for Proposal (IFB/RFP) by the Contract Security Classification Specification (DD Form 254).

3.9.2 Verify that personnel, including subcontractor's personnel, are cleared for the required level of security classification for handling, repair, installation, and testing of classified equipment and for access to areas of the ship which require a specific security clearance.

3.9.2.1 After selection of a subcontractor, prepare in triplicate a DD Form 254 for the subcontract and request the official designated in Paragraph 14.b of the DD Form 254 for the prime contract to approve and sign the DD Form 254 for the subcontract and to make the required distribution. In preparing the DD Form 254 for subcontracts, extract pertinent data from the DD Form 254 pertaining to the prime contract.

3.9.2.2 Prior to starting work on the Work Item that requires a security clearance, submit a list in triplicate of the names, badge numbers or other identification numbers, and security clearances of contractor and subcontractor personnel who will require access to classified information or areas in order to accomplish the work.

3.9.3 Verify that classified equipment removed from ship and classified documents, such as drawings, instruction books, and test specifications, are marked or tagged and safeguarded at all times in accordance with the National Industrial Security Program Operating Manual (DOD 5220.22M).

3.10 Comply with applicable Japanese and U.S., and local laws, codes, ordinances, and regulations in their entirety. Any reference to a specific portion of a Japanese, U.S., or local law, code, ordinance, or regulation in this or any other items shall not be construed to mean that relief is provided from any other sections of the law, code, ordinance, or regulation.

3.10.1 Environmental compliance shall be as a minimum in accordance with 2.a. 2.a is available from the Field Office of Commander, Fleet Activities Yokosuka (CFAY), Facility Management Office (FMO) Code 1090.

3.11 Submit one legible copy of the Material Safety Data Sheet for each contractor furnished hazardous material that will be utilized aboard the ship and/or in naval facility during the performance of this Job Order to NAVSHIPREPFAC.

3.12 Be familiar and comply with the requirements of 2.b and any special safety rules governing specific type of work to be performed. 2.b is available from NAVSHIPREPFAC Occupational Safety and Health Office, Code 120.

3.13 NAVSHIPREPFAC special tools and/or equipment will be provided on a reimbursable basis so far as the shop workload permits. Neither non-special tools nor ordinary equipment will be provided. Detailed application procedures are specified in 2.c. 2.c is available from NAVSHIPREPFAC Operation Branch, Code 353.

3.14 Ensure QA forms associated with the Work Item are correctly completed as required by Chapters 10 and 11 of 2.f. 2.f is available at NAVSHIPREPFAC Quality Assurance Office Code 130.

3.15 Submit the original and four copies of a Completion Report (NAVSHIPREPFAC Form 4335-3), to NAVSHIPREPFAC, when all items of the contracted work have been satisfactorily completed.

3.16 Identify the Contractor's properties shipboard by attaching metal tags stating the contractor's name in English.

3.17 Prior to starting any work aboard ship, obtain the signature of the ship's authorized representative on "APPROVAL TO START WORK" on the first page of the Job Order. Forward a copy of this signed page to the cognizant Ship's Force and NAVSHIPREPFAC. Detailed procedures for work control shall be in accordance with 2.d, respectively.

3.18 Prior to starting work on any energized electrical equipment, obtain the signature of the ship's Commanding Officer on Attachment A for work authorization. Forward a copy of the signed sheet to the NAVSHIPREPFAC Lead Surveyor and Ship Superintendent.

4. NOTES:

4.1 Labor or material progress payments on any deficient Work Item will be withheld until each deficiency has been corrected.

4.2 NAVSHIPREPFAC Forms shown in appendix are available at NAVSHIPREPFAC and provided as requested.

4.3 Code 130 will advise the contractor to complete QA forms correctly when requested by the contractor.

4.4 For the purposes of this Job Order, the term "day" means 24 hours prior to the scheduled event.

ATTACHMENT A

From: Contractor _____
 To: Commanding Officer _____
 Via: Lead Surveyor _____/ Ship Superintendent _____/ Repair Officer _____

Subj: **ENERGIZED EQUIPMENT WORK AUTHORIZATION**

1. Per NSTM 300, Paragraph 2.5, authorization to work on energized equipment must be approved by the ship's commanding officer. The contractor requests permission to work on energized equipment to accomplish Job Order Number:

_____ JSN _____.
 Equipment Noun Name: _____.
 Location/Compartment: _____
 Start work: _____ Estimated completion time: _____

2. All items in the below checklist must be verified by the contractor and Ship's Force prior to the start of work. The Officer of the Deck will notify the Commanding Officer upon completion of work. A copy of this Energized Equipment Authorization Form will be posted at the worksite.

Description of work to be accomplished:

Approved/Disapproved:

 Commanding Officer

SAFETY CHECK LIST:

SHIP FORCE INITIALS	SAFETY ITEM
	Station personnel with communications, as necessary, so that the circuit or switchboard can be de-energized immediately in an emergency. (SHIP'S FORCE ACTION)
	Workers shall not wear wristwatches, rings, watch chains, metal articles or loose clothing.
	If work being done permits rubber gloves shall be worn on both hands; if not, a rubber glove shall be worn on the one hand not used for handling tools.
	Face shield or spectacles shall be worn.
	Cover metal on hand-held tools with an electrical insulating material.
	Provide insulated barrier between the work and any energized metal parts adjacent to the work area as practicable.
	Erect barriers to keep unauthorized personnel out of the maintenance area (minimum distance 3 FT)
	Qualified person trained in mouth-to-mouth resuscitation and cardiac massage shall be immediately available in case of electric shock. (SHIP'S FORCE ACTION) Name: _____ Expiration Date CPR Qualification: _____
	A non-conducting safety line or equivalent shall be attached to a safety harness or tied around the upper body in case the person performing the maintenance must be pulled from the work area.
	Insulate the deck or standing surface from ground by covering with insulating material.