



**Continental Maritime
of San Diego**

July 9, 2026

Dear Subcontractors,

Continental Maritime of San Diego (CMSD) is pleased to provide you with this Guidebook, which is intended to answer many of your frequently asked questions related to doing business with CMSD.

For purposes of brevity and clarity this Guidebook is not meant to cover all possible questions or situations. Please continue to contact me regarding those situations not specifically addressed, or for any questions or concerns you may have.

It is our hope that this Guidebook will help to make CMSD, and its Subcontractors establish a more cohesive, productive, and profitable relationship.

Please contact the Subcontractors Manager at (619) 234-8851 Ext. 515 with any questions or assistance regarding this guidebook.

Sincerely,

Subcontracts Manager
Continental Maritime of San Diego



Subcontractor Guidebook

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Business Conduct and Ethics Program

The Open Line Process

Open communication is especially important when our integrity as a company is compromised. The company's Open Line process offers a confidential way to ask questions, voice concerns or report a suspected violation of the Code of Ethics and Business Conduct. Contact the Open Line to raise concerns about:

- Time reporting (intentionally falsifying or misstating time)
- Mischarging (unallowable or shifting costs)
- Misuse of company resources/information
- Government overpayments
- Procurement fraud or contract fraud
- Bribery
- Gratuities
- Accounting issues
- Conflicts of interest (organizational, financial, personal)
- Customers or suppliers
- Quality/manufacturing
- Other ethical violations
- Export/import control compliance issues
- Retaliation

Continental Maritime of San Diego Open Line: 877-631-0020

The toll-free number is answered 24 hours a day, 7 days a week, by an independent third party. Open Line callers may identify themselves openly, remain anonymous or request confidentiality. Retaliation against any individual who in good faith reports a concern will not be tolerated.

Web reporting is also available at: <https://ethcomp.com/CMSD>. Emails can also be sent to openline@cmsd-msr.com. While the Open Line is one alternative for reporting misconduct, any employee with a concern about misconduct such as fraud, waste and abuse can write directly to the Audit Committee at:

Chair, Audit Committee
Continental Maritime of San Diego
1995 Bay Front Street
San Diego CA, 92113

Subcontractor Performance Evaluation

Purpose

Establish a process that complies with government contracting goals for ensuring quality workmanship and effective controls to manage subcontractors. Provide the subcontractor with real-time feedback on workmanship. Provide Contracts, Estimating, Program Management and Quality Assurance objective metrics for evaluating the best value subcontractors for future procurements.

Scope

This process applies to accomplishing performance evaluations for all subcontractors performing contracted production work.

Procedure

Formal Subcontractor performance evaluations are initiated by the Subcontracts Manager or designated personnel at 25% and 100% of CNO availability. Subcontractor evaluations for non CNO availabilities shall be initiated at the end of the contract. NOTE: Utility and Time and Material type services shall NOT be evaluated, unless Evaluators deem an evaluation is necessary. A copy of QA Form 130, Subcontractor Performance Evaluation, is sent to each Evaluator (Program Manager, Planner, Contracts, Environmental, Health & Safety, Material Support, Quality and Security) to assess, monitor, and evaluate each subcontractor's ability to meet specified technical, quality, and contractual requirements.

A copy of the completed evaluation shall be provided to the subcontractor by the Subcontracts Manager or designated personnel.

At discretion of the Evaluators, low scores on performance evaluations may trigger a supplier audit or corrective action as per QP-10 Process Improvement.

Subcontractors that receive three (3) consecutive deficiencies on their performance evaluations may be placed on probation for a period as to correct such deficiencies.

Subcontractors that are being placed on probation will be contacted by the Subcontracts Manager or designated personnel to discuss the plan of action for improvement.

Non-Conforming Product and Subcontractor Control

The CMSD Quality Manager is responsible for establishing evaluation criteria, based on customer quality requirements, for applying the data obtained during the subcontractor evaluation process for subcontractor selection, and for determining the level of control required for subcontractors, to ensure that purchased products conform to all specified requirements.

Procedure

1. Evaluation Criteria
 - a. Subcontractors are selected based on their ability to meet technical requirements, schedule requirements, and cost requirements.
 - b. In addition, the criticality and complexity of the product to be purchased must be considered when weighing the importance of these variable requirements.
2. Subcontractor Evaluation
 - a. Subcontractors are evaluated by reviewing Subcontractor Evaluation forms
 - b. Records of the results of evaluations and any necessary actions arising from the evaluation, e.g. onsite audit, shall be maintained
 - c. Subcontractor Evaluation Forms are sent
3. Subcontractor Control
 - a. Subcontractor performance is evaluated by each Program Management Organization group (Program Manager, Contract Administrator, Quality Assurance, Planner/Scheduler, Environmental and Safety) by, as a function of timeliness, accuracy and product quality. Discrepancies are documented using CMSD Corrective Action Response (CAR) Database
 - b. Subcontractors are evaluated on compliance with contract requirements, effectiveness of recommended solutions, meeting scheduled dates and milestones, meeting contractual obligations of Terms and Conditions, communicating contractual concerns, response to Change Order pricing, regulatory compliance and quality

Purchasing Information

1. Purchase Orders may include, as required, the following:
 - a. The type, class, grade, special requirements, or other precise identification
 - b. Identification of the applicable specifications, drawings, performance criteria, process requirements, inspection instructions and other relevant technical data including the effective revisions of those documents and any approval or qualification requirements pertaining to the product, procedures or personnel
 - c. The applicable quality management system standard to be applied and rights for access by representatives of CMSD and its customers for audit or verification activities
 - d. Any requirements for qualification of personnel
 - e. Other information that will be needed by the Subcontractor to provide a product that

- meets any contractual or regulatory requirements that may apply
- f. Requirements for the preparation, completion and/or submittal of pertinent quality records and documentation
- g. Control requirements for a process, where that process affects product conformity with requirements
- h. Any subsequent changes to ordering data shall ensure inclusion of appropriate quality requirements

Verification of Purchased Product

Purchased product is verified at Shipping and Receiving with the Receipt Inspection Procedure and discrepancies are documented using the CMSD Material Problem Report Database.

Estimating

All subcontractors are required to provide their quotes in the same format as required by the CMSD Proposal Manager. CMSD will provide the format upon requests. All quoted paragraphs, standard items, part numbers, and/or exclusions must be clearly identified in the quotation.

Upon CMSD award, CMSD Contracts Department will contact the Subcontractor, and a purchase order will be issued providing Ship name, Work Item requirements, Period of Performance and/or any exclusions.

Subcontractor Insurance Requirements

1. During the period of performance and any associated warranty periods of this Order, Seller and its subcontractors (collectively, "Seller" for purposes of this provision) shall, at their sole cost and expense, procure and maintain all required insurance policies as set forth below.
2. For all Orders, Seller shall maintain (i) Employer Liability insurance in the amount of at least \$1,000,000, (ii) Workers' Compensation insurance with coverage as required by the most current laws of the state or foreign jurisdiction in which the work is performed, and (iii) Commercial General Liability insurance with coverage having a minimum combined single limit of \$2,000,000 per occurrence and \$5,000,000 in the aggregate for bodily injury and property damage.
3. Insurance coverage described herein must be in place and effective prior to commencement of any activity that is the subject of this Order and Seller shall provide evidence that the required insurance is in place in the form of a certificate of insurance (COI). COIs are required to be submitted for the following:
 - a. Commercial General Liability Insurance: Whenever performance requires work on a Government installation, Buyer's premises or premises under the care, custody or control of Buyer or Buyer's customer, Seller and its subcontractors shall, at their sole cost and expense, procure and maintain Commercial General Liability Insurance with coverage having a minimum combined single limit of \$2,000,000 per occurrence and \$5,000,000 in the aggregate for bodily injury and property damage. Coverage shall include but not necessarily be limited to, premises and operations, products and completed operations and contracts.
 - b. Automobile Liability Insurance: When Seller's performance requires driving onto a U.S. Government installation, Buyer's premises or premises under the care, custody or control of Buyer or Buyer's customer, Seller shall procure and maintain Automobile Liability Insurance with coverage having at least a Combined Single Limit \$2,000,000 for bodily injury and property damage covering all owned, hired and non-owned vehicles.
 - c. United States Longshore & Harbor Workers' Compensation Act Insurance: Seller shall procure and maintain appropriate coverage under the Longshore and Harbor Workers' Compensation Act if any Seller employee will be within the production environment on the premises of Buyer.
 - d. Defense Base Act Workers' Compensation Insurance: Seller shall maintain Defense Base Act Workers' Compensation if work hereunder is being performed in connection with public work contracts, or with any United States Government Agency where physical work occurs on United States military bases or on any lands used by the United States for military purposes outside of the United States
 - e. Professional Liability Insurance: Whenever Seller provides design and/or engineering services, Seller shall, in addition to the other applicable insurance noted herein, procure and maintain professional liability (errors and omissions) insurance with coverage having minimum limits of \$1,000,000 per claim and \$2,000,000 in the aggregate.
 - f. [Reserved].
 - g. Cargo and Builder's All Risk Property Insurance: If this Order includes ship-in-place terms,

milestone payments, and/or Buyer provides material to Seller, Seller shall procure and maintain Cargo and Builder's All Risk Property Insurance, or All Risk Property Insurance (for ship-in-place items only), with coverage having minimum limits equivalent to the value of the Product(s) or shipment, as applicable.

h. [Reserved].

i. Pollution Liability Insurance: If this Order is for transportation, handling and/or disposal of asbestos, radiological or any other hazardous waste, material or substances, Seller shall procure and maintain Pollution Liability Insurance with coverage having a minimum limit of \$5,000,000.

j. Tug-Related Insurance: If this Order is for tugs, ship towing services, ship pilots or crews, Seller shall procure and maintain Vessel Pollution Liability Insurance with coverage having a minimum limit of \$5,000,000, Marine General Liability Insurance with coverage having a minimum limit of \$5,000,000, Protection and Indemnity Insurance with coverage having a minimum limit of \$5,000,000, and Marine Hull and Machinery Insurance with coverage having a minimum limit of the agreed value of the vessel.

k. Construction-Related Insurance: If this Order is for facility construction, renovation or excavation services, Seller shall procure and maintain Builder's All Risk Property Insurance with coverage having a limit equal to the construction value of the project.

4. If a COI is required to be submitted for any insurance coverage required in paragraph C above, a COI shall also be submitted for the insurance coverages required in paragraph B above.
5. No later than fifteen (15) days prior to the expiration of any insurance policy required by this provision, Seller shall provide to Buyer a COI evidencing the renewal of such policy. Seller shall cause its insurers to provide Buyer with thirty (30) days' prior written notice of cancellation of any insurance policy required hereunder.
6. Coverage shall not exclude claims brought in the United States and all insurance required as a part of this Order shall be placed with insurance companies that are authorized to do business under the laws of the state(s) or foreign jurisdiction in which the work is being performed and shall be in a form reasonably acceptable to Buyer with a current A.M. Best financial rating of no less than A-, VIII.
7. All coverage required hereunder shall be primary and not contributory to any other insurance available to Buyer, and Seller's insurers shall provide a waiver of subrogation in favor of Buyer for each required coverage hereunder. Seller shall add Buyer as an additional insured and loss payee as Buyer's interests may appear to Seller's Cargo, All Risk Property and Builder's All Risk Property Insurance coverages. In addition, Seller shall add Buyer as an additional insured to all insurance policies required hereunder except Workers' Compensation, Employer's Liability and Professional Liability.
8. Seller agrees to defend, indemnify and hold Buyer harmless in connection with any claim or suit by any employee of Seller against Buyer, its employees, agents and assigns to the maximum extent permitted by law, as well as adding Buyer as an additional insured to Seller's Commercial General Liability insurance, that will also insure Seller's indemnity and defense obligation with respect to such claim or suit. Seller waives any statutory or common law protections that would otherwise protect it against all such obligations listed in this paragraph.

If you have any questions regarding the insurance requirements, please contact the Subcontractors Manager at (619) 234-8851, ext. 515

An emailed insurance certificate is acceptable. Certificate Holder is as follows:

Continental Maritime of San Diego
1995 Bay Front Street
San Diego, CA 92113

Environmental, Health, & Safety for Non CMSD Employees

While on CMSD property, you are responsible for complying with local, state and federal laws and regulations and applicable CMSD rules, policies and procedures as provided to you by your supervisor. In addition, subcontracted companies are responsible for all employees' whereabouts while at the Shipyard and must be aware of all employees' departure from CMSD property on a daily basis. CMSD may stop or suspend work and individuals and/or an entire company could be expelled from CMSD property or work sites for failure to comply.

All Visitors/Subcontractors are required to wear long pants, hardhat, OSHA approved eye protection, and leather shoes while within the CMSD production area. Visitors walking within the yellow lined paths require a hard hat, safety glasses and closed toe shoes. Leather shoes with a distinctive heel are required on board any ship. Production areas in the CMSD facility are defined as the areas beyond the electric gate, the ramp gate, or the North Gate. Unescorted visitors not complying with this standard may be asked to leave the CMSD facility.

Subcontractors must take immediate action upon identification of any health or safety issue that affects personnel or property. All subcontractors must notify the CMSD Health and Safety department and Contracts department of any accident involving injury or property damage while in the facility.

CMSD equipment can only be operated by CMSD employees. This applies, but is not limited to, trucks, forklifts, man lifts, and cranes.

This policy provides the criteria to ensure a safe, healthy working environment for non-CMSD employees conducting business with CMSD.

This policy applies to all non-employees of CMSD as specified below, and is in effect at all CMSD work sites.

This policy is in effect for new contracts from the date of this policy. Current Subcontractors working under existing contracts have six months from the date of this policy to comply with the requirements found in this document.

This policy is only a guide and represents only the most common situations and procedures. Further guidance is available in the CMSD Safety Policies and Procedures Manual and in the Federal and State of California Directives.

References:

1. Code of Federal Regulations 29 CFR 1910 Occupational Safety and Health Standards
2. Code of Federal Regulations 29 CFR 1915 Occupational Safety and Health Standards for Shipyard Employment
3. California Code of Regulations Title 8 Section 3203 (8 CCR 3203), Injury and Illness Prevention Program (IIPP)
4. NAVSEA Standard Items, Current Year
5. CMSD Environmental Policy EC-01 Environmental Requirements (General)
6. CMSD Health and Safety Policy HSM-007 CMSD Fire Prevention Plan
7. CMSD Health and Safety Policy CMO-H104 Corrective Action and Progressive Discipline

Responsibility

The CMSD Health and Safety department administers this policy. Prior to issuing a purchase order for work conducted for, or on behalf of, CMSD, the Material Support department issues HSF-014 Form, Contractor EH&S Pre-Performance Questionnaire, to the party receiving the purchase order, collects the documents required by that form, and forwards the documents to the Health and Safety department.

The CMSD Health and Safety department reviews documents required by HSF-014 Form and forwards the results of the review to the Material Support department in a timely manner. The CMSD IT department places the current version of this policy and the current version of HSF-014 Form on the company internet. CMSD employees requesting access for a Subcontractor or visitor ensure that the Subcontractor or visitor is aware of this policy.

Definitions

Agreement for Boat Repair (ABR) - A company that holds a certification in boat repair as issued by NAVSEA.

Contract employee – An individual worker hired through a Subcontractor to perform specific duties for CMSD. Contract employees are occasionally referred to as temporary workers or leased workers.

Contract Subcontractor: a company hired to provide material and services or perform specific duties within the CMSD facility that does not affect work for a CMSD customer.

Material Subcontractor: a company who provides products or material that may affect customer quality for CMSD.

Subcontract (Subcontractor): a company hired through the contracting process to perform specific duties that may affect customer quality within the CMSD facility or off-site, as spelled out in the contract.

Master Ship Repair (MSR) – A company that holds a certification in ship repair as issued by NAVSEA.

Third Party, AIT – An organization or individual hired directly by the U.S. Government outside the normal CMSD contracting process. A third party has no contractual obligation with CMSD but must adhere to this procedure.

U.S. Government Employee – Is an employee who is paid directly by, and is on the payroll of, the United States Government. Government employees are either civilian employees or military employees. Military employees are also referred to as Ships Force, although they may or may not be attached to a specific ship.

Visitor – A company or individual visiting the CMSD facility that may or may not have a direct contractual obligation to CMSD.

Procedure

Information in Form HSF-014, Contractor EH&S Pre-Performance Questionnaire, must be submitted prior to awarding a purchase order for review by the CMSD Health and Safety department. If a subcontractor's scope of work changes, a new form shall be submitted for review by the CMSD Health and Safety department. Exceptions to this policy may be made, in writing, on a case-by-case basis by

the Health and Safety department.

Note: All non-CMSD employees must adhere to the General Requirements of this Policy. Failure to do so may result in removal from the facility and cancellation of any/all contract(s).

All companies conducting business with CMSD are to ensure their employees are trained on this policy before entering the CMSD facility and before commencing work for CMSD, and annually thereafter. CMSD reserves the right to review training records pertaining to this policy.

All companies conducting business with CMSD are to ensure their Subcontractors are trained on this policy before entering the CMSD facility and before commencing work for CMSD, and annually thereafter. CMSD reserves the right to review training records pertaining to this policy.

All non-CMSD employees must comply with all federal, state, and local EH&S regulations while working for CMSD in any capacity or at any location.

All non-CMSD employees must follow the CMSD Environmental requirements. All non-CMSD employees must follow the CMSD Security requirements.

All non-CMSD employees, including contract employees, will be apprised of site-specific health and safety requirements. This orientation includes CMSD EH&S Policies and Procedures, emergency procedures and evacuation procedures.

All non-CMSD employees must report unsafe working conditions to the CMSD Health and Safety Office immediately.

All non-CMSD employees must take immediate action upon identification of any health or safety issue that affects personnel or property. All non-CMSD employees must notify the Health and Safety department and Contracts of any accident involving injury or property damage during the course of fulfilling the contract.

All non-CMSD employees must immediately notify both the Health and Safety department and Contracts upon receiving any Notice of Violation, Notice to Comply, citation, or other enforcement document from any regulatory agency while on CMSD property or while performing work for CMSD.

All non-CMSD employees must either have a site-specific Fire Prevention Plan on file with the Health and Safety department or must certify they will operate under the CMSD Fire Prevention Plan (Ref 3.12) before beginning work. This certification must be renewed annually.

Safety Data Sheets (SDS) for hazardous materials to be used on site must be approved by the Environmental and Health and Safety departments before the material is brought into the facility.

All non-CMSD employees must maintain their working areas in a clean and safe manner. All trash and debris must be removed daily and the area broom-cleaned at the end of the shift.

No CMSD equipment is to be operated by anyone other than CMSD employees. This applies, but is

not limited, to trucks, forklifts, man lifts, and cranes.

No Smoking Policy

It is the policy of CMSD to prohibit smoking and vaping on all company premises to provide a safe and healthy work environment for all employees. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

CMSD's smoke-free policy is a way of protecting the health of everyone involved with the organization. The smoke-free policy applies to all management, employees, subcontractors, U.S. Navy personnel and visitors.

Any initial infraction of the smoking policy will result in immediate removal of the offending individual from the CMSD facility. Subsequent violations may be cause for permanent removal of the offending individual and his/her company.

Dress Code and Personal Protective Equipment for Subcontractors and Visitors

The CMSD dress code does not allow open-toed or tennis shoes in production areas, PPE required zones. Closed-toed shoes are required even within the PPE-Free Zones. Production areas in the CMSD facility are the areas beyond the electric gate, the ramp gate, or past the North Gate. This requirement is in effect whether the individual is working or is in transit. Only non-Velcro breakaway neck lanyards are allowed. Loose fitting garments, ties or jewelry are prohibited when operating power tools, machinery, rotating equipment, or while involved in material handling in production areas. Clothing composed of polyester/synthetic (man-made materials) should not be worn while working in areas where hot work is being conducted. It can melt and stick to skin, intensifying injuries.

You must wear a hardhat, safety glasses and safety shoes at all times, except in the following areas.

- Office spaces, Connex Boxes, and Trailers.
- While on your breaks or lunch break unless you are in an area where work is still being performed.

CMSD attempts to remove workplace hazards through engineering and administrative controls before requiring the use of PPE. However, there are job assignments that require the use of PPE.

All non-CMSD employees are specifically required to follow Code of Federal Regulations 29 CFR 1915 Subpart I, Personal Protective Equipment (PPE) and wear proper PPE while in any production area. This equipment includes, but is not limited to: hardhat, appropriate eye protection, hearing protection, gloves and leather shoes. Leather shoes with a distinctive heel and facemasks are required on board any ship.

CMSD employees authorizing onsite visitors are responsible for the visitor's compliance with this standard. Any CMSD employee escorting a visitor who is in non-compliance with this standard may be cited.

Unescorted visitors not complying with this standard may be asked to leave the CMSD facility.

Master Ship Repair (MSR), Agreement for Boat Repair (ABR)

All MSRs and ABRs, as well as their contractors, Subcontractors, contract employees, Subcontractors and visitors must adhere to all requirements herein.

Contractors

Contractors must adhere to all requirements herein. Contractors working at CMSD or for CMSD must fill out Form HSF-014; Contractor EH&S Pre-Performance Questionnaire This form, along with the required documents, must be submitted and must be approved by the Environmental, Health and Safety department before proceeding with work. When there is a change to the contractors' scope of work, a new form shall be submitted for approval.

Contract Employees

Contract employees must adhere to all requirements herein.

Subcontractors

Subcontractors must adhere to all requirements herein.

Subcontractors must fill out Form HSF-014; Contractor EH&S Pre-Performance Questionnaire. This form must be approved by the Health and Safety department before proceeding with work. This form, along with the required documents, must be submitted. When there is a change to the contractors' scope of work, a new form shall be submitted for approval.

Safety Policy

The CMSD Safety Policy is of the utmost importance to every CMSD employee, contractor, and Subcontractor, regardless of job. This policy, which represents management's continued commitment to a safe working environment, requires complete team cooperation in achieving this goal.

The CMSD Management Team, which includes all levels of supervision, ranks safety equal in importance to productivity and product quality. Safety must also be of equal importance to our Subcontractors as they are part of "Our Team". CMSD management believes that:

All injuries can be prevented. Prevention of all injuries is a realistic goal. Each employee, supervisor, Subcontractor has the responsibility for the wellbeing of all employees and cannot be effective without fully accepting this principle; it is possible to protect against all operating hazards. No matter what the exposure, an effective safeguard can be provided;

It is the responsibility of the CMSD Management Team to provide a safe working environment in which the employees can perform their job assignments. All employees must be aware of each task's safety requirements and must assure that no employee is given a job assignment without first determining that the employee can perform his or her duty under safe conditions;

It is the responsibility of the CMSD Management Team to look for better and safer ways to perform a job;

It is the responsibility of the CMSD Management Team to provide ongoing education and training for all employees and Subcontractors so they can learn and further enhance safe working habits;

It is the responsibility of all employees to comply with safety standards, rules and regulations.

It is the responsibility of all employees, when they are adequately trained and instructed, to work safely and ensure a safe working environment for themselves and their fellow team workers;

It is the responsibility of all employees to refrain from tampering with or abusing safety devices.

Accidents are costly, not only in terms of human pain and suffering, but also in terms of productivity and efficiency to CMSD Team operations, which include all employees and Subcontractors. These costs have a direct impact on the CMSD Team's competitive edge within the ship repair industry. Only if management and employees together give safety the attention it requires to avoid injuries can the future wellbeing of Team CMSD with its employees and Subcontractors be assured.

Subcontractors will be evaluated based on their past performance in meeting these guidelines.

These evaluations may be utilized for assessment of further participation in the CMSD Team.

Note: Subcontractors are required to comply to all internal CMSD policies and procedures, specific mitigation plans, and the like, to include mandatory training requirements, prior to the accomplishment of work. It is incumbent upon the Subcontractor to contact CMSD EHS and Quality Departments to determine if there are any requirements not explicitly stated below that are required to be accomplished prior to the acceptance of any given purchase order.

1. General Responsibility for the safety of Subcontractor employees and individuals working nearby:

- a. Each Subcontractor, their supervisors and managers are responsible for the safety of those individuals working for them and any other employees working in the vicinity. **ALL** Subcontractor employees must have a thorough knowledge of the contents of this handbook
- b. The need to warn individuals working in the general vicinity of their work area, of any hazards that may be generated by work activity, is the responsibility of the Subcontractor supervisor or manager. A Job Safety Analysis (JSA) is required for all jobs. Safety may ask at any time to review worksite JSAs.
- c. WAFs (Work Authorization Forms) are required to be submitted prior to commencing all intrusive work and are to be updated every 24 hours.
- d. Work processes that could affect others in the vicinity must be scheduled with the ship superintendent and all individuals who could be affected must be warned and removed from the potentially dangerous area
- e. Regular inspections of your work area must be conducted to ensure that no hazardous conditions exist
- f. All unsafe conditions work practices must be corrected immediately
- g. Each Subcontractor must ensure that all of their employees are in full compliance with Federal OSHA, CAL/OSHA, NAVSEA Standard Items and CMSD safety rules, regulations, policies and procedures
- h. It is the responsibility of **ALL** Subcontractors to notify CMSD of any unsafe condition(s) noted in their work areas which they deem is beyond their control. Any reference material needed to conform to the foregoing is available for review in the CMSD Safety Office

2. Emergency Reporting Procedures

- a. Fire
 1. An emergency "Red Phone" is stationed on each vessel or ship, either at the quarterdeck or adjacent to the brow, and throughout the ship
 2. To report an emergency:
 - Pick up emergency phone – No need to Dial
 - Give all requested information to Security, including the EXACT location (pier, ship, space) of the fire; what is burning and what stage the fire is in. The security officer will also need your name and telephone number from which you are calling, if you aren't calling from a red phone.
 - Security will activate the CMSD Emergency Response Team
 - Do not hang up until Security hangs up first
 - Stand by to direct emergency response personnel to the location of incident
 3. You may also use any yard telephone and dial the Fire / Emergency number ext. 218
 4. All Subcontractors must furnish their Fire Safety Plan and comply with 29 CFR

1915.501 (d)(2) "Contract employer responsibilities"

b. Injuries

1. The reporting procedures are identical to those shown above in section 2a for a fire.
2. The Medical Department can be contacted directly by simply dialing the Medical Emergency number ext. 229 or Security at ext. 218.
3. It is of paramount importance that you have the exact location of the emergency so that the emergency response team will be able to promptly find it. If possible, be prepared to meet or have somebody meet the emergency responders at the brow to guide them to the scene.
4. The scene must be secured until Security and/or EH&S arrive.

c. Alarms

1. When an alarm goes off, stop what you are doing and listen for the verbal message that will follow. At that time, do exactly as directed
2. Do not automatically try and exit the ship. Do not leave until you are directed to leave the ship. At that time, walk in an orderly manner to the brow and exit the vessel
3. If directed to leave the ship, immediately hold a muster of your employees in a pre-designated location. Within the CMSD facility these muster points are in the lay-down area and in the South parking lot, as shown in Appendix D. If any of your personnel are missing, notify a CMSD representative located on the pier or at the muster point so that a search can be initiated. Do not return to the ship unless directed to do so by the CMSD representative.
4. A muster list of employees must be taken and submitted to the EH&S department within 24 hours of the evacuation.

3. **Confined Space Procedures / Permit for Hot Work in Enclosed Spaces**

- a. CMSD has two types of confined spaces. A Confined Space, and a Permit Required Confined Space:
 1. A **Confined Space** is any space that has limited/restricted entry and egress, not designed for prolonged occupancy and is large enough to enter and do assigned work.
 2. A **Permit Required Confined Space** is any space that meets the criteria of a confined space and has a hazard.
- b. Confined spaces can be extremely hazardous because they are not easily ventilated without mechanical equipment. Toxic vapors can become trapped in these areas and may easily overcome anyone who enters. Oxygen deficiency is one of the greatest hazards of a confined space. Oxygen deficiency occurs in poorly ventilated confined spaces from rusting metal, bacterial action from sewage, inert gases such as nitrogen or argon, or from combustion.
- c. At CMSD, these spaces are identified by a color-coded log (Gas free Entry) and/or a Marine Chemist Certification posted at the space access or tank top. Most of these spaces are initially certified by a Marine Chemist.
- d. A Shipyard Competent Person will update the Marine Chemist certificate on a daily basis documenting the information on the Gas Free Entry Log.
- e. **DO NOT** enter any confined space unless there is a current Marine Chemist Certification and a Gas Free Entry Form posted which has been inspected and signed off within the past 24 hours confirming that it is safe to enter that space.
- f. Always follow other written instructions on the Marine Chemist Certification and / or Confined

Space Log with regard to restrictions and personal protective equipment (PPE). **NOTE:** It is okay to enter a confined space if only the Marine Chemist certification is posted, as long as it is within 24 hours of the certification being written. Otherwise a space must have **BOTH** the Marine Chemist certification and the OSHA Form 74 log (Gas Free Entry).

- g. If you plan to conduct hot work in a confined space you **MUST** check to ensure that the space has been certified by the Marine Chemist as "Safe for Man" (or workers) and "Safe for Hot Work".

4. Hazard Communication

- a. All Subcontractors using any hazardous materials within the CMSD facility must have those materials approved by the CMSD Environmental, Health and Safety Department before bringing the material onsite.
- b. Each Subcontractor must ensure that all Safety Data Sheets (SDS) are immediately available to all of his / her employees and that they are aware of the SDS location for every chemical compound that is being used at the CMSD facility.
- c. CMSD Subcontractors must ensure that the contents of every SDS have been explained to their employees using the chemicals.
- d. All Subcontractors using any hazardous materials must store these materials in the proper manner as prescribed in Code of Federal Regulations 29 CFR 1910.
- e. All chemical containers must be labeled as to their contents. It must, at a minimum, list: the name of the manufacturer, the trade name of the chemical, the prevalent hazards of the chemical, the target organ(s) and the personal protective equipment required and any other special handling requirements.
- f. All Subcontractors generating any hazardous waste must store the waste in the proper manner as prescribed in Code of Federal Regulations 40 CFR 465.
- g. All CMSD SDS are available at the CMSD EH&S Office located in the rear of Building 8 and can be reached on any yard phone at ext. 510, 207, 216, or 209.

5. Fire Protection Requirements

- a. Fire safety and protection is a priority at CMSD. All Subcontractors must develop and establish a Fire Prevention Plan which follows, and is approved by CMSD in accordance with Federal OSHA regulations 29 CFR 1915 Subpart P and NAVSEA Standard Items. Alternately, Subcontractors may use the CMSD Fire Prevention Plan as their own, in which case the Subcontractor must certify their employees have been trained on the requirements of the CMSD Fire Prevention Plan.
- b. No containers of hazardous, flammable, or combustible materials may be left open.
- c. All materials brought aboard the ship, for the purpose of encasing or protecting equipment and materials must be "Fire Retardant". Non-Fire retardant items include wood, paper, vinyl sheeting, cloth, burlap or any other covering.
- d. Any chemical container brought into the shipyard and set aside or stored must be on a pallet and inside of a proper containment vessel.
- e. Compressed gas hoses (oxy/gas) and charged compressed gas hoses will not be left unattended in enclosed confined spaces for more than 15 minutes. Hoses will be rolled back and detached from the manifolds. Gas must be secured and bled off from the hoses. Compressed gas hoses must be visually checked from the point of work to the manifold having a hand over hand visual inspection performed. A two-minute drop test must be performed every time a hose is connected to the manifold, at a minimum every shift. Identification washers must be used at all times.
- f. All disconnected fuel gas and oxygen hose lines must be rolled back to the supply

manifold or to open air to disconnect the torch unless a positive means of identifying the lines is used. A hand-over-hand method of identifying the lines is acceptable.

6. Hot Work / Hot Work Notices

- a. Hot work is any process that produces heat, sparks and flames. This includes but is not limited to grinding, welding, cutting, burning, brazing, etc.
- b. All hot work being performed must have a Hot Work Notice completed and approved. The notice must be posted at the site of the work or the access of the space. All combustible and flammable materials must be removed from all affected areas including paint, lagging, etc., or protected for hot work if not able to remove.
- c. On board United States Navy vessels the trade supervisor must submit a *Hot Work Notice* at least 30 minutes and no more than 24 hours *PRIOR* to doing hot work, as per NAVSEA Standard Item 009-07.
- d. The notice is effective for 24 hours unless a shorter period is specified in the contract or the gas-free status of the work area or system requires topping the work. A new notice is required if work is interrupted due to loss of gas-free status.
- e. Hot work notices will be removed from the site and turned into EH&S when work is completed and appropriately cooled or as soon as they expire.
- f. A designated Ship's Representative must sign the hot work request. A copy of the request is to be retained by the initiator and posted at the site of hot work and in some cases at the entrance to a space. **DO NOT** begin any hot work until this has been accomplished.
- g. Prior to submitting the Hot Work Notice, you must physically inspect the area(s) in which the hot work is to be performed to ensure:
 1. That the area is free of materials such as flammable and/or combustibles that could catch on fire;
 2. That all machinery and other equipment that could be damaged by hot work have been adequately protected;
 3. That you have determined how many Fire Watches will be required;
 - ***All areas that could be affected by the hot work must have a Fire Watch posted***
 4. That you have inspected the other side of any deck, overhead, or bulkhead for anything that could be affected by your hot work. Ensure that all flammables and combustibles are removed including but not limited to paint, lagging, etc. Paint must be removed within 4" lagging and must be removed within 6" of where hot work is being performed.
- h. Fire Watches will be utilized in all areas where hot work is being performed and the affected adjacent spaces.
- i. All Fire Watches must be trained to the requirements of 29 CFR 1915.508 and have identification stating such, including the date of training and the expiration date of the training.
- j. Fire Watches must be equipped with a FULL fire extinguisher and must be trained on how to use it. Carbon dioxide (CO₂) extinguishers are tested by weight. The bottle can be verified as FULL by checking the intact seal at the pin and handle. The bottle must be inspected on a monthly basis and documented on the bottle. A Fire Watch may also have a plastic squirt bottle containing water and labeled as such for spot fires.
- k. Fire Watches cannot be utilized for any other job except fire watching.
- l. No more than 4 workers may be attended by a single fire watch.

- m. In cases in which hot material from hot work may involve more than one level, as in trunks, machinery spaces, and on scaffolding, a fire watch must be stationed at each level unless positive means are available to prevent the spread or fall of hot material.
- n. If multiple blind compartments are involved in any hot work job, fire watches must be posted simultaneously in each blind area.
- o. Hot work must not be conducted during any logistics or maintenance movement of ammunition or explosives.
- p. Red Flag Conditions
 - 1. Red Flag Conditions are identified when a work area either inside or outside the ship experience both conditions simultaneously:
 - Humidity levels below 10% humidity.
 - Temperatures at or above 90 degrees Fahrenheit.
 - 2. When Red Flag Conditions occur additional fire prevention measures must be invoked to prevent the spread of fire, including wetting A cloth to create thermal barriers.
 - 3. During red flag conditions fire watches must look underneath all covered materials to ensure thermal bypass did not occur and ignite combustible materials.

7. Electrical Safety

- a. All Subcontractors must adhere to the standards of 29 CFR 1910 subpart S.
- b. All Subcontractor employees have the responsibility to:
 - 1. Obey electrical warning signs and barriers.
 - 2. Operate electrical equipment in the proper manner and sequence. Do not take shortcuts.
 - 3. Not operate switches, circuit breakers or other electrical devices that are identified as being out-of-service or not to be operated.
 - 4. Not remove or bypass any safety devices.
 - 5. Report inoperative safety devices to your supervisor and the CMSD Health and Safety department immediately.
 - 6. Subcontractor Employees must immediately report any unsafe electrical conditions to their supervisor and the CMSD Health and Safety department. Unsafe electrical conditions include but are not limited to:
 - Frayed wiring or damaged insulation
 - Missing or damaged bulb guards
 - Broken or missing bulbs
 - Temporary receptacle boxes lying in water
 - Lines lying unprotected against sharp edges
 - Damaged receptacle boxes, including light switch boxes, Ungrounded electrical equipment, including welding units
- c. Subcontractor employees must report all electrical incidents (shock, injury or near-miss) to:
 - 1. Their supervisor
 - 2. The CMSD EH&S Department
- d. Only authorized and qualified employees or contractors must perform maintenance or repair work on any electrical equipment, system, or tool.
- e. Only electrical equipment, systems, tools, products, and materials that have been approved, listed, labeled, or certified as conforming to a nationally recognized standard must be used (e.g. UL, FM, CE).
- f. All electrical equipment, systems, and tools must be used and maintained in

accordance with the manufactures' specifications and recommendations and used only for their intended purpose.

- g) All electrical equipment, including welding units, must be properly grounded. Do not use the support rails or other parts of the overhead cranes as grounds.
- h) All electrical equipment and systems must be treated as energized until tested or otherwise proven to be de-energized and locked out from their energy source.
- i. Do not leave hand tools connected to power sources unattended.
- j. De-energizing electrical equipment and systems is a potentially hazardous task; therefore only authorized lockout / tag-out employees shall de-energize electrical equipment and systems and only while using approved safe work practices and procedures.
- k. Portable lighting systems (light stringers, drop lights) must have operating light bulbs in each socket. All bulbs must be protected by bulb guards.
- l. The use of screw-in electrical plugs that use light sockets as a power source is prohibited.
- m. CMSD has conducted a Flash Hazard Analysis on the most critical electrical stations within the facility. Based on the results of that analysis Flash Hazard Boundaries, Prohibited Approach Boundaries, Restricted Approach Boundaries and Limited Approach Boundaries have been established. Each of these stations is marked with this information.
- n. Only qualified employees may cross a Limited Approach Boundary.
- o. Hazardous materials or hazardous waste should never be placed within the Limited Approach Boundary.
- p. Only intrinsically safe ("spark-proof") electrical equipment, such as blowers or light stringers will be used in areas containing hazardous atmospheres.
 - 1. Hazards include, but are not limited to: flammable gases, vapors or liquids, combustible dust, and ignitable fibers.
 - 2. Potentially hazardous areas include, but are not limited to: CHT tanks, coating operations, and lagging operations.

8. Lockout / Tag-out

- a. Lockout / Tag-out is to ensure that "ALL" sources of energy are secured. Some equipment may have multiple sources of energy.
- b. Tag-out for the repair of any system or circuit on board United States Navy ships, whether in the shipyard or any Naval Station is performed through the ship, using 29 CFR 1910.147 1915.89, The Control of Hazardous Energy (Lockout/Tag-out), the Navy Tag-out System as specified in the Tag-out User's Manual (TUMS) and NAVSEA Standard Items 009-24. It is imperative that all employees working on any energized system, or any system that could possibly be energized from any source, be very familiar with the above requirements.
- c. On commercial vessels that are manned, tag out will be accomplished utilizing the ship's tag out system as long as it meets the requirements of 29 CFR 1910.147 1915.89.
- d. On unmanned commercial vessels, tag out will be accomplished after coordination with the assigned lead ship superintendent and CMSD EH&S Department.
- e. The Lockout / Tag-out on the landside of the shipyard is performed only by CMSD qualified personnel per 29 CRF 1910-147.
- f. UNDER NO CIRCUMSTANCES, ONBOARD A VESSEL OR LANDSIDE, IS ANY

SUBCONTRACTOR TO REMOVE A LOCK OR TAG THEY HAVE NOT PERSONALLY PLACED, UNLESS PRIOR APPROVAL HAS BEEN AUTHORIZED BY THE CMSD ENVIRONMENTAL HEALTH AND SAFETY OFFICE

- g. Any machinery or equipment that is being repaired should be locked out, tagged out and/or blocked out, when required. All energy should be released to a "ZERO" mechanical state. That is, all possible sources of energy must be locked and tagged out.
- h. Tag-Plus must be utilized on all naval contracts where locks are prohibited, and in IAW the requirements of NAVSEA Standard Item 009-24 and Tagout User's Manual (TUM).
 - 1. At least one energy-isolating device with a tag affixed and one additional safety measure that, along with the energy-isolating device and tag. The additional safety measure must provide the equivalent safety available from the use of a lock.

9. Electric Tools

- a. All electrical tools must be in good condition and be grounded or double insulated.
- b. Employees must be trained on the proper use of the specific power tool before using that tool.
- c. Tools must be checked prior to use to ensure that the tool is in good working order.
- d. Safety switches and guards must not be removed, taped down, or altered in any way to prevent them from operating as designed by the manufacturer.
- e. All electrical cords and extension cords must be in good repair without breaks in the insulation or exposing wire. All extension cords prongs shall be in place.
- f. Power tools must not be raised or lowered by their power cords.
- g. When plugging in power tools or extension cords, make sure your hands are dry and the cords are dry.
- h. Any power tool or extension cord damaged during operations must be immediately replaced.

10. Personal Protective Equipment (PPE)

- a. It is the intention of CMSD to remove workplace hazards through engineering or administrative controls where possible. However there are times when these controls are not feasible and Personal Protective Equipment (PPE) must be used. Some of the more common personal protective equipment and when it is required are listed.
 - 1. **Hard Hat:** At CMSD hard hats are required to be worn at all times beyond the electric gate, the ramp gate, and the North gate. They are required on board all ships, in the shipyard, on the roadways and in all production areas. They are not required in offices, in enclosed vehicles, and designated lunch areas. They are not required to be worn to and from the gates when coming to or leaving work at the beginning or end of the work shift, nor are they required during the normal CMSD lunch periods as long as work is not being conducted in the area.
 - Metal hard hats must not be worn. Hard hats must comply with American National Standards Institute (ANSI) Standards Z-89.1 & Z-89.2.
- b. **Industrial Safety Glasses with Side Shields:** These are required to be worn at all times beyond the electric gate, the ramp gate and the North gate. They are required on board all ships, in the shipyard, on the roadways and in all production areas. They are not required in offices, in enclosed vehicles and designated lunch areas. They are not

required to be worn to and from the gates when coming to or leaving work at the beginning or end of the work shift, nor are they required during the normal CMSD lunch periods as long as work is not being conducted in the area.

1. Industrial safety glasses with side shields must conform to ANSI Z-87.1 standards.
2. Those individuals who require prescription glasses must obtain industrial safety glasses with side shields in their prescription, or wear mono-goggles or other approved cover glasses over their street glasses. Prescription glasses may not be darker than No.1 Rose.
3. Dark shaded or mirrored lenses may not be worn below decks, inside of any vessel, or after sunset
 - Exception: Safety glasses with a number three shade lens must be worn for all brazing and firewatch operations.
4. When working overhead, grinding, wire brushing or other similar work, a face shield must be used. Safety glasses shall be worn under the face shield.

c. **Respirators**

1. Subcontractor must have an approved Respiratory Protection Program as required in 29 CFR 1910.134. Employees utilizing respirators must be qualified and undergo annual respiratory fit testing procedures, and meet all requirement for the use and wearing of respirators established by OSHA in 29 CFR 1910.134.
2. Respirators are required and must be used in areas where there are emissions in the forms of vapors, fumes, smokes, dusts, etc. Examples of processes include but are not limited to hot work, painting, cleaning with solvents, abatements, etc.
3. Only NIOSH approved respirators shall be utilized. The use of dust masks are not permitted due to the lack of protection they provide and do not follow under the respiratory protection program.

d. **Clothing**

1. Shirts must cover the entire torso and have at least 1/2 sleeve. No tank tops or muscle shirts are allowed.
2. Trousers must be full length and cover the entire legs.
3. All clothing must be in good repair, without major holes or tears.
4. Clothing displaying / depicting graphic material, such as pornographic, discrimination or violence in nature shall not be permitted.

e. **Shoes**

1. Shoes must be all leather and cover the entire foot. Any plastic, vinyl or other synthetic coating is not allowed. There must be a well-defined, independent heel of at least 0.25 inch and no more than 1.5 inches. Athletic foot attire or open toed shoes are not permitted.

f. **PFAS - Safety Harness (with lanyard)**

1. A safety harness must be worn any time an employee is exposed to a fall hazard of five feet or more, or within six feet of an unguarded edge with a fall of more than five feet unless the employee is protected from falling by some sort of guard system (lifelines, guardrails).
2. Employees donning harnesses must undergo annual fall protection training on harness use in accordance with CFR 1915.159.
3. When operating an aerial lift, the harness lanyard must be hooked onto the attachment point of the basket. When operating over water a personal floatation device is required to be worn and the lanyard must be disconnected.
4. When climbing a mast, stack or other similar object, the harness must be

attached to the fall arrest system center post, if so equipped, utilizing the ship's attachment.

g. **Face Shield**

Face shields must be worn when grinding, wire brushing, working in the overhead, working with chemicals that could splash on the employees face, or any other similar activities. Safety glasses are required to be worn under the face shield.

h. **Gloves**

1. Leather or cloth gloves should be worn whenever the employee is handling material that is rough or otherwise abrasive.
 - Leather gloves should be worn when handling hot or potentially hot metal.
 - Rubber, butyl, nitrile or other approved gloves are required when handling certain chemicals. Employees shall refer to the SDS for specific type.
 - There are many other types of gloves that protect against specific hazards and these should be used depending on the type of hazards.
- d. Gloves should not be worn when working on or near moving or rotating machinery.

i. **Hearing Protection**

1. Companies must have an approved Hearing Protection Program as required in 29 CFR 1910.95 and 8 CCR 5097, 5098.
2. Hearing protectors must be worn in all areas where the decibel rating is above 85db. This is roughly equivalent to traffic noise on a busy street.
3. Wear hearing protection when operating or working within 20' of the following high noise operations or equipment:
 - Hot work (does not include manual and automatic TIG welding and submerged arc welding)
 - Pneumatic tools (grinders, chippers, impact wrenches, etc.)
 - Abrasive blasting
 - Hydro blasting
 - Small power tools (drills, saws, etc.)
 - High impact operations (plate hammering, concrete breaking, etc.)
 - Paint booth operations
 - Jib cranes (operators only)
 - Forklifts (4 tons and greater)
4. Hearing protection levels are:
 - Single Protection: The use of either an earplug or ear muffs in a common noise environment. Simple Rule: If you cannot have a conversation with a person arm length apart then it is needed.
 - Double Protection: The use of both ear plugs and ear muffs in extremely noisy environments. Simple Rule: If you are standing next to a person and have to yell to be heard then both are required.
5. ANSI-certified noise canceling earbuds may be used for hearing protection.
6. The use of earphones or headphones in lieu of hearing protection is prohibited.

j. **Personal Floatation Devices (PFD)**

1. PFDs (a.k.a. life jackets) must meet the requirements under OSHA regulation 29 CFR 1915. 158 (a)
2. Any employee working over the water at any height including scaffolding, aerial lifts, etc. shall wear PFDs. Also PFDs are to be worn when working on the

waterside of the pier quay walls for diving operations, equipment set-ups including scaffolding, and any other job assignment within 5' of a body of water.

k. **Welding Hoods**

1. Welding hoods used at CMSD must be a full sized hood that connects to the hard hat. Soft hat welding is not permitted at CMSD other than in shops. Welding hoods must be in good condition and undamaged.
2. If the area to be welded is so tight and close that the welder cannot get in position with a full size hood and hardhat, a leather sock hood may be used. As soon as the welding has been completed, the employee must wear a hard hat.

This is not intended as a complete list of PPE required, but is only the most commonly used. Any modification of safety equipment is not authorized. Any equipment so modified will be removed from the shipyard and violators subject to disciplinary action.

11. Blood borne Pathogens

- a. Any Subcontractor whose employees have the potential of occupational exposure to blood or other potentially infectious materials, such as CHT, or who has first aid requirements, such as electrical or security, must have a written Exposure Control Plan designed to eliminate or minimize employee exposure, as required by 29 CFR 1910.1030 and 8 CCR 5193.
- b. This program must also include the requirement for Hepatitis B vaccinations, or declination notices.
- c. CMSD retains the right to review the Exposure Control Plan, including documentation of Hepatitis B vaccinations.

12. Ventilation Procedures and requirements

- a. Whenever any airborne contaminant(s) is being generated, ventilation must be provided to exhaust the contaminant(s) to where it can be safely discharged.
- b. Employees must know what jobs they will be performing while at CMSD. Employees must know that fumes, vapors, dusts or other contaminants that job will create or generate. Generally all hot work or chemical operations will require mechanical ventilation if being done in an enclosed area(s).
- c. Hard duct ventilation is required for exhausting contaminant off the ship.
- d. When ships ventilation is secured, subcontractors may set up blowers with lay flat ducting to provide fresh air to the space. Ensure the lay flat is properly strung and exhausts out to open air.

13. Ladder Uses

- a. The use of furniture, buckets, equipment, etc. is not an authorized working /access platform. There are primarily two types of ladders used at CMSD, straight ladders and step ladders.
 1. **Straight Ladders:** When used, these ladders must be secured to prevent top and bottom movement. The employee must face the ladder when ascending or descending the ladder. The employee may not carry anything that would prevent him / her from using both hands on the ladder. Utilize a rope to pass items between decks. If you must carry something while using the ladder, use a shoulder bag or strap. The ladder must extend a minimum of three feet beyond

the top of the platform or deck for safe access.

2. **Step Ladders:** Must not be used to access a platform. Do not step on the top two steps. Don't extend yourself out to the sides. Do not stand on the ladder and another object at the same time. The use of two ladders and planks between them is forbidden.

- b. **Metal Ladders:** May not be used on board ships or other area with electrical hazards.
- c. Ladders may not be used at any time on any type of scaffolding platform.
- d. The use of ladders with broken or missing rungs or steps, broken or split side rails, or other faulty construction is prohibited.
- e. Anytime an employee is working on a ladder next to a fall area or above guardrails a body harness and lanyard must be utilized.
- f. The use of furniture, buckets, equipment, etc. in place of a ladder or stepladder is expressly forbidden.
- g. Never run lines, cables, etc. through ladder rungs or attach them to ladder side rails.
- h. Do not place ladders where they may be in the way of the regular flow of traffic, unless they are protected by barricades or guards.

14. **Scaffolding and Staging**

- a. Scaffolding utilized on CMSD availabilities must be erected, dismantled, altered or modified only by a scaffold competent person employed by the scaffolding company hired for that job.
- b. Access to scaffolding must only be accomplished at the designated installed ladder.
- c. A status tag must be hung at the access point. A "green" tag denotes a safe scaffold structure. A "red" or "no" tag represents an unsafe scaffold and only scaffolding personnel are allowed to access.
- d. Personnel working on scaffolding and staging over water must wear a personal floatation device.
- e. Personnel working outside the confines of a scaffold platform must wear a safety harness and hook into a hard point that is not part of the scaffold structure.
- f. All work performed on a scaffold over water or near the edge must be contained to prevent materials and debris from falling into the water and on other employees.

15. **Communication Requirements**

- a. Ensure that your employees communicate with others around them about any potential hazard(s) they may create or that they observe. Also, these should be reported to the group that is responsible for correcting the hazard.
- b. Any accident or injuries that are incurred while working on a CMSD job must be reported to the Security Department immediately by phone at (619) 234-8851, at ext. 218. In addition, a formal written report of the incident and/or injury as well as the investigation of the accident showing cause must be provided to the Health and Safety Department within 24 hours.
- c. The report must be on the CMSD Subcontractor Accident Report form or one that covers the same information.

16. **Identifying Asbestos-Containing Materials (ACM)**

- a. Assume all construction surfacing and flooring materials, thermal systems insulation, roofing and siding, acoustical materials, gaskets, armor cabling, brake pads and clutch plates contains asbestos unless otherwise identified as such by a qualified inspector.
- b. Only California State Certified Asbestos Inspectors or Consultants, AHERA Certified

Asbestos Inspectors, and OSHA "Qualified" Persons are considered qualified inspectors.

- c. Only Asbestos "Qualified" Inspectors may make these inspections and collect bulk samples for asbestos analysis. Inspectors may or may not require bulk sample collection and analysis, depending on the Qualified Inspector's opinion.
- d. Bulk samples of materials shall be taken to an outside laboratory certified in testing for asbestos.
- e. Documentation of ACM inspections must be in writing with a copy being provided to the CMSD Safety Department.

17. Lead and Heavy Metals Program

- a. Subcontractors will be required to submit the CMSD Safety Department a Lead Heavy Metals Work Health and Safety Plan for approval when their trade-related activities will disturb lead and/or heavy metal containing surface coatings.
- b. Suspected materials shall be sampled and sent for testing by an outside laboratory. A copy of those results will be provided to the CMSD Safety Department prior to the start of work.

18. Rigging Requirements

- a. Only approved, standard-rigging techniques shall be allowed. If you have not been trained in good rigging practices, then DO NOT attempt the job. Incorporate the assistance of a qualified and experienced Rigger.
- b. All rigging equipment must be inspected prior to use and used only in the fashion that it was designed to be used.
- c. All chain falls and come-a-longs must be hooked in a straight-line pull only. No load line chain may be wrapped around the load. Only approved shackles, slings, beam clamps and approved pad eyes may be used.
- d. Never overload a piece of rigging equipment. Do not use a handle extender (a.k.a. cheater bar) on any come-a-long.

19. Motorized Equipment

- a. All vehicles with the driver's view directly blocked to the rear shall be equipped with a properly working back up alarm. In addition, when backing down any pier or other highly congested area, a ground guide /walker must be used.
 - 1. All vehicle safety equipment is required to properly work, such as the horn, lights, brakes, etc.
 - 2. Fork Lifts: Subcontractor personnel must not operate Forklifts owned or leased by CMSD. Any materials requiring the use of a fork lift for movement must have arrangement made through the CMSD Ship Superintendent.
 - 3. High Reach Equipment: To operate an aerial lift or scissor lift in the CMSD facility, the operator shall have attended and passed the aerial lift training class, and maintain a current Operator's License. Licenses are valid for two years from the date of issue. Arrangements for attending the class can be made by contacting the Program Manager, Ship Superintendent, or through the CMSD Production Control Center.
 - 4. Bicycles: Bicycle use within the facility is limited. Bicycles must be in good working order and must have the name of the company attached to the bike. Bicycles operated during darkness must have a light. Bicycles must not be ridden or left on any pier. They must be placed in the appropriate racks

located throughout the facility. The use of portable radios, phones, headphones, or other devices that would distract the bicyclist are prohibited. Bicycles not meeting these requirements are subjected to confiscation.

5. ALL vehicles, including bicycles, are subject to the rules denoted by the California Vehicle Code and the rules established for the CMSD facility.
- b. The maximum allowed speed limit in the CMSD Facility is 5 miles per hour.
- c. Drivers may not pass under suspended loads.
- d. Motorized equipment, must not be left unattended while running, and must be left unlocked with the keys in the ignition. Diesel powered vehicles shall not idle for more than five minutes.
- e. Vehicles may not park in the fire lanes at any time.

20. Use of Air, Gas and Water

- a. All gas hoses used at CMSD are to be in good repair, free from cuts, nicks and holes. There must be no leaking around the connectors.
- b. The use of any compressed gases from a manifold or bottle anywhere in the facility must place an identification washer at the manifold connection. The washer must identify the company and the worker's badge number.
- c. All compressed gas hoses must be disconnected and the washer removed at the end of each shift, or when not in use.
- d. Compressed gas hoses are not allowed to run through fire boundaries or left in any confined space.
- e. Compressed gas hoses (oxy/gas) must not be left unattended in confined spaces or unattended for more than 15 minutes in an enclosed space. Gas must be secured and bled off from the hoses. Compressed gas hoses must be visually checked from the point of work to the manifold having a hand over hand visual inspection performed. A two- minute drop test shall be performed every shift and every time a hose is connected to the manifold. Identification washers must be used at all times.
- f. All Chicago type fittings / couplings must be secured with a safety clip inserted through the holes in the flange. If a safety clip is not available, then a piece of wire may be used and twisted off.
- g. Compressed gas, air and water hoses must not be crimped off at any time to attach or remove any type of tool or device, or to secure flow, nor will it be left in that condition. A quick disconnect or valve must be used or pressure must be secured at the source, released and the hoses detached.

21. Industrial Hygiene

- a. CMSD is committed to protecting employee exposure to contaminants and also preventing the development of Muscular Skeletal Disease (MSD) in employees. In accordance with OSHA guidelines 29 CFR 1910, CMSD conducts routine monitoring for heavy metals, hexavalent chromium, VOCs, noise, respirable silica/dust, and ergonomic studies, and any other exposure risks employees may encounter while performing daily tasks. CMSD requires subcontractors to comply with OSHA guidelines and conduct routine monitoring for employee exposure to contaminants and ergonomic hazards. Monitoring is to be conducted periodically for all tasks where an exposure to contaminants may occur in order to confirm that current practices are adequate in minimizing employee exposure to contaminants, and are within OSHA PEL guidelines. Copies of monitoring results are to be submitted to the EH&S department for review to ensure subcontractor compliance with OSHA standards.

22. Ergonomics

- a. CMSD encourages all Subcontractors to have a viable ergonomics program, which should include:
 - 1. Evaluating new tools for ergonomic risk hazards
 - 2. Using knee protection where required
 - 3. Using long-handled tools where available
 - 4. Using portable benches and stools where feasible, and
 - 5. Using vibration gloves with vibrating tools and equipment

23. Eating and Drinking

- a. Eating, drinking is prohibited on board ships. Any eating or drinking must be accomplished on the piers or designated areas. Water fountains must be provided for employees or they may bring a plastic bottle, containing water only, on board labeled with their name and badge number.

24. Federal, State, County or City Agency Inspections

- a. A CMSD Safety Department representative must accompany all inspections conducted by an outside agency. The foregoing is only a guide and represents only the most common situations and procedures. Further guidance is available in the CMSD Safety Policies and Procedures Manual and in the Federal and State of California Directives.

Subcontractor Environmental Requirements

Environmental Policy

Continental Maritime of San Diego (CMSD) is committed to maintaining a healthy environment for its employees and for the citizens of our community. Accordingly, it is the policy of the company to comply with all applicable environmental laws and regulations, and minimize environmental risks, emissions to the air and water, and the generation of waste. The company will establish environmental objectives to support our commitment to continual improvement and pollution prevention.

This policy is available to the public, and is communicated to employees through the acronym “SOAR”, which summarizes the key points of our environmental policy.

S – Stop Pollution

O – Obey Rules

A – Always Improve

R –Reduce Waste

We achieve this mission through corporate leadership, employee and customer involvement, and rigorous implementation of Best Management Practices and regulatory requirements. CMSD is an ISO 14001 certified facility.

As a CMSD contractor or vendor, it is important that you understand your role and your responsibility in protecting the environment. CMSD is committed to environmental, excellence through programs and expertise that protect employees, the community and natural resources.

Environmental Guidelines

Hazardous Communication and Labeling

The CMSD facility maintains a Hazardous Communication Program (HAZCOM) in accordance with 29 CRF 1910.1200 and CCR Title 8 5194. The Hazardous Communication Program follows the Globally Harmonized System (GHS) for the classification and labeling of chemicals. Manufacturers and distributors are responsible for properly labeling hazardous materials. Contractors are responsible for replacing labels that can no longer be read and for labeling new containers when the material is transferred from the original container. Labels are required on the following: all incoming products, containers of chemicals transferred from the original container, stationary tanks, repackaged materials, and portable containers, other than water spray bottles and single use paint buckets. Labels must include the name of the hazardous substance, the appropriate hazardous warnings, and from the original label, name and address of the manufacturer, importer or other responsible party.

Hazardous Materials

Hazardous materials are any substances that by quantity, concentration, physical or chemical composition has been deemed to pose a real hazard to human health, safety, and the environment. All materials that are releasable to the environment (liquid, gases or powders) shall be properly labeled so that the content is readily identifiable. All such materials that are hazardous brought into the CMSD must be accompanied by a Safety Data Sheet (SDS). Control of Hazardous Materials must be per the

Hazardous Communication Program and the San Diego County Department of Environmental Health (DEH) Business Plan for Hazardous Material and Emergency Response. Movement of Hazardous materials to and from CMSD must meet all the DOT requirements for labeling, bill of landing and placarding, as required.

All activities authorized to use Coatings, Solvents Adhesives, and Weld Rods must ensure their specific products are approved for their use by ensuring that substance is listed in the dropdown menu on the air pollution reporting form obtained from the EHS department, **PRIOR** to use. If the substance is not listed, a copy of the SDS (and Product Data Sheet if applicable) must be submitted to the EH&S department for approval and inclusion on the reporting form, **prior** to use.

Hazardous Material Storage

All hazardous material containers must have labels that meet the labeling requirements of the Hazardous Communication Program per 29CFR1915, and have an SDS available for each substance. All hazardous materials must be kept in tightly sealed containers that will prevent release.

Day use containers are authorized if they can be tightly sealed, are labeled sufficiently to identify the substance in the container and any associated hazardous warnings, in accordance to the SDS. The SDS for the substance must be readily available. The only exceptions to this are: 8 oz spray containers containing only water may be labeled "water" with a permanent marker, 8 oz spray containers containing only non-toxic soap may be labeled "Soap" with a permanent marker, and single use buckets of paint, used for immediate use and NOT to be used for storing product beyond the day of transfer/use. Day use containers must remain under the control of the user at all times. Only metal containers are allowed to be utilized for day use containers for flammable liquids with a flashpoint below 150°F. Day use containers for fuel, used for the fueling of motor operated equipment, must be metal safety cans designed for that use.

Hazardous Material Storage lockers and their staging locations must be approved by EH&S in advance. Flammable storage lockers are to be utilized **ONLY** for flammable and combustible liquids.

Non-compatible, different classes, of Hazardous Materials must not be stored in the same locker. Oxidizers, corrosives, flammables and reactives are to be stored separately from each other. Store flammable liquids, such as paints and solvents, in flammable storage lockers when not in use.

Reporting of Releases of Hazardous Materials/Waste

The CMSD facility is regularly inspected to ensure that all Subcontractors, employees and customers are all doing their part to protect the environment. Identification and reporting of incidents involving hazardous materials is an important part of the environmental program at CMSD.

CMSD has a legal responsibility to document and report spills and releases of hazardous materials and waste. More importantly, the prompt reporting of these incidents can save lives and protect the environment. It is for these reasons that all Subcontractors are required to immediately report releases and spills of hazardous materials or waste to Security at ext. 218, who will then contact the EH&S Department. Subcontractors using the absorbent materials maintained on their job site can readily clean small spills of oil and other lubricants. **ALL** other spills must be cleaned by a 40-hour HAZWOPER trained CMSD employee. If you are unfamiliar with the spilled material or are in any way unsure of the situation, call Security at ext. 218, and they will contact the EH&S Department for support.

All environmental emergencies shall be reported to Security at ext. 218. For non-emergencies you may call ext. 510.

Waste Disposal

Waste must be separated to the extent practical, to segregate recyclable materials from general trash and from Hazardous or Universal waste.

All activities shall only use the appropriate provided containers for each type of waste.

If additional containers are required, or if there are any questions regarding a specific waste category, contact the EH&S department.

Waste disposal at CMSD will be in accordance to CMSD's Waste Management Procedure (BLOP WI 001).

Waste can be categorized into non-hazardous and hazardous waste. Non-hazardous waste is subdivided into the subcategories of recyclable and non-recyclable. Hazardous waste is subdivided into listed waste, Characteristic waste, and Universal wastes

Universal Waste

Universal waste is a category of non-general trash that is widely produced by many different types of businesses, for which the CA Department of Toxic Substances Control (DTSC) specified different handling and recordkeeping requirements compared with Hazardous Waste. Universal wastes are divided into five sub-categories: batteries, pesticides, mercury-containing equipment (including thermostats and computers), lamps (including fluorescent bulbs), and aerosol cans.

Universal waste must be accumulated and turned in to the locations designated by the EH&S Department. There are designated collection boxes for oily rags and aerosol cans located on the shipping and receiving loading dock. Contact the EH&S department to dispose of E-waste including batteries and computers.

All other activities (i.e. Prime contractors or third Parties) that are responsible for disposal of Universal Waste must coordinate their activities through the EH&S department. Movement and disposal of Universal waste must be documented and transferred to an authorized collection facility as required by the CA DTSC.

Hazardous Waste

A hazardous waste is a waste with a chemical composition or other properties that make it capable of causing illness, death, or some other harm to humans and other life forms when mismanaged or released into the environment. A solid waste is a hazardous waste if it is specifically listed as a known hazardous waste under the Resource Conservation and Recovery Act (RCRA) or meets the characteristics of a hazardous waste. Listed wastes are wastes from common manufacturing and industrial processes, specific industries and can be generated from discarded commercial products. Characteristic wastes are wastes that exhibit any one or more of the following characteristic properties: ignitability, corrosivity, reactivity or toxicity.

No hazardous waste will be brought into the CMSD yard from other locations. No Hazardous Wastes will be removed from the CMSD unless they are manifested as required by the CA DTSC.

For hazardous waste streams where CMSD is responsible for disposal: arrangements for the proper container, container labeling, staging location and secondary containment, will be made with the EH&S

Department prior to generating the waste. Activity generating the waste will notify EH&S immediately if there is a problem with any of the specified arrangements.

Hazardous waste cannot be accumulated for more than 90 days.

For Hazardous Wastes that are the responsibility of another organization's activities (i.e. subcontractor or third party) that activity must have an EPA ID number for the CMSD yard, provide all required containers and labeling, and the responsible party must coordinate accumulation areas through the EH&S department prior to waste generation. EH&S must be notified with new wastes or if the composition of an existing waste changes, or the process creating a waste changes. The responsible party must coordinate, direct, instruct and oversee all contractors that will generate the waste in their waste stream. Movement of Hazardous Waste out of the CMSD yards must be coordinated through the EH&S Department.

In no case will hazardous waste be placed into trash dumpsters. This includes such wastes as oily rags, aerosol cans, paint chips, and abrasive blast grit.

Abrasive blast (sandblast) grit will be labeled as "Excluded Recyclable Material" and will be handled with the same degree of care as all other hazardous waste. This includes the requirement to immediately cleanup abrasive blast grit, which may be accumulating on pallets, equipment, under abrasive blast pots, and on pier/ship where abrasive blasting activity is taking place.

Recycling

CMSD has a progressive recycling program, all subcontractors are required to ensure their personnel are segregating recyclables and placing the recyclable material in the appropriate container. **CMSD takes recycling very seriously.** Failure to properly participate in CMSD's recycling program and/or improper disposal of any waste may include minor disciplinary including removing the individual from the facility, up to revocation of active contracts and prohibition from future contracts.

Under state law, CMSD is required to recycle a minimum of 75% of all waste generated at the facility. Waste is segregated by type, including cardboard, wire cables, wood, and metals. Metals are subdivided into Mild Steel, Stainless Steel, and Aluminum.

Any waste materials that can be recycled **MUST** be recycled. This is in accordance with CMSD's Environmental Policy. Recyclable materials include, but are not limited to:

- 1) Clean Metals
- 2) Mixed Metals
- 3) Scrap Metal
- 4) Batteries
- 5) Cardboard
- 6) Electronic Waste
- 7) Tires
- 8) Wood

Recycling containers and bins will have picture labels corresponding to each material. Contact the EH&S department with any questions regarding recycling and material disposal.

Land Pollution Prevention Programs:

Waste will be controlled per the Non-hazardous Waste Management Procedure (EC-08), Polychlorinated Biphenyls (PCB) Management (EC-11), the Hazardous Waste Management Program (EC-14), and the Waste Management Work Instruction (BLOP WI 001).

Water Quality

Discharges to San Diego Bay from the shipyard are regulated through a permit issued by the Regional Water Quality Control Board. This permit is known as the National Pollutant Discharge Elimination System or NPDES program. This program controls the discharges from CMSD to the receiving water (San Diego Bay.)

One of the requirements of the NPDES permit is to establish and implement Best Management Practices or BMPs. These BMPs are designed to protect San Diego Bay from pollution resulting from CMSD ship repair operations. These BMPs establish methods for containment of pollutants, storm water control, and general housekeeping. This BMP program includes a process to review and improve the effectiveness of techniques used to prevent pollution. Copies of these BMPs should be maintained by all Subcontractors and should be referenced when conducting any activity which may cause pollution. A copy of the CMSD BMPs Procedure (EC-06) is attached for your use.

Storm water management is everyone's responsibility. The storm water management program focuses on housekeeping, pollution prevention, and pollution control. More formally, this program is called the Storm Water Pollution Prevention Plan or SWPPP and the associated Industrial Wastewater Management Plan (EC-03). These plans describe the methods of control, as well as the monitoring activities, to be employed to ensure that the environment is being adequately protected. The SWPPP has two major objectives. The first is to help identify the sources of pollution that affects the quality of industrial storm water discharges and authorized non-storm water discharges. The second objective is to describe and assure the implementation of BMPs to reduce or prevent pollutants in industrial storm water discharges and authorized non-storm water discharges. Unauthorized non-storm water discharges have been eliminated or are restricted and regulated under permitted requirements at this site. All Subcontractors must do their part to keep their areas of production clean at all times in order to eliminate possible pollution pathways to San Diego Bay. All Subcontractors must obtain authorization prior to discharging any industrial wastewater into the CMSD sewer system from the EH&S department upon completion of a Batch Wastewater Discharge Request Form (ECF-014) Sections 1 and 2, in accordance with EC-03, the Industrial Wastewater Management Plan (Industrial User Discharge Permit #11-04170-03-A). Subcontractors are required to ensure that the characteristics of the wastewater to be discharged meet all sewerability requirements for discharge at CMSD and provide analytical results from a certified environmental analytical laboratory. Sewerability requirements state that no process wastewater will be discharged to the sewer which exceeds the following limits:

- 1) pH Range 5-12.5
- 2) Oil and Grease 500 mg/l
- 3) Copper 11mg/l
- 4) Lead 5mg/l
- 5) Zinc 24 mg/l
- 6) Cadmium 1 mg/l
- 7) Chromium 5 mg/l
- 8) Nickle 13mg/l

The EH&S department will review the ECF-014 request and analytical laboratory results, prior to discharge approval. If approved, EH&S will complete section 3 of ECF-014. Upon completion of the discharge, the Subcontractor will complete sections 3 and 4 of ECF-014, and return the completed ECF-014 form to the EH&S department. All subcontracted sewer discharges that do not meet the requirements for sewerability are hauled to the pump station.

Over Water Transfers

Overwater transfers including the removal of oily bilge or ballast water from a vessel, and the movement of oily water through a pipeline located over-water are regulated under CFR 33 Parts 154 and 156.

Over water transfers of fuel can only be performed under the control of Persons in Charge (PICs). Two PICs are required for transfer, one on board the vessel and the other on the facility. Two-way radio communications have been established between the PICs in order to maintain constant communication during the transfer.

At least four hours prior to transfer to or from the Captain of the Port (COPT) must be notified. The NAVFAC Southwest DOI Form and the CMSD Marine Transfer Operations Declaration of Inspection Form (QA-183) must be completed. Prior to transfers personnel needs to be briefed and familiarized with the details of the transfer operation.

There can be no connections between hoses running over the water.

Air Quality

San Diego Air Pollution Control District (APCD) Rules require permits for all devices, equipment, or processes that emit or could emit pollutants unless specifically exempted.

Copies of all permits must be given to the EH&S Department. It is imperative that all Subcontractors operating permitted equipment or conducting permitted processes know and understand the conditions identified on their permits. **NON-COMPLIANCE WITH PERMIT AND OPERATING CONDITIONS IS A VIOLATION OF THE LAW.** Examples of permitted equipment or operations include spray painting, abrasive blasting equipment and diesel engines >50 bhp. Prior to conducting Marine coating operations for a CMSD job at any site, the contractor must obtain a copy of the site Marine Coatings Operation Permit and abide by those conditions.

Emission control is especially important in the case of paint and solvents due to the volatile organic compounds (VOCs) associated with these products. In all cases, Contractors must record the use of VOC emissions containing chemicals daily, and will be reported to the EH&S Department by the 10TH of the following month, in the required format, for all such materials used at CMSD.

All subcontractor diesel engines that are 50 bhp or greater fall under the CMSD portable diesel fired engines permit APCD1986-SITE-02868. Subcontractors are **ONLY** allowed to bring in Tier 4 and above or electric engines, unless under **exceptional** circumstances and granted permission by the EH&S Department. The volume of diesel used each month must be reported to the EH&S Department in the monthly emission reports.

Additional Resources

The following is a list of environmental programs and information available for use as necessary to ensure that activities conducted by Subcontractors are protective of the environment:

1. CMSD Environmental Management System Manual
2. National Pollutant discharge elimination System (NPDES) permit

3. Best Management Practices (BMP) Plan
4. Storm Water Pollution Prevention Plan (SWPPP)
5. Storm Water Monitoring Plan (SWMP)
6. Storm Water Diversion System Operating Plan
7. Hazardous Materials Business Plan for Emergency Response
8. Spill Prevention Control and Countermeasures Plan (SPCC)
9. Industrial Wastewater Management Plan
10. APCD equipment permits
11. CMSD SDS system
12. CMSD Hazard Communication System (Chemical Safety)

Please contact the EH&S department to obtain any programs and information materials.

Subcontractor's Security Guidelines

1. Subcontractors currently unapproved on the Subcontractor Status List will be denied access to the facility until they resolve issues pertaining to their unapproved status.
2. All Subcontractor personnel are required to display a CMSD issued badge, DBIDS, or CAC when inside CMSD facility. If asked for their badge by Security Officers, they must comply with their requests.
3. All pedestrians, including those with bicycles, are required to enter and exit through the Main Gate. Bicycles are not authorized on the piers and must be parked in the bicycle racks at the entrance of Main gate. **NOTE:** CMSD is not responsible for bicycles.
4. Subcontractor company vehicles will be allowed access to CMSD facility to load and unload supplies (15 minutes maximum). Subcontractors are not authorized to park in CMSD parking lots without permission or parking permit.
5. No vehicles are allowed on the piers. **NOTE:** See Security Office if job scope requires pier access with vehicle.
6. THE MAXIMUM SPEED LIMIT AT CMSD IS 5 MPH.
7. All vehicles, tool bags, and personal effects are subject to search upon entering or departing CMSD.
8. Material will be unloaded in the loading zones only and the CMSD material movement system utilized.
9. Personnel must check in with the Security Department prior to bringing photographic equipment in the CMSD facility. A Camera Pass will be issued by the Security Department for the digital camera. **NOTE:** A Camera Pass does not allow you to take photos on board a Navy Ship you will still need the Navy Ships permission.

Classified Contracts

If access to classified information is required a security requirement clause and a contract security classification specification shall be incorporated in the solicitation and the subcontract. Subcontractors must possess an appropriate Facility Clearance Level (FCL) and employee must possess the appropriate Personal Clearance Level (PCL), if possessing of classified information will be required, safe guarding capability is required.

- If access is not required during the pre-award phase an FCL is not required to receive a solicitation

- If access is required during the pre-award phase all prospective subcontractors must possess the appropriate FCL and PCL

Prospective subcontractors without an FCL

- Subcontractors cannot request an FCL for themselves. A government contracting agency or a presently cleared contractor must sponsor them
- Request must be based on a bona fide procurement need for the prospective subcontractor to have access to classified information

No Foreign Nationals

On contracts that are designated “No Foreign Nationals,” access is restricted to U.S. citizens only.

Access to Specification and Drawings

Subcontractors who wish to obtain access to Specifications and Drawings for bidding purposes must complete and return the Certification of Export Control Compliance set forth below. These specifications, drawings and other documents provided during the bidding process contain technical data whose export are restricted by the ARMS Export Control Act (Title 22, U.S.C. Section 2751, et seq.) or Executive Order 12470. Violation of these export laws are subject to severe criminal penalties. Export of restricted data occurs when it is provided-to, or viewed by, a “Foreign Person” within the meaning of the above export control laws. Completion and return of this Certification is also required to obtain a password in order to access the documents provided.

Security and Visit Requests

When hired as a subcontractor for CMSD and there is a need for your employees to board and work on a vessel, a ship visit request (SHVR) must be submitted electronically to the Security Department. Please call (619) 234- 8851 ext. 215 or 217 for more information. The SWRMC –Contractor visitor Request form can be downloaded from the Southwest Regional Maintenance Center (SWRMC) website <http://www.swrmc.navy.mil/visitors.html> The Contractor Visitor Request form must be sent to CMSD at least 7 business days prior to your employees accessing the vessel.

Nuclear vessels require Radcon Training. Each employee submitted for access must have completed Radcon Training. Radcon Training is valid for one year. Refresher course is available and must be taken yearly. If you have any questions on how to get the required training, please feel free to contact CMSD Training Department at 619-234-8854 ext. 291. All employees submitted for access to a nuclear vessel must be US citizens.

Additional Security Requirements for Access to CMSD Premises

CMSD access requirements apply to all visitors, subcontractors, third parties and any other non-CMSD employees requesting access to CMSD as described below.

A. Subcontractors/Vessel Personnel

1. All subcontractors are required to submit SECF-045, Certificate of Background Investigation to CMSD Security in order to obtain unescorted access to the facility. SECF-045 must be completely filled out, background must be completed, and a wet signature or digital signature in Step 2. **NOTE:** US Person Documentation is required in order to obtain unescorted access.
2. DBIDS and CAC's will be enrolled when possible, CMSD badge will be issued on a case by case basis. ID Badges must be worn above the waist and below the neck in order to be easily identified. If requested to present your ID Badge by Security Officer you must cooperate. Failure to do so will have you removed from the facility and possibly banned.

B. Truck Drivers/Deliveries

1. Truck Drivers/Deliveries will need to sign a Vendor Hold Harmless SECF-047 and have US Person documentation in order to enter CMSD facility for drop off. If this is a reoccurring drop off and unescorted access is required, SECF-045 Certificate of Naturalization must be completed and submitted to the Security Department.
2. Drop off time is 15 minutes maximum, if forklift services are required, ask the Security Officer at the Main Gate to contact the Transportation department in order to request this service.
3. All trucks entering CMSD facility are subject to inspection. Deliveries will need to provide manifest to Security officers prior to access being granted.

C. Visitors

1. A visitor notification must be submitted to the Security Department 24 hours in advance of the visit, if not received in that timeframe the visitor will be denied entrance to CMSD facility. The visitor notification can be submitted using SECF-003 Visitor Notification or via email and listing the full name of the visitor, US Person status, date and time of the visit and who will be the escort.
2. Visitors not scheduled in advance are denied entry until the proper authority authorizes the visit.

3. Children will not be granted access to CMSD unless pre-approved by CMSD management or the facilities security officer.

Parking Regulation

- A. Vehicles without parking passes will not be permitted to park in CMSD parking lots. Parking passes are issued by the Security Department.
- B. Vehicles with parking passes are only permitted to park in assigned parking spot, if found elsewhere the vehicle is subject to towing at owners expense.

Camera Pass and Authorization

- A. Camera Passes are issued by the Security Department for digital cameras. Subcontractors must have a camera pass prior to taking any pictures in CMSD facility. Photographs taken on board a Navy Vessel must also have permission from the ship prior to pictures being taken.

Search Requirements

All persons, packages and vehicles entering or leaving the facility are subject to search by Security personnel. Workplace Violence Prevention Program

- A. CMSD does not tolerate any threats, intimidation or acts of violence. The company is dedicated to providing a safe workplace for employees and visitors and maintains compliance with applicable laws and regulations. The company is committed to furnishing a work environment that is free of acts of violence, the threat of violence or employee intimidation at all company elements.
- B. Employees, subcontractors, contract labor, visitors and anyone else on CMSD premises are prohibited from creating and contributing to circumstances which create or result in an abusive or violent workplace environment.
- C. Notify CMSD Security of any reports of threats, intimidation or acts of violence.

Gate Pass Instructions

To ensure only authorized material, tools and equipment are removed from CMSD facilities, all equipment and material must be identified and all required forms (provided by CMSD Security) must be properly completed and approved by CMSD Security prior to exiting the CMSD facility. Note that Team member superintendents and/or Ship Managers are required to sign form SECF-032, Gate Pass, for subcontractor equipment and material brought onto CMSD facilities in performance of any subcontract, and Subcontractors are required to present the completed/signed form SECF-032 to CMSD Security before exiting.

CMSD Security will inspect all gang boxes for all companies working within the CMSD facility,

and will seal it after inspection. After CMSD Security applies a seal, the gang box may not be reopened without re-initiating this process.

Policy for Suppliers Unescorted Access to CMSD Facility

It is a CMSD policy to ensure that suitable checks (conducted in a manner fully compliant with applicable national laws, national regulations and contractual obligations, and appropriate to the work that the individual will undertake) are applied to all employees prior to recruitment and to any contractors either located on or requiring unescorted access to CMSD. Verification of the following elements is required as a minimum:

- A. Identity and right to Work Verification (Criteria: A successful I-9/E-Verify System check)
- B. Criminal conviction check, to the extent permitted by applicable law, for a minimum of previous seven years for each country lived in (Criteria: No record of misdemeanors, occurrence greater than seven years prior, then the Supplier may choose to provide an explanation of the event to CMSD. CMSD will review the explanation against security requirements.
- C. Education verification for decreed positions only; and
- D. Employment verification for a minimum of three years of employment history (Criteria: Employment history is confirmed as presented)
- E. DMV history check in the state of current license
- F. Denied Party Screening, Background Investigations.

In order to confirm compliance with this policy, CMSD's Security Department is required to receive the verification of compliance from all of its suppliers whose personnel will be requiring a CMSD ID badge to access CMSD.

Invoicing Procedure

Purpose

This instruction provides the steps for approving progress payment invoices and for completion and routing of Certificates of Completion Form CMF-M107 at 100%. It also establishes responsibilities and time frames for each group responsible for approving completion of work and payment for subcontractors.

Scope

Applies to Material Support, Quality Assurance (QA), Program Management, Environmental Health & Safety (EH&S), CMSD NPA Representative (GFM/PTD).

Procedure

PROGRESS PAYMENTS: The following is applicable to all firm-fixed-price subcontractor invoices requesting progress payments.

Subcontractors shall submit invoices properly identifying the Purchase Order number, work item, and associated RCC if any, the ship's name as well as physical progress per work item level to subcontractorinvoices@cmsd-msr.com.

- 1) Initial invoice may be submitted once 20% reports have been satisfied and adjudicated.
- 2) Invoicing may be submitted monthly after initial invoice has been approved up to 75% progress on any work item.
- 3) The invoicing from 75% to 100% shall be reserved for post CMSD QA verification that all reports have been satisfied and adjudicated per work item.

Material Support shall obtain the required authorization signatures.

After the required authorized signatures are obtained, Material Support forwards the invoice to Accounts Payable to process the payment. **NOTE:** A Certificate of Completion (COC) Form CMF-M107 is not required for progress payments on subcontractor purchase orders.

100% PAYMENTS: The following is applicable to all firm-fixed price subcontractor invoices for 100% payment of a Purchase Order.

A COC Form CMF-M107 is required for 100% payment of Purchase Orders that do not specify "No Certificate of Completion Required". COC Form CMF-M107 is provided with the purchase order. In addition, this form is available for download/printing at the company website, [OASIS2 » Continental Maritime of San Diego \(cmsd-msr.com\)](https://oasis2.continentalmaritime.com).

The COC Form CMF-M107 is submitted to subcontractorinvoices@cmsd-msr.com and Material Support shall initiate the routing process.

The parties responsible for the 100% COC Form CMF-M107 are Environmental Health & Safety, CMSD NPA Representative, Quality Assurance and Program Management.

Each functional area required to sign the COC Form CMF-M107 ensures the subcontractor has met their obligations relative to the functional area; e.g., QA ensures the subcontractor has met all quality assurance requirements, inspections, and reports. Any incomplete contract

requirements are reported to A/P to notify the subcontractor of the deficiencies.

If there are no deficiencies, the person(s) responsible signs the COC Form CMF-M107. Material Support notifies the subcontractor (by email) that the 100% COC Form CMF-M107 is complete and (if invoice is attached) is processing the payment, or requests that the invoice be submitted for prompt payment. It is the subcontractor's responsibility to turn in the invoice(s) corresponding to 100% PO billing to subcontractorinvoices@cmsd-msr.com.

For COCs Form CMF-M107 where the subcontractor has not fulfilled their obligation Material Support notifies the subcontractor of the areas of deficiency and the additional information needed to complete the COC Form CMF-M107.

In those instances where Material Support receives a 100% invoice without the corresponding COC Form CMF-M107, Material Support will verify the information on the invoice is accurate and proceed accordingly for approvals.

Invoices are aged for payment from the later of, the date of invoice, or the date of the final signature on the COC Form CMF-M107.

Liquidated Damages

In the event that the Government assesses liquidated damages and against Continental Maritime of San Diego (CMSD) for delays caused or contributed to by the Subcontractor, CMSD may assess a proportionate share of the damages against the Subcontractor for its comparative fault or other responsibility for the assessed liquidated damages. Subcontractor agrees to pay any such assessment promptly. However, the amount of such assessment shall not exceed the amount assessed against CMSD. This shall not limit Subcontractor's liability to CMSD for CMSD's actual damages caused by the Subcontractor.

Drug and Alcohol Policy

It is CMSD policy to promote a drug and alcohol free work environment. To this end, all Subcontractors are to employ methods and institute policies to ensure a drug and alcohol free workforce. Additionally, Subcontractors are not to report to work in a condition that would impair their ability to perform their job duties efficiently and safely due to the influence of drugs or alcohol. The possession, sale, and/or distribution of restricted substances are prohibited. Any Subcontractor who violates this drug and alcohol policy may be barred from access to the CMSD facility and all contracts being performed by CMSD.

Export Clause

EXPORT RELATED REQUIREMENTS:

- (i) Export Compliance. Seller is advised that its performance of the purchase order may involve the use of or access to articles, technical data or software that is subject to export controls under 22 United States Code 2751 – 2796 (Arms Export Control Act) and 22 Code of Federal Regulations 120 – 130 (International Traffic in Arms Regulations) or 50 United States Code 2401 – 2420 (Export Administration Regulations) and their successor and supplemental laws and regulations (collectively hereinafter referred to as the “Export Laws and Regulations”). Seller represents and warrants that it is either 1) a U.S. Person as that term is defined in the Export Laws and Regulations, or 2) that it has disclosed to Buyer’s Representative in writing the country in which it is incorporated or otherwise organized to do business, or if a natural person, all citizenships and US immigration status. Seller shall not give any license(s) issued there under.
- (ii) Foreign Personnel. Seller shall not give any Foreign Person access to Technical Data, software or Defense Articles, or provide an unauthorized Defense Service as those terms are defined in the applicable Export Laws and Regulations without the prior written consent of Buyer. Any request for such consent must state the intended recipient’s citizenship(s), and status under 8 U.S.C. 1101 and 8 U.S.C. 11324 (the “Immigration and Naturalization Act”), and such other information as Buyer may reasonably request. No consent granted by Buyer in response to Seller’s request hereunder shall relieve Seller of its obligations to comply with the provisions of (i) above or the Export Laws and Regulations, nor shall any such consent constitute a waiver of the requirements of (i) above, nor constitute consent for Seller to violate any provision of the Export Laws and Regulations.
- (iii) Indemnification. Seller shall indemnify and save harmless Buyer from and against any and all damages, liabilities, penalties, fines, costs, and expenses, including attorney fees arising out of claims, suit, allegations or charges of Seller’s failure to comply with the provisions of this paragraph and breach of the warranty set forth in (i) above. Any failure of Seller to comply with the requirements or any breach of the warranty contained in this paragraph shall be a material breach of the purchase order.
- (iv) Subcontracts. The substance of this paragraph shall be incorporated into any subcontract entered into by the Seller for the performance of any part of the work under the Purchase Order.

Program Management

Following Contract award notification from CMSD, Subcontractors are required to support Pre-Planning efforts as requested by the Program Manager (PM). The requirements will include, but are not limited to:

Initial IPS support for Planning

1. Review CMSD proposal schedule, and provide concurrence on tasking or revise tasking as required to support your needs.
2. Provide line item resourcing for all tasks that supports your proposed hours.
 - a. Line item tasking and resourcing is a vital part to assure that Subcontractor progress is calculated accurately to support progress payment requests by both CMSD and the Subcontractor.
3. Review and provide durations required for line item tasks.
 - a. Durations will be updated in the IPS, and utilized for the purpose of CMSD in-house review of the execution IPS.
 - b. Durations provided will be reviewed by the PM and/or Area Manager (AM), and additional meetings may be required for durations requested that do not accurately represent the actual scope of the task.
4. The above information is required to be provided to planning no more than 2 weeks following Contract award notification and/or Purchase Order.
5. The assigned AM will coordinate with the Subcontractor during the Pre-planning phase to review scheduled tasking and durations with the CMSD execution IPS. Subcontractor task durations are expected to meet the requirements of the CMSD execution IPS.

Prior to contract start Subcontractor will be required to attend a Pre-Availability Meeting. At this meeting all issues will be discussed including milestones, meeting time frames, safety issues, specification review, quality assurance requirements, etc.

The PM or AM is the Subcontractor's production point of contact for all jobs.

During all availabilities (CMA, emergent, SRA, DPMA, or PMA) the Subcontractor must coordinate all material deliveries/pick-ups, fork lift/crane support, etc. through the PM or AM. Work chits are required for these requests.

All Inspection Discrepancy Reports (IDRs) must be submitted to PM or AM for review prior to submittal to the government. All IDRs must be submitted promptly and IAW Std Item 009-01. Answered IDRs will be reviewed by PM prior to distribution, typically answers will be distributed electronically via email by the Program Admin.

All Subcontractors will be notified of and expected to attend Daily Pier Meetings, normally conducted at 0530 each morning. At a minimum each Subcontractor is required to have adequate Supervision in attendance to discuss detailed information for all work item tasking.

Daily Pier meeting deliverables

1. Provide detailed POD info by Work Item.
2. Provide daily manning levels by trade and Work item.
3. Communicate potential daily coordination issues, and support follow on de-confliction meetings as necessary.

Additionally, a weekly Production Update meeting is held. Subcontractor is expected to provide current job status, percent physical progress, and material availability for each work item. At this time any

schedule changes will be noted.

Weekly Production Update deliverables.

1. An updated IPS will be provided to all Subcontractors on Tuesday of each week during the execution of a Contract. The IPS will reflect all changes through the Previous Sunday.
2. All Subcontractors are required to review and update the IPS and submit to Programs and Planning each week, no later than Thursday COB.
 - a. Accurate progress identified by task, not the overall item level.
 - b. Start and stop dates verified, and updated if required. For all Start/Stop date updates that are being delayed, the PM/AM must be informed prior to submittal on Thursday.
 - c. IPS updates should include all planned progress through the current week ending on Sunday.
 - d. Any final update changes as a result of planned work progress greater than or less than the Thursday provided update is required to be reviewed with the PM/AM Monday morning and provided to planning for correction.

Additional weekly man power reporting requirements.

1. Each Thursday a weekly manpower forecast will be provided to represent man power requirements for the following week to support the IPS.
2. Subcontractors are required to review, and provide planned manning levels for the applicable week to the Program Manager NLT the Monday morning Daily Pier Meeting.
 - a. Subcontractor reported manning levels are required to include 2nd tier Subcontractors.

All overtime requests must be provided to the PM or SS by noon Thursday. All overtime (where additional compensation is requested) must be approved by PM, SS, or Contract Administrator prior to being worked.

Notification must be provided by 1300 when 2nd shift work is required.

CMSD Work hours:

First Shift 0600 – 1430

Second Shift 1430-2230

Third Shift 2230-0630

Quality Assurance

Note: Subcontractors are required to comply to all internal CMSD policies and procedures, specific mitigation plans, and the like, to include mandatory training requirements, prior to the accomplishment of work. It is incumbent upon the Subcontractor to contact CMSD EHS and Quality Departments to determine if there are any requirements not explicitly stated below that are required to be accomplished prior to the acceptance of any given purchase order.

1. All pertinent quality assurance issues will be discussed during each Subcontractor's Approval Review and during each Pre-Availability Meeting. Upon issuance of a purchase order (PO) to your company, you may be contacted by your assigned Quality Assurance Representative to schedule a formal in-brief prior to being issued a Test and Inspection Plan (TIP). If PO is for growth work or additional material, or the like, QA may at its discretion issue the TIP without conducting the in-brief. You must be in receipt of a TIP for all work that requires test/inspections/reports prior to accomplishing work. The issues to be discussed include, but are not limited to, check point notification, Test Inspection Plan (TIP) input, and Corrective Action Requirements (CAR). Should you have any specific questions regarding quality assurance please contact the quality assurance department direct at (619) 234-8851, ext. **334 or 716**.
2. Failure to provide or address the following issues may result in removal from contract, delayed payment processing or exclusion from the CMSD Approved Subcontractor List:
 - 2.1. Failure to provide proof of personnel certification, training, or other required documentation of ability to perform the assigned task.
 - 2.2. Failure to provide required records, procedures or instructions where required by specification.
 - 2.3. Incomplete or unanswered requests for audits, corrective, or preventive action(s)
 - 2.4. Objective Quality Evidence not received and/or accepted by CMSD, including.
 - 2.4.1. Check Point Forms
 - 2.4.2. Required Reports
 - 2.4.3. Inspection or Test Reports
 - 2.4.4. Completed Test Memos
 - 2.4.5. Corrective Actions Closed out/Accepted.
3. All Corrective Actions, with exception of method A, shall contain a root cause/sub cause as listed on applicable attachment of 009-04. If Subcontractor desires to use other root causes, they shall contact CMSD QA for review/approval of cause prior to its utilization. In addition, all Corrective Actions must contain:
 - 3.1. Immediate action/Containment Action accomplished to prevent the non-conformity from causing further impact, as well as steps made to verify non-conformity has not propagated to other work requirements/contracts.
 - 3.2. Plan of action, with specific steps listing responsible parties, deadline dates and actions to be taken in order to correct the actual defect/non-conformity.
 - 3.3. Preventative Action/Correction of Cause must specifically relate to the identified root cause. Preventative Action must include plan of action, with specific steps listing responsible parties, deadline dates and actions to be taken in order to correct the root cause.
 - 3.4. Proposed final CAR response will include Verification/Validation of effectiveness steps to be taken, to demonstrate/prove that preventative action taken was effective. Results of verification/validation actions shall be provided to CMSD upon request regardless of whether CAR was closed or not.

4. Certification of Work and Integrated Testing/System Restoration efforts are intrinsically connected to TIP. Subcontractors shall attend meetings and provide data to CMSD QA upon request in order to accomplish these activities.
5. The following are additional requirements or amplifying information pertaining to QA Objective Quality Evidence (OQE) Records.

5.1. Checkpoint Callouts

- 5.1.1. **Subcontractor Personnel** - responsible for reviewing the CMSD provided Test and Inspection Plan (TIP) and for notifying CMSD QA personnel of required checkpoints by submitting a properly filled out checkpoint **callout request form (CMSD QA Form 227)**, in sufficient time to allow for review of the checkpoint requirements to meet callout requirements of NSI 009-04.
- 5.1.2. **All checkpoints (I, V, and G) MUST be called out to the QA Department a *minimum of 4 hours* prior to desired inspection time in order to allow sufficient time to review TIP, test memos, CAPS, PCPs, **EATP**, etc. CMSD QA will callout checkpoint to SWRMC and will provide the checkpoint sheet generated by Jarvis to the subcontractor for execution.**
- 5.1.3. QA Department will not call out a checkpoint unless all preceding checkpoints have been accomplished satisfactory and OQE has been submitted and cleared on TIP.
- 5.1.4. Subcontractor Production Supervisors, Foremen, and Leadsman - responsible for ensuring the item, component or system proposed for inspection has been fully examined and verified ready for inspection including but not limited to the following:
 - 5.1.4.1. All previous test, inspections and required reports are completed.
 - 5.1.4.2. All Objective Quality Evidence (OQE) leading up to the proposed checkpoint is completed and submitted to CMSD QA. OQE shall be submitted to CMSD QA within one day of completion of test/inspection.
 - 5.1.4.3. All Test Measuring and Diagnostic Equipment (TMDE) utilized to perform the test and inspection have current calibration and available on jobsite.
 - 5.1.4.4. The PCP, **EATP** or CAPS Sheet documentation are up to date and in the jobsite for inspection when applicable.
 - 5.1.4.5. Ensure supporting data (ex. Tech Manuals, Standard Item, DWG, Test Memo, etc.) for (G) test and inspections, including accept and reject criteria, will be at the checkpoint location.
- 3.1.5. Complete pre-checks/preliminary walkthroughs in time to provide notice of cancellation, if required, in accordance with NAVSEA Standard Item 009-04. Notify CMSD QAI when item is not ready for checkpoint.
- 3.1.6. Subcontractor Inspectors will provide CMSD QAI the completed checkpoint slip and all associated records within one work-shift of completion of checkpoint. Provide a legible hard copy or electronic scanned copy sent via email.
- 3.1.7. Submit resulting reports to the SUPERVISOR via CFR when required by the work item and references.

3.2 Process Control Procedures (PCP)

- 3.2.1 Subcontractor PCPs must be submitted to CMSD QA Technical Writers for review and submittal to the customer for approval. **PCP's must be submitted at least 16 calendar days prior to scheduled start date of PCP process specified in the Integrated Production Schedule (IPS), to allow sufficient time for review by CMSD QA to meet the 14-day submittal requirements of Standard Item 009-09.**

- 3.2.2 Ensure that the in-process PCP documentation is up to date at all times. When calling out checkpoints, ensure the TIP requirements for the preceding test or inspections are complete prior to calling out checkpoints for next evolution. CMSD QA will not callout checkpoints for next evolution if PCP documentation is incomplete. CMSD may request an audit of all PCPs in execution to ensure PCPs complies with standard item 009-09 and 009-04.
- 3.2.3 Submit PCP OQE to CMSD as soon as the work requirements of the PCP are completed. Standard Item 009-09 requires PCP OQE submittal to SWRMC within 3 days of completion or 5 days prior to scheduled key event date to which the PCP process is tied. Testing will be accomplished per basic requirements.
- 3.2.4 **Checkpoint inspection and verification specified in the Engineering Approved Technical Procedure (EATP) must be called out through CMSD QA per NSI 009-04 requirements prior to execution. The 009-90 required Technical Representative or SME cannot waive the 009-04 callout requirements.**

3.3 Preservation Packages (CAPS Sheet), QA Appendices

- 3.3.1 Initial CAPS sheet shall be submitted to CMSD QA at least seven days prior to start of preservation process to allow sufficient time for CMSD QA to review, return for correction if necessary and approved. CMSD (Prime Contractor) reviews and approved subcontractor CAPS Sheet. No SWRMC approval is required. Normally, CMSD QA will review and approved the submitted CAPS sheet within two business days of submittal.
- 3.3.2 CMSD recommend using a CAPS Sheet Tracker in spreadsheet form to aid in tracking of preservation process and CAPS sheet status.
- 3.3.3 CMSD strongly emphasize that the subcontractors keep the CAPS sheet OQE documentation forms complete and in compliance with the documentation requirements of 009-01 at all times during the preservation process. This will make retrieval and submittal of OQE a lot easier.
- 3.3.4 Standard Item 009-32 requires submittal of completed CAPS sheet to SWRMC within 72 hours of completion of preservation of each separate location listed in the work item. CMSD requires subcontractors to submit CAPS sheet OQE within 24 hours of completion of preservation to allow for review by CMSD QA prior to submitting to SWRMC within the required 72-hour timeline.

3.4 Expectation from subcontractors for protection of the ship and its equipment from damage per applicable NAVSEA Standard Items.

- 3.4.1 CMSD is reminding the subcontractors of their obligation to protect the ship and its equipment from damage during the performance of the job order. Strict adherence to the requirements of NAVSEA Standard Items 009-06 (Maintaining Protection and Cleanliness from Non-Radioactive Operations; Accomplish) and 009-07 (Confined Space Entry, Certification, Fire Prevention and Housekeeping; Accomplish) is required at all times. Standard Item 009-01 paragraph 3.17 covers the requirement for protecting the ship and its equipment where 009-06 and 009-07 is silent.
- 3.4.2 Rain/Water intrusion
 - 3.4.2.1 All subcontractors must be aware of forecasted inclement weather and must take necessary action to protect the vulnerable spaces they are responsible for from rain intrusion.
 - 3.4.2.2 Prior to the inclement weather, the subcontractor supervisor will report to the CMSD Area Manager that measures are taken to prevent rain intrusion in their respective work areas.
 - 3.4.2.3 When access cuts are utilized, subcontractors are required to follow the requirements of Standard Item 009-05 (when invoked) for using temporary access closures and coamings to prevent water intrusion.
 - 3.4.2.4 Report any rain intrusion damage to the CMSD Area Manager as soon as identified to determine proper course of action to correct the deficiency.
- 3.4.3 Contamination-Producing Operations

- 3.4.3.1 Ensure all protective measures are to be in place prior to start of any contamination-producing operations and must remain in place until the contamination-producing operations are complete.
- 3.4.3.2 Maintain the integrity of protective covering at the beginning of each shift in which contamination-producing operations will be accomplished.
- 3.4.3.3 Ensure that the protective coverings are intact during the entire duration of contamination-producing operation. Stop the operation if the protective measures are damaged or breached. Do not commence operation until the damage is fixed and the affected spaces cleaned of any contamination caused by damaged protective measures.
- 3.4.3.4 Notify CMSD QA and/or Area Manager as soon as possible for any contamination of the ship caused by failure of protective measures.
- 3.4.3.5 Maintain cleanliness of the worksite, including bilges, free of accumulation of industrial debris caused by subcontractor on a continuous basis throughout the availability.

EC-06 Best Management Practices

EC-06 BMP can be found at: <https://cmsd-msr.com/oasis2/>

General Requirements for Navy Ship Repair Subcontractors

Subcontractors doing ship repair work for CMSD must comply with the procedure outlined below, in addition to all purchase order terms and conditions:

1. All subcontractor personnel are required to have a valid company badge prior to being permitted access to the CMSD facility.
2. The subcontractor will contact the **CMSD Area Manager or Program Manager** before commencing any work on board the ship. The subcontractor is not to communicate with the Supervisor of Shipbuilding, Conversion and Repair representatives without prior permission from the CMSD ship superintendent.
3. After the Area Manager or Program Manager or his representative has checked out all areas in which work is to be accomplished, the Subcontractor(s) will be notified to proceed. A security list containing the name, badge number, social security number, date of birth, place of birth, citizenship and security clearance (if any) of all personnel must be provided via email to the CMSD security officer at least three (3) working days prior to any requirement to board any ship where work is required or to enter a CMSD facility. The VAR located on the Southwest Regional Maintenance Center (SWRMC) website may be used (SWRMC.navy.mil)
4. The Subcontractor(s) will ensure that he has all necessary specifications and drawings required to complete the job. If the Subcontractor cannot obtain such specifications and drawings, the CMSD Area Manager or Program Manager shall be notified immediately prior to any work beginning.
5. In general, any question or problem concerning subcontractor's processing of work for CMSD shall be brought to the immediate attention of the CMSD Area Manager or Program Manager or his representative.
6. The Subcontractor(s) will comply with the provisions of OSHA Regulations Part 1915.10 with regard to safety and health regulations for ship repairing. Maintain a current Log of Inspection by shipyard competent person (formerly OSHA-74) posted in all spaces requiring such safety precautions. While in the CMSD facility, hard hats, safety glasses, and leather shoes conforming to CMSD safety requirement must be worn by all subcontractor personnel. Subcontractor personnel must wear a photo identification badge at all times that conforms to CMSD security procedures.
7. You must comply with all applicable NAVSEA Standard Items of the fiscal year invoked on the work specification. A copy will be provided to you upon request. Submit welding procedures and supply certifications, when applicable. Duplicate documentation must accompany shipment. Forward completed test and inspection plans immediately following completion of work to the CMSD Quality Assurance. Standard items are invoked requiring certification and calibration of test and measuring equipment. Forward documentation verifying compliance with these requirements to CMSD, Quality Assurance, when required.
8. Your purchase orders for all work being sent from your plant to be accomplished outside of a 50 mile radius of the Contractors yard, will be delivered to CMSD Quality Assurance prior to any equipment leaving your facility. Purchase orders will include the name, address, and zip code of your Subcontractor that is to accomplish the work, along with copies of relative drawings, work specifications, and an accurate description of work to be accomplished. Your purchase order must pass along to your Subcontractor all contractual and quality requirements invoked on you by CMSD purchase order. If Government Source Inspection (GSI) is invoked, evidence of Government inspection must be evident on completed test and inspection documentation. During performance on this order, your quality control or inspection system and manufacturing

processes are subject to review, verification, and analysis by authorized Government Representatives and the CMSD. Quality Assurance. Government inspection or release of product prior to shipment is not required unless you are otherwise notified.

9. The Subcontractor will comply with CMSD memorandum of company policy on providing and accomplishing Process Control Procedure (PCP) to meet the requirements of Standard Item 009-09. As part of this procedure, your proposed PCP(s) are subject to final acceptance by CMSD Quality Assurance. That department may recommend that specific changes be incorporated in the proposed procedure(s) as originally submitted by your company. Completed PCPs will be submitted to the CMSD Quality Assurance. Completed PCPs must include all objective Quality Evidence (e.g. training documents, checkpoints, required reports, etc.).
10. Subcontractor shall maintain all required material certifications in an immediately available file (24-hour recovery) for a period of 1 year from delivery of the material ordered by buyer. Subcontractor shall continue to maintain such material certification in recoverable archives for an additional 5 year period.
 - Military base access requires Defense Biometric Identification System ("DBIDS") and Pier Access. Furthermore, access to the Naval Base Coronado requires individuals to be a U.S. Citizen. If sponsorship to obtain DBIDS is required, please contact CMSD Security.