

CONSOLIDATED MAINTENANCE CHECKLIST

FOR MIMMS UNITS

MAINTENANCE ADMINISTRATION

1. Is the MMSOP or maintenance policy letters available to commodity personnel and are they familiar with the contents? (MCO P4790.2C, paragraphs 1004.4 and 2.b of Appendix A)

Yes ___ No ___ N/A ___

2. Have desktop procedures/turnover folders been prepared for each billet involving administrative and management functions? (MCO P4790.2C, paragraph 1005)

Yes ___ No ___ N/A ___

EQUIPMENT RECORDS

1. Are equipment records properly prepared and maintained for all equipment? (TM 4700-15/1H, Chapter 2 and applicable commodity chapters)

Yes ___ No ___ N/A ___

2. Has the equipment officer designated all individuals dispatching equipment in writing? (TM 4700-15/1H, paragraph 2-15.c and 15-3.b)

Yes ___ No ___ N/A ___

3. Are several copies of blank DD-518's, a blank SF-91 and two blank SF-94's carried in each vehicle? (TM 4700-15/1H, paragraphs 2-16.e, 2-17.d and 2-17.1 d)

Yes ___ No ___ N/A ___

4. Are Operator's Daily Checklists for load lifting equipment utilized and maintained with the trip ticket? (MCO P11262.2A, paragraph 1001.2; and TM 4700-15/1H, Chapter 2, paragraph 2-24)

Yes___ No___ N/A___

5. Has the unit Commander assigned, in writing, a load test certification officer? (MCO P11262.2A, paragraph 1001.8)

Yes___ No___ N/A___

6. Has a blank copy of a Small Craft Accident Report been filed in the Small Craft Coxswain LogBook? (TM 4700-15/1H, paragraph 15-5.d)

Yes___ No___ N/A___

7. Are all small craft accessory items properly annotated on the Small Craft Accessory Record? (TM 4700-15/1H, paragraph 15-7)

Yes___ No___ N/A___

SECURITY

(ARMORY ONLY)

1. Has an Ammunition, Arms, and Explosives (AA&E) accountability officer been designated in writing? (OPNAVINST 5530.13B, paragraph 0602.f(2),ALMAR 397/97)

Yes___ No___ N/A___

2. Is an unaccompanied access list maintained within the armory? (OPNAVINST 5530.13B, paragraph 0405 and 0503.b(1))

Yes___ No___ N/A___

3. Are all personnel requiring access to the armory, not on the unaccompanied access roster, properly authorized, escorted, and logged in? (OPNAVINST 5530.13B, paragraph 0405 and 0503.b and OPNAVINST 5530.14B, paragraph 0306.c)

Yes___ No___ N/A___

4. Are daily sight counts conducted when required and are the records maintained for at least one year? (OPNAVINST 5530.13B, paragraph 0601.b(3)(a)2)

Yes___ No___ N/A___

5. Is the monthly-serialized inventory of all small arms conducted properly and are records maintained for at least 2 years? (OPNAVINST 5530.13B, paragraph 0601.b(3)(a)2)

Yes___ No___ N/A___

6. Has the unit ensured a physical security survey is conducted annually and does the unit maintain records of the 3 most recent surveys? (OPNAVINST 5530.13B, paragraph 0309; and OPNAVINST 5530.14B, paragraphs 1207 and 1209)

Yes___ No___ N/A___

7. Has corrective action been initiated on previously identified security deficiencies or has a waiver/exception from higher authority been requested? (OPNAVINST 5530.13B, paragraphs 0309, 1001.b and 1004; and OPNAVINST 5530.14B, paragraph 0116.a(2))

Yes___ No___ N/A___

TRAINING

1. Does the commodity manager plan and coordinate a maintenance/ maintenance management-training program? (MCO P4790.2C, paragraph 1004.3.f(7)(a)and MCRP 3-0B)

Yes___ No___ N/A___

2. Does the commodity manager maintain current Individual Training Standards (ITs) for Military Occupational Specialties (MOSs) under his/her cognizance and has training been established in accordance with those standards? (MCO 1510.34A and MCRP 3-0B page 6-8)

Yes___ No___ N/A___

3. Does a review of the maintenance/maintenance management/ITS training documentation indicate an effective training program? (MCO P4790.2C, paragraph 2003.2;and MCRP 3-OB)

Yes___ No___ N/A___

4. Is Navy 3M Planned Maintenance System (PMS) training provided for Dive Locker personnel? (OPNAVINST 4790.4B, Chapter 3; TI 10560-14/1, Appendix J)(**DIVE LOCKER**)

Yes___ No___ N/A___

MIMMS REPORTING

1. Is the current Marine Corps Ground Equipment Resource Reporting (MCGERR), MCBul 3000 on hand and is it used to report ground equipment status? (MCO 3000.11C, paragraphs 13 and 16.e; TM 4700-15/1H, paragraph 2-2.d(22); and MCBul 3000)

Yes___ No___ N/A___

2. Are items of equipment added to or deleted from deadline as appropriate? (MCO P4790.2C, paragraph 1000.2.g(1))

Yes___ No___ N/A___

3. Do commodity personnel use an Equipment Repair Order (ERO) in all instances where either repair parts or resources are required in the performance of requested maintenance? (TM 4700-15/1H, paragraph 2-2.a)

Yes___ No___ N/A___

4. Are procedures established to ensure that all MIMMS output reports are validated and required corrective action initiated in the commodities? (MCO P4790.2C, Appendix C)

Yes___ No___ N/A___

5. Does a comparison of the MIMMS reports matched against the actual source data, Equipment Repair Order/Equipment Repair Order Shopping List (ERO/EROSL), indicate that unit personnel are effectively validating/reconciling information as required? (MCO P4790.2C, Appendixes C and G; MCO 4400.16G; TM 4700-15/1H, paragraph 2-2; and UM 4790-5, Chapter 24)

Yes___ No___ N/A___

6. Are Deadlined Control Dates (DCDs) assigned to Category Code M EROs (and Category P EROs when deadlined)? (TM 4700-15/1H, paragraph 2-2.d(9))

Yes___ No___ N/A___

7. Are priority designators properly assigned? (MCO 4400.16G; MCO P4400.150E, paragraph 3001.5)

Yes___ No___ N/A___

8. Do Job Status Codes, Category Codes, and Defect Codes accurately reflect the current status of the equipment? (TM 4700-15/1H, paragraphs 2-2.d(18), 2-2.d(22), 2-2.d(23), 2-2.f and UM 4790-5, Chapter 24).

Yes___ No___ N/A___

9. Do equipment serial numbers on Equipment Records, EROs, MIMMS-AIS, and unit property records agree? (UM 4400-124, Part III, Section 2, paragraphs 2.6 and 2.14; and TM 4700-15/1H, paragraph 2-2.d(11))

Yes___ No___ N/A___

10. Does equipment in a "Unit Recall" status have valid parts requisitions? (TM 4700-15/1H, paragraph 2-2.f(3); and UM 4790-5, Chapter 24, page 7 (Code 24))

Yes___ No___ N/A___

11. Is the information on active EROs current? (TM 4700-15/1H, paragraph 2-2)

Yes___ No___ N/A___

SUPPLY SUPPORT

1. Are repair parts placed on requisition as soon as possible after the requirement is identified and consistent with the urgency of need for the repair part? (MCO P4790.2C, paragraph 2004.1; and MCO 4400.16G, Enclosure (1))

Yes___ No___ N/A___

2. Are EROSLs/forms used in lieu of the EROSL assigned priorities commensurate with the ERO? (MCO P4790.2C, paragraph 2004.2; and MCO 4400.16G, Enclosure (1))

Yes___ No___ N/A___

3. Are EROSLs annotated properly and maintained until the ERO is closed for Field Maintenance Subsystem (FMSS) supported units or maintained for one year for non-FMSS supported units? (MCO P4790.2C, paragraph 2004 and Appendix C; and TM 4700-15/1H, paragraph 2-3)

Yes___ No___ N/A___

4. Do the EROSLs/forms used in lieu of the EROSL document all part transactions for the equipment undergoing repair (requisitions, receipts, cancellations, and reordering of partial issues)? (MCO P4790.2C, paragraphs 2004.2 and 2004.5; UM 4400-15, Chapter XXII, Part A, paragraph 22001; UM 4400-124, Part III, Section 5, paragraph 5.1.3; and TM 4700-15/1H, paragraphs 2-3.a, d, and e)

Yes___ No___ N/A___

5. Are EROSLs/forms used in lieu of the EROSL properly annotated when parts are received from supply and issued from the ERO parts bin? (MCO P4790.2C, paragraphs 2004.4.d, e, and f, and Appendix C)

Yes___ No___ N/A___

6. Does the commodity enter the NMCS/ANMCS indicator on the "4 parts" transaction as required during initial preparation of the EROSL and are they properly assigned? (MCO 440.16G; TM 4700-15/1H, paragraphs 2-3.c(1)(1) and 2-3.c(2)(1)).

Yes___ No___ N/A___

7. Can repair parts/assemblies held in maintenance facilities be identified with a pending ERO or authorized pre-expended bin (PEB)? (MCO P4790.2C, paragraph 2004 and Appendix C)

Yes___ No___ N/A___

8. Is a biweekly validation of the ERO, EROSL, and layettes properly conducted? (MCO P4790.2C, paragraph 2004.4 and Appendix C)

Yes___ No___ N/A___

9. Are proper reconciliations being conducted between the commodities and supply? (MCO P4790.2C, paragraph 2004.3 and Appendix C; UM 4400-124, Part III, Section 5, paragraph 5.1.3; and TM 4700-15/1H, paragraph 2-3c.(2)and 2-3.e(2))

Yes___ No___ N/A___

10. Is a reparable issue point (RIP) catalog available at the commodity level and are back-orders validated during the bi-weekly reconciliation? (MCO P4790.2C, paragraph 3003.4.b and Appendix C, paragraph 2(d); and UM 4400-123 Part III, Section 14, paragraph 14.5.c).

Yes___ No___ N/A___

11. Has the unit commander approved PEB items, in writing, and are they stocked in accordance with current stockage criteria? (MCO P4400.150E, paragraph 5018; and MCO P4790.2C, paragraph 2004.7)

Yes___ No___ N/A___

12. Is broken unit of issue items maintained properly? (MCO P4400.150E, paragraph 5018)

Yes___ No___ N/A___

13. Can repair parts/assemblies held in maintenance facilities be identified with a pending Shop Repair Order (SRO) or authorized pre-expended bin (PEB)? (MCO P11000.7C, paragraph 7003.3.c, MCO P11240.106B, paragraph 7007, MCO P4790.2C, paragraph 2004 and Appendix C, MCO P4400.150E, paragraph 5018) **(GME)**

Yes ___ No ___ N/A ___

14. Do the DD-1348s document all parts transactions for the equipment undergoing repair (requisitions, receipts, cancellations, and reordering of partial issues)? (MCO P4790.2C, paragraphs 2004.4 and 2004.5; UM 4400-15, Chapter XXII, Part A, paragraph 22001; UM 4400-124, Part III, Section 5, paragraph 5.1.3; and TM 4700-15/1H, paragraphs 2-3.c, d, and e) **(GME)**

Yes ___ No ___ N/A ___

15. Is a biweekly validation of the SRO, DD-1348s, and layettes properly conducted? (MCO P4790.2C, paragraph 2004.4 and Appendix C) **(GME)**

Yes ___ No ___ N/A ___

PREVENTIVE MAINTENANCE

1. Are PMCSs scheduled, evenly distributed, and performed in accordance with applicable equipment technical manuals (TMs)? (MCO P4790.2C, paragraph 3002; and TM 4700-15/1H, paragraphs 2-4.b and c)

Yes ___ No ___ N/A ___

2. Are equipment operator/crew PMCSs being conducted in accordance with applicable TMs? (MCO P4790.2C, paragraph 3002)

Yes ___ No ___ N/A ___

3. Are borescope and pullover gage services performed at the required intervals and are the results correctly annotated in the associated Weapons Record Books, Part I and Part II (NAVMC 10558/10558a)? (TM 4700-15/1H, paragraphs 7-2.d(3)(c), 7-2.d(3)(d), and 7-2.d(3)(e); and TM 9-1000-202-14)

Yes ___ No ___ N/A ___

4. Is a load test/condition inspection of cranes/aerial personnel devices and other load lifting equipment accomplished and is required certifications/documentation on file? (MCO P11262.2A, paragraph 2005)

Yes ___ No ___ N/A ___

5. Is the required certification data indicating the test status of the load lifting equipment stenciled on the equipment? (MCO P11262.2A, paragraph 1001.11)

Yes ___ No ___ N/A ___

6. Has the commodity enrolled all applicable equipment in the Joint Oil Analysis Program (JOAP) and does an examination of JOAP records indicate effective use of the program? (MCO 4731.1A; TI 4731-14/1C; and TM 4700-15/1H, paragraphs 2-10, 2-11, and 2-12)

Yes ___ No ___ N/A ___

7. Is there a Planned Maintenance System (PMS) implemented for all diving equipment? (OPNAVINST 4790.4B, paragraph 1-3; TM 4700-15/1H, paragraph 2-4.c and Chapter 11; and TI 10560-14/1, paragraphs 3.b and 3.c) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

8. Is the departmental master PMS manual maintained as required? (OPNAVINST 4790.4B, paragraphs 5-2.1.1 and 5-2.1.2; and TM 4700-15/1H, paragraph 11-5) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

9. Is the work center PMS manual maintained as required? (OPNAVINST 4790.4B, paragraph 5-2.2; and TM 4700-15/1H, paragraph 11-6) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

10. Is the Master Maintenance Requirement Card (MRC) control deck maintained as required? (OPNAVINST 4790.4B, paragraph 5-2.6; and TM 4700-15/1H, paragraph 11-7) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

11. Does SYSCOM MRC control number file MRCs? (OPNAVINST 4790.4B, paragraphs 5-2.3.k and 5-2.6; and TM 4700-15/1H, paragraph 11-7) **(DIVE LOCKER)**

Yes___ No___ N/A___

12. Are applicable Equipment Guide Lists (EGLs)(OPNAV Form 4790/81) attached to related master MRCs? (OPNAVINST 4790.4B, paragraph 5-2.6; and TM 4700-15/1H, paragraph 11-8) **(DIVE LOCKER)**

Yes___ No___ N/A___

13. Are applicable Tag Guide Lists (TGLs)(OPNAV Form 4790/107) attached to related master MRCs? (OPNAVINST 4790.4B, paragraphs 5.2.5 and 5-2.6; and TM 4700-15/1H, paragraph 11-14) **(DIVE LOCKER)**

Yes___ No___ N/A___

14. Is the Cycle PMS Schedule (OPNAV Form 4790/13) prepared by the dive locker SNCOIC and maintained as required? (OPNAVINST 4790.4B, paragraph 5.2.10.1; and TM 4700-15/1H, paragraph 11-2) **(DIVE LOCKER)**

Yes___ No___ N/A___

15. Is the Quarterly PMS Schedule (OPNAV Form 4790/14) prepared by the dive locker SNCOIC and maintained as required? OPNAVINST 4790.4B, paragraph 5.2.10.2; and TM 4700-15/1H, paragraph 11-3) **(DIVE LOCKER)**

Yes___ No___ N/A___

16. Is the Quarterly PMS Schedule displayed in the designated maintenance area so all shop personnel can easily see it? (TM 4700-15/1H, paragraph 11-3(d)) **(DIVE LOCKER)**

Yes___ No___ N/A___

17. Are completed Quarterly PMS Schedules removed by the dive locker SNCOIC at the end of each quarter and maintained as a planned maintenance record for a period of one year? (OPNAVINST 4790.4B, paragraph 5.2.10.2.3.e; TM 4700-15/1H, paragraph 11-3(e) **(DIVE LOCKER)**)

Yes___ No___ N/A___

18. Is the Weekly PMS Schedule (OPNAV Form 4790/15) prepared, maintained, and displayed as required? (OPNAVINST 4790.4B, paragraph 5.2.10.3; TM 4700-15/1H, paragraphs 11-3 and 11-4) **(DIVE LOCKER)**

Yes___ No___ N/A___

19. Is all diving equipment labeled or numbered and recorded on the Equipment Guide List (EGL)? (OPNAVINST 4790.4B, paragraph 5.2.4; and TM 4700-15/1H, paragraph 11-8) **(DIVE LOCKER)**

Yes___ No___ N/A___

20. Are all maintenance actions recorded on PMS schedules? (OPNAVINST 4790.4B, Chapter 5) **(DIVE LOCKER)**

Yes___ No___ N/A___

21. Are approved equipment/systems tag-out procedures in place and are tag-outs reviewed and recorded by the authorizing officer? (TM 4700-15/1H, paragraph 11-14) **(DIVE LOCKER)**

Yes___ No___ N/A___

22. Are re-entry control/quality assurance procedures implemented and are they being used correctly? (NAVSEA SS-21-AA-MAN-010 APPI.; USASOC Dive Program 3150.0 Annex B; TM 4700-15/1H, paragraph 11-12; and TI 10560-14/1, paragraph 5.d) **(DIVE LOCKER)**

Yes___ No___ N/A___

23. Are all items of equipment placed in Inactive Equipment Maintenance (IEM) maintained in a state of readiness that does not require more than 72 hours of maintenance to achieve operational readiness? (OPNAVINST 4790.4B, Chapter 6; and TI 10560-14/1, paragraph 5.e) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

24. Are air samples analyzed every six months and do they meet the purity requirements of the U.S. Navy Dive Manual? (USN Dive Manual Vol I, ART 5.3.2 and 6.9.1.1; MIP 5921/101-69; and TI 10560-14, Appendix D) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

25. Are all certifiable systems currently certified? (NAVSEASS521-AA-MAN-010, paragraph 1.3; and NAVSEAINST 3151.1) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

26. Are all scuba regulators, bottle manifolds, and life jackets of the approved type? (NAVSEAINST 10560.2B; USN Dive Manual VOL I, paragraph 5.2; and SL-3-09531A) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

27. Are all scuba bottles within the hydro date tested and marked? (USN Dive Manual VOL I, paragraph 5.2.1.2.1; PMS MIP 5921/19; and TI 10560-14/1, Appendix B) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

28. Are buoyancy compensator refillable bottles hydrostatically tested? (PMS MIP H-12/43; and TI 10560-14/1, Appendix B) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

29. Is maintenance conducted on life preservers/buoyancy compensators (BCs)? (PMS MIP 5921/6, 7, 18, 24, 38, and H-12/32, 43) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

30. Do all life preserver CO2 cylinders have legible markings as to gram weight? (USN Dive Manual VOL I, paragraph 5.2.2.2; PMSMIP 5921/6, 7, 18, 24, 38 and H-12/32) **(DIVE LOCKER)**

Yes___ No___ N/A___

31. Has the unit established the following local records and forms to document maintenance actions for open circuit underwater breathing apparatuses (UBA)? (TM 4700-15/1H, paragraph 11-13) **(DIVE LOCKER)**

a. Regulator Test and Maintenance Form (Figure 11-13-1)

Yes___ No___ N/A___

b. Buoyancy Compensator Maintenance Form (Figure 11-13-2)

Yes___ No___ N/A___

c. Depth Gauge Comparison Form (Figure 11-13-3)

Yes___ No___ N/A___

d. Lifejacket Maintenance Form (Figure 11-13-4)

Yes___ No___ N/A___

e. Diving Equipment Flexible Hoses (Figure 11-13-5)

Yes___ No___ N/A___

f. Pressure Gauge Comparison Form (Figure 11-13-6)

Yes___ No___ N/A___

g. Visual Cylinder Inspection Form (Figure 11-13-7)

Yes___ No___ N/A___

32. Are warranty provisions for GME employed to the fullest extent possible? (MCO P11240.106B, paragraph 7005) **(GME)**

Yes___ No___ N/A___

33. Are PM services scheduled and performed every 12 months or 5000 miles for GME automotive equipment or 250 hours for Material Handling Equipment (MHE) and engineer equipment if the manufacturer has not prescribed intervals to maintain the warranty? (MCO P11240.106B, paragraph 7001.4b) **(GME)**

Yes ___ No ___ N/A ___

4. Are safety inspections conducted at intervals not to exceed 12 months and recorded on a SRO for GME? (MCO P11240.106B, paragraph 7001.2) **(GME)**

Yes ___ No ___ N/A ___

35. Are warranty provisions for GME employed to the fullest extent possible? (MCO P11240.106B, paragraph 7005) **(GME)**

Yes ___ No ___ N/A ___

CORRECTIVE MAINTENANCE

1. During the Acceptance Inspection, are items and equipment records properly inspected? (MCO P4790.2C, paragraphs 3001.1.a(1) and 3001.3.a(1))

Yes ___ No ___ N/A ___

2. Are the criteria and principles for determining the eligibility of economical repair being complied with? (MCO 4790.19; and MCO P4790.2C, paragraph 3001.3.c(2)(a))

Yes ___ No ___ N/A ___

3. Does an examination of equipment indicate that CM requirements have been identified and that corrective action has been initiated? (MCO P4790.2C, paragraphs 3001.2.a, 3001.3.a, 3002.3.c, 3002.14.c, and 3003)

Yes ___ No ___ N/A ___

4. Is CM maintenance performed in accordance with applicable equipment TMs and in consonance with the echelon of maintenance authorized the unit? (MCO P4790.2C, paragraphs 1003.1.g and 3003; and the current Table of Organization (T/O))

Yes___ No___ N/A___

5. Are procedures provided for adequate Quality Control (QC)/ supervisory inspections during the active maintenance phase? (MCO P4790.2C, paragraph 3001.3.e)

Yes___ No___ N/A___

6. Does the QC Section have inspection standards, checklists, or templates readily available and are they being utilized to inspect completed maintenance actions? (MCO P4790.2C, paragraphs 3001.3.d, 3001.3.e, and 3007.3 and TM 4700-15/1H, paragraph 15-6)

Yes___ No___ N/A___

7. Upon completion of repair, is customer notification accomplished promptly? (MCO P4790.2C, paragraph 3001.4.b; and TM 4700-15H, paragraph 2-2.d(57))

Yes___ No___ N/A___

8. Do the equipment records indicate timely unit action in resolving CM requirements? (MCO P4790.2C, paragraphs 1003 and 3003; and TM 4700-15/1H, Chapters 2, 6, and 7)

Yes___ No___ N/A___

9. Do commodity personnel understand the procedures for obtaining supporting maintenance services and are contact teams utilized where feasible? (MCO P4790.2C, paragraphs 3003.6, 3009.4, and Appendix A and paragraph 4.c of Appendix E)

Yes___ No___ N/A___

10. Have all efforts been exerted to ensure that reparable equipment does not exceed maximum maintenance cycle time and is supporting documentation available to support those instances where maximum maintenance cycle time is exceeded? (MCO P4790.2C, paragraphs 3003.5.b, 3003.5.c(1), and (2))

Yes___ No___ N/A___

11. Are procedures established which require coordination with the supporting supply activity on difficult to obtain repair parts prior to requesting Recoverable Items Report (WIR) for unsatisfactory supply support? (MCO P4790.2C, paragraph 3003.5.b(2); and MCO P4400.82F, Chapter 5)

Yes___ No___ N/A___

12. Are WIRs and follow-ups submitted properly? (MCO P4790.2C, paragraphs 3003.5.c(2), 3003, 3009.5, and 3009.6; and MCO P4400.82F, Chapter 5)

Yes___ No___ N/A___

13. Are the criteria for maintenance by cannibalization/selective interchange being complied with? (MCO P4400.82F, paragraph 5003.1.d(1); and MCO P4790.2C, paragraph 1003.1.j)

Yes___ No___ N/A___

14. Are directives on hand or made available for the Electromagnetic Environmental Effects (E3) Program, Electrostatic Discharge (ESD) Management, and ESD Awareness? (MCO 2410.2B, TM 9999-15/1; TM 9999-15/2 and SI-4400-15/5)

Yes___ No___ N/A___

15. Are personnel able to identify items with Electromagnetic Interference (EMI) sensitivity, Electrostatic sensitivity, or both? (TI-4400-15/1A, paragraph 4.e and SI-4400-15/5)

Yes___ No___ N/A___

16. Are personnel involved in the receiving, inspection, storage, kitting, shipping, and maintenance of electrostatic sensitive devices (ESDs) properly trained in the handling of these items? (MCO 2410.2B, paragraphs 3.b.(5) and TI-4400-15/1A, paragraph 4.a.(5) and SI-4400-15/5)

Yes___ No___ N/A___

17. Are workstations where electrostatic sensitive devices (ESDs) are handled, installed, and tested affording adequate protection against electrostatic discharge? (TI-4400-15/1A, paragraph 4.b and SI-4400-15/5)

Yes___ No___ N/A___

18. Does a review of maintenance areas and storage rooms indicate sufficient materials are on hand for the handling and packaging of electrostatic sensitive devices (ESDs)? (TI-4400-15/1A, paragraph 4.c and SI-4400-15/5)

Yes___ No___ N/A___

19. During the acceptance inspection (First Technical/Rigger-type Inspection), are items and equipment records properly inspected? (MCO P4790.2C, paragraph 3001.1.a(1); and TM 10-1670-201-23 paragraph 1-5c.)
(PARALOFT)

Yes___ No___ N/A___

INVENTORY CONTROL

1. Are all special tools, sets, kits, chests, and SL-3/TM-10 components to end items to include sub-kits authorized, accounted for, and inventoried as required? (MCO P4400.150E, paragraphs 2011 and 2012; MCO P4790.2C, paragraphs 2004.11, 2005, and Appendix D; and UM 4400-15, Chapter VI, part D, paragraph 06030 and 06036)

Yes___ No___ N/A___

2. Are records of inventories maintained on hand for one year? (TM 4700-15/1H, paragraph 2-6.e)

Yes___ No___ N/A___

3. Are current SL-3s or extracts from technical publications (TMs, service manuals, commercial publications, etc.) maintained? (MCO P4790.2C, Appendix D, paragraph 3; and TM 4700-15/1H, paragraph 2-6)

Yes___ No___ N/A___

4. Are shortages of sets, kits, chests, and end item SL-3 components identified and properly requisitioned as required? (MCO P4790.2C, paragraphs 3.e(2) and 3.f(2) of Appendix D; UM 4400-15, Chapter VI, Part D, paragraph 06030; UM 4400-124, Part III, Section 6, paragraph 6.1; TM 4700-15/1H, paragraph 2-6.b; and MCO P4400.150E, paragraphs 2011.3 and 2011.4)

Yes___ No___ N/A___

5. Are SL-3/TM-10 components maintained in a clean and serviceable condition? (MCO P4790.2C, paragraph 2005.4; and TM-10209-10/1)

Yes___ No___ N/A___

6. Are effective procedures established for the control of items issued from sets, kits, and chests (e.g., logbook, stamped tags, etc.)? (MCO P4790.2C, paragraphs 2005.2 and paragraph 3.f(4) of Appendix D)

Yes___ No___ N/A___

7. Has the unit commander determined the quantity of using unit responsible items (UURIs) in writing? (MCO P4400.150E, paragraph 2011)

Yes___ No___ N/A___

8. When lack of a SL-3/TM-10 component causes an item to be deadlined, is the SL-3 component ordered under the same ERO that deadlined the equipment? (MCO P4790.2C, paragraph 2.a(2) of Appendix C; and TM 4700-15/1H, paragraph 2-2.d.(22) page 2-2-11 and paragraph 2-6.b)

Yes___ No___ N/A___

9. Are special tool allowances established for garrison peculiar and locally fabricated tools, and are these tools properly authorized and accounted for? Locally fabricated tools must reference the technical manual, which sets the requirement for the tool, and special allowance tools may not duplicate an item provided by a T/E allowance. (MCO P4400.150E, paragraph 2012; and MCO P4790.2C, paragraph 3.c of Appendix D) (FMF Units only)

Yes___ No___ N/A___

MODIFICATION CONTROL

1. Has a Commodity Manager Modification Control Record (NAVMC 11053/11054) been established when required and do these records indicate that required modifications are properly applied, recorded, and reported? (MCO P4790.2C, paragraph 3004; and TM 4700-15/1H, paragraph 2-5)

Yes___ No___ N/A___

2. Has approval of modifications for Fire Fighting Apparatus (FFA) and Crash Fire Rescue (CFR) equipment and modifications which necessitate and equipment code been submitted to Headquarters Marine Corps CMC (LFS-2)? (MCO P11240.106A, paragraph 7004) (**FACIL**)

Yes ___ No ___ N/A ___

PUBLICATIONS AND DIRECTIVES

1. Have procedures been established for a quarterly update, inventory, and review of publication requirements? (MCO P4790.2C, Appendix B; and MCO P5600.31G, paragraph 3210.2.c)

Yes___ No___ N/A___

2. Is the current Catalog of Publications (NAVMC 2761), and the Publications Index, SL 1-2/1-3 and current copy of PLMS or MCPDS available and are they used for reconciliation? (MCO P4790.2C, Appendix B; UM-PLMS; and MCO P5600.31G, paragraph 3210.2.c)

Yes___ No___ N/A___

3. Does the commodity manage a control system, which will facilitate internal distribution and retrieval of publications, and has a method been established for the identification, filing, and maintenance of publications? (MCO P5215.17C, paragraph 1002.6; MCO P5600.31G, paragraphs 3209 and 3210.2.a; and MCO P4790.2C, paragraph 2008.1.b(1), 2008.1.c, and Appendix B)

Yes___ No___ N/A___

4. Does the commodity have sufficient quantities of publications required to perform the assigned mission? (MCO P5215.17C, paragraph 1002; NAVMC 2761; SL 1-2/SL 1-3; and MCO P4790.2C, paragraph 2008.1.c and Appendix B)

Yes___ No___ N/A___

5. Are required publications properly procured? (MCO P4790.2C, paragraph 2008.1.d and Appendix B; and MCO P5600.31G, paragraph 3302)

Yes___ No___ N/A___

6. Does the commodity have access to NAVMC 10772s and are personnel familiar with the use and procedures involved in submission of recommended changes/corrections? (MCO P4790.2C paragraph 2008.3; MCO P5215.17C, paragraph 6002; and TM 4700-15/1H, paragraph 2-23)

Yes___ No___ N/A___

CALIBRATION CONTROL

1. Is the commodity complying with MCO 4733.1A for calibration of equipment? (MCO P4790.2C, paragraph 3005; and TI 4733-15/1D)

Yes___ No___ N/A___

2. Is all TMDE included in the commodities TMDE CAMP? (MCO P4790.2C, paragraph 2 of Appendix D; TI-4733-15/1D, paragraph 5; TM 4700-15/1H, paragraph 2-7.c)

Yes___ No___ N/A___

3. Has a suitable system been established to control the TMDE identified to the commodities CAMP? (MCO P4790.2C, paragraph 2.e of Appendix D; and TM 4700-15/1H, paragraph 2-7.d)

Yes___ No___ N/A___

4. Has a calibration schedule been implemented to enable the unit to maintain sufficient instruments on hand to perform its mission? (MCO 4733.1A, paragraph 6.a; MCO P4790.2C, paragraph 3005 and paragraph 2.d of Appendix D; and TM 4700-15/1H, paragraph 2-7.g(3))

Yes___ No___ N/A___

5. Is TMDE requiring calibration promptly submitted? (MCO P4790.2C, paragraph 3005 and Appendix D; and TM 4700-15/1H, paragraph 2-7.g(1))

Yes___ No___ N/A___

6. Is the commodity taking advantage of "Special Calibration" and are those items properly identified? (MCO P4790.2C, paragraph 3005; TI 4733-15/1D; and TI 4733-15/10B)

Yes___ No___ N/A___

7. Is TMDE designated as "Calibration Not Required" (CNR) or "INACTIVE" maintained in a clean/complete condition and is the status validation annotated? (MCO P4790.2C, paragraph 3005 and Appendix D; and TM 4700-15/1H, paragraphs 2-7.d, e(2), and (3))

Yes___ No___ N/A___

8. Does the commodity perform an annual evaluation of all TMDE and ensure that it is in the correct calibration category consistent with the mission as well as to determine when an item is required/not required? (MCO P4790.2C, paragraph 3005.2 and Appendix D; and TM 4700-15/1H, paragraph 2-7.c)

Yes___ No___ N/A___

9. Is the commodity complying with the requirements for the Infantry Weapons Gauge Calibration Program (IWGCP)? (TI 4733-15/11F) **(ARMORY)**

Yes___ No___ N/A___

10. Are portable diving equipment gauges calibrated every six months or whenever inaccuracies are suspected? (PMS MIP 5921/32) **(DIVE LOCKER)**

Yes___ No___ N/A___

11. Have all installed pressure gauges been calibrated in the last 12 months? (NAVSEA SS521-AA-MAN-010, paragraph B-9.2; PMSMIP 5921/32) **(DIVE LOCKER)**

Yes___ No___ N/A___

12. Are all gauges labeled and numbered? (NAVSEASS521-AA-MAN-010, paragraph B-9) **(DIVE LOCKER)**

Yes___ No___ N/A___

13. Are all valves which influence diver's air supply tagged to read "Diver's Air Do Not Touch"? (USN Dive Manual VOL I, paragraph 6.9.2) **(DIVE LOCKER)**

Yes___ No___ N/A___

14. Have all system relief valves been tested and labeled annually? (NAVSEA SS521-AA-MAN-010; PMS MIP 5921/34-89) **(DIVE LOCKER)**

Yes___ No___ N/A___

15. Is a gram scale available for weighing CO2 cylinders and is it calibrated? (USN Dive Manual VOL I, paragraph 5.2.2.2; PMS MIP5921/18, 38) **(DIVE LOCKER)**

Yes___ No___ N/A___

16. Is the first stage of the single hose regulator set at the manufacturer's PSI setting? (Manufacturer's Technical Manual) **(DIVE LOCKER)**

Yes___ No___ N/A___

17. Are depth gauge comparison test dates recorded on EGLs? (MIP 5921/32; OPNAVINST 4790.4B, paragraph 5-2.4)
(DIVE LOCKER)

Yes ___ No ___ N/A ___

SAFETY/FACILITIES

1. Does a review of maintenance areas and storerooms indicate that a comprehensive, effective, and continuous safety program is in effect? (MCO P4790.2C, paragraph 2003.7; and MCO 5100.8E)

Yes ___ No ___ N/A ___

2. Are personal protective devices available and utilized? (29CFR 1910.132-139 and MCO 5100.8E, Enclosures (5) and (6))

Yes ___ No ___ N/A ___

3. Has the commodity established procedures in the event of an oil spill or other hazardous polluting substances? (MCO P5090.2C, paragraphs 9308 and 11300)

Yes ___ No ___ N/A ___

4. Is the control, storage, and disposal of radioactive material properly conducted? (MCO P4400.150E, paragraph 5015; TI 01592C-15/1A; and TI 5104-15/2A)

Yes ___ No ___ N/A ___

5. Has a Base Radiological Safety Officer (BRSO), Logistical Radiation Safety Officer (LRSO), or Radiation Protection Officer (RPO) been appointed in writing by the Commanding Officer when and where appropriated? (paragraph 6 of MCO 5104.3)

Yes ___ No ___ N/A ___

6. Are safety inspections of hydraulic jacks and axle stands conducted and are the load capacities permanently affixed? (MCO P4790.2C, paragraph 3006.2 and MCO P11262.2A, paragraph 4)

Yes___ No___ N/A___

7. Had Decontamination Solution Number 2 (DS-2) been stored away from containers of Supertropical Bleach (STB), on a hard stand, in the original container and away from extreme temperatures? (TM 3-250, chapter 7, paragraph 106; and TB CLM 113, paragraph 4-1, Section IV) **(NBC)**

Yes___ No___ N/A___

8. Has procedural requirements for personnel parachuting mishaps/malfunctions and activity reporting been established? (TM 10-1670-201-23, paragraph 2-11, IAW Army Regulation 59-4.) **(PARALOFT)**

Yes___ No___ N/A___

9. Are all air systems piping properly color-coded and labeled? (NAVSEA SS521-AA-MAN-010, paragraph B-9) **(DIVE LOCKER)**

Yes___ No___ N/A___

10. Are oxygen (O2) clean procedures and precautions being observed? (TM SS600-AJ-MMO-010; Federal Standard 209B) **(DIVE LOCKER)**

Yes___ No___ N/A___

11. Is the oxygen (O2) clean area marked: "Restricted-O2 Safe Area"; "No Smoking, Eating, or Drinking", and is it enforced? (NAVSEA SS600-AJ-MMO-010; PMS MIP H-12/118-60) **(DIVE LOCKER)**

Yes___ No___ N/A___

12. Are all tools used in repair/maintenance of oxygen (O2) systems clean/nonsparking/designated "O2 use only"? (NAVSEA SS600-AJ-MMO-010; MIP H-12/118-60) **(DIVE LOCKER)**

Yes___ No___ N/A___

13. Is an access roster posted for personnel authorized access to the safe room? (NAVSEA SS600-AJ-MMO-010; MIP H-12/118-60) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

14. Are maintenance personnel requalified every two years in the cleaning and testing of oxygen equipment? (MIL-STD-1330C (SH) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

15. Are oxygen bottles free of gouges, dents, and scratches over 0.042 inches deep? (MIP H-12/118) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

16. Is the area used for filling CO2 scrubber canisters with Sodasorb well ventilated? (MIP H-12/118) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

17. Do deficiencies noted on post dive checklists have supporting FAR/REC sheets/corrective maintenance documentation? (TM-SS600-AJ-MMO-010) **(DIVE LOCKER)**

Yes ___ No ___ N/A ___

18. Are lighting, ventilation, electrical power outlets, and cleanliness of maintenance areas adequate for efficiency and personnel safety ? (MCO P4790.2C, Appendix E, MCO 5100,8E, paragraph 5)

Yes ___ No ___ N/A ___

19. Do battery-charging areas/shops meet the minimum safety standards? (29 CFR 1910.180(h) (3) (XVI); and MCO 5100.8E, Enclosures (5) and (6)) **(GME)**

Yes ___ No ___ N/A ___

MAINTENANCE RELATED PROGRAMS

1. Does the commodity have any equipment in either an administrative storage or administrative deadline program and if so, does the program meet established criteria? (MCO P4790.2C paragraph 3002.11)

Yes___ No___ N/A___

2. Is the unit participating in the Replacement and Evacuation (R&E) program or the Inspect and Repair Only as Necessary (IROAN) program, and if so, is it properly managed? (TM 2350-50A; MCO 4790.3; MCO P4400.82F; MCO P5215.17C; and TI-4710-14/1E)

Yes___ No___ N/A___

3. Has the commodity complied with the procedures outlined in the ULSS for the proper fielding of new equipment? (MCO 4105.4, paragraph f)

Yes___ No___ N/A___

4. Has a Corrosion Prevention and Control Program been implemented to inspect, clean, and preserve those end items and components subjected to deteriorative effects of corrosion and wear? (MCO 4790.18 and TM-3080-12)

Yes___ No___ N/A___

5. Is the unit taking advantage of the Nuclear, Biological and Chemical Defense Test and Evaluation Unit (TEU)? (MCO 3960.5)

Yes___ No___ N/A___

6. Does the commodity have a licensing program, and if so, is it in compliance with appropriate orders and directives? (MCO 11240.66B; MCO 5110.1; MCO 11240.106A, paragraph 2012; TM 11240-15/3B; and TM 11275-15/4B)

Yes___ No___ N/A___

SHOP REPORTING

1. Do commodity personnel use a Shop Repair Order (SRO) in all instances where either repair parts or resources are required in the performance of requested maintenance? (MCO P4790.2C, paragraph 2004 and TM 4700-15/1H, paragraph 9-2) **(GME)**

Yes ___ No ___ N/A ___

2. Is Limited Technical Inspections (LTI's) conducted on Garrison Mobile Equipment (GME) requiring extensive repairs to determine if equipment is economically repairable? (MCO P11240.106B, paragraph 8003.1) **(GME)**

Yes ___ No ___ N/A ___

3. Are waiver/disposal instructions requested for GME items that exceed the one time repair limit? (MCO P11240.106B, paragraph 8003.2) **(GME)**

Yes ___ No ___ N/A ___

4. Are SROs/commercial contractors work request properly prepared and is all essential information annotated? (TM 4700-15/1H, paragraph 9-2) **(GME)**

Yes ___ No ___ N/A ___