SHIP:	N/A	ITEM NO:	042-00
COAR:	N/A	PCN:	N/A
LWT FILE NO:	042-005	CMP:	N/A
REVISED:	21 Oct 2019	PLANNER:	N/A

1. SCOPE:

1.1 Title: Norfolk Naval Shipyard (NNSY) Work Authorization Form (WAF) Requirements; accomplish

1.2 Location of Work:

1.2.1 Throughout the Ship

1.3 Identification:

1.3.1 Not Applicable

2. REFERENCES:

2.1 Standard Items

2.2 COMFLTFORCOMINST 4790.3 Rev C, Joint Fleet Maintenance Manual (JFFM), Volume IV, Chapter 10, Change 7

3. REQUIREMENTS:

3.1 Work on ship systems and components will be authorized and controlled by the Work Authorization Form (WAF) process in accordance with Attachments A, B and C. A WAF is required to authorize the start of work through completion, or until no longer requiring isolation or authorization. Work includes all maintenance, repairs, alterations modifications, and installation or removal of temporary support systems and equipment authorized for accomplishment pursuant to the Job Order. Non-intrusive work (e.g., painting, lagging, sheet metal work) that does not affect ship or personnel safety does not normally require a WAF. If there are any questions regarding whether a WAF is or is not required, NNSY Code 246 (CTE) has final authority.

3.1.1 Submit a filled out WAF for each required work authorization to the NNSY Code 246 representative. The NNSY Code 246 representative will assign a serial number. NNSY Code 246 together with the watch/duty officer will determine if adequate isolation and plant/system conditions exist to safely and properly conduct the work, authorize and hang tag out(s), and sign the WAF. The WAF is then authorized by NNSY Code 246 and the Ship's authorizing officer. The WAF will remain in the work authorization log until the work is complete and the WAF is cleared by the ship. Each additional sign-off required by the WAF for work complete, testing, and closed out, shall be made as the work progresses.

3.1.2 Submit Technical Work Document(s) (TWD) (block 6 of the WAF) with the WAF when necessary to show or explain the job description.

3.1.3 For any revision or change to the WAF or TWD, verbally notify NNSY Code 246 at the time of revision or change. Submit a copy of the revision or change to NNSY Code 246.

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3.1.4 Provide a representative on a daily basis to coordinate the requirements of this work item with NNSY Code 246. For large job orders (work in a main space or work in multiple spaces, compartments or areas, for 7 or more days), this shall be the representatives' full time function; for small job orders (work in one location, generally for less than 7 days), this can be a collateral assignment of an individual.

3.1.5 Submit each request for Work Authorization using the WAF, along with each supporting Technical Work Document and each Drawing to NNSY Test Code 246; each drawing and each document will be returned to the contractor. (Code 246 is the central point of contact and liaison with Ship's Force (SF) for all Work Authorization and Tag-out issues.) Each subcontractor must submit a separate WAF even if work is on the same component. Do not contact SF directly for processing WAF or tagouts.

3.1.6 Each WAF shall be submitted at least 14 days prior to the contractor's actual scheduled start date of each work item. Contractor completion dates shall be determined based on completion of all production work, each associated WAF cleared and each shipboard tag removed (5 days after WAF is signed off).

3.1.7 A WAF shall be required for each contractor work item including installation of each DC plug, except as listed below. Work not normally requiring WAF controls:

3.1.7.1 Preventative maintenance, when integrity of a ship system is not being disturbed. Code 246 must be verbally informed prior to the accomplishment of the maintenance in order that system status may be checked.

3.1.7.2 Painting, cleaning or surface preparation for painting (including sand-blasting) that is not in way of movable parts of ship's equipment (i.e., radar, SPM, gun turrets, sail planes, rudder) or adjacent to each cathodic protection cell.

3.1.7.3 Non-intrusive work inside each tank (example: painting, inspections) when there is a previously approved WAF to open/close the tank.

3.1.7.4 Removal and/or installation of insulation, staging that is not in the removal, installation, or alteration of each workbench (not attached to a ship's system), locker, non-structural bulkhead, furniture or joiner work.

3.1.7.5 Removal, installation or adjustment of each label plate, wire way hanger and each cable band.

3.1.7.6 Installation of temporary systems not connected into ship systems and not installed for the maintenance of ship conditions.

3.1.7.7 Replacement of each fluorescent lamp, regular screw in light bulb, starter, and each bayonet type sight glass light bulb.

3.1.8 Code 246 shall act as Repair Activity Representative for each contractor and their subcontractors work requests. After the tagout preparation by SF has been completed, SF will notify Code 246. Code

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246 will concur on the adequacy and accuracy of the proposed isolation and sign as Repair Activity Representative. After each tagout action have been completed, the SF authorizing officer and Code 246 will sign the WAF, and Code 246 will release the WAF to the contractor for accomplishment of work.

3.1.9 Each component or equipment with Danger or Caution tags attached will not be worked, operated or removed. If a component to be worked has a Danger or Caution tag attached, contact Code 246 immediately for resolution.

3.1.10 Tags of color, size and similar shape to a Danger or Caution tag (NAVSHIPS forms 9890/8 and 9890/5 respectively) shall not be used by contractors or subcontractors.

3.1.11 Should a component which is Danger or Caution tagged (NAVSHIPS forms 9890/8 and 9890/5, respectively) be accidentally operated or moved, notify SF and Code 246 immediately so that any corrective action may be taken to protect personnel and equipment.

3.1.12 Do not start any work until you have received the official copy of the WAF from Code 246 to begin work. Blocks 13 and 14 must be signed at that point. If the isolation is electrical in nature, provide personnel to perform an electrical frisk along with Code 246 and sign the Frisking Remark in the restrictions block prior to receiving the official copy of the WAF. Ensure all restrictions/precautions are noted in the restrictions/precautions block.

3.1.13 Maintain a copy of each WAF received from Code 246 at each shipboard location where a WAF is required.

3.1.14 Upon completion of work, the contractor or their subcontractor shall contact their work authorization representative, who will contact NNSY Code 246 in order to sign the completion block of the original WAF. This signature signifies that all work specified by that WAF has been completed and that the contractor is ready for each tag to be cleared.

3.1.15 Work requiring testing must have each associated WAF signed as "Work Complete". Ensure the test boundary is in place and any collateral work, WAF and/or testing is complete. NNSY and SF concurrence must be obtained prior to test performance on the project's Daily Test Schedule or Daily Production Schedule.

3.1.16 Each contractor and their subcontractors shall sign the contractor/vendor letter of understanding with Code 246 prior to starting work on the project. NNSY Code 246 will provide an initial training session (approximately one hour) for the contractor's key personnel (i.e., supervisors, work leaders, or designated training coordinators); key personnel will receive training material during the initial training session. The contractor will then be responsible to ensure that they provide the necessary training, including subsequent/refresher training as required, to any other employees/subcontractors subsequently assigned to perform work on ships for NNSY.

3.1.17 Submit 2 legible copies of a completed list of personnel trained, one copy each to NNSY Code 246 and the SUPERVISOR. List is

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due prior to commencement of work aboard the ship. Submit updates to the list each time personnel are added and trained, and when subsequent/refresher training is provided.

4. NOTES:

4.1 Standard Items Change __.

4.2 Attachments A, B and C are representative of the Navy Standard Work Authorization Process, WAF, TWD Record Sheet, including general instructions, as found in 2.2.

4.3 Repair Activity (RA) listed in 3.1 and throughout the Attachments shall mean the successful contractor and their subcontractors.

4.4 The requirements of this Work Item will apply for all work being tasked and controlled by NNSY; the location of the ship will either be at NNSY or Naval Station Norfolk.

4.5 Reference 2.2 is available at www.submepp.navy.mil/jfmm/index.htm.

5. GOVERNMENT FURNISHED MATERIAL(GFM):

5.1 LLTM:

1. None.

5.2 PUSH MATERIAL:

1. None.

5.3 KITTED MATERIAL:

1. None.

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