

INSPECTOR (NAME)	FINDINGS DISCUSSED WITH
ACTIVITY	INSPECTION DATE

INSPECTION CHECKLIST	Yes	No	N/A
1. Are fire and chemical hazard symbols/indicators correct and posted? NAVSEA OP 5 VOL 1 Para 4-4.2.9			
2. Are gun clearing barrels provided? MCO 8020.10B chap 4 para 5.a,			
3. Do clearing barrels comply with construction and marking standards set forth in MCO 8020.10B? MCO 8020.10B chap 4 para 5.b			
4. Are clearing procedural guidelines posted at gun clearing locations? MCO8020.10 Chap 4 para 5.b.8			
5. Does unit maintain security ammunition? MCO P8020.10B Ch 5 Para 7.a			
6. Is the unit authorized to store limited quantities of Class 1.3 and 1.4 ammunition by the Installation Commander? MCO 8020.10B Ch 5 para 7.a.b			
7. Is security arms ammunition held by the unit stored in accordance with current regulations? OPNAVINST 5530.13C, Chapter 4 (b); OP 5 Vol 1 and MCO 8020.10B			
8. Is security ammunition properly recorded as on hand on appropriate NAVMC 10774s/mechanized listings? UM4400-124, Part III, Section 10, paragraphs 10.1.1b			
9. Is security ammunition subcustodied using Equipment Custody Receipts (UM-4400-15) or by logbook records? paragraphs 09001.2g and 25001.2g			
10. Is the Commanding Officer/OIC assigning in writing an Officer/SNCO to conduct and document a monthly inventory for all ammunition held? MCO P4400.150E, Chapter 7 pertains			
11. Is a physical inventory conducted and			

documented monthly for all ammunition held. MCO P4400.150E Chapter 7			
12. Is a yearly annual inventory being conducted and documented for all ammunition held. MCO P4400.150E chapter 7			
13. Does the quantity of Class 1.3 and 1.4 service ammunition held by the unit exceed the amount authorized by CO, Marine Corps Base Quantico?			
14. Does the quantity of Class 1.3 and 1.4 service ammunition held by the unit exceed the NET Explosive Weight authorized to be stored locally? MCO P8020.10B Ch 5 para 7.a.b			
15. Are building spaces kept clean at all times? NAVSEA OP 5 VOL 1 Para 2-1.5			
16. Are flammable materials properly stored? NAVSEA OP 5 VOL 1 Para 8-3.3.2			
17. Are armorers familiar with the fire hazards, fire fighting equipment and appropriate action to take if a fire emergency develops? NAVSEA OP 5 VOL 1 Para 4-1. and 4-1.1			
18. Are operations and equipment so arranged that all persons have unobstructed exit paths? NAVSEA OP 5 VOL 1 Para 2-1.5.2			
19. Is an up-to-date listing of building numbers with fire symbols of armories/alert security forces provided to Base Fire Chief annually or as changes occur? NAVSEA OP 5 VOL 1 Para 4-4.2.9			
20. Has inert ordnance used for display, training, and other purposes been properly certified? NAVSEA OP 5 Para 2-1.4.6, MCO P8011.4H, MCO P8020.10B			
21. Are certified items properly labeled and/or marked? NAVSEA OP 5 Para 2-1.4.6, MCO P8011.4H, MCO P8020.10B			
22. Are items recorded on the Record of Certification and Identification Form? NAVSEA OP 5 Para 2-1.4.6, MCO P8011.4H, MCO P8020.10B			
23. Are empty ordnance containers inspected, marked, sealed, and properly certified? Are all previous markings indicating the presence of hazardous materials removed/obliterated? NAVSEA OP 5 Para 11-1.5, MCO P8020.10B			
24. Is/are the lot number(s) of locally stored ammunition being checked against incoming NAR's? NAVSEA OP 5 VOL 1, 2-1.4.11, UM 4400-124, part III, Section 10, para 10.2.2			
25. Are NAR's processed within three working days of receipt (to include readdressing, assets			

reviewed, updating stock record, retagging material, filing NAR's, etc.)? para 2-1 of NAVSUP P-801 (NAR MANUAL)			
26. Have NAR's Ammunition Information Notice (AIN), Overhead Fire Notice (OFN) and a cross reference file been established in numerical sequence for each DODIC/NALC either electronically or hard copy? Para 7002.4.g of NAVSUP P-801			
27. Does unit have an AA&E SNCO/Officer and A&E Audit Verification SNCO/Officer appointed in writing? P4400.150E Ch 7			
28. Does the unit conduct annual AA&E awareness training? P4400.150E Ch 7			
29. Have all NAVMC Form 11381 (expenditure reports) been signed by Range Safety Officer and Ammunition Technician prior to any ammunition leaving the range. Para 7002.4.0 of MCO P4400.150E			
30. Are expenditure reports and turn-in documents for unexpended assets submitted to the unit S-4 or designated record holder? Para 7002.7 of NAVSUP P-801			
31. Are all completed expenditure reports signed by the Audit and Verification Officer? MCO P4400.150E para 7002.5.a			
32. Are all Physical Security screenings for personnel handling A&E complete? MCO 5530.14A			
33. Does unit have current copy of physical security survey? Date of Survey:			
34. Are mobile hand-held transmitters properly Labeled with the HERO UNSAFE and HERO SUSCEPTIBLE Ordnance distance as indicated in the HERO Survey Report? Appendix a of OP 3565			