

## CHAPTER I

### SECTION 3

# OESS RESPONSIBILITIES AND AUTHORITIES

## I.3.A GENERAL

I.3.A.01 The OESS is responsible for:

I.3.A.01.01 Conducting reviews of MMRP project documents for proper application of explosives safety requirements.

I.3.A.01.02 Conducting periodic quality assurance inspections (QAI) of contractor MMRP operations with regard to applicable explosives safety requirements. > **See Appendix G.**

I.3.A.01.03 Periodically review contractor UXO personnel to ensure they meet minimum qualifications for the positions and duties being performed.

I.3.A.01.04 Coordinate and integrate EOD and TEU responses with the contractor operations, as required.

I.3.A.01.05 Conduct other quality assurance as defined in the project Quality Assurance Surveillance Plan (QASP) to ensure that the contractor is complying with the project WP, Quality Control Plan (QCP) and Site Safety Health Plan (SSHP).

I.3.A.01.06 Ensure accidents are reported IAW contract requirements and DA PAM 385-40.

I.3.A.02 Procedures.

I.3.A.02.01 The OESS has stop-work authority on project sites for any life threatening situations.

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a. If at any time during daily operations at the project site, the OESS observes a condition or practice that poses a safety hazard, he will:

- (1) Instruct the person to immediately stop the hazardous activity;
- (2) Identify the violation of the established safety procedure and notify the contractor's on-site safety supervisor;
- (3) Notify his/her supervisor of the incident;
- (4) Document the incident on the appropriate form for the district/division IAW paragraph I.3.A.02.03;
- (5) Ensure that acceptable corrective action has been taken by the contractor before permitting work to resume; and
- (6) Document both the situation and the corrective action taken in the daily report.

b. The OESS does not have the authority to:

- (1) Waive safety standards; and/or
- (2) Remove personnel from the job site.

I.3.A.02.02 The OESS will exercise good judgment when determining whether an observed safety violation requires formal documentation or verbal reporting to the contractor's safety officer.

I.3.A.02.03 Safety violations will be documented using HNC Form 948, or other district/division specific forms and in the daily Quality Assurance Report, as appropriate.

I.3.A.02.04 Periodically conduct reviews of on-site contractor personnel files for compliance with task order requirements regarding UXO personnel qualifications.

I.3.A.02.05 Periodically perform reviews of the contractor's on-site records to ensure that any required periodic refresher safety training and routine safety briefings have been conducted.

I.3.A.02.06 Conduct Quality Assurance surveillance activities, as required, to ensure contractor compliance with policies and regulation regarding:

- a. EZ activities;
- b. Work standards;
- c. Intrusive activities;
- d. Explosives storage and management practices;
- e. Explosives Safety Submission/Chemical Safety Submission;
- f. Interim Holding Facility;
- g. Communications;
- h. Sanitation;
- i. Weather;
- j. Security;
- k. Equipment maintenance and use; and
- l. Other issues, as requested by the PDT.

I.3.A.02.07 The OESS is responsible for providing factual information concerning the progress of a project by keeping accurate records including:

- a. Daily Quality Assurance Report (QAR), as prescribed by the district/division. > **See Appendix K**;

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b. CEHNC Form 948. > **See Appendix C**, or district/division form; and

c. CAR, as appropriate. > **See Appendix F**.

I.3.A.02.08 The OESS is not authorized to provide specific direction to the contractor unless designated as a Contracting Officer's Representative (COR) and as specified in the appointment memorandum.

### **I.3.B QA PROCEDURE FOR REMOVAL/REMEDIAL ACTIONS-INITIAL PRE-OPERATIONS CHECKS**

I.3.B.01 Requirements. During the first week of operations at a project site, and when changes are made that affect paragraphs I.3.B.01.01- I.3.B.01.03, the following reviews/activities will be performed:

I.3.B.01.01 Ensure Contractor and OESS copies of the WP, SSHP, and ESS have been approved and are current (including all applicable changes/revisions).

I.3.B.01.02 Ensure contractor personnel have been approved/authorized to be on-site.

a. Does contractor have copy of contracting officer letter?

b. Spot-check status of employee medical surveillance history and HAZWOPER training.

I.3.B.01.03 Perform Magazine Inspection prior to use.

a. Do explosives magazines meet the following criteria as defined in the cited reference?

(1) Magazine sited IAW explosives siting plan? (WP/ESS)

(2) Proper Magazines (Type) being utilized (ESS)

- (3) Magazine properly grounded/bonded IAW DA Pam 385-64.
  - (a) Visually inspect for evidence of grounding/bonding.
  - (b) Verify contractor documentation that grounding/bonding tests conducted and meet requirements (< 25 ohms).
- (4) Lightning protection meets minimum standards and tests meet requirements IAW DA Pam 385-64.
- (5) Proper fire control placards on hand, or appropriate coordination with local fire department made IAW DA Pam 385-64.
- (6) Magazine physical security meets minimum standards IAW AR 190-11, AR 190-51 and or ATF Regulations.
- (7) 50 Feet firebreak created around magazine IAW DA Pam 385-64.

I.3.B.02 Documentation. These reviews/activities, at a minimum, will be documented in the QAR. > **See Appendix K**, in the "quality control inspection (QCI) Conducted" section submitted by the OESS. The QAR is distributed to the District PM, the Design Center POC, and the Chief OE Safety Group, (or the appropriate OE Design Center Safety Administrator/Lead if working for other than HNC DC). At a minimum, the following will be reported:

- a. The review/activity that was conducted (in QCI Conducted section);
- b. Date review conducted;
- c. Name of Reviewer;
- d. Title, Date and change/revision number of documents reviewed;
- e. Corrective Action Taken and date action taken (if required);

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f. Date corrective action completed/verified (if required).

I.3.B.03 Deficiencies Requiring Corrective Action. The following are some possible deficiencies associated with this review:

- a. WP, SSHP not approved;
- b. ESP/CSP/ESS/ESP not HQUSACE approved, if required;
- c. WP, SSHP not current/complete;
- d. ESP/CSP/ESS/CSS not current/complete;
- e. Contractor personnel not authorized to be on-site;

(1) Contracting Officer letter not available.

f. Contractor Medical surveillance program and/or HAZWOPER training not being maintained;

(1) Periodic physicals not being conducted.

(2) HAZWOPER training not being maintained.

g. Magazine Inspection deficiencies include: > **See EM 1110-1-4009 and DA PAM 385-64.**

(1) No HQUSACE approved siting plan. > **See ER 385-1-95 and DoD 6055.09-STD.**

(2) Magazine not sited IAW the siting plan.

(3) Incorrect type of magazine used on site, the type of magazine may vary, but the actual physical security measures, lightning protection, measures will vary.

(4) If the magazine type is not the same type as documented in the ESS, assess the impact it has on:

- (a) The explosives limits of items to be stored;
  - (b) The physical security requirements; and
  - (c) The lightning protection requirements.
- (5) Magazine not grounded/bonded properly. > **See Figure 11-1, EM 1110-1-4009, NFPA 780 for ATF Type II magazines.**
- (6) Lightning protection system not present (if needed). > **See EM 1110-1-4009 for a description of when lightning protection is not required.**
- (7) Lightning protection system not tested properly IAW DA PAM 385-64.
- (a) Visual inspection on installation and every 12 months thereafter;
  - (b) Electrical check on installation and every two years thereafter; and
  - (c) Required resistance is 25 ohms.
- (8) Lightning protection system test fail, as documented.
- (9) Incorrect placards on hand, or coordination not made with local fire department.
- (10) Physical security inadequate, dependent upon results of physical security survey.
- (11) No 50 foot fire-break around magazine.

I.3.B.04 Corrective Action. The following is the corrective action that will be taken in the event any of the deficiencies listed above are identified:

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I.3.B.04.01 For I.3.B.03.a: Stop, or do not begin, intrusive work. Did contractor have approval, but simply did not have copy of KO letter on-site?

- a. If YES, verify and continue work.
- b. If NO, document on CEHNC Form 948 or district/division form (Quality Control) and annotate Daily QAR.

I.3.B.04.02 For I.3.B.03.b: Is change/revision critical?

- a. If YES, stop work and document on CEHNC Form 948 or district/division form (Quality Control) and annotate Daily QAR.
- b. If NO, continue/begin work, request contractor acquire change/revision. Annotate Daily QAR.

I.3.B.04.03 For I.3.B.03.c: Can contractor produce contracting officer letter?

- a. If YES, verify and continue work.
- b. If NO, Document on CEHNC Form 948 or district/division form (Quality Control). Annotate Daily QAR.

I.3.B.04.04 For I.3.B.03.d: Document on CEHNC Form 948 or district/division form (Other). Annotate Daily QAR.

I.3.B.04.05 For I.3.B.03.e. and I.3.B.03.e.(1): Do not allow explosives to be stored, do not allow intrusive operations to begin. Document on CEHNC Form 948 or district/division form (Other). Annotate Daily QAR.

I.3.B.04.06 NOTE: CEHNC Form 948 or district/division form and Daily QAR's are records used to support official contractor evaluations and may indicate a need for the project team or the Chief of OE-S to take formal corrective action through the contracting officer should there be persistent deficiencies.

### **I.3.C QA PROCEDURE FOR EXPLOSIVES AND WORK PLACE SAFETY**

I.3.C.01 Requirements. During on-going field operations, the contractor's explosives and work place safety practices will be verified by conducting the following reviews/activities:

#### **I.3.C.01.01 General Work Place Safety.**

a. Spot check to ensure Site Safety and Health Officer (UXOSO) is performing safety functions as defined in the approved SSHP and EM 385-1-1.

b. Spot check UXOSO documentation to verify compliance with SSHP and EM 385-1-1 and to ensure accurate reflection of safety activities being performed.

#### **I.3.C.01.02 Explosives Safety.**

a. Spot check to ensure UXOSO is performing explosives safety functions as defined in the approved WP.

b. Spot check UXOSO documentation to verify compliance with requirements of the approved WP.

I.3.C.01.03 Perform independent spot checks of work teams for compliance with the SSHP, EM 385-1-1 and appropriate explosives safety requirements.

I.3.C.02 Documentation. These activities will be documented in the QAR, in the "QCI Conducted" section submitted by the OESS. The QAR is distributed to the District PM, the Design Center POC, and the Chief OE Safety Group, (or the appropriate OE Design Center Safety Administrator/Lead if working for other than HNC DC), and the EM CX. At a minimum, the following will be reported:

I.3.C.02.01 The review/activity that was conducted (in QCI Conducted section);

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I.3.C.02.02 Date activity/review conducted;

I.3.C.02.03 Name of Reviewer;

I.3.C.02.04 Title, Date and change/revision number of documents reviewed;

I.3.C.02.05 Corrective Action Taken and date action taken (if required);

I.3.C.02.06 Date corrective action completed/verified;

I.3.C.02.07 Specific reference for Safety failures noted. Example:

*"Toilet facilities do not meet requirements of EM 385-1-1, section 2. With 15 workers, both male and female on-site, the single toilet provided cannot be locked from the inside, therefore two toilets are required, one for each sex."*

This should also be annotated on the associated CEHNC Form 948 or other appropriate form. > **See Appendix C.**

I.3.C.03 Deficiencies Requiring Corrective Action. The following are some possible deficiencies associated with verification of explosives and general work place safety practices:

I.3.C.03.01 General Work Place Safety.

a. UXOSO is not performing required safety inspections/checks.

b. UXOSO is not accurately documenting safety inspections conducted.

I.3.C.03.02 Explosives Safety.

a. UXOSO is not performing required explosives safety inspections/checks.

b. UXOSO is not accurately documenting safety inspections conducted.

I.3.C.03.03 Work teams and/or individuals are not complying with explosives or general work safety practices.

I.3.C.04 Corrective Action. The following is the corrective action that will be taken in the event any of the deficiencies listed above are identified:

I.3.C.04.01 For I.3.C.03.01: Notify contractor PM/SUXOS to initiate corrective action. Document on CEHNC Form 948 or district/division form (Safety Comments), and Daily QAR.

I.3.C.04.02 For I.3.C.03.02: Notify contractor PM/SUXOS to initiate corrective action. Document on CEHNC Form 948 or district/division form (Safety Comments), and Daily QAR.

I.3.C.04.03 For I.3.C.03.03:

a. For all serious explosives safety violations and/or serious or life-threatening work safety violations (e.g., working in hole with improper slope, backhoe with back-up warning signal broken, worker standing under raised forklift load, etc.), Stop Work immediately. Document on CEHNC Form 948 or district/division form, or other appropriate form (Safety Violation), and Daily QAR.

b. For all other violations (not wearing work gloves, face shields, seat belts etc.), inform team/individual and appropriate supervisor. Document on CEHNC Form 948 (Safety Violation) or other appropriate form, and Daily QAR.

I.3.C.04.04 NOTE: CEHNC Form 948 or district/division form and Daily QAR's are records used to support official contractor evaluations and may indicate a need for the project team to take formal corrective action through the contracting officer should there be persistent deficiencies. Other USACE organizations may use forms specific to their organizations.

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### **I.3.D QA PROCEDURE FOR CONTRACTOR QUALITY CONTROL**

I.3.D.01 Requirements. During on-going field operations, the contractor's Quality Control process will be verified by conducting the following reviews/activities:

I.3.D.01.01 Spot check to ensure the quality control specialist (QCS) is performing quality checks of equipment maintenance checks, field operations etc., as defined in the approved QC plan.  
> **See WP Chapter 11.**

I.3.D.01.02 Spot check QCS documentation to verify compliance with QC plan and to ensure accurate reflection of QC activities being performed.

I.3.D.01.03 Spot check QCS performance of final grid QC (typically this is the contractor's 10% magnetometer check of the grid/area).

I.3.D.01.04 Spot check QCS documentation of final grid QC prior to your independent QA check.

I.3.D.01.05 Perform independent QA verification of grid/area as defined in project documents. Historically this has been a magnetometer check of at least 10% of each grid, or 10% of the total project area.

I.3.D.02 Documentation. These activities will be documented in the Daily Quality Assurance Report (QAR), in the "QCI Conducted" section submitted by the OESS. The QAR is distributed to the District PM, the Design Center POC, and the Chief OE Safety Group, (or the appropriate OE Design Center Safety Administrator/Lead if working for other than HNC DC), and the EM CX. As a minimum, the following will be reported:

I.3.D.02.01 The review/activity that was conducted (in QCI Conducted section);

I.3.D.02.02 Date review conducted;

I.3.D.02.03 Name of reviewer;

I.3.D.02.04 Title, date and change/revision number of documents reviewed;

I.3.D.02.05 Corrective action taken and date action taken (if required);

I.3.D.02.06 Date corrective action completed/verified (if required);  
and

I.3.D.02.07 Specific reference for QC failures noted, for example:

*"Weekly observation of equipment maintenance not conducted by QCS as required by paragraph 11-3a of WP dated date/month/year."*

This should also be annotated on the associated CEHNC Form 948 or district/division form.

I.3.D.03 Deficiencies Requiring Corrective Action. The following are some possible deficiencies associated with verification of contractor QC activities:

I.3.D.03.01 QCS is not performing required quality inspections/checks.

I.3.D.03.02 QCS is not accurately documenting QC inspections conducted.

I.3.D.03.03 QCS is not performing final grid QC functions properly.

I.3.D.03.04 Final grid QC not documented properly before being turned over for QA check.

I.3.D.03.05 Items found during QA check.

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I.3.D.03.06 Requested observations/magnetometer checks identify potential problems with geophysical data and/or the geophysical process.

I.3.D.04 Corrective Action. The following is the corrective action that will be taken in the event any of the deficiencies listed above are identified:

I.3.D.04.01 For I.3.D.03.01: Document on CEHNC Form 948 or district/division form (Quality Control) and Daily QAR.

I.3.D.04.02 For I.3.D.03.02: Notify QCS and have documentation corrected.

I.3.D.04.03 For I.3.D.03.03: Document on CEHNC Form 948 or district/division form (Quality Control) and Daily QAR.

I.3.D.04.04 For I.3.D.03.04: Notify QCS and have documentation corrected.

I.3.D.04.05 For I.3.D.03.05: Did item meet established failure criteria (for example, was it a target item IAW SOW/WP requirements?)

a. If YES, then document on CEHNC Form 948 or district/division form (Quality Control) and Daily QAR.

b. If NO, and item is MEC, then discuss finding with USACE project geophysicist and the Design Center POC to determine if project objectives need to be modified and how this may impact safety for clearance issues.

I.3.D.04.06 For I.3.D.03.06: Coordinate with USACE project geophysicist and Chief of OE-S to determine if CEHNC Form 948 or district/division form is warranted.

I.3.D.04.07 NOTE: CEHNC Form 948 or district/division form and Daily QAR's are records used to support official contractor evaluations and may indicate a need for the project team to take

formal corrective action through the contracting officer should there be persistent deficiencies.

### **I.3.E QA PROCEDURE FOR MAG/FLAG OR MAG/DIG OPERATIONS**

I.3.E.01 Requirements. During mag/flag and mag/dig operations, the contractor's field work will be verified by conducting the following reviews/activities:

I.3.E.01.01 Spot check to ensure teams are testing equipment prior to use as defined in the geophysical investigation plan. > **See WP.**

I.3.E.01.02 Spot check field operations to ensure proper use of geophysical equipment, such as, "high sticking", lane width, etc. as defined in the geophysical investigation plan or by standard practices.

I.3.E.01.03 NOTE: Final QA verification of finished grids is covered in the QA Procedure for Contractor Quality Control.

I.3.E.02 Documentation. These activities will be documented in the QAR, in the "QCI Conducted" section submitted by the OESS. The QAR is distributed to the District PM, the Design Center POC, and the Chief OE Safety Group, (or the appropriate OE Design Center Safety Administrator/Lead if working for other than HNC DC), and the EM CX. At a minimum, the following will be reported:

I.3.E.02.01 The review/activity that was conducted (in QCI Conducted section);

I.3.E.02.02 Date activity/review conducted;

I.3.E.02.03 Name of reviewer;

I.3.E.02.04 Title, date and change/revision number of documents reviewed;

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I.3.E.02.05 Corrective action taken and date action taken (if required);

I.3.E.02.06 Date corrective action completed/verified;

I.3.E.02.07 Specific reference for process/WP failures noted. For example:

*"Lane width investigated is not IAW WP paragraph 5.4c. Team was using 5 feet lanes, WP requires 3 feet lanes."*

This should also be annotated on the associated CEHNC Form 948 or district/division form.

I.3.E.03 Deficiencies Requiring Corrective Action. The following are possible deficiencies associated with mag/flag and mag/dig operations:

I.3.E.03.01 Work teams are not testing geophysical equipment as required.

I.3.E.03.02 Work teams not using equipment properly.

I.3.E.03.03 Work teams geophysical process (lane width etc.) incorrect.

I.3.E.04 Corrective Action. The following is the corrective action that will be taken in the event any of the deficiencies listed above are identified:

I.3.E.04.01 For I.3.E.03.01, I.3.E.03.02 and I.3.E.03.03: Notify contractor PM to initiate corrective action. Document on CEHNC Form 948 or district/division form (WP), and Daily QAR.

I.3.E.04.02 NOTE: CEHNC Form 948 or district/division form and Daily QAR's are records used to support official contractor evaluations and may indicate a need for the project team to take

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formal corrective action through the contracting officer should there be persistent deficiencies.

**I.3.F QA PROCEDURE FOR DIGITAL GEOPHYSICAL MAPPING OPERATIONS. > See *EM 1110-1-4009* for detailed description of process.**

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