



DEPARTMENT OF THE NAVY

1750 TOMCAT BOULEVARD
NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-2191

IN REPLY REFER TO:

NASOCEANAINST 5100.21N

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28 JAN 2002

NAS OCEANA INSTRUCTION 5100.21N

Subj: SAFETY AND OPERATING STANDARDS FOR SUPPORT EQUIPMENT (SE)

Ref: (a) OPNAVINST 4790.2H
(b) NAVAIR 00-80T-96

1. Purpose. To promulgate safety and operating standards for Support Equipment (SE).

2. Cancellation. NASOCEANAINST 5100.2M. Because of extensive revisions, paragraph markings have been omitted.

3. Application. This instruction applies to all Naval Air Station (NAS) Oceana departments, NAS Oceana Air Detachment Norfolk, NAS Oceana Dam Neck Annex, fleet units, tenant activities and visiting squadrons.

4. Definition. SE is defined in reference (a) and includes all equipment that operates or is operated in direct support of aircraft servicing and maintenance.

5. Discussion. The necessity for maintenance and operational standards for individual items of SE has long been recognized. Safety of operation is implicit in the maintenance and operating instructions issued for each piece of equipment. The success of this program depends largely on training afforded the individual operator and supervisory interest exhibited at all levels of the chain of command.

6. Action. Strict adherence to procedures listed below is necessary to ensure stringent accountability and establish responsibility for the safe operation of SE at NAS Oceana.

a. License Requirements. Per reference (a), SE licensing shall be accomplished. SE shall not be operated by anyone who does not hold a valid SE license for that type of SE.

b. Traffic Control for SE. Operation of SE shall be operated per reference (b) and the following:

(1) No vehicle shall exceed 10 mph on the aircraft ramp.

(2) No vehicle shall exceed 5 mph under the following conditions:

(a) In congested areas

(b) On wet/slippery surfaces

- (c) Inside any building
- (d) Within 100 feet of aircraft
- (e) When towing aircraft or equipment
- (f) On entering or leaving a building, all vehicles shall stop and sound horn.

(3) Aircraft and equipment shall have RIGHT OF WAY in the following order:

- (a) Emergency vehicles on emergency response
- (b) Taxiing aircraft
- (c) Aircraft being towed (loaded)
- (d) Equipment being towed (unloaded)

(4) SE shall not be operated outside aircraft ramp areas unless being transported directly from or to Aircraft Intermediate Maintenance Detachment (AIMD) Oceana, Atlantic Ordnance Command Detachment Oceana (LANTORDCOM DET Oceana), LOX Plant, Naval Aviation Maintenance Training Detachment 1007, or Regional Supply Office Oceana.

(5) SE shall not be used for any purpose other than its intended mission. Operators shall adhere to the rules of the road regarding speed, towing, signaling and seat belt usage.

(6) SE shall never be driven or towed off the hard surface.

c. Maintenance Standards. Per reference (a), the following SE maintenance shall be performed:

(1) User is responsible for pre-operational inspections. Servicing materials are available through AIMD SE Pool, Building 110.

(2) SE shall be returned on time to AIMD/LANTORDCOM DET Oceana (as applicable) for periodic maintenance and as required by AIMD's Monthly Maintenance Plan.

(3) Issue/receipt of SE shall be accomplished.

d. SE Training Standards

(1) Phase ONE SE Operator Training shall be conducted at AIMD SE. Course scheduling shall be accomplished via

appropriate NAS Oceana departments', fleet units', tenant activities and visiting squadrons' Maintenance Training Coordinators.

(2) Phase TWO SE Operator Training shall be conducted at the parent command. It shall include On-the-Job Training, a practical and written examination for each type aircraft or equipment on which the SE is to be utilized per reference (a).

e. Security Standards for SE. The activity to which the SE is issued shall be responsible for its security and control. Activities are not authorized to subcustody AIMD SE to another activity without written approval from AIMD SE Pool. Missing SE shall be reported immediately to AIMD SE.

f. Non-Ready for Use SE

(1) SE that fails to operate properly shall be tagged (OUT OF SERVICE-DO NOT USE) and reported to AIMD SE Troubleshooters at (757) 433-3611/2797 or (757) 444-3739/0551 in Norfolk.

(2) Malfunctions with the Stationary Air Start Units shall be reported as follows:

(a) Problems with external electrical cables or pneumatic air ducts shall be reported to AIMD SE Pool at 433-3611/2797 or 444-3739/0551 in Norfolk.

(b) All other problems (air pressure, power, controls) shall be reported to Public Works Department Trouble Desk.

g. Forms. User activities shall maintain the following forms:

(1) SE Operators Identification Card (OPNAV 4790/102)

(2) Pre-operational Inspection Record (OPNAV 4790/52)

(3) Pre-operational Maintenance Requirement Card for each type of SE in its custody

h. SE Misuse/Abuse Report Program. Per reference (a), SE Misuse/Abuse shall be reported and investigated utilizing the SE Misuse/Abuse Report (OPNAV 4790/108).


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