

NAS 3306 Reporting Requirements Job Aid

This job aid provides clarifying guidance for the documentation requirements in NAS 3306, [Revision 4](#), and a convenient method to track current status. It is not intended to be all inclusive and does not negate the contractor's responsibility to comply with all applicable requirements of NAS 3306.

- 1) There are four sections (Evaluation, Risk Analysis, Compliance/Technical Documentation, and Plans/Procedures). The title of each section denotes the type of documentation required.
- 2) The contractor must use the Airfield and Heliport Requirements (Section 4) of NAS 3306 for evaluation purposes; however, the requirements of this section are not considered contractually mandatory for compliance unless the contract specifically requires otherwise. Be aware, some of the items from this section of NAS 3306 are duplicated as requirements in DCMA INST 8210.1 (e.g., airport operating procedures, radio communication with aircraft).
- 3) Not every item will be applicable at every location. Contractors are only required to comply with the applicable items for their specific location. Examples[not an all-inclusive list!]: 1) if a contractor doesn't do UA work, the UA specific paragraphs would not be applicable; 2) if a contractor does not perform any hazardous operations or other operations that require standby ARFF, then the risk assessment and procedures would not be required; 3) if a contractor does not administratively limit aircraft fuel quantities, then that procedure would not be required.
- 4) Status block is for local use. Recommend use of this block to document such items as compliance, location (e.g., GOP para 6.15.1), or applicability (use N/A if not applicable at your location). Also, recommend use during review of Procedures and during formal audits.
- 5) An "X" in the GFR Approval column means the GFR must approve or, in some cases, accept that item. An "HR" in the GFR Approval column denotes that a procedure is highly recommended as a best practice. While the referenced paragraph may not clearly state a requirement for a procedure, it is obvious that a procedure would benefit all parties by documenting how the process will be performed and/or instructing the contractor's employees on how to meet requirements. Regardless whether or not a procedure is developed, the contractor must meet the applicable requirements and demonstrate such.
- 6) The words "provide", "accept", and "approve" are specifically used in NAS 3306 to denote varying levels of GFR involvement and responsibility. For example, a risk assessment is "provided" to the GFR. This denotes that the GFR has no responsibility for the content or accuracy of the assessment, rather it's provided as an awareness of the content and the contractor's compliance to the requirement. While the GFR may have discussions with the contractor on the content, it's solely the contractor's responsibility for the content, accuracy, and adequacy of such analysis. In instances where the word "accept" is used, the GFR has more leverage to discuss content of the document; however, it's still the contractor's responsibility for the content, accuracy, and adequacy of these items. The word "approve" is used in the same context as for other procedures a GFR approves within DCMA 8210-1D.
- 7) The Provide/Available to GFR column is used where "provide" means that the contractor must actually give the item to the GFR (typically via procedures or as attachments to procedures). "Available" means the contractor must have it readily available for review.
- 8) An "X" in the SWA Approval denotes that issue/item must go to the SWA for final approval or acceptance.

Evaluation

NAS 3306 Paragraph	Topic	Status	GFR Approval	Provide (P) Available (A) to GFR	SWA Approval
1.6	Contractor evaluation of airfield/heliport suitability, ARFF, facility fire response, and hangar/facility capabilities at all operating locations			P	

Risk Analysis

NAS 3306 Paragraph	Topic	Status	GFR Approval	Provide (P) Available (A) to GFR	SWA Approval
1.5.3	Waivers			P	X
5.3.3	Standby ARFF Coverage Risk Analysis			A	
5.3.6.1	Reduced ARFF Coverage Risk Analysis			P	
5.4.3.2.1	Evaluation of realistic worst-case scenario to develop tool list			A	
5.5.1.1	ARFF Firefighter PPE Risk Analysis			A	
5.8.1.1	Group 1-3 UA Fire Response Plan			A	
6.3.2.9	Tight/Close Parking of Aircraft Within a Hangar Configuration Risk Analysis			P	
6.5.2 (& subs)	Modifying Electrical Classifications of Areas Hazard Analysis			A	
6.6.1.1	Group 1-3 UA Facility Fire Plans			A	

Compliance / Technical Documentation

NAS 3306 Paragraph	Topic	Status	GFR Approval	Provide (P) Available (A) to GFR	SWA Approval
1.5.1	Equivalencies			P	X
1.5.2 (see 6.1.3)	New Technology and/or Alternate Methods			A	X
1.5.3	Waivers			P	X
4.1	Deviation from minimum airfield requirements			P	X
5.4.1	ARFF Vehicle			A	
5.4.2.3	ARFF Vehicle Test/Maintenance Records			A	
5.5.1.2	Firefighter PPE			A	
5.5.2 (& subs)	Firefighter PPE & SCBA Records			A	
5.6 (.1 & .3)	ARFF Firefighter Qualification/Training Records			A	
6.1.3 (see 1.5.2)	Proof of Equivalent Level of Protection			P	X
6.2.2.3	Production Facility Fire Systems Test/Inspection Records			A	
6.3.1.3	Use of Other Standards for Hangars			P	X
6.3.2.1	Construction & Protection of Aircraft Hangars			A	
6.3.2.3	Major Renovation Plans			A	
6.3.2.6	Hangar Fire Alarm Test/Inspection Records			A	
6.4	Special Purpose Facilities		X	A	X (resolves conflicts)
6.5.3	Hangar Fire Protection System Test/Inspection Records			A	
6.5.4	Fire Door Test/Inspection Records			A	
6.5.5	Fire Extinguisher Records			A	
6.6.1.4	Group 1-3 UA Facility Test/Inspection Records			A	

Plans / Procedures

NAS 3306 Paragraph	Topic	Status	GFR Approval	Provide (P) Available (A) to GFR	SWA Approval
Tbl 5.1 Note 3	Administrative control of aircraft fuel load		X		
5.3.1.4	Designation of Hazardous Operations		X		
5.3.3	Standby ARFF Coverage (Address how standby coverage is obtained and other issues such as when it is required (see 5.3.1.4), minimum requirements (equipment/personnel), etc.)		HR		
5.3.4	ARFF Operations & Pre-emergency Planning			A	
5.3.5	Change in ARFF Capability (Process for GFR notification)		HR		
5.3.6	Reduced ARFF Coverage (Address issues such as how, when, circumstances, minimum equipment & personnel, etc.)		HR		
5.3.7 (& subs)	Suspension of ARFF Coverage (Address issues such as how, when, circumstances, limiting of operations, monitoring of aircraft, notification of fire department, etc.)		HR		
5.4.2	ARFF Vehicle Test/Inspection/Maintenance Program			A	
5.4.2.1.1	Weekly vs. Daily Check of ARFF Vehicles (GFR must approve weekly vs. daily frequency; recommend adding this to ARFF procedures)		HR		
5.4.3.2 (& subs)	Required Rescue Tools/Equipment List (Contractor is responsible to develop tool/equipment requirements. GFR only approves omitting tools from Tbl 5.2 & 5.3 when supported by risk analysis and "accepts" the final list)		X	P	
5.5.2 (& subs)	Firefighter PPE & SCBA Cleaning/Inspection/ Maintenance			A	
5.6.2	Firefighter Medical & Physical Requirements			A	
5.6.3 (& subs)	ARFF Training/Cert Program			A	
5.7.1 (& subs)	Facilities Fire Response Plan (Contractor is responsible for the content and development of this plan. The GFR will "accept" the plan or not based on the perceived feasibility of the plan. A GFR is not expected to be a fire response expert.)		X	P	
5.8.1 (& subs)	Group 1-3 UA Fire Response Plan		X		
6.3.2.9	Aircraft Hangaring Procedures		X		
6.5.1 (& subs)	Hangaring of Defueled Aircraft		X		
6.5.2 (& subs)	Modifying Electrical Classifications of Areas		X	P	
6.5.7 (& subs)	Placing Fueled Aircraft in Water Only Protected Hangars for Severe Weather		X		
6.5.9	Hangar Fire Protection System Impairment Plan of Action (include GFR notification process)			P Under 90 days	X Exceeds 90 days
6.6.1	Group 1-3 UA Facility Fire Plans		X		
6.6.3	Group 1-3 UA Unusual/Hazardous Operations			P	