



## DCMA MANUAL 2301-07

### CONTRACT SAFETY

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<b>Office of Primary Responsibility</b>	<b>Contractor Effectiveness Capability</b>
<b>Effective:</b>	August 4, 2022
<b>Releasability:</b>	Cleared for public release
<b>Implements:</b>	DCMA Instruction 2301, "Evaluating Contractor Effectiveness," January 24, 2019, as amended
<b>Reissues and Cancels:</b>	DCMA Manual 2301-07, "Contract Safety," December 17, 2018
<b>Internal Control:</b>	Process flow and key controls are located on the Resource Page
<b>Labor Codes:</b>	Located on the Resource Page
<b>Resource Page Link:</b>	<a href="https://dod365.sharepoint-mil.us/sites/DCMA-BCF-Contractor_Effectiveness/SitePages/2301-07r--Contract-Safety-.aspx">https://dod365.sharepoint-mil.us/sites/DCMA-BCF-Contractor_Effectiveness/SitePages/2301-07r--Contract-Safety-.aspx</a>
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**Purpose:** This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)":

- Implements policy established in DCMA Instruction 2301, "Evaluating Contractor Effectiveness"
- Assigns detailed responsibilities and prescribes procedures for evaluating the contractors' effectiveness and compliance with contractual safety requirements

## SUMMARY OF CHANGES

This Manual was rewritten. Agency users and stakeholders should read this Manual in its entirety. The following identifies the most notable changes:

- Updated First Level Supervisor responsibilities for preaward notification and related systems
- Added First Level Supervisors to the coordination and appointment list for Aviation Program Team appointments
- Changed “team lead” to “First Level Supervisor” throughout the document
- Clarified role of field First Level Supervisors to include “Division Chief” designation
- Clarified Contract Safety First Level Supervisor responsibilities
- Clarified employee roles within the agency for better non-safety personnel understanding
- Added language concerning the use of 365 for key Contract Safety systems (i.e., Annual Risk Based Surveillance schedule)
- Updated manual to include Agency related surveillance updates
- Updated manual to include internal surveillance with technology updates (i.e., the use of DCMA 365)
- Removed material necessary for Contract Safety Consolidated Guidebook
- Added safety and occupational health requirements for contract safety personnel (i.e., Job Hazard Analyses and Medical Surveillance)

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This Manual applies to all DCMA personnel assigned to Contract Safety (CS) performing CS functions described in this manual or performing Federal Acquisition Regulation 42.302, “Contract Administration Services” functions in support of CS (e.g., (a) (32) Perform preaward surveys; (a) (39) Ensure contractor compliance with contractual safety requirements; (a) (56) Maintain surveillance of flight operations). This Manual does not create additional requirements for contractors or suppliers. The terms “contractor and subcontractor” are used interchangeably with the terms “supplier and sub-tier supplier.” Special Programs (SP) Command will meet the responsibilities and procedures of this Manual to the maximum extent practicable for all Special Access Programs and Sensitive Compartmented Information contracts. Exceptions to this Manual must be in accordance with (IAW) supplemental instructions maintained by the SP Command. Waivers and/or deviations to this Manual will be submitted IAW DCMA Manual (DCMA-MAN) 501-01, “Policy Issuances Procedures.”

**1.2. POLICY.** This Manual describes responsibilities and procedures for DCMA personnel where DCMA has been delegated responsibility for surveillance of CS functions. It is DCMA policy to establish and maintain a CS Program to minimize, to the greatest extent practicable, potential accidents that could interrupt DoD operations, delay DoD contract production and execution, damage DoD property, cause injury to DoD personnel, and/or endanger the public during DoD contract work or services. It is also DCMA policy to execute this Manual in a safe, efficient, effective, and ethical manner.

## SECTION 2: RESPONSIBILITIES

### 2.1. DIRECTOR, DCMA. The DCMA Director will:

- a. Ensure a risk-based CS Program is in place to evaluate contractor compliance with all applicable contractual safety requirements.
- b. Support the DoD Explosive Safety Board (DDESB) IAW DoD Directive 6055.09E, “Explosives Safety Management (ESM).”

### 2.2. DIRECTOR, SAFETY CENTER. The DCMA Safety Center Director will:

- a. Serve as the final recommendation authority for CS policy and processes.
- b. Oversee the development and management of this Manual.

### 2.3. DIRECTOR, CONTRACT SAFETY. The CS Director will:

- a. Ensure DoD Military munitions lifecycle monitoring IAW DoD Manual (DoDM) 4145.26, “DoD Contractor’s Safety Manual for Ammunition and Explosives,” to include preaward and postaward CS surveillance of the Defense Industrial Base.
- b. Serve as the direct supervisor of subordinate CS Program Managers (PM), Operations Manager, Division Chiefs and/or other positions to direct overall CS mission execution.
- c. Ensure DoD and this Manual’s requirements are implemented throughout the DCMA CS community.
- d. Develop standardized support documents that augment this Manual. This authority may be delegated in writing to the appropriate level.
- e. Support inspection and audit teams of both internal and external customers with auditors for field evaluations and internal process audits to determine organizational compliance.
- f. Support the development of potential lessons learned and tools to assist in the overall improvement of CS within the Agency.
- g. Serve as the lead Explosives Safety Officer for the Agency.
- h. Serve as the lead DCMA Headquarters representative to the DDESB, working groups, and councils.
- i. Review all contractual safety-related waivers and deviations for submittal to approval authority.
- j. Maintain a consolidated CS Risk Based Schedule (RBS).

- k. Ensure surveillance results are documented, complete, and accurate.
- l. Issue DCMA interpretations of CS-related regulations or instructions as needed.
- m. Serve as a member of the DCMA Safety Working Group providing CS input as established by Senior Leadership.
- n. Serve as the review, approval, and revocation authority for CS certification and training related waiver or deviation requests.
- o. Provide CS personnel technical training opportunities.

**2.4. FUNCTIONAL DIRECTOR, SPECIAL PROGRAMS COMMAND.** The Functional Director will:

- a. Serve the SP Command Director as the technical expert for Ammunition and Explosives (AE), aircraft, and industrial safety, fire prevention, and safety and occupational health (SOH).
- b. Manage the safety program for all Special Access Program and Sensitive Compartmented Information programs throughout the Command.
- c. Ensure the annual development, preparation and execution of a Risk Management Plan for all safety activities throughout the Command.
- d. Manage risk based surveillance activities to determine frequency of system reviews to reduce risk and resources needed to support these activities.
- e. Analyze the Command's overall safety risk and develop plans to mitigate all high risk areas.
- f. Ensure CS Program compliance and this Manual's requirements are implemented throughout the SP Command.
- g. Ensure surveillance results are documented, complete, and accurate.
- h. Ensure verbal and written notification of all AE, aircraft ground, and industrial mishaps are reported IAW contractual requirements and Agency policy.
- i. Review contractual safety-related waivers and deviations for the Agency's Special Access Program and Sensitive Compartmented Information communities for submittal to approval authority.
- j. Support inspection and audit teams, both internal and external customers, with auditors for field evaluations and internal process audits.

k. Ensure SP CS personnel collect and maintain Job Hazard Analysis (JHA) data for assigned workplaces and provide data to leadership for hazard control actions (training, personal protective equipment (PPE), etc.) as appropriate.

l. Ensure SP CS personnel are medically cleared and monitored to perform work under the Medical Surveillance Program.

m. Serve as the review and approval authority for SP CS Provisional Certification requests.

**2.5. CONTRACT SAFETY OPERATIONS MANAGER.** The CS Operations Manager will:

a. Serve as the operational focal point for the collection, coordination, consolidation, and management of the CS Safety Working Group information and the CS metrics data collection process.

b. Serve as the CS focal point for the coordination, management and updates to CS Policy and the CS Consolidated Guidebook.

c. Serve as the lead for the coordination, collection, and management of the CS consolidated RBS.

d. Assist the CS Director and the CS leadership team on matters that involve resources, training, budget, and personnel management.

e. Serve as the operational focal point for the coordination and management of the DCMA CS certification and training program for CS personnel, to include SP CS personnel.

f. Serve as the CS Training Coordinator. Training coordinator duties include:

(1) Period review and updates to CS competencies and certifications.

(2) Annually developing CS training programs, plans, and related budgets.

(3) Annually coordinating training related course/certification requirements, scheduling, and request with CS DCs and applicable employees.

(4) Reviewing copies of all certification requests, waiver/deviations, or equivalencies.

**2.6. AMMUNITION AND EXPLOSIVE PROGRAM MANAGER, CONTRACT SAFETY.** The CS AE PM will:

a. Serve as the focal point for all CS AE operations including the oversight of the AE surveillance CS resource tools.



b. Develop and implement methodologies, programs, and guidance for the CS community that support the standardization and consistent oversight of contractual AE Operations.

c. Review and process AE-related waivers and deviations submitted to the CS Director.

d. Serve as the CS focal point for processing recommended changes to internal DCMA AE safety processes, surveillance, and technical support to the DDESB for changes to the DoDM 4145.26.

e. Serve as the alternate Explosive Safety Officer for the Agency.

f. Serve as the alternate certified DCMA Headquarters representative to the DDESB, DoD AE working groups, and councils.

g. Review and process requests and/or provide formal interpretations of AE-related contractual safety requirements on behalf of DCMA for the CS Director's review and issuance.

h. Support and provide technical expertise, as needed, to other functional directorates and commands to include the DCMA Safety Center.

i. Coordinate and assist the CS Director and CS Division Chief (DC) during assignment of AE workload to the appropriate CS team.

**2.7. AVIATION PROGRAM MANAGER, CONTRACT SAFETY.** The CS Aviation PM will:

a. Serve as the focal point for all the CS Aircraft Operations (AO).

b. Develop and implement methodologies, programs, and guidance for the CS community that support the standardization and consistent oversight of contractual AO.

c. Review and process aviation-related safety waivers and deviations to the CS Director.

d. Review and process requests and/or provide formal interpretations of CS aviation-related contractual requirements for the CS Director's review and issuance.

e. Serve as the CS focal point for recommended changes to applicable aviation safety requirements.

f. Support and provide technical expertise, as needed, to other functional directorates and commands to include the DCMA Safety Center.

g. Coordinate and assist the CS Director and CS DC during assignment of AO workload to the appropriate CS team.

h. Manage the CS function of the DCMA Aircraft Operations Inspection (AOI) process and be the CS focal point to the DCMA Aircraft Operations (DCMA-AO) for aircraft and AOI-related issues.

**2.8. DIVISION CHIEF, CONTRACT SAFETY.** The CS DC will:

a. Serve as the First Level Supervisor of the assigned CS geographic division to direct all CS operations within assigned areas of responsibility.

b. Allocate and assign workload within area of responsibility. The DC will consult with CS PMs for delegation of new positions and/or redistribution of workload across divisional areas of responsibility.

c. Ensure risk management methodology is utilized by their team's Contract Safety Manager/Specialist (CSM/CSS) throughout the acquisition lifecycle of contracts under their cognizance.

d. Maintain the team's consolidated RBS. Ensure the surveillance schedule is updated to reflect current risk and overall surveillance activities.

e. Ensure that the CSM/CSS under their cognizance generate and maintain risk-based surveillance plans IAW this Manual and the CS Consolidated Guidebook on the Resource Page.

f. Ensure assigned employees meet all training requirements to include formal and on-the-job training to include assigning applicable mentors.

g. Ensure the employee's training plan is maintained and updated by the employee in the appropriate training tracking system.

h. Serve as the review and approval authority for applicable CS Provisional Certification requests, equivalency requests, and employee training plans.

i. Serve as the first level revocation authority for respective employee CS training certifications.

j. Ensure reportable mishaps are reported to the appropriate CS PMs.

k. Ensure CSM/CSS collects and maintains JHA data for assigned workplaces and provides data to leadership for hazard control actions (training, PPE, etc.) as appropriate.

l. Ensure CSM/CSS is medically cleared and monitored to perform work under the Medical Surveillance Program.

**2.9. CONTRACT SAFETY MANAGER/SPECIALIST.** The CSM/CSS will:

a. Serve as the technical safety specialist in assigned area(s) of responsibility.

- b. Comply with this Manual, CS Consolidated Guidebook, and guidance on the Resource Page.
- c. Develop AE, Industrial, and Aircraft risk-based safety surveillance plans.
- d. Manage and execute CS surveillance program for assigned area(s) of responsibility. Ensure surveillance results are documented, complete, and accurate.
- e. Maintain assigned RBS and ensure the schedule is updated to reflect current contractor risk and surveillance efforts.
- f. Complete all mandatory CS certification courses, DCMA required training, and utilize the most current Agency learning management system within the specified timelines.
- g. Request work location/contract hazard data (as applicable) to assist in the completion and maintenance of employee JHAs, identification of safety training, and issuance of the proper PPE.
- h. Complete Data Collection Form for applicable enrollment in medical surveillance/medical monitoring programs.
- i. Refer reported SOH issues and/or self-identified safety concerns to local SOH personnel and/or DCMA Technical Directorate – Safety and Occupational Health (TDSO).

**2.10. DCMA COMMANDERS/DIRECTORS OF OPERATIONAL UNITS, CONTRACT MANAGEMENT OFFICES AND STREAMLINED CONTRACT MANAGEMENT OFFICES.** DCMA Commanders/Directors will:

- a. Supply information technology and facilities support to CS personnel commensurate with like personnel at that site.
- b. Contact assigned CS personnel for local CS-related support.
- c. Request additional CS support through the appropriate CS DC.

## **SECTION 3: PREAWARD SAFETY SURVEYS AND OTHER TRANSACTIONS**

**3.1. PREAWARD SAFETY SURVEYS.** The purpose of the preaward safety survey process is to provide DCMA customers with an accurate assessment of a prospective contractor's capabilities as they relate to specific government safety requirements for United States Government procurements. The preaward safety survey can significantly reduce the possibility of serious contractor noncompliance with contractual safety requirements and fire protection and prevention provisions during contract performance. See DCMA-MAN 2401-01, "Negotiation Intelligence Procedures," for additional, detailed guidance on preaward surveys.

a. The Procuring Contracting Officer (PCO) requests a preaward safety survey through the preaward Survey Manager to determine whether the contractor and/or subcontractor has the capabilities to comply with the identified contractual safety clauses.

(1) Preaward surveys for AE acquisitions are required by the DoD Instruction (DoDI) 4145.26, "DoD Contractor's Safety Requirements for Ammunition and Explosives," Defense Federal Acquisition Regulations, and the DoD Manual (DoDM) 4145.26, "DoD Contractor's Safety Manual for Ammunition and Explosives."

(2) Preaward surveys for aircraft and industrial acquisitions are at the discretion of the procuring organization.

b. CS personnel will conduct preaward safety surveys to evaluate each prospective contractor's ability to comply with contractual safety requirements. Non-certified CSSs may participate and assist certified CS personnel in the preaward process in order to gain the needed training and on-the-job training required to successfully perform a preaward safety survey. See the CS Consolidated Guidebook for more guidance on when a CSS may participate.

c. The preaward safety survey report is completed by the assigned CSM. Supervisory review and approval is required only for "No Award" recommendations; or, where there is a letter of intent and/or waiver connected to the survey; or, when the survey report is completed by a non-certified CSS. Respective DC's may review and approve reports under other conditions at their discretion. The survey report is submitted in the DCMA system of record/application, which is used to report all preaward safety surveys.

d. Preaward safety surveys/reports are subject to Controlled Unclassified Information (CUI) limited distribution control lists and deliverable to the PASM/PCO.

e. Additional preaward safety survey guidance may be found in the CS Consolidated Guidebook on the Resource Page.

**3.2. OTHER TRANSACTIONS.** Other Transactions (OT) are transactions that may be generated by the prospective contractor and used to refer to the authority of the DoD to carry out certain prototypes, research, and production projections. Additional guidance for OTs may be found in the CS Consolidated Guidebook on the Resource Page.

## SECTION 4: POSTAWARD SAFETY PROCESS

**4.1. POSTAWARD SAFETY SURVEILLANCE.** CS surveillance will be conducted IAW DoD policy, DCMA-MAN 2303-01, “Surveillance,” this Manual, and the CS Consolidated Guidebook. CS surveillance applications (e.g., DCMA 360) are used to assist CS personnel in the performance of postaward surveillance planning and the development of AE, Aircraft, and Industrial contractor surveillance plans. The CSM/CSS will identify all requirements that require surveillance and plan, schedule, execute and document surveillance events IAW the requirements of this Manual. Surveillance plans, events/activities and results shall be documented in the applicable Agency system of record.

**4.2. POSTAWARD SAFETY SURVEY.** The postaward safety survey is conducted to validate the contractor’s contractual safety compliance. This process is performed by the CSM/CSS as scheduled on their individual RBS.

a. The postaward safety survey is a comprehensive on-site evaluation of the contractor’s safety and fire protection program related to contractual AE, Aircraft, or Industrial safety requirements. It includes a review of management effectiveness and program evaluation with regard to specific contractual requirements. Due to the nature and sensitivity of the information contained therein (e.g., contractor proprietary, national security, etc.), postaward safety survey reports are considered subject to Limited Distribution Control Lists per DoDI 5200.48, “Controlled Unclassified Information (CUI)” and are not disseminated inside or outside DCMA without following the CUI redaction processes. Postaward surveys will only be submitted to the Administrative Contracting Officer (ACO) or Government Flight Representative (GFR). Additional information can be found in the CS Consolidated Guidebook on the Resource Page.

b. The frequency of postaward safety surveillance will primarily be based upon the degree of risk, the magnitude of potential Government loss associated with the type of work being performed, and the material involved. Elevated risk or unique circumstances may drive more frequent surveillance.

c. Risk ratings for CS are identified as High, Moderate, or Low.

d. Risk ratings are determined during each survey conducted at the contractor’s facility by using the Industrial, Explosive, or Aircraft Risk Assessment Program or similar DCMA application. Additional guidance may be found in the CS Consolidated Guidebook located on the Resource Page.

e. On-site surveillance is normally accomplished IAW the frequencies identified below:

(1) High risk contractors will be scheduled for four or more surveys each year. This may be changed to three surveys each year by exception (e.g., temporary change to risk rating, lower comparative inherent process risk).

(2) Moderate risk contractors will be scheduled for a minimum of two surveys each year.

(3) Low risk contractors will be scheduled for a minimum of one survey each year.

## **SECTION 5: SUPPORT OF DCMA AIRCRAFT OPERATIONS**

**5.1. AIRCRAFT OPERATIONS.** DCMA-MAN 8210-2, “Aircraft Operations,” provides detailed guidance for DCMA oversight of contracts containing aircraft operations. It defines the purpose, functions and responsibilities of the Aviation Program Team (APT). CS personnel assigned to an APT must comply with the applicable requirements of DCMA-MAN 8210-2.

a. DCMA-MAN 8210-2 requires Contract Management Office (CMO) commanders to coordinate with the CS Director (or designee) for CS support for APT assignments. The CS Director has designated the CS Aviation PM as the point of contact for this function. The CS Aviation PM will coordinate with the appropriate CS DC to make a determination on how to best support and fill the request. Once a determination has been made, CS will provide the pertinent information (i.e., name, team, contact information, duty location) to the CMO. The designated CSM/CSS will be assigned to the APT by the CMO commander via the APT assignment letter IAW DCMA-MAN 8210-2.

b. A CSM or a provisionally-certified CSS may be assigned as a primary member of an APT. A CSS may be assigned as an alternate member of an APT during their training process as long as there is a primary CSM assigned to mentor the CSS.

### **5.2. SAFETY SURVEILLANCE AT AIRCRAFT SITES.**

a. CS personnel assigned to an APT will coordinate site visits with the applicable GFR using germane data (e.g., dates, frequency) from their approved RBS.

b. CS personnel assigned to an APT will document a surveillance plan for each of their assigned AO contract locations IAW Paragraph 5.1 of this Manual and DCMA-MAN 8210-2. CS personnel will coordinate with the applicable GFR to ensure the safety portion of the combined APT Surveillance Plan and APT Surveillance Schedule is complete and accurate.

c. CS personnel assigned to an APT are required to participate in the APT semi-annual/annual survey(s) conducted IAW DCMA-MAN 8210-2. The CSM/CSS must make every effort to participate and complete the survey at the same time as the APT. The CSM/CSS will coordinate with the GFR on the method to document the formal APT survey results. Additional guidance may be found in the CS Consolidated Guidebook on the Resource Page.

d. Depending on the applicable surveillance plan and the CS risk rating of the contractor, surveillance other than the formal APT survey may be required (see Section 5). All surveillance/audit activity conducted at a contractor’s facility must be documented in the most current DCMA system of record. This will be supplemented by a trip report to the DC or other applicable documentation (e.g., Corrective Action Requests (CAR), formal reports to the ACO for significant findings). See DCMA-MAN 2303-01, DCMA-MAN 8210-2 and the CS Consolidated Guidebook on the Resource Page.

### **5.3. AIRCRAFT OPERATIONS INSPECTIONS.**

a. AOIs are structured, risk-based evaluations of DCMA-managed facilities using experienced aviation professionals. See DCMA-MAN 8210-2 for a detailed description of the purpose and requirements of the AOI process.

b. CS will support DCMA-AO by selecting and assigning highly-qualified CSMs to perform as the Safety Element Lead on AOI teams. The CS Aviation PM will coordinate with the CS Director, CS DCs, and DCMA-AO for recommendations and selection of CSMs to perform as AOI Safety Element Leads. The CS Aviation PM will manage CS AOI team member selection, AOI team member scheduling and training, and CS AO-401B training and scheduling.

c. The DCMA AOI schedule is published in the August preceding the next fiscal year. CS personnel assigned to an APT will attend and participate in AOIs at their assigned contractor locations.

#### **5.4. CORRECTIVE ACTION PLAN AND CONTRACT MANAGEMENT OFFICE RISK ADVISORY BOARD.**

a. Refer to DCMA-MAN 8210-2 and the “CMO Risk Advisory Board (CRAB) Process and CAP/CRAB Repository (CCR) Guide” for detailed guidance and requirements for these topics.

b. Prior to each AO CRAB meeting, the cognizant CSM/CSS will work with the CS Aviation PM to ensure each safety-related Corrective Action Plan (CAP) for their assigned contractor(s) is adequately addressed and that the CAP/CRAB Repository is updated with the most current information.

#### **5.5. AIRCRAFT WAIVERS AND APPROVALS PROCESS.**

a. A waiver is a written request for relief from a contractual requirement or instruction. An approval refer to areas that require higher-level input or acceptance (e.g., CS Director, DCMA AO, Service Waiver Authority). Examples include Aircraft Rescue and Fire Fighting and hangar requirements, acceptance of other conditions (e.g., alternate methods of compliance, repair plans, evaluation results, and use of host nation standards).

b. AO-related waivers and approvals will be processed IAW DCMA Instruction 8210-1C, “Contractor’s Flight and Ground Operations,” and DCMA-MAN 8210-2.

c. Waivers and/or approvals involving Aircraft Rescue and Fire Fighting, facilities fire protection, facility requirements, or other contractual safety requirements require an evaluation and recommendation from CS prior to submittal to DCMA-AO. This is in addition to the APT’s assigned CSM evaluation/recommendation. See the CS Consolidated Guidebook for more information.

**5.6. AIRCRAFT OPERATIONS TRAINING SEMINAR.** An Aircraft Operations Training Seminar is a safety stand-down training requirement for all functional specialists who are members of an APT. CSM/CSSs will complete this training requirement IAW DCMA-MAN 8210-2.

**5.7. SAFETY MEETINGS.** As a member of the APT, there are several periodic meetings that the CSM/CSS should plan to attend. If on-site attendance is not possible, participation through alternative means (e.g., telephonic, web-based communications, etc.) should be used. Additional guidance may be found within DCMA-MAN 8210-2 and the CS Consolidated Guidebook on the Resource Page.



## SECTION 6: CORRECTIVE ACTION REQUEST

### CORRECTIVE ACTION REQUEST GUIDANCE.

a. This section provides guidance for CS personnel on safety-related discrepancies related to CARs. Additional guidance can be found in Section 8 of DCMA-MAN 2303-01 and in the CS Consolidated Guidebook on the Resource Page.

b. CARs will be issued IAW DoD regulations. AE Safety CARs will be tracked and issued IAW Defense Federal Acquisition Regulation Supplement Procedures, Guidance, and Information Part 223.370, "Safety Precautions for Ammunition and Explosives," and Defense Acquisition Regulation Supplement 252.223-7002, "Safety Precautions for Ammunition and Explosives," provisions and documented in the approved Agency system of record. Section 8 of DCMA-MAN 2303-01 outlines guidance and procedures to address and resolve:

(1) Contract noncompliances.

(2) Item nonconformances and deficiencies.

c. CS personnel will utilize the authorized DCMA corrective action application to issue, track, trend, and close CARs.

d. The CSM/CSS must ensure that the contractor is promptly notified of any noncompliance found during site safety surveillance.

e. Noncompliance must be objectively analyzed by the CSM/CSS prior to the selection of a CAR timeline (CAP and corrective actions) and associated CAR issuance level.

(1) This analysis must consider not only timeliness but also relative importance of desired actions, worst case potential for mishap, prior responsiveness of the contractor, criticality of the noncompliance, and repetitiveness of similar noncompliances.

(2) Contractor corrective actions/CAP must address specific causes of the noncompliance and management action to prevent recurrence.

f. The CSM/CSS will normally determine the effectiveness of the contractor's corrective actions/CAP through on-site validation prior to closing the CAR. In addition, the CSM/CSS should consider the possible need for increased surveillance until such time as the contractor's corrective actions yield compliant results.

g. If the condition may affect health and safety of DCMA personnel, notify TDSO for personnel controls and risk mitigation. Notification may be telephonic, email, or via online DCMA Hazard Reporting Tool.

## **SECTION 7: ACCIDENT INVESTIGATION AND REPORTING**

### **ACCIDENT INVESTIGATION AND REPORTING CRITERIA.**

a. Accident investigation and reporting within the DoD is generally governed by DoDI 6055.07, "Mishap Notification, Investigation, Reporting, and Record Keeping." DCMA civilian employees injured in contractor mishaps will be reported to TDSO for DoD and Occupational Safety and Health Administration reporting and record keeping requirements IAW DCMA-MAN 4201-16, "Safety and Occupational Health Program."

b. Individual contracts may specify different or additional reporting and investigation requirements.

c. Aircraft Mishaps. Specific instructions on the notification/reporting and investigation of aircraft mishaps are detailed in DCMA-MAN 8210-2.

d. AE Accident Investigation and Reporting.

(1) Accidents or mishaps that involve AE at contractor locations will be documented and reported by contractors IAW the provisions of DoDM 4145.26.

(2) DCMA CS personnel will review and report the contractor's information through the CS reporting and notification chain to their DC and CS AE PM IAW the CS Consolidated Guidebook.

e. Industrial mishap reporting will be IAW the specific provisions of the contract. These provisions may be contained within the contract (e.g., Appendix C (Air Force contracts) or within Section H of the contract (all other Military services)).

f. For AE and aircraft-related incidents, CS personnel will advise the CMO Commander/Director for situational report information/status IAW DCMA-MAN 3301-01, "Agency Mission Assurance Construct."

## **SECTION 8: SAFETY INDEMNIFICATION**

**SAFETY INDEMNIFICATION REVIEWS.** The procuring agency (typically Air Force, Navy, National Aeronautics and Space Agency, or Missile Defense Agency) may submit a request for CS to perform an indemnification review. Indemnification reviews include reviews of prospective contractors performing unusual hazardous or nuclear risk operations within the scope of an existing awarded contract, established solicitation, contract modification, or proposed solicitation's statement of work. Guidance for indemnification reviews may be found in the CS Consolidated Guidebook on the Resource Page.

## **SECTION 9: PRE-OPERATIONAL SAFETY SURVEY**

**PRE-OPERATIONAL SAFETY SURVEY CRITERIA.** CSM/CSSs will perform pre-operational safety surveys as needed per the DoDM 4145.26 or per examples provided in the CS Consolidated Guidebook found on the Resource Page.

## **SECTION 10: CONTRACT SAFETY VISIT**

**CONTRACT SAFETY VISIT.** CS visits may be performed for a variety of reasons. Typically, these visits are performed for limited purposes and are not intended as a substitute for normal safety surveys. Examples include CAR validation, site plan validation, unannounced visit, construction plan review, etc. CS visits will be documented IAW the CS Consolidated Guidebook found on the Resource Page.

## **SECTION 11: CONTRACT SAFETY PROGRAM ADMINISTRATION**

**11.1. RISK BASED SCHEDULE.** The Annual RBS is an internal planning document that provides the data to support the CS surveillance schedule. It is an efficient method to plan, identify, report, and track workload. It provides the data needed to analyze the workload for proper program implementation and management as well as keep the DC informed. The intent of the schedule is to properly identify workload, assign surveillance levels, track workload accomplishment, and determine resources necessary for proper program implementation. Further guidance is located in the CS Consolidated Guidebook on the Resource Page.

### **11.2. CONTRACT SAFETY WORKLOAD REQUIREMENTS.**

- a. CS workload requirements are determined by several factors including delegation, Contract Receipt and Review, purchase orders, OTs, etc., IAW DCMA-MAN 4502-02, “Workload Acceptance” and DCMA-MAN 2101-04, “Delegate Surveillance.”
- b. The CSM/CSS will support the Postaward Orientation Conference as requested per DCMA-MAN 2501-01, “Contract Receipt and Review.”
- c. Additional guidance for Contract Receipt and Review and delegations can be found in the CS Consolidated Guidebook on the Resource Page.

### **11.3. CONTRACTOR SITE AND CONSTRUCTION PLAN REVIEWS.**

- a. Contractor explosive site and construction plan reviews and processing will be accomplished IAW the CS Consolidated Guidebook located on the Resource Page.
- b. CS does not approve contractor site and construction plan reviews. CS does not provide “interim” or “verbal” reviews or approvals. When applicable, these are approved by the respective PCO(s), or the ACO in the case of a minor change IAW DoDM 4145.26.

### **11.4. WAIVER AND DEVIATION.**

- a. An AE contractor’s request for a waiver and/or deviation will be processed IAW DoDM 4145.26.
- b. See Section 6 of this Manual for Aircraft waivers and/or approvals.
- c. The CSM/CSS will process the waiver and/or deviation through the DC to the applicable PM. The PM will review and forward the submittal to the CS Director.
- d. The CSM/CSS must maintain documentation as required by the DC. Specific guidance regarding waiver and deviation formats, coordination, and completion is in the CS Consolidated Guidebook found on the Resource Page.

**11.5. SAFETY DOCUMENTATION AND DISSEMINATION.** DCMA CS generates a variety of mission-oriented surveillance documentation that is generated for internal DCMA customer (e.g., ACO) or external United States Government customers (e.g., PCO's, acquisition leadership) and can include Privileged Safety Information subject to control per DoDI 6055.07. In order to preclude the release of inappropriate/improper information to the incorrect party, DCMA CS will follow the CUI Limited Dissemination Control Lists to control such information. If it is determined that DCMA CS information needs to be shared outside the control of DCMA CS, the proper redaction of the information is required. Any such release of information must be processed through the applicable CS DC, prior to release (email, uploading, etc.).

**11.6. CONTRACT SAFETY METRICS.** CS personnel will collect and analyze applicable metrics and report metrics through the appropriate channels. Guidance on metrics may be found in the CS Consolidated Guidebook on the Resource Page.

**11.7. SAFETY AND OCCUPATIONAL HEALTH SUPPORT.** When requested by a CMO and/or the TDSO Director, the CS Director may task the applicable CS DC to support SOH matters. SOH issues presented to and/or identified by CSM/CSSs will be referred to local SOH personnel and/or TDSO.

## **SECTION 12: COMPETENCIES AND CERTIFICATIONS**

**12.1. CONTRACT SAFETY MANAGER/SPECIALIST EDUCATION AND CERTIFICATION PROGRAM.** This section identifies mandatory training and certification requirements for all SOH personnel, 0018s, in the CS community. Additional guidance is provided in CS Consolidated Guidebook on the Resource Page.

a. The intent of this program is to ensure that highly qualified, skilled, and competent personnel are performing acquisition CS management services on customer contracts and programs.

b. All personnel certified under the previous certification program requirements remain certified.

c. CSS trainees who have not been awarded a certification upon publication of this Manual will be required to complete all mandatory provisions of the new certification program.

**12.2. CERTIFICATION PACKETS.** Certification packets will be compiled by CSSs as required IAW the CS Certification Program guide on the Resource Page. Certification packets will be submitted electronically through the DC to the CS Operations Manager for staffing to the Director, CS, for review and approval.

**12.3. CERTIFICATION TYPES.** There are three professional certification areas within the DCMA CS career field: Industrial, Aircraft, and Explosives.

**12.4. CERTIFICATION LEVELS.** There are two certification levels: Provisional and Full. Detailed requirements for each certification level and certification type are contained within the CS Consolidated Guidebook.

**12.5. EQUIVALENCIES.** Requests for equivalencies will be justified in writing by the DC and submitted with certification packets per the CS Certification Program guide.

**12.6. RECERTIFICATION.** Recertification is mandatory for any CS personnel previously awarded full certification if they worked outside of the CS community for more than 3 years.

a. Recertification courses and requirements are outlined in the CS Certification Program guide and will be updated by the CS Operations Manager to provide current information.

b. CSMs previously awarded full certifications will submit a recertification packet through the DC to the CS Director. The recertification packet will be in the format outlined in the CS Certification Program guide.

**12.7. CERTIFICATION MAINTENANCE.**

a. The time requirement for maintenance training begins with the original date of certification and will thereafter be based on the date of the most recent currency training



completed. Certification maintenance timeframes can be extended a maximum of 12 months by the CS Director when extenuating circumstances warrant such action.

b. The use of one training course will apply to only one certification area.

c. Certified personnel are required to obtain the following training within the prescribed time limits to remain certified:

(1) Explosives safety area, personnel must attend at least one prescribed explosives safety course every 2 years.

(2) Industrial safety area, personnel must attend at least one prescribed industrial safety course every 3 years.

(3) CS personnel assigned to an APT will complete the prescribed aviation safety course every 5 years.

## **12.8. CERTIFICATION REVOCATIONS.**

a. Each of the following is considered to be an adequate cause for revocation of CS certifications:

(1) Falsification of surveillance documentation.

(2) Repetitive documented occurrences of gross negligence or serious incompetence related to safety surveillance activities that could potentially endanger the public, DoD personnel, or DoD programs.

b. The DC may request revocation of certification through the CS Director.

c. The CS Director is the revocation authority. Certification revocation is based on DC recommendation and documentation.

## GLOSSARY

### G.1. DEFINITIONS.

**CSM.** A fully-certified safety professional.

**CSS.** Either seeking certification or is provisionally certified.

**Indemnification.** Provides somebody with protection, especially financial protection, against possible loss, damage, or liability.

**Preadward Safety Survey.** Process documentation provided to DCMA customers with an accurate assessment of a prospective contractor's capabilities as they relate to specific government safety requirements for Government procurements. The preaward survey can significantly reduce the possibility of serious contractor noncompliances of CS and fire protection provisions during the contract performance.

**Pre-Operational Safety Survey.** A safety survey, post contract award, as warranted when it is determined during the safety preaward that the prospective contractor has the ability to perform to the imposed contractual safety requirements but lacks some basic process elements or falls within certain criteria. See the CS Consolidated Guidebook for a list of criteria.

**Operational Units.** Eastern Regional Command, Central Regional Command, Western Regional Command, International Command, SP Commands and Centers.

**OTs.** Authority to enter into transactions other than contracts agreements.

## GLOSSARY

### G.2. ACRONYMS.

ACO	Administrative Contracting Officer
AE	Ammunition and Explosives
AO	aircraft operations
AOI	Aircraft Operations Inspection
APT	Aviation Program Team
CAP	Corrective Action Plan
CAR	Corrective Action Request
CMO	Contract Management Office
CRAB	CMO Risk Advisory Board
CS	Contract Safety
CSM	Contract Safety Manager
CSS	Contract Safety Specialist
CUI	Controlled Unclassified Information
DCMA-AO	DCMA Aircraft Operations
DCMA-MAN	DCMA Manual
DDESB	DoD Explosives Safety Board
DoDM	DoD Manual
DC	Division Chief
GFR	Government Flight Representative
IAW	in accordance with
JHA	Job Hazard Analysis
PCO	Procuring Contracting Officer
PM	Program Manager
PPE	Personal protective equipment
OT	Other Transactions
RBS	Risk Based Schedule
SOH	Safety and occupational health
SP	Special Programs
TDSO	Technical Directorate, Safety and Occupation Health Division

## REFERENCES

- DCMA Instruction 8210-1C, “Contractor’s Flight and Ground Operations - DCMA,” August 20, 2013, as amended
- DCMA Manual 2101-04, “Delegate Surveillance,” July 29, 2018
- DCMA Manual 2303-01, “Surveillance,” May 17, 2020
- DCMA Manual 2401-01, “Negotiation Intelligence Procedures,” December 19, 2018, as amended
- DCMA Manual 2501-01, “Contract Receipt and Review,” March 24, 2019, as amended
- DCMA Manual 3301-01, “Agency Mission Assurance Construct,” December 17, 2018
- DCMA Manual 4201-16, “Safety and Occupational Health Program,” November 5, 2018
- DCMA Manual 4502-02, “Workload Acceptance,” September 15, 2021
- DCMA Manual 501-01, “Policy Issuances Procedures,” April 12, 2017
- DCMA Manual 8210-2, “Aircraft Operations,” November 5, 2018, as amended
- Defense Federal Acquisition Regulation 252.223-7002, “Safety Precautions for Ammunition and Explosives”
- Defense Federal Acquisition Regulation, Procedures, Guidance, and Information Part 223.370, “Safety Precautions for Ammunition and Explosives”
- DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013
- DoD Directive 6055.09E, “Explosives Safety Management (ESM),” July 28, 2017
- DoD Instruction 4145.26, “DoD Contractor’s Safety Requirements For Ammunition and Explosives,” April 9, 2005
- DoD Instruction 5200.48, “Controlled Unclassified Information (CUI),” March 6, 2020
- DoD Instruction 6055.07, “Mishap Notification, Investigation, Reporting, and Record Keeping,” August 31, 2018
- DoD Manual 4145.26, “DoD Contractor’s Safety Manual For Ammunition and Explosives” June 26, 2019