



Defence
Safety Authority

DSA 03.OME Part 2 (JSP 482) - Defence Code of Practice (DCOP) and Guidance Notes for In-Service and Operational Safety Management of OME

Defence OME Safety Regulator

DOSR



DSA VISION

Protecting Defence personnel and operational capability through effective and independent HS&EP regulation, assurance, enforcement and investigation.

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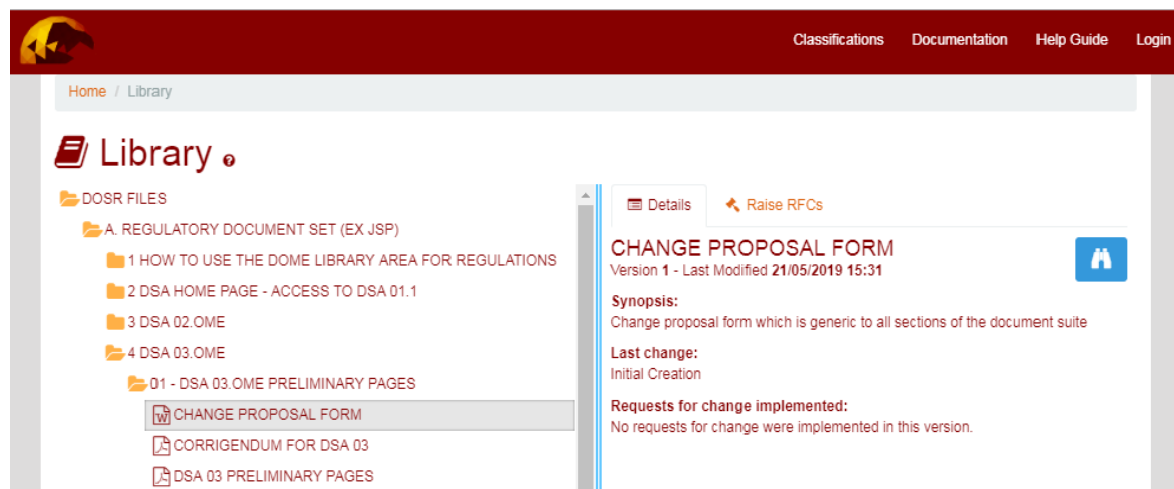


Figure 1. Change Proposal Form (Word version) Location

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CHAPTER 20

INSPECTION OF POTENTIAL EXPLOSION SITES (PES) AND EXPLOSIVES

MANAGEMENT SAFETY SYSTEMS

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1 INTRODUCTION

1.1 Checking and monitoring performance is an essential part of managing safety and can be performed at different levels of management within an organisation.

1.2 This Chapter outlines a base level for 1st and 2nd party inspections, specific to Potential Explosion Sites, PES, which will provide the minimum level of assurance. It also outlines explosives related specialist inspection requirements.

1.3 When considering the overall level of assurance, a TLB/Establishment requires, MOD mandated, statutory or other recommended assurance processes are to be considered.

1.4 In addition to the inspections detailed in this document, sites may receive inspections from Defence Regulators, e.g. DOSR, or Statutory Regulators, e.g. HSE, ONR.

2 FIRST PARTY PES INSPECTIONS AND INSPECTION RECORDS

2.1 The licensee is to ensure that all PES are inspected, at least monthly, by a competent person, authorised by the HoE or ESR. Guidance regarding the inspections is given in Annex A and a template for a "PES Inspection Record Sheet" is at Annex B.

Note: The Inspection Record Sheet may be modified by the addition of extra rows to capture PES specific issues. Topics that are not relevant are to be ruled through.

2.2 In addition to the PES specific monthly inspections described above, when applicable, an inspection sheet is to be maintained for the Explosives Storage Area. This is to capture faults not specific to an individual PES.

2.3 At each inspection of the PES, the relevant items in the inspection column on the front of the PES Inspection Record Sheet are to be completed in ink with either a ✓ to indicate the item is correct or a red X to indicate that the item is unsatisfactory.

2.4 The reverse of the PES Inspection Record Sheet is to record the following:

2.4.1 Details of defective or unsatisfactory conditions identified during the monthly inspections. Defects are to be reported to the unit Estate Management Organisation and the resulting works services serial number recorded. A red cross (X) is to be placed in the relevant item number at each inspection until the work is completed and signed off or the unsatisfactory condition otherwise cleared.

2.4.2 Date and outcome of ESTC Standard 6 Part 1 and 2 specialist inspections.

2.4.3 Dates of Fire/Emergency evacuations^{1, 2}, or reference where the information is held.

2.5 If a PES is not in continuous use, temporarily closed, or the licence suspended or withdrawn first party inspections are to continue at a frequency deemed appropriate by the relevant IE. Prior to the PES being returned to use the level of inspection required shall be determined by the IE.

¹ For PES within an ESA a record or reference on the ESA Inspection Sheet, see para 2.2, is sufficient.

² Some licences apply a "No QD" prescription to Exposed Sites as the occupants can be evacuated promptly. Evidence of evacuation drills at these Exposed Sites must also be recorded or referenced.

3 SECOND PARTY INSPECTIONS

3.1 The TLB, via the appropriate IE, is to ensure 2nd party assurance inspections are carried out using the Criteria Sheet given in Annex C as a guide.

3.2 With the exception of those storing SAA only all PES must receive a 2nd party assurance inspection at a frequency not exceeding two years. For facilities storing SAA only the frequency may be extended to three years.

3.3 During the 2nd party inspection the inspector is to check the PES Log Book (PLB), see paragraph 5, for correct compilation and completion, and that faults are being managed and addressed appropriately.

3.4 Grading:

3.4.1 Before leaving the unit, the Inspector is to advise the Licensee of the findings. Following the inspection, the IE Inspector is to compile a report³ and, unless there is a TLB policy for grading inspections, award the unit a final grading of either "Satisfactory" or "Unsatisfactory". A final grading of "unsatisfactory", or similar grading where TLB policy dictates, will normally be awarded when:

- (1) Safety, or reliability is seriously degraded
- (2) Standards of management are lower than could be reasonably expected, such that explosives safety could become impaired.
- (3) Inadequate progress has been made to eliminate a deficiency that was commented upon in a previous report but did not, necessarily, attract an unsatisfactory grading at that time.

3.5 When a final grading of unsatisfactory, or the equivalent under a TLB policy, is awarded, suitable follow up action, which may include a further inspection, is to be undertaken to confirm that issues have been addressed.

4 SPECIALIST INSPECTIONS – ELECTRICAL AND BUILDING

4.1 Electrical installations and equipment are to be inspected and tested in accordance with ESTC Standard 6 Part 1, "Electrical".

4.2 Structures are to be inspected as required by ESTC Standard 6 Part 2, "B & CE Inspections".

Note: Some facilities e.g. jetties, piers etc, require other specialist certification or inspection. In such areas the 1st, 2nd and 3rd party assurance activity should consider such requirements.

5 PES LOG BOOKS

5.1 The PES Log Book (PLB) may be held in hard or soft copy. Whatever format is used it is for the line management of the building to ensure the required information, or links to the information, is accessible from one location.

5.2 At a minimum the PLB is to hold the information detailed below for each PES.

³ It is recommended that the report records the authority under which the Inspector carried out the inspection and that a disclaimer statement is included e.g. The inspection has been a sample of the documentation, facilities and activities. It is to be noted that there may be documentation, facilities or activities unobserved by the inspector that remain non-compliant with DSA03.OME (JSP 482) MOD Explosives Regulations

5.2.1 PES Inspection Record Sheet including the backing page.

5.2.2 ESTC Standard 6 Part 1, Periodic Installation Condition Reports, MF2203, or confirmation that the building owner has been made aware of the final result of the tests and recorded the details on the PES Inspection Record Sheet back page.

5.2.3 The following additional ESTC Standard 6 Part 1 documentation or a statement where the supporting information is held.

- (1) Initial Verification Certificate, MF2201. Where the MF2201 is not available a copy of an Electrical Supply Characteristics, MF2204, is to be held.
- (2) Relevant Minor Installation Works Certificates, MF2202
- (3) All supporting electrical inspection and test record sheets, MF2205 – MF2210.

5.2.4 Temperature and Humidity records if required, see Annex D.

5.3 ESTC Standard 6 Part 1 and 2 require full inspection and test records to be held. These are usually held by the Prime Contractor, on behalf of the HoE, but, if desirable to do so, may be incorporated into the PLB.

5.4 Where reasonably practical to do so, PLBs are to be held outside IBD. Where this is not possible to do so, the relevant IE may authorise an alternative location.

5.5 At not less than 3 monthly intervals, the ESR⁴, or other formally delegated competent person, is to conduct a suitable number of physical independent PES inspections and examine all PLBs to ensure:

5.5.1 the monthly inspections are being carried with due care and attention

5.5.2 the PLBs are maintained as required

5.5.3 outstanding faults, when considered both individually and combined for the facility, do not degrade explosives safety to an unacceptable level.

5.6 PLB information is to be retained as follows:

5.6.1 ESTC Standard 6 Parts 1 and 2 specify the record retention requirements.

5.6.2 All other records are to be held for a minimum of 3 years, unless a longer period is mandated by other relevant MOD policy or procedure.

⁴ This must be a different person to that identified in paragraph 2.1.

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ANNEX A

GUIDE FOR THE INSPECTION OF EXPLOSIVES SITES AND PES

Inspection Record Sheet Serial No and Subject	Detail ⁵
1. State of Repair	Check - security fence; security lights for damage and corrosion; building structure for any damage, state of paint work, and all attachments and fittings for damage and corrosion; roads/sidings for damage/pitting, rubble, etc; general storm damage. Are doors serviceable? Are designated areas/Safe Headings suitably demarcated?
2. Cleanliness	Ensure all PES and their immediate adjacent areas are clean and tidy and free from wind blown combustibles. Have packaging materials been removed or correctly temporarily stacked so as not to present a fire risk? Have empty boxes, seals, locking wire been removed? Ensure POL, rags, waste paper etc have not been left. Check for accumulations of explosives dust, etc. Separate bins for ferrous & non-ferrous waste. Is doormat present and serviceable?
3. Dampness (Structural/Condensation)	Check all buildings internally/externally for damp patches. Is the roof, especially the eaves, free from mould/fungus? Are there any water erosion marks especially near any electrical fittings? Is the floor area free from water/condensation? Is there damage to fabric of building that allows ingress of water.
4. Windows	Is glass of an acceptable standard? Ensure all stacks are clear of the windows and that sunlight does not bear on any of the explosive stores. Are guard bars fitted and are they free from corrosion and correctly grouted to the window frames? Are the panes free from cracks; if not, are they protectively covered by tape to prevent ingress of moisture pending repair?
5. Drains and Gutters	Ensure building drains and gutters are secure and undamaged, free of grass cuttings, leaves, wind blown foliage, etc, and that drains are clear and free from restrictions. Check drains/drain covers in roads, etc, for damage.
6. Heating, Ventilation & Air Conditioning	Ventilators (normally) left open? Check that ventilators are free from corrosion and that they open and close properly. Do they require protective painting, oiling or greasing? Do they have thermal links or an automatic closing device, and are they serviceable? Hygrometers/Max-Min Thermometers serviceable? Data-loggers approved and serviceable? Humidity/Temperature Readings recorded? Heating/Air Conditioning operative. Heaters should have (sloped) guards.
7. Traverses	External – Effective? Are there any rabbit holes or mole hills, is it subsiding, are there any areas requiring bracing up, holes filling, grass renewing? Internal – Serviceable and at correct distances from stacks/walls?
8. Locks and Labelling of Keys	Check each bunch for serviceable keys. Are they worn and have they been mustered and rotated with the duplicate/triplicate sets? Ensure locks/padlocks are of approved pattern, serviceable, hasps are free from corrosion, and that they function properly. Do locks require lubrication? Are all key bunches correctly labelled and are individual keys identifiable?
9. Explosives Contents	Check mixing of CGs. Ensure that the appropriate instructions and safety precautions for each type of store stacking system have been carried out. Ensure stack cards/pallet/ULC labels correctly identify the make, date, BKI/lot and quantity of each type. ACTO stores stock checked? Are Constrained and Banned/Black Listed stores correctly labelled and segregated? Are all unsealed boxes clearly marked with their remaining quantity, type and lot no (if different from the original markings)? EOD recoveries correctly packaged/stored? Carry out a percentage physical check of packaged/unpackaged stores checking for any damage, dampness or corrosion. No empty packages should be present. Tools/equipment/first aid available where CG 'H' and/or Gaseous Tritium Light Sources (GTS) are present? Non-palletised stores on battens/racking? Gangways/spacing from PES structure in place? ATP/approved schedules in place in Process Facilities?
10. Sealing and Marking of Packages	Ensure explosives packages are correctly sealed, labelled with their contents and display an HCC symbol, UN serial number and PEC markings. Has the correct packaging been used? Have part filled packages been so marked and is sufficient dunnage present?
11. Fire Appliances	Ensure that EWS are full, clear and free from wind blown debris. Ensure FAFFA, to appropriate scale, are correctly positioned at each building and that they are serviceable. Are fire appliances areas clearly marked and painted, are protective boxes serviceable? Check for storm damage, water leaks, defective connectors. Have appliances recently been functionally checked? Are fire beaters serviceable, are there sufficient? Is the Pre-Fire plan up to date? Fire alarm systems maintained and tested?

⁵ Where appropriate

Inspection Record Sheet Serial No and Subject	Detail ⁵
12. Fire Fighting	Ensure Fire Division Signs and Supplementary Fire Signs, are prominently displayed, legible and serviceable. Do they correctly interpret the hazard of the stored item(s)? Have the fire section/LAFB been informed of any major stock change hazards? Are the fire section/LAFB informed when overnight storage areas are in use and of the associated fire hazard?
13. Vegetation	Ensure 1m sterile areas round each PES (except earth covered) are clear of grass, foliage, shrubbery, gorse and heather. Are grassed areas sufficiently mown and have all grass cuttings been removed?
14. Licences and Posters	Check that Licences and Posters are displayed. Ensure that all contents are authorised to be stored in the PES and that NEQs present do not exceed the authorised limits. Ensure that all tools, equipment and cleaning utensils are correctly listed and authorised. Is a Contraband Notice prominently displayed at the entrance to all Explosives Areas, or at a common point for groups of buildings, and adjacent to any isolated facilities? Check for special conditions on licence. Locally produced SHEF First Aid Poster?
15. Lifting Tackle	Check all chains/cables for damage and corrosion - to be lightly lubricated. Carry out a functional check ensuring that the hoist runways have no restrictions and the raising/lowering mechanism functions correctly. Has the hoist had a mechanical/electrical inspection within the prescribed periodicity (normally 12 monthly) and is it recorded?
16. Electrical Installations	Standard of electrical installation shown by wall plate mounted adjacent to master switch? Power on light(s) operative? Physically check all lights/luminaires, IDS alarms, fire alarms, telephones, power supply lines/conduit, switches and electrical switch boxes for corrosion, security of fitment, storm damage, etc. Check all lighting and telephones for correct functioning. Ensure electrical tests results (see Chapter 8) were supplied by Property Services Manager, are current and results are entered on reverse of Inspection Record Sheet. RCD and Earth Leakage Circuit Breaker checks carried out? Are electrical powered appliances, leads and earthing cables registered? Have they received their periodic check and can they be promptly identified? Are power plugs and sockets clearly marked for the correct electrical potential? Are they stored neatly when not in use? Public address systems tests?
17. Lightning Protection System (LPS)	Look for evidence of lightning strikes. Check for integrity of bonding - above and below each switch box - to the air terminals - to the ground terminals - to all doors when open/closed. Is all internal bonding properly connected to benches, structures, earth points and electrical hoists? Ensure LPS test is current (see Chapter 8) and that results were supplied by Property Services Manager.
18. Conducting/Anti Static Floors	Have floors been electrically (resistance) checked and results recorded? (See Chapter 8). Are the floors free from cracks, large indentations, excessive wear marks, oil or grease? Is a cleaning regime in place and used? If HAPTM present, is it serviceable?
19/20. Fire Practices/Evacuation Drills	Are fire practices/evacuation drills recorded on reverse of Inspection Record Sheet and have recommendations been implemented?
21. Incident/Accident Reporting Mechanisms	Are the mechanisms in place for reporting incidents and accidents? Are staff aware of these procedures?
22. Designated Smoking Area	Check that the area in use is authorized, that the ash trays are kept clean and cigarette ends are at a minimum, and that all lighting material is of the authorized type.
23. Empty Box Areas	Empty box compounds are potentially a fire hazard area. Check for poor stacking, over stacking, untidy areas of boxes and furnishings, loose paints, oils, lubricants, labels, fabrics. Are there sufficient fire appliances? Is an excess of wooden boxes being stored? Have all UN markings, HCC labels, etc, been removed or obliterated? CFFE sealed boxes separated from empty boxes/items awaiting CFFE?
24. Documentation	Ensure that the items on the Inspection Record Sheet have been correctly ticked when acceptable and a red cross marked when defective/unsatisfactory. Ensure that all defective items have been reported to the Property Manager and recorded on the record of defects on rear of Inspection Record Sheet. Check that all periodic tests have been recorded, and any fire or escape drills annotated on rear of Inspection Record Sheet.

CHAPTER 20

ANNEX B

PES INSPECTION RECORD SHEET

Inspection Required Items 1 to 18 & 21 to 25 insert \checkmark if correct or X if incorrect Items 19 to 20 insert \checkmark when carried		Month											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.	State of Repair												
2.	Cleanliness												
3.	Dampness												
4.	Windows												
5.	Drains and Gutters												
6.	Heating/Ventilation												
7.	Traverses												
8.	Locks and Labelling of Keys												
9.	Explosives Contents												
10.	Marking/Sealing of Packages												
11.	Fire Appliances												
12.	Fire Fighting & Symbols												
13.	Vegetation												
14.	Licences and Posters												
15.	Lifting Tackle												
16.	Electrical Installations												
17.	Lightning Protection System												
18.	Conducting/Anti-Static Floor												
19.	Fire Practice												
20.	Evacuation Drill												
21.	Incident/Accident Reporting Mechanisms												
22.	Designated Smoking Area												
23.	Empty Box Areas												
24.	Documentation												
25.	Additional Items												
Initials													
Date													
3 Monthly Check	Sig	Sig			Sig			Sig					
	Name	Name			Name			Name					
	Inspection Sheet Checked Y/N	Inspection Sheet Checked Y/N			Inspection Sheet Checked Y/N			Inspection Sheet Checked Y/N					
	Physical PES Check Y/N	Physical PES Check Y/N			Physical PES Check Y/N			Physical PES Check Y/N					
	Date	Date			Date			Date					
IE Inspector	Name				Signature				Date				

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RECORD OF FAULTS⁶

Date	Item	Nature of Fault/Failure	Reported to and Date	Works Number	Remedial Action Taken	Name and Signature

TESTS (ESTC Standard 6 Part 1)

Electrical Installations			Lightning Protection System			Conducting/Anti-Static Floor		
Date tested	Date result received	Test result (from MF2203)	Date tested	Date result received	Test result (from MF2203)	Date tested	Date result received	Test result (from MF2203)

⁶ For HAS, use only to record faults which affect use of the HAS for explosives storage.

B&CE INSPECTIONS (ESTC Standard 6 Part 2)

Date Inspected	Inspection Type	Building approved for use by ESR		Remedial Actions
		Y/N	Date	

FIRE

1	Date of PES evacuation drill or location where information is held:	
2	Does the Licence apply "No QD" to any Exposed Sites due to "prompt evacuation".	Y / N
3	Dates of relevant Exposed Sites evacuation drill or location where information is held – delete if not applicable.	

CHAPTER 20**ANNEX C****IE INSPECTION CRITERIA**

- 1 Outstanding Actions from the Last Inspection Report
- 2 Health and Safety:
 - (1) Policy Statements
 - (2) Organisation and Responsibilities
 - (3) Audits
 - (4) Local H&S Committee Meetings
 - (5) Training
 - (6) COSHH Assessments
 - (7) Control of Contractors
 - (8) Manual Handling
 - (9) Risk Assessment
 - (10) Site Access Protocols
- 3 Explosives Licensing and other Documentation and Publications:
 - (1) MOD Forms 1658/1659
 - (2) MOD Forms 1660
 - (3) Procedures
 - (4) Safeguarding where appropriate
 - (5) Directional Weapons Map where appropriate
 - (6) RADHAZ Map where appropriate
 - (7) Site Map
 - (8) PES Log Book
 - (9) Posters and other Forms
 - (10) Publications
 - (11) COER Certification and/or Section Five Fire Arms Authority (if applicable)

4 Security:

- (1) Intruder Detection System
- (2) Control of Entry
- (3) Custody of Keys
- (4) Exclusion of Prohibited articles
- (5) Security Fences

5 Fire Precautions:

- (1) Maintenance of Fire Fighting Equipment
- (2) Control of Vegetation
- (3) Fire Breaks
- (4) Fire Plan and Fire Orders
- (5) Fire and Evacuation Exercises
- (6) Liaison with Local authority Fire Brigade
- (7) Fire Alarm systems
- (8) Display of Fire Division Signs and Supplementary Fire Signs

6 Electro-Static Precautions:

- (1) Conducting/Anti-Static Regime
- (2) Bonding System
- (3) Hazardous Area Personnel Test Meters (HAPTM)
- (4) Earth Leakage Circuit Breakers (ELCB)
- (5) Residual current Devices (RCD)

7 Infrastructure:

- (1) Building Structures
- (2) Glazing
- (3) Traverses
- (4) Electrical Appliances
- (5) Lightning Protection System
- (6) Heating, Lighting and Air Conditioning

- (7) Lifting Appliances
- (8) ESTC Standard 6
- 8 Disaster plan:
 - (1) MACR Applicability
 - (2) First Aid Provision
 - (3) Emergency Plans
 - (4) Evacuation
 - (5) Pollution Control
 - (6) Control Mechanisms
- 9 Operation of Facilities:
 - (1) Sealing, Marking and Labelling of packages
 - (2) Housekeeping
 - (3) Free from Explosives Certification
 - (4) Conditions of Storage
 - (5) Explosives Processing, Handling and Storage
 - (6) Vehicles, MHE and Transportation
 - (7) Safety Precautions/First Aid provision
 - (8) Disposal of Explosives by Demolition and Burning
 - (9) Disposal of Unserviceable stock
 - (10) Segregation/Isolation/EOD Recoveries
 - (11) Waste and Pollution Management
- 10 Parenting Responsibilities (where appropriate)
- 11 Provision of specialist/competent personnel on Unit Establishment Documents
- 12 Training

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CHAPTER 20

ANNEX D

PES TEMPERATURE AND HUMIDITY RECORD SHEET

Year: Unit/Establishment:

Building Number:

Day/Date	Month:							Month:							Month:								
	Thermometer Reading		Hygrometer Reading			Ventilated	Initials	Thermometer Reading		Hygrometer Reading			Ventilated	Initials	Thermometer Reading		Hygrometer Reading			Ventilated	Initials		
	Maximum	Minimum	Dry	Wet	Difference			Maximum	Minimum	Dry	Wet	Difference			Maximum	Minimum	Dry	Wet	Difference				
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- In column headed "Ventilated" insert V when building is ventilated and X when closed.
- Insert N/A in columns which do not apply.
- This form is to be initialled weekly by the officer in charge in the column headed "Initials".

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