



Procedures and Guidelines (PG)

DIRECTIVE NO. 800-PG-8715.0.4C

EFFECTIVE DATE: October 17, 2018

EXPIRATION DATE: October 17, 2023

APPROVED BY Signature: Original Signed by

NAME: William A. Wrobel

TITLE: Director of Suborbital and Special Orbital Projects

COMPLIANCE IS MANDATORY

Responsible Office: 803/Safety Office

Title: Certification Procedures for Operations Safety Specialists at Wallops Flight Facility (WFF)

PREFACE

P.1 PURPOSE

Operations conducted in support of Goddard Space Flight Center/Wallops Flight Facility (GSFC/WFF) that involve handling of ordnance devices, pressure systems, chemical systems, mechanical systems, lifting devices, and cryogenics requires observation and verification by a certified Operations Safety Specialist (OSS). These devices and systems are hazardous if not handled properly. The WFF Safety Office certifies OSS's for ground operations classified as hazardous. Each OSS independently observes all assigned hazardous ground operations and ensures successful implementation of Ground Safety Plans, Ground Safety Data Packages (GSDPs), and operating procedures. The following sections of this PG outline the requirements and processes used to certify personnel to observe and verify that hazardous operations, in support of projects managed by or conducted at GSFC/WFF, are conducted in a safe manner.

P.2 APPLICABILITY

This procedure is applicable to all personnel assigned to observe hazardous operations in execution of their work duties at WFF or at off-site locations. These work duties include supporting the Code 800's Suborbital and Special Orbital Projects Directorate's (SSOPD) programs, projects, missions, and reimbursable activities.

- a. In this document citations are assumed to be the latest version unless otherwise noted.
- b. In this document, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission; "should" denotes a good practice and is recommended but not required; "will" denotes expected outcome; and "are/is" denotes descriptive material.

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DIRECTIVE NO.	<u>800-PG-8715.4C</u>
EFFECTIVE DATE:	<u>October 17, 2018</u>
EXPIRATION DATE:	<u>October 17, 2023</u>

P.3 AUTHORITY

NPR 8715.3, NASA General Safety Program Requirements
 GPD 8715.1, Goddard Space Flight Center Safety Policy

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. GPR 8710.7, Cryogenic Safety
- b. GPR 8710.8, GSFC Safety Program Management
- c. 360-PG-8710.0.2, High Pressure Systems Operator Certification
- d. 800-PG-8715.5.1, Range Safety Process for Programs and Projects
- e. 803-PG-3410.2.2, WFF Safety Office Training and Certification Program
- f. RSM-2002, Range Safety Manual for GSFC/WFF
- g. 803-MGMT-PLN-INST-TRNG-01, WFF Safety Office Certification and Training Plan
- h. GSFC 8-6 GSFC On the Job Training (OJT)
- i. GSFC 23-96 Operations Safety Specialist (OSS) Checklist
- j. *803-FORM-0012, Operations Safety Specialist (OSS) Certification Application
- k. *803-FORM-0003, Operations Safety Specialist (OSS) Assessment Form

**A copy of this form has been attached to the back of this PG. Contact the WFF Safety Office for a pdf fillable form.*

P.5 CANCELLATION

800-PG-8715.0.4B, Certification Procedures for Operations Safety Supervisors at WFF

P.6 SAFETY

N/A

P.7 TRAINING

The OSS shall be properly trained, at a minimum, in NASA standards for best practices in the conduct of hazardous operations. Training will be obtained through both formal classroom instruction and on-the-job-training (OJT).

The WFF Safety Office's OSS Coordinator will develop and conduct the OSS Program Overview training course.

The OSS training will cover the following areas:

- a. Roles and responsibilities of an OSS;
- b. Knowledge of procedures to safely observe hazardous operations;

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DIRECTIVE NO. 800-PG-8715.4C
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EXPIRATION DATE: October 17, 2023

- c. Knowledge of the requirements in the Range Safety Manual with emphasis on ground systems safety and operational requirement sections;
- d. Hazard specific training courses required for operator certification; and
- e. Appropriate methods for correcting or modifying a procedure or other documents (*redlining*) during the performance of a hazardous operation.

The OSS shall complete an OSS Program Overview training course and the 30-hour Occupational Safety and Health Administration (OSHA) training course in General Industry Safety.

The OSHA General Industry Safety course will be offered at least 2 times a year by the WFF Safety Office; training by equivalency will be approved by the OSS Coordinator.

Non-WFF Safety Office personnel seeking to perform OSS duties shall successfully complete the OSS training or may provide objective evidence that they possess the requisite knowledge and experience to be certified as an OSS by the OSS Coordinator.

Additional NASA, other governmental, and/or commercially provided, hazard-specific training will be required based on category of certification. Specific training requirements are addressed in Section 3 of this PG. Examples of such training include ordnance, lifting devices, pressure systems, mechanical systems, chemical safety and cryogenics.

P.8 RECORDS

Record Title	Record Custodian	Retention
Operations Safety Specialist (OSS) Certification Application (803-FORM-0012)	OSS Coordinator	NRRS 3/33 G2 Destroy 5 years after separation of employee or when no longer needed.
Records for each certified OSS (Maintained in Certrak database)	OSS Coordinator	NRRS 3/33 G2
Applicant's supervision of operations data and exam test results	OSS Coordinator	NRRS 3/33 G2
90-day Certification Renewal Notice	OSS Coordinator	NRRS 3/33 G2
Operations Safety Specialist (OSS) Assessment Form (803-FORM-0003)	OSS Coordinator	NRRS 3/33 G2
GSFC 23-96 Operations Safety Specialist (OSS) Checklist (completed)	OSS and/or Program	NRRS 3/33 G2
GSFC 8-6 GSFC On-the-Job Training (OJT) (completed)	OSS and/or their Supervisor	NRRS 3/33 G2

* *NRRS 1441.1 – NASA Records Retention Schedule*

P.9 MEASUREMENT/VERIFICATION

The OSS Coordinator will conduct annual assessments of hazardous operations overseen by various OSS personnel.

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DIRECTIVE NO.	<u>800-PG-8715.4C</u>
EFFECTIVE DATE:	<u>October 17, 2018</u>
EXPIRATION DATE:	<u>October 17, 2023</u>

The results of the assessment will be documented on the Operations Safety Specialist (OSS) Assessment Form (803-FORM-0003). If corrective actions are noted, remedial actions, such as OJT, will be taken to improve the understanding of OSS roles and responsibilities. The OSS Coordinator may delegate the assessment duties to other experienced OSSs who are WFF Safety Office personnel.

PROCEDURES

1.0 AUTHORITIES AND RESPONSIBILITIES

1.1 The WFF Safety Office's Ground Safety Deputy will designate an OSS Coordinator who will be responsible for technical direction of the OSS certification process (including approval of OSS specific certification training programs) and for recommending certification of applicants to the Ground Safety Deputy.

1.2 The WFF Chief, Safety Office, shall be the certifying official based on the Ground Safety Deputy's recommendations.

1.3 The applicant's immediate supervisor or program manager/Safety Mission Assurance (SMA) manager is responsible for initiating the request for OSS certification (803-FORM-0012) and for certifying the accuracy of all information and documentation provided in support of the application. This documentation will be submitted to the OSS Coordinator.

1.4 The OSS Coordinator shall be responsible for maintaining overall records for each individual certified to observe hazardous operations.

For each hazardous operation an OSS oversees, an applicable OSS Checklist (GSFC 23-96) shall be completed. The OSS Coordinator will review these checklists during an assessment and at re-certification time.

The OSS Coordinator should advise the OSS and the OSS's supervisor when certification is about to expire with certification renewal notices.

1.5 It is the responsibility of the OSS, or their direct supervisor, to maintain an accurate count and log of the type of the operations they oversee and be able to submit this data for recertification.

2.0 OSS CERTIFICATION CLASSIFICATIONS

Certification consists of one or more of the following classifications:

2.1 OSS In-Training (IT) – Personnel that have completed classroom training. The OSS IT classification also applies to personnel that do not have adequate OSS experience concerning the hazardous operation and are working to obtain OJT experience. OSS IT personnel shall have mandatory

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EFFECTIVE DATE:	<u>October 17, 2018</u>
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direct supervision and can only perform the function for which he/she is being certified to do while under the supervision of an individual who is certified.

2.2 OSS – Personnel that have completed classroom training, OJT, and testing.

2.3 OSS Coordinator – Personnel who possess all the qualifications identified for an OSS, as well as, the capability to train OSS candidates and instruct the OSS classroom training.

3.0 HAZARDOUS OPERATION CERTIFICATION CATEGORIES AND REQUIREMENTS

OSS hazardous operation certification categories and training requirements are:

a. Category A – Ordnance

The OSS shall possess knowledge of ordnance handling procedures and associated devices.

The OSS shall complete the Basic Explosives Safety training course with GSFC local training module.

The OSS will also complete the appropriate program specific explosive safety training courses. For Sounding Rocket Program Office (SRPO) operations, the OSS is required to complete the SRPO Ordnance Safety classroom training course and SRPO Ordnance Safety hands-on training. For Balloon Program Office operations, the OSS is required to complete the Columbia Scientific Balloon Facility (CSBF) Ordnance Briefing.

The OSS shall be familiar with the processes involved in hazardous ordnance operations and appropriate regulations, technical standards, and instructions that relate to specific ordnance operations. Examples of these operations include performing project-related checkout and tests of pyrotechnic systems during payload integration, test and launch activities for systems such as rocket motor ignition, launch vehicle guidance, balloon flight trains, payload separation, flight termination, and payload recovery.

Each OSS candidate within this certification category should support a minimum of four hazardous operations involving ordnance for initial certification and should support a minimum of two operations within a year of re-certification. It is the responsibility of each OSS or their direct supervisor to maintain a record of hazardous operations supported and provide this information to the OSS Coordinator as part of an application for OSS certification or re-certification.

b. Category B – High Pressure Systems

The OSS shall possess knowledge of high pressure systems.

As a minimum, the OSS shall complete required general training for high pressure systems operator certification (Example: High Pressure Systems Operator Certification (360-PG-8710.3.1)) or equivalent, as approved by the OSS Coordinator.

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DIRECTIVE NO.	<u>800-PG-8715.4C</u>
EFFECTIVE DATE:	<u>October 17, 2018</u>
EXPIRATION DATE:	<u>October 17, 2023</u>

The OSS shall make personnel aware of the hazards presented to personnel, equipment, facilities, the public, or the environment because of inadequately designed or improperly operated pressure and vacuum systems. Hazards include blast effects, shrapnel, fluid jets, and release of toxic or asphyxiate materials.

The OSS shall also be familiar with pressure systems certification and documentation including tag identification, which indicate systems certification status. The OSS must review and be familiar with high pressure operation procedures.

Each OSS within this certification category should support a minimum of four hazardous operations involving pressure systems for initial certification and should support a minimum of two operations within a year of re-certification. It is the responsibility of the OSS candidate to track OJT and provide this information as part of the OSS application.

c. Category C – Chemical

The OSS shall possess knowledge of the particular chemicals and procedures involved in the hazardous operations they observe. Knowledge areas may include, but are not limited to, implementation of appropriate engineering controls; administrative controls such as Safety Data Sheets (SDS), OSHA Hazard Communications (HAZCOM) and Hazardous Materials Management System (HMMS); procedures for handling hypergols, Lithium-ion batteries, hydrogen, oxygen, methane and all other applicable hazardous chemicals; and the use of appropriate personal protective equipment (PPE) such as respirators, chemical resistant attire including Self-Contained Atmospheric Protective Ensemble (SCAPE) for operations supporting their program. Specific training is required for each type of chemical operation.

The OSS will play a key role in chemical safety by communicating safe work practices to be implemented by workers involved in chemical operations and by collaborating with industrial hygienists in support of those operations.

Each OSS within this certification category should support a minimum of two hazardous operations involving hazardous chemical operations for initial certification.

Each OSS should support a minimum of one hazardous operations within a year for re-certification. It is the responsibility of the OSS candidate to track OJT and provide this information as part of the OSS application.

d. Category D – Lifting

The OSS shall possess knowledge of safe practices for using lifting devices and equipment. As a minimum for hazardous operations, the OSS shall complete the NASA WFF Non-Critical Overhead Crane training course. This course includes passing a written exam and hands-on training.

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DIRECTIVE NO.	<u>800-PG-8715.4C</u>
EFFECTIVE DATE:	<u>October 17, 2018</u>
EXPIRATION DATE:	<u>October 17, 2023</u>

Performing OSS duties for critical lifting requires completing the NASA WFF Critical Lift Crane Training and passing the written exam, in addition to completing the OSS requirements for Non-Critical Overhead Crane.

OSSs overseeing mobile crane operations must meet the above OSS criteria for Non-Critical lifts, as well as, be knowledgeable concerning the mobile crane lift plan.

The OSS shall be responsible for ensuring the overall safety of the lift.

The OSS shall ensure cranes, man-lifts, forklifts, and lifting devices involved in the operation are certified and in good working order and that operators and riggers are NASA licensed to operate the type of equipment involved in the operation.

The OSS shall ensure the hazard area is designated, marked, and only essential personnel are included in the hazard area. The OSS will perform the hazardous operations and emergency event briefings, making sure proper Personal Protective Equipment (PPE) is utilized and ensuring that the operation and rigging are performed according to the operations procedure.

Each OSS within this certification category should support a minimum of four hazardous operations involving lifting for initial certification and should support a minimum of two operations within a year of re-certification. It is the responsibility of the OSS candidate to track the OJT operations and provide this information as part of the OSS application.

e. Category E – Cryogenics

The OSS shall have knowledge of high pressure systems, cryogenic equipment, and safe handling practices.

As a minimum, the OSS shall complete the Oxygen Deficiency Hazard and Basic Cryogenic Safety as required by GPR 8710.7, *Cryogenic Safety*, or equivalent, and as approved by the OSS Coordinator.

The OSS shall ensure that personnel handling cryogenics and those working nearby, who may be affected by a spill or emergency, are trained in safe operating techniques, emergency procedures, and the use of PPE, including respiratory protective devices.

The OSS shall know first aid for cryogenic burns and ensure proper conduct in the event of an emergency.

Each OSS within this certification category should support a minimum of two hazardous operations involving cryogenics for initial certification and should support a minimum of one operations within a year of re-certification. It is the responsibility of the OSS candidate to track OJT and provide this information as part of the OSS application.

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EFFECTIVE DATE:	<u>October 17, 2018</u>
EXPIRATION DATE:	<u>October 17, 2023</u>

f. Subcategory F – Mechanical

The OSS shall be familiar with the processes involved in hazardous mechanical operations for the ground and flight systems they work with. These operations include project-related checkout and tests of mechanical systems during payload integration, testing, as well as, launch activities for systems such as payload separation and recovery.

The OSS shall ensure that personnel handling spring loaded or other mechanically attenuated devices, as well as, those working nearby, who may be affected by a release of potential energy, are trained in safe operating techniques, restraining devices, emergency procedures, and the use of PPE.

Each OSS within this certification category should support a minimum of four hazardous mechanical operations for initial certification and should support a minimum of two operations within a year of re-certification. It is the responsibility of the OSS candidate to track OJT and provide this information as part of the OSS application.

4.0 CERTIFICATION APPROVAL PROCESS

4.1 To obtain OSS certification, all personnel shall:

- a. Submit the Operations Safety Specialist Certification Application (803-FORM-0012) to the WFF Safety Office. The information contained on this form will be used by the OSS Coordinator to determine whether or not the candidate has satisfied the certification requirements.
- b. Complete OSS classroom training.
- c. Complete 30-hour OSHA training.
- d. Complete safety training courses as specified in individual hazardous operation certification categories.
- e. Demonstrate through OJT, direct experience, testing, and practical demonstrations that they are proficient in OSS techniques. OJT shall be documented on GSFC 8-6 and submitted with the Request for Operations Safety Specialist Certification Application (803-FORM-0012).

4.2 Personnel who are certified via another entity, may submit a Certification-by-Equivalency (CBE). This certification will be reviewed by the OSS Coordinator, and if deemed adequate, recommended for approval.

For CBEs, the following information shall be provided:

- a. Description of relevant training (with dates)
- b. Description of experience relevant to operations to be performed (with dates). The experience should have occurred within the last 12 months.

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DIRECTIVE NO.	<u>800-PG-8715.4C</u>
EFFECTIVE DATE:	<u>October 17, 2018</u>
EXPIRATION DATE:	<u>October 17, 2023</u>

4.3 The OSS Coordinator will administer an oral table-top exam covering plausible OSS scenarios to the candidate. Alternatively, at the discretion of the OSS Coordinator, a candidate may be tested in the field.

The table-top oral exam will consist of five questions asked by a panel of three experienced OSSs.

NOTE: There are approximately 60 standard OSS questions that have been vetted thru Senior OSSs.

A key containing the correct responses to each question will be used in conjunction with the panel members' experience and judgment to assess each candidate's answer. Seventy percent accuracy is considered passing. Upon passing the exam and satisfying all requirements, the candidate will receive an OSS Certification Card which is valid for 3 years.

Candidates who fail to pass the exam can request to have their case reviewed by the Ground Safety Deputy. The plan for remediation for those that do not achieve a passing grade of 70% or better includes obtaining additional knowledge and experience with hazardous operations for a 6 to 12 month period dependent on OJT opportunities and retaking the subject matter training. When the OSS candidate has gained experience and knowledge, to the satisfaction of their supervisor and/or the organization's Safety and Mission Assurance (SMA) Manager, the candidate may resubmit their application.

5.0 CERTIFICATION PERIOD

5.1 The OSS certification shall be valid for a period of 3 years from the date of certification unless revoked by the WFF Safety Office Chief.

5.2 For personnel requesting recertification, direct OSS experience or NASA approved certification and training should have occurred within one year prior to the request.

5.3 For each hazardous operation an OSS oversees, an applicable OSS checklist shall be completed. OSS's are responsible for maintaining these checklists for recertification purposes.

NOTE: It is the responsibility of the OSS to maintain an accurate count and log of the type of operations they oversee and submit this data for re-certification.

The OSS Coordinator will review the hazardous operation checklists during an assessment and at re-certification. For recertification, OSS applicants must also complete applicable refresher training for the safety training courses as specified in their individual hazardous operation certification category and provide documentation of such training to the OSS Coordinator.

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DIRECTIVE NO. 800-PG-8715.4C
EFFECTIVE DATE: October 17, 2018
EXPIRATION DATE: October 17, 2023

5.4 In the event that the OSS certification has expired before the applicant requests recertification, in addition to the applicant application, an oral table-top exam will be given and passed with a grade of 70% or better.

6.0 VIOLATIONS

All violations of the requirements for maintaining or obtaining an OSS certification shall be reported to the OSS Coordinator and require immediate corrective action and/or may result in having an OSS certification revoked by the WFF Safety Office Chief. The action will be determined by the severity of the violation.

Listed below are examples of **possible** violations and the resulting corrective actions:

Violation of Procedures	<u>Civil Servant and Contractor</u> 30-60 day suspension of certification Will attend refresher training
	<u>Civil Servant</u> Additionally to the above, a statement of violation is sent to the offender's supervisor
	<u>Contractor</u> Additionally to the above, a statement of violation is sent to the offender's Contracting Officer's Representative (COR)
Misconduct (horseplay, pranks)	<u>Civil Servant</u> A statement of violation is sent to the offender's supervisor. Suspension of certification until a comprehensive evaluation of the incident is completed.
	<u>Contractor</u> A statement of violation is sent to the offender's COR. Suspension of certification until a comprehensive evaluation of the incident is completed.
Errors and Omissions	<u>Civil Servants and Contractor</u> Corrective action recommended by the OSS Coordinator/Ground Safety Deputy to the WFF Safety Office Chief. May result in no action required or a written warning.
Repeated Violations or Being under the influence of Drugs and/or Alcohol	<u>Civil Servants and Contractor</u> Permanent revocation of OSS certification

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DIRECTIVE NO. 800-PG-8715.4C
EFFECTIVE DATE: October 17, 2018
EXPIRATION DATE: October 17, 2023

Page 11 of 14

Appendix A – Acronyms

CBE	Certification-by-Equivalency
COR	Contracting Officers Representative
CSBF	Columbia Scientific Balloon Facility
GSDP	Ground Safety Data Packages
GSFC	Goddard Space Flight Center
HAZCOM	Hazard Communications
HMMS	Hazardous Materials Management System
IT	In-Training
OJT	On-the-Job Training
OSHA	Occupational Safety and Health Administration
OSS	Operations Safety Specialist
PPE	Personal Protective Equipment
RSM	Range Safety Manual
SCAPE	Self-Contained Atmospheric Protective Ensemble
SDS	Safety Data Sheets
SMA	Safety and Mission Assurance
SRPO	Sounding Rocket Program Office
SSOPD	Suborbital and Special Orbital Projects Directorate
WFF	Wallops Flight Facility

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DIRECTIVE NO. 800-PG-8715.4C
EFFECTIVE DATE: October 17, 2018
EXPIRATION DATE: October 17, 2023

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	June 12, 2006	Initial Release
A	January 25, 2010	Updated format on current template. Addition of mechanical systems to P.1 Purpose and P.7 Training. Minimum requirements added to subcategories.
	January 21, 2015	Administratively Extended while revision being worked, no changes made.
B	April 6, 2016	Administratively Extended while revisions are being worked, only change made was a name change from Operations Safety Supervisor to Operations Safety Specialist.
	January 18, 2017	Administratively Extended (No changes)
	June 21, 2017	Administratively Extended while revision is being worked.
	September 20, 2018	Administratively Extended while revision is being worked
C	October 17, 2018	Replaced the verb “supervise” with “observe” Replaced Ground Safety Group (GSG) and Ground Safety Group Leader with WFF Safety Office, OSS Coordinator and Ground Safety Deputy. Deleted Categories; replace Categories with what used to be subcategories. Deleted “All-Haz/Spec Haz” Badge categories. Added OSHA and other Training Requirements Updated Format, Deleted Flow Chart, and Revised Application Form Updated OSS Audit Form #, Checklist

For Best Practices refer to:

<https://gs279gdmsias.gsfc.nasa.gov/GDMSv2/downloadFile.htm?docId=28819>

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Operations Safety Specialist (OSS) Assessment Form

Date: _____

OSS Name: _____ Expiration Date: _____

Procedure: _____

Location: _____

Safety Rep: _____

Area of Responsibility:	1	2	3	4	5
OSS knowledge of procedure					
OSS level of observation					
All procedure steps checked and/or signed					
All safety items in date/calibration					
Area where working has been measured for a safe atmosphere					
All technicians certification in date					
All PPE required available in immediate area					
All procedures approved by safety					
Other (as specific to operation, if needed)					

Comments:

1. Needs significant improvement
(Reassessment necessary)
2. Needs improvement
3. Satisfactory
4. Excellent
5. Outstanding

Operations Safety Specialist (OSS) Certification Application

- This is a "new" application
 This is a "renewal" of an existing application
 OSS In-training
 OSS

Name:	Organization:
Description of Proposed Operations Safety Specialist Duties:	
Qualifications: <i>(Please attach additional pages if required)</i> 1. Hazardous systems experience and OJT since last certification (project, duties, number of operations): 2. Safety training classes (class title, dates):	
Category: <input type="checkbox"/> A. Ordnance <input type="checkbox"/> B. Pressure <input type="checkbox"/> C. Chemical <input type="checkbox"/> D. Lifting <input type="checkbox"/> E. Cryogenics <input type="checkbox"/> F. Mechanical	
I certify the information provided above is accurate and complete.	
_____	_____
Supervisor	Date
Safety Office Use Only	
OSS Training Completion:	
Ordnance Training Completion:	
Pressure Training Completion:	
Lifting Training Completion:	
Cryogenic Training Completion:	
OSHA 30 Hour Completion:	
Table Top Examination Completion:	
_____	_____
OSS Coordinator	Date
_____	_____
Deputy, Ground Safety	Date of Certification