



National Aeronautics and  
Space Administration

**John C. Stennis Space Center**  
Stennis Space Center, MS  
39529-6000

**SCWI-8715-0005**  
**Rev. B.2**  
**April 2014**

# **John C. Stennis Space Center Safety, Health, Housekeeping and Essential Item Inspections**

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	<i>Number</i>	<i>Rev.</i>
	Effective Date:	April 07, 2014
	Review Date:	March 22, 2017
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<b>SUBJECT: Safety, Health, Housekeeping and Essential Item Inspections</b>		

Approved By:

*Signature on File*

*4/23/2012*

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 Date

### Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
Basic	11/01/2008	K. Volante 8-2834	Initial Release.
A	11/30/2009	M. Jones 8-1135	Annual review and revision.
B	03/2011	M. Jones 8-1135	Added to section 4.c, 5.1c additional responsibilities for inspections to ensure follow-up to findings; Ch.5 changed frequency of Center Director's inspections to "optional" to allow for adapting to each Center Director's preferred inspection process; general edits
B.1	04/03/2014	S. Woolridge	Document should be B.1, review date should be 3/22/2017
B.2	04/07/2014	S. Woolridge	Admin. changes to update document numbers

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## 1. PURPOSE

The purpose of this John C. Stennis Space Center (SSC) Common Work Instruction (SCWI) is to ensure SSC facilities and operations are maintained in a safe, orderly, and environmentally sound manner through the performance of inspections completed by NASA SSC Civil Service employees, contractors and construction contractors.

## 2. APPLICABILITY

This SCWI shall apply to NASA SSC Civil Service employees, contractors, and construction contractors or as contractually specified.

## 3. REFERENCES

All references are assumed to be the latest version unless otherwise indicated.

1. NPR 8715.3, NASA General Safety Program Requirements
2. SPR 8715.1, Safety and Health Program Requirements
3. SPR 1440.1, Records Management Program Requirements
4. SSP-8715-0001, Safety and Health Handbook
5. SCWI-8715-0008, Construction Safety and Health Program
6. SPLN-8838-0001, SSC Fire Protection/Prevention Program Plan
7. Form SSC-405, *Health and Housekeeping Safety Inspection Report*

## 4. RESPONSIBILITIES

- a. The Center Director, Deputy, and/or Associate Director(s) shall:
  - 1) Ensure that NASA facility acquisition, construction, and activation safety activities include the safety inspection of all facilities, occupied or unoccupied, at least annually to ensure compliance with safety, fire protection, and building codes and standards, in accordance with NPR 8715.3, NASA General Safety Program Requirements.
  - 2) Conduct random workplace Safety, Health, and Housekeeping Inspections to include Essential Item Inspections.
- b. The Office of Safety and Mission Assurance (SMA) shall:
  - 1) Audit the completion of all Safety, Health, and Housekeeping Inspections through records review or other means of management.
  - 2) Evaluate the effectiveness of each inspection process covered by this work instruction.

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- 3) Conduct an annual safety audit/inspection of all NASA SSC Civil Service employee and contractor buildings and areas and report findings to the Facility Manager Coordinator or designee.
- 4) Verify and report to the Center Director the status of the inspection program.
- 5) Conduct daily random inspections of construction operations and follow-up on all findings to ensure they are corrected, in accordance with SCWI-8715-0008, SSC Construction Safety and Health Program.

c. NASA SSC Directorates and Offices shall:

- 1) Develop and implement an inspection process using form SSC-405 to document quarterly inspections in administrative areas of responsibility and monthly in industrial shop areas.
- 2) Conduct safety inspections of all areas and report findings to the Facility Manager Coordinator or designee.
- 3) Complete follow-up actions to eliminate hazards and correct deficiencies.
- 4) Ensure that findings are repeated on the next inspection if the previous finding remains open.
- 5) Conduct follow-up investigation to determine status of any findings that carry over to the next inspection and note findings.
- 6) Maintain records of inspections for auditing purposes, in accordance with Stennis Procedural Requirement (SPR) 1440.1, Records Management Program Requirements.
- 7) Submit verification of completed inspections to SMA.

d. Facility Managers shall:

- 1) Follow-up to ensure facility inspection findings are corrected and facility work requests are submitted for those tasks requiring facility maintenance assistance.
- 2) Provide reports to the Facility Manager Coordinator regarding the open and closed status of safety and health findings as required.

e. Facility Manager Coordinator shall:

- 1) Serve as the primary source of recording, tracking, and closing out completed actions/findings through the Facility Manager Database.
- 2) Maintain Safety Inspection records for the Facility Managers, in accordance with SPR 1440.1, Records Management Program Requirements...
- 3) Collect and organize all open and closed action reports submitted by the Facility Managers, NASA SSC, and Onsite Prime Contractors.
- 4) Develop methods so that safety and health open and closed actions can be reported to NASA SSC Management on a quarterly basis or as requested.

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f. All NASA SSC Civil Service Employees shall:

- 1) Work in a safe manner.
- 2) Identify, document, and correct unsafe conditions.
- 3) Report unsafe conditions as discovered to the appropriate supervisor or Facility Manager.
- 4) Perform and/or participate in safety inspections proactively when requested.

g. NASA Contractor General Managers shall:

Actively participate in Safety, Health, and Housekeeping Inspections of their areas at a frequency and intensity that helps achieve the applicable Federal, State, and Local codes, manufacturing instructions, and when required for health and safety.

h. NASA Contractors shall:

- 1) Complete Facility Inspections so that all assigned buildings and areas of responsibility are inspected at a minimum of once per quarter in administrative areas and monthly in industrial shop areas.
- 2) Implement an inspection process where a standard inspection form such as SSC-405 is used and findings are entered into the Facility Manager Database or equivalent to ensure they are corrected and tracked until completion.
- 3) Conduct Essential Item and Preventative Maintenance (PM) Inspections as applicable.
- 4) Correct SMA inspection findings when reported.
- 5) Maintain records of inspections for auditing purposes, in accordance with SPR 1440.1, Records Management Program Requirements.

i. NASA Construction Contractor Site Managers shall:

Actively participate in Safety, Health, and Housekeeping Inspections of their areas at a frequency and intensity that helps achieve Federal, State, and Local codes, manufacturing instructions, and when required for health and safety..

j. NASA Construction Contractors shall:

- 1) Complete documented weekly worksite inspections to ensure all areas are safe and compliant with Federal, State, and Local regulations.
- 2) Maintain records of documented inspections so they are available for review by NASA SMA.

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k. Center Operations Directorate shall:

- 1) Ensure that Fire protection/prevention systems are inspected and documented.
- 2) Audit to ensure that records of completed inspections, findings, and corrective actions are maintained for review.

l. The Facility Operating Services Contract (FOSC), under the direction of the Center Operations Directorate, shall:

- 1) Perform PM Inspections using a preventative maintenance database that provides status reports of complete and incomplete inspections.
- 2) Perform essential item inspections such as pressure vessels, pressure systems, relief valves, and other safety devices and equipment.
- 3) Maintain records of all inspections performed, findings, and corrective actions, in accordance with SPR 1440.1, Records Management Program Requirements.

## 5. NASA SSC INSPECTIONS

The following table provides a summary listing of the types of inspections; party or organization responsible for completing the inspection; and the frequency of completion for the inspection.

Type	Responsible Individual/Organization	Frequency
Inspections of NASA SSC Employee Occupied Areas	NASA SSC Directorates and Offices	Quarterly for Administrative Areas Monthly for Industrial Areas
Inspections of Contractor Occupied Areas to include processes and shop areas	On Site Prime Contractor Program Applies	Quarterly for Administrative Areas Monthly for processes and shop areas
Inspections of Construction Areas	Construction Contractor	As defined by SCWI-8715-0008, SSC Construction Safety and Health Program
Center Director Level Inspections	Center Director or Designee	Optional
Contractor General Manager Inspections	Contractor General Manager or Designee	Minimum Bi-Weekly
Construction Contractor Site Manager Inspections	Construction Contractor Site Manager	As defined by SCWI-8715-0008, SSC Construction Safety and Health Program

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Type	Responsible Individual/Organization	Frequency
Fire Protection/Prevention Inspections	Center Operations	As defined by SPLN-8838-0001, SSC Fire Protection/Prevention Program Plan
Essential Item, Safety Equipment and Devices	Contractor Representative	As required by manufactures recommendations, governmental regulations, code or industry standards
Essential Construction Equipment	Contractor Representative	As required by regulations or manufacturer recommendations
Annual facility Inspection / audits of NASA SSC and Contractor Areas	SMA	Annually
Random Inspections of Site to Include Construction Contractors	SMA	Daily

## 5.1 Safety, Health and Housekeeping Inspections

- a. The Directorates and Offices or their designee shall inspect Civil Service employee occupied administrative areas, at minimum, quarterly, and industrial shop areas monthly.
- b. These inspections shall be performed with NASA Civil Service employee involvement.
- c. The process of inspection will be at the discretion of the Directorate or Office; however, the following requirements shall be maintained:
  - 1) The latest version of the NASA Safety, Health and Housekeeping Inspection form SSC-405 will be used to document inspections. Instructions for use of this form are as follows:
    - (a) Complete all sections of the form.
    - (b) Bldg/Area – Specify the entire work area that was inspected.
    - (c) Inspector Name, Inspector Signature – Primary inspector will be a NASA employee.

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- (d) Accompanied By - Name of co-workers participating in the inspection. At least one other individual is recommended.
- (e) Date, Time – Exact date and time of inspection.
- (f) Area Supervisor – Note the supervisor who works within the area for the majority of the area inspected.
- (g) Organization/Agency – Indicate which organization(s) within NASA work in the inspected area, i.e. QA10.
- (h) Notified check boxes – Check when these notifications have been made following inspection.
- (i) Location – List the exact location of hazard/finding.
- (j) Discrepancy – Briefly describe the hazard/finding. Use the previous inspection filed in the directorate or office to list findings that were open on the previous inspection and note whether they've been corrected.
- (k) Recommended Corrective Action – State the corrective action deemed appropriate.
- (l) Initial Comp – Initial section as complete if the discrepancy is corrected on the spot or note that previous finding has been verified to be completed.
- (m) Work Request # - The Facility Manager Database reference number or close call number of the work request or close call submitted, if applicable.
- (n) Hazard Code - List the hazard code using the lists on page two (2) of SSC-405.

- 1) Immediately report and/or correct, as appropriate, any finding that presents an imminent danger per the NASA Hazard Reporting Process as defined by SPR 8715.1 *Safety and Health Program Requirements*.
- 2) Enter non-facility related findings (at risk behaviors) as Close Call Incidents if deemed appropriate.
- 3) If facility safety discrepancies are found, these discrepancies are to be forwarded to the buildings facility manager or called in to the trouble desk to be entered into the SheTrak Database.
- 4) A hard copy of the completed Inspection Forms shall be kept with each Directorate or Office conducting the inspection for auditing purposes, and a copy shall be forwarded to the NASA Office of Safety and Mission Assurance to provide verification that an inspection has been completed for the quarter.

## 5.2 Essential Item Inspections

- a. Essential Item Inspections shall be performed by each respective contractor as directed contractually and/or as required by Federal, State, and Local codes, manufacturing instructions, and when required for health and safety.
- b. Essential Items that require inspection, shall be listed on the PM work request or checklist used.

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c. The PM work request or Inspection Checklist shall include as a minimum:

- 1) The signature of the person completing the inspection.
- 2) Date of inspection.
- 3) Any actions to be taken to correct deficiencies.

## 6. RECORDS AND FORMS

All records and forms are assumed to be the latest version unless otherwise indicated. Quality Records are identified in the SSC Master Records Index. All records and forms shall be maintained in accordance with SPR 1440.1, Records Management Program Requirements.

### APPENDIX A ACRONYMS

<b>FOSC</b>	Facility Operating Services Contract.
<b>NFPA</b>	National Fire Protection Association.
<b>NPR</b>	NASA Procedural Requirement
<b>OSHA</b>	Occupational Safety and Health Administration.
<b>PM</b>	Preventative Maintenance.
<b>SCWI</b>	John C. Stennis Space Center Common Work Instruction.
<b>SMA</b>	NASA Office of Safety and Mission Assurance.
<b>SPLN</b>	Stennis Plan
<b>SPR</b>	Stennis Procedural Requirement
<b>SSC</b>	John C. Stennis Space Center.
<b>SSP</b>	Stennis Safety Procedure

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## APPENDIX B                      DEFINITIONS

**Essential Item Inspections:** Inspections performed using a checklist. This is usually generated by a PM work request or similar process. Essential Item Inspections can include, but are not limited to, hoist, cranes, slings, safety relief devices, fire extinguishers, eyewash stations, emergency stops, and fire systems.

**Facility Manager Database:** The system used to track the completion of safety inspection findings. The Facility Manager Database shall be used as the primary action tracking system for inspection findings.

**Imminent Danger:** Any situation that must be addressed immediately to prevent a potential serious injury. These situations must be corrected immediately and includes situations such as locked emergency exits, exposure to hazardous energy sources outside of the lockout/tagout procedure, and the unauthorized removal of machine guarding.

**NASA SSC Employee Occupied Areas:** Primarily Building 1100 and 3225. Civil Service employees located in other areas of SSC shall be subject to the inspections of those organizations responsible for those areas.