

**APPENDIX A**  
**SERVICE DELIVERY SUMMARY**  
**Revision B**, 1 October 2007

**For**

**LAUNCH SUPPORT SERVICES**

**Vandenberg AFB, California**  
**Contract FA4610-06-C-0001**

**By**



**Santa Barbara Applied Research, Inc.**  
**2151 Alessandro Drive, Suite 220**  
**Ventura, CA 9300**

## 1.0 METHOD FOR MEETING SDS REQUIREMENTS

Quality objectives are accomplished by establishing an integrated, process-oriented approach that establishes quality measurement, process feedback, and process improvement as an ongoing effort concurrent with all daily contract activities. Fundamental aspects that must be addressed in establishing a Quality Program include:

- **Defined Performance Criteria:** Relevant, statistically based metrics must be used to determine the level of performance delivered by each process.
- **Accurate Measurement Methods:** An ongoing system of collecting accurate and objective data must be established to ensure valid performance measurement.
- **Effective Organizational Structure:** A quality organization is integrated into the project organization to ensure timely performance feedback and process control.

### 1.1 QUALITY PROGRAM ORGANIZATION

The Quality Control process involves every employee on the contract. Responsibilities and activities related to quality vary with the role of each person. Key positions of responsibility with respect to quality include:

- Program Manager
- Quality/Safety/Scheduling (QSS) Manager
- Functional Area Managers/Technicians
- All Team Members

The SBAR Program Manager is responsible for overall contract performance, including meeting the Government quality requirements (Service Delivery Summary performance objectives) and providing products and services that are free of deficiencies. The QSS is responsible for implementing and monitoring the Quality Program and for training the workforce in quality practices. The QSS ensures that each task in the Performance Work Statement (PWS) is in compliance with the required specifications and documents areas where deficiencies exist. Personal accountability and commitment of the Program

Manager, QSS, Functional Area Managers and workforce ensures continuous quality performance.

The SBAR team is dedicated to meeting the 576 FLTS quality objectives, and supporting their philosophy of “continuous improvement” in our overall level of performance and mission support.

## **1.2 RESPONSIBILITIES AND AUTHORITIES**

Our quality system requires that every employee participate in the quality program. The LSS Program Manager has overall responsibility and the QSS has the authority to initiate, develop, implement, and maintain the quality program. Our QSS implements the Quality Program through extensive observations, metrics and trend analysis. This Appendix A along with the SBAR Quality Plan (QP) and LSS Performance Work Statement (PWS) are the primary governing documents of the LSS Quality Program. These documents define the overall work required by functional areas, the delivery standards and establish specific criteria and procedures.

## **1.3 QUALITY IMPLEMENTATION PROCESS**

Customer input (the PWS requirements) is the beginning of the process and all LSS personnel will work as a team to execute this process to produce the desired results. The process requires proactive participation of all employees and continued encouragement and recognition by our management. It supports the continued improvement process and will be applied to all areas and disciplines throughout all LSS functions. It challenges and empowers each and every member of the LSS team to be innovative, self-motivated, and productive. It provides for continued improvement in the overall quality of our contract services toward reaching our quality goal.

## **1.4 QUALITY OBSERVATION PROCESS**

**The objectives of the observation process are:**

- To identify deficiencies with emphasis on determining root causes

- To identify conditions of performance which, if not corrected, would result in services which do not comply with contract requirements
- To prescribe and document “before-the-fact” preventive actions in preference to “after-the-fact” correction of deficient services
- To identify procedures and processes where improvements and/or efficiencies can be realized

## **2.0 GENERAL**

### **2.1 ROLES AND RESPONSIBILITIES**

#### **THE LSS QSS WILL:**

- Manage the Quality program in a professional and effective manner.
- Establish and encourage open communication within each organization and between functions.
- Validate checklists and operating instructions.
- Perform program reviews and audits with the Functional Area Managers
- Perform trend analysis of all LSS functions using IMMP database. Run ad-hoc queries of multiple databases and compile results to identify trends.
- Implement Corrective Actions by conducting trend and root cause analysis, recommending solutions, and routing reports through appropriate action offices.
- Collect data from the IMMP (will include data such as maintenance documentation, training, inspections, evaluations, etc.)
- Promote Quality Costing Approach.
- Maintain a close working relationship with the Government Quality Assurance Personnel.
- Continually review checklists, regulations, operating instructions, technical orders, and any other references to ensure inspection criteria remains current with the PWS.

- Perform inspections. Coordinate the schedule with Refurbishment, Functional Area Managers and government Quality Assurance Personnel in advance so there is no mission impact. Develop inspection forecasts.
- Identify and evaluate discrepancies in each area using applicable checklists, regulations, operating instructions, and technical orders. Observations shall be of sufficient depth to assess true conditions. They shall be non-invasive to the process or service being evaluated.
- Collect data from all available resources, e.g. databases, and attempt to identify the root cause of discrepancies/negative trends and recommend corrective actions.
- Initiate a written report of observation results for completed observations, recommend solutions, and route the report through the appropriate FAM for corrective action.
- Evaluate management's responses to observation reports for accuracy and effectiveness.
- Ensure responses are satisfactory and timely on all Quality Program Discrepancy Reports.
- Conduct follow-up on open discrepancies.
- Manage the contractor Technical Order Improvement Order, and CEM improvement report-processing program.
- Manage the Contract Deficiency Report (CDR) program
- Encourage quality awareness of cost saving ideas to improve services.
- Evaluate discrepancies recommended for deferral
- Proactively track and ensure services are available to meet mission, PWS and customer requirements
- Manage the Customer Quality Survey program.
- Cross flow observation results, findings, corrective actions, etc. to all FAMs within the LSS contract organization

### **FUNCTIONAL AREA MANAGERS WILL:**

- Respond to all QSS reports and Customer Quality Surveys related to their function.
- Encourage quality awareness of cost saving ideas to improve services.
- Establish and maintain an open communication path with the Government Quality Assurance Personnel.
- Aggressively correct deficiencies identified during observations, Customer Quality Surveys etc. with emphasis on determining root cause and corrective actions to avoid recurrences. All discrepancies will be corrected on the spot in the presence of the QSS or Government Quality Assurance Personnel whenever possible.

## **2.2 SCHEDULING**

The QSS will provide a monthly inspection schedule to the SBAR Program Manager and Government Quality Assurance Personnel prior to the first day of the inspection month. Changes to the schedule will be reported near real time.

## **2.3 OBSERVATIONS**

Observations of all contracted functions are performed to determine compliance with the PWS, applicable regulations, technical orders and SDS as detailed in the LSS Observation Checklists (attachments 1 & 3). Additionally, observations may also encompass, as applicable to the functional area, Fire/Safety, Environmental Compliance, Security/Resource Protection, Facility/Grounds, Vehicles Service, Hanta-Virus clean up, and ESD Programs. If anytime, during a routine functional area observation, it is discovered that contract deficiencies exist due to potential FAM mismanagement the QSS will notify the Program Manager who may direct an immediate out-of-cycle Managerial Inspection. The QSS will out-brief and critique the FAM and inform Program Manager upon completion of all inspections.

## **2.4 PERFORMANCE STANDARDS**

The primary standards for determining acceptable levels of performance are those established in the Contract though the Service Delivery Summary

(SDS). The SDS defines the standard performance thresholds for each of the listed services. Performance thresholds are determined by the government and ensure that quality levels are measured and maintained at the highest possible level. SBAR's Performance Thresholds are not less than those established in the PWS and may be set higher if it is determined by the Program Manager/QSS that the new standards will provide better service, improve efficiency and/or cost savings.

SBAR's Quality Plan ensures that all elements apply their management, professional, and technical skill to meet each requirement of the contract. Contract requirements are analyzed early in the delivery process so that discrepancies are corrected before the final product is delivered ensuring consistency with our customers' requirements, the PWS, approved directives, specifications, and cost.

## **2.5 OBSERVATION CHECKLISTS**

Observation Checklists will be used during every observation. The QSS will maintain copies of all observation checklists. Additionally, each FAM will maintain copies of checklists applicable to their functional area. The checklists will be periodically reviewed by the Program Manager or QSS for currency against the PWS, governing directives i.e. AF instructions, publication bulletins etc. and updated as necessary. The Observation Checklists are controlled documents and an integral part of the Quality Plan. Observation Checklists will not be added or changed without the approval of the LSS Program Manager. Updates and changes to Observation Checklists will be coordinated with and distributed to the Government Quality Assurance Personnel and contracting as required.

## **2.4 QUALITY RECORDS**

Reports and records are the principal form of objective evidence of quality. They must be maintained in a manner to provide data required for conducting business. As a minimum, they will reflect the nature and number of observations together with the number and type of deficiencies found. They will also indicate

the acceptability of the service/product and actions taken in relation to the deficiencies.

An accurate and efficient means of documentation is essential in support of any service operation. In support of our Quality program, sufficient records will be maintained to allow for complete documentation performance activities, and verification of performance. Quality records will consist of: Observation Reports, Observation Summaries, Trend Identification and Deficiency Analysis Reports and Customer Quality Surveys. All reports, records, and other pertinent documentation will be made available for Government review or use. The Quality records will be maintained for the duration of the LSS Contract.

The QSS will maintain a database to keep track of the results of all quality observations. This program will show the results of the inspection and corrective actions, if required. A Quality Observation Summary will be prepared each month and a copy will be provided to the Program Manager no later than the tenth day of each month. This is in addition to the individual observation records.

## **2.7 INSPECTION REPORTS**

QSS observation reports (attachment 2) will be prepared for all observations performed. The report will identify the method/type of inspection, the functional area and whether the inspection was scheduled or unscheduled. The report will identify a synopsis of the inspection, strengths/weaknesses, deficiencies noted, recommended improvement areas and possible corrective actions. The report will assess a rating of "Satisfactory" or "Unsatisfactory". A rating of satisfactory on a functional area inspection is awarded when the functional area is providing the support or service necessary sufficient to comply with the contract requirements as it relates to this area, as evidenced by the accumulation of discrepancies. A rating of unsatisfactory on a functional area observation is awarded when the functional area is not providing the necessary support or service, seriously endangering our ability to comply with the contract requirements as it relates to this area, as evidenced by the accumulation of discrepancies.



The completed report will be routed, in-turn, for review and documentation of corrective actions to the FAM, Contract Manager and back to the QSS. Reports will receive individual identification numbers using the year followed by a numerical sequence (i.e. 2001001, 2001002 etc), will contain a copy of the Observation Checklist that was used by the QSS during the inspection, and a comment sheet.

The QSS will track open discrepancies. They must assure that the corrective action for an open discrepancy is attached to the original report when it is closed out. When the report returns from routing, the QSS evaluates the responses for correctness and completeness. If the QSS feels that some of the answers or corrective actions are inadequate or incomplete, they will contact the Functional Area Manager and discuss what action is needed to meet acceptable standards.

The QCI will stay aware of changes in any CRITICAL discrepancy. The responsible FAM provides a follow-up memo on all open items.

## **2.8 TREND IDENTIFICATION AND DEFICIENCY ANALYSIS REPORTS**

Trend Identification and Deficiency Analysis is instrumental in validating the effectiveness of the Quality Program. The QSS will prepare semiannual Trend Identification and Deficiency Analysis Reports. These reports will serve as metric data and be used as a vehicle to formalize and disseminate historical contract performance data to the Program Manager. QSS will collect data from all available resources including IMMP, Functional Area Managers, Observation Reports, and Customer Quality Surveys. Reports will highlight both positive and negative findings and trends. Positive findings that reduce costs or provide better customer service will be incorporated throughout the contract operation wherever possible. Negative trends will be analyzed to determine root cause and as a preventive measure to avoid recurrences. The QSS will prepare a semiannual Trend Identification and Deficiency Analysis Report for Contract Manager. The actual report contents may vary but historical data and all quality records from each functional area will be used to formulate the report. Since

some problems can only be seen clearly over a long period of time, reports will not only contain data for the current report, but also provide the last reports data, if possible, for comparison. The methodology or metrics used will also be regularly reviewed for their accuracy, relevance, and possible improvement. The QSS will submit the summary to the Program Manager by the tenth day of the following month. It must be clearly understood that these reports are primarily tools for long-term analysis and do not serve as a substitute when immediate management attention, positive or negative, is warranted.

## **2.9 CUSTOMER QUALITY SURVEYS**

Customer Quality Surveys (attachment 4) will be placed in all functional areas. These surveys are used as an effective means to immediately gauge customer satisfaction. Additionally, Customer Quality Surveys are a direct link between the customer and the Program Manager or QSS. The Program Manager or QSS will investigate all Customer Quality Surveys with unsatisfactory/negative comments immediately. Furthermore, the Program Manager or QSS will contact customers desiring feedback within three business days. Surveys will be completed and placed in locked container with only the Program Manager and QSS having access in order to preserve the integrity of the program.

# **ATTACHMENT 1**

## **LSS OBSERVATION CHECKLISTS**

### LSS OBSERVATION CHECKLIST #1

**SDS ITEM #1** – Schedule and perform all Refurbishment maintenance and inspections necessary to identify and correct any deficiencies that would prevent LF operability?

<b>FUNCTIONAL AREA: Refurbishment Services</b>				
		YES	NO	N/A
<b>1.1</b>	Are these management functions properly complied with through the prime contractor?			
	<b>COMMENTS:</b>			
<b>1.2</b>	Does contractor perform all base level LF Refurbishment and refurbishment support for the FDE program?			
a.	Does it include Space & Missile exercises?			
b.	Is technical data identified in Appendix B used for all LF refurbishment?			
	<b>COMMENTS:</b>			
<b>1.2.1</b>	Is LF Refurbishment completed to meet mission timeline requirements?			
a.	If required, does Refurbishment have capability to meet mission requirements by simultaneously working refurbishment tasks at more than one launch facility?			
b.	Does Refurbishment configure the LF IAW the Test Execution Order (TEO) document and applicable amendment objectives?			
c.	Does Refurbishment maintain capability to respond to squadron contingencies as necessary to support squadron objectives?			
	<b>COMMENTS:</b>			
<b>1.2.1.1</b>	Does Refurbishment complete all work orders loaded against them or “any” shop code in the work order report, listing or equivalent?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
<b>1.2.1.2</b>	Are <b>open</b> door task qualifications maintained?			
	<b>COMMENTS:</b>			
<b>1.2.1.3</b>	Does Refurbishment comply with START vehicle movement restrictions?			
	<b>COMMENTS:</b>			
<b>1.2.1.4</b>	Is launch tube water removed from the LF IAW 576 FLTS OI 21-101?			
	<b>COMMENTS:</b>			
<b>1.2.1.5</b>	Is standby support provided during maintenance activities (e.g. missile emplacement, reentry system install, etc.)?			
	<b>COMMENTS:</b>			
<b>1.2.1.6</b>	Does Refurbishment provide LF break-in capability from LF final hardening until launch in case of any anomaly or other contingency (e.g.hangfire, MGS recycle, etc.)?			
	<b>COMMENTS:</b>			
<b>1.2.1.7</b>	Does Refurbishment provide equipment, personnel, manlift, crane and special equipment support for contingencies (e.g. R/R UMB cable, missile safing, etc.)?			
	<b>COMMENTS:</b>			
<b>1.2.1.8</b>	Is manlift support provided for squadron maintenance and refurbishment activities, external agencies, and special programs as requested by 576 FLTS leadership?			
	<b>COMMENTS:</b>			
<b>1.2.1.9</b>	Are work assignments coordinated with the 576 FLTS Government centralized plans and scheduling office?			
a.	Do they participate in weekly scheduling meetings?			
b.	Do they participate in daily scheduling meetings?			
c.	Do they participate in FDE meetings?			
d.	Do they participate in reconciliation meetings to discuss status of work orders?			

		YES	NO	N/A
e.	Are changes coordinated with the 576 FLTS Scheduling prior to the daily scheduling meeting?			
f.	After the daily scheduling meeting are changes coordinated through the 576 FLTS MMOC?			
	<b>COMMENTS:</b>			
<b>1.2.1.10</b>	Are all work orders briefed and debriefed through the MMOC?			
a.	Does Refurbishment identify and correct equipment discrepancies to include, but not limited to, resolving hardware discrepancies and documenting discrepancies?			
b.	Does Refurbishment identify and correct LF discrepancies to include, but not limited to, resolving hardware discrepancies and documenting discrepancies?			
c.	Are equipment/LF discrepancies documented?			
	1. Against applicable work centers?			
	2. If applicable, necessary parts ordered?			
d.	Are AFTO 22 improvement reports submitted to identify/correct T.O. deficiencies when needed?			
e.	Are discrepancies detrimental to the launch brought to the attention of the MMOC immediately?			
f.	Are proper procedures followed for suitable substitutes and authorized equivalents?			
	1. Are LF configuration issues concerning possible FDE waivers brought to the attention of the 576 FLTS leadership in a timely manner?			
	2. If applicable, are approved configuration waivers followed properly?			
g.	Are safety and security discrepancies immediately reported to the MMOC?			
	<b>COMMENTS:</b>			
<b>1.2.1.11</b>	Are hanta-virus clean up procedures completed IAW 576 FLTS OI 10-107?			
	<b>COMMENTS:</b>			
<b>1.2.1.20</b>	Does Refurbishment accommodate periodic tours for visitors when necessary?			
	<b>COMMENTS:</b>			

	<b>REFURBISHMENT SITE BUILD PERIODIC CHECKS</b>	YES	NO	N/A
<b>1.</b>	Perform site inspection with Refurbishment to assess configuration of site by tasks completed approximately ¼ of the way through the build process using LSS LF Site Technical Inspection Checklist			
<b>2.</b>	Perform site inspection with Refurbishment to assess configuration of site by tasks completed approximately 1/2 of the way through the build process using LSS LF Site Technical Inspection Checklist			
<b>3.</b>	Perform site inspection with Refurbishment to assess configuration of site by tasks completed approximately 3/4 of the way through the build process using LSS LF Site Technical Inspection Checklist			
<b>4.</b>	At least once per year observe Refurbishment technicians perform LF entry, exit, and emergency procedures.			
	<b>COMMENTS:</b>			
	<b>Pre-QAP SITE BUY-OFF INSPECTION</b>	YES	NO	N/A
<b>1.</b>	Conduct site inspection using LSS LF Site Technical Inspection Checklist (approximately day 50 of build or after day four of site pucky completion)			
a.	Does site have mission critical discrepancies requiring rework?			
b.	Does site have major discrepancies requiring rework?			
c.	Does site have minor discrepancies requiring rework?			
	<b>COMMENTS:</b>			
	<b>POST-LAUNCH DAMAGE INSPECTION</b>	YES	NO	N/A
<b>2.</b>	Does Refurbishment conduct Post-Launch Damage Inspection per T.O. 21M-LGM30G-2-18.			
a.	Does Refurbishment assist 581 MMXG with damage inspection & reporting			
b.	Does Refurbishment list and document discrepancies requiring work during the next site build			
c.	As necessary, take photos of launch tube and site after launch			
	<b>COMMENTS:</b>			

## LSS OBSERVATION CHECKLIST #2

**SDS ITEM #1** – Schedule and perform all Refurbishment maintenance and inspections necessary to identify and correct any deficiencies that would prevent LF operability?

<b>FUNCTIONAL AREA: Refurbishment Supply Function Services</b>				
		YES	NO	N/A
<b>1.2.1.12</b>	Does Refurbishment Supply perform the following functions?			
a.	Turn in expended ordnance items to Munitions Flight for proper disposal (e.g. explosive bolts, BGG cartridges, etc)?			
b.	Turn in Due-in-for-Maintenance (DIFM) items after removal from the LF to the 581 <sup>st</sup> MMXG for refurbishment (e.g. steel blocks, rotary actuator, etc.)?			
c.	Turn in all hazardous waste to the designated Collection Accumulation Point (CAP)?			
	<b>COMMENTS:</b>			
<b>1.2.1.13</b>	Is a Refurbishment bench stock being maintained?			
a.	Are bench stock items issued properly?			
b.	Is bench stock inventory adjusted after issue and during replenishment? (also refer to GFM listing periodically to check this)?			
c.	Is bench stock ordered through standard base supply properly (e.g. 2005, 1348-6, MICAP, supply assist, etc.)?			
d.	When necessary, is bench stock or parts procured outside standard base supply properly authorized and obtained?			
	<b>COMMENTS:</b>			
<b>1.2.1.14</b>	Are supply point spares being maintained properly?			
a.	Is supply point spares inventory adjusted after issue and during replenishment? (also refer to GFM listing periodically to check this)?			
b.	Is supply point spares ordered through standard base supply properly (e.g. 2005, 1348-6, MICAP, supply assist, etc.)?			
c.	When necessary, is supply point spares or parts procured outside standard base supply properly authorized and obtained? (CLIN Purchases)			



		YES	NO	N/A
	<b>COMMENTS:</b>			
d.	Is Material Control contacted to process mission support issues when required?			
e.	Do we confirm/track assets turned in to 581 <sup>st</sup> MMXG for refurbishment?			
f.	Are proper tags filled out and processed for DIFM turn-in items?			
g.	Is there adequate storage for DIFM assets? Are they secured?			
h.	Is a supply point inventory maintained and utilized?			
i.	Are deficiency reports (DR) processed to identify faulty equipment/supplies received from supply?			
	<b>COMMENTS:</b>			
<b>1.2.1.15</b>	Are Custodian Account/Custodian Receipt Listing (CA/CRL) responsibilities being performed IAW AFM 23-110, vol. 2., Part 13?			
	<b>COMMENTS:</b>			
<b>1.2.1.16</b>	Is equipment maintained, inspected, repaired, replaced and procured?			
a.	Is maximum availability/accountability of safe, serviceable and reliable equipment being maintained?			
b.	Are equipment items tagged with an identification number (e.g. dog tag, sticker, permanent marker, UID, stenciled, etc.)?			
c.	Is minor repair of replaceable hardware performed IAW the 11-1A-8 T.O.?			
d.	Is minor corrosion treated IAW T.O. 21-LGM30F-101 or 1-1-691?			
e.	Has semiannual inspection of safety lanyards been performed?			
e.	Has semiannual inspection of safety harnesses been performed?			
f.	Are harness/lanyard inspection tags updated after inspections?			
	<b>COMMENTS:</b>			
<b>1.2.1.17</b>	Is IMMP being used for equipment item status?			
a.	Does it reflect accurate status of equipment availability?			
b.	Does it reflect accurate status of equipment location?			

		YES	NO	N/A
c.	Does it reflect accurate status of equipment discrepancies?			
	<b>COMMENTS:</b>			
<b>1.2.1.18</b>	Is equipment being processed for inspection/calibration?			
a.	Are equipment items processed for inspection through Maintenance Processing on time?			
b.	Are equipment items processed for repair through Maintenance processing?			
c.	Are calibrated equipment items processed for TMDE inspections through the base PMEL on time?			
d.	Is calibrated equipment items processed for TMDE repair through the base PMEL when required?			
	<b>COMMENTS:</b>			
<b>1.2.1.19</b>	Does Refurbishment Supply issue and recover equipment items?			
a.	Is equipment being maintained on hand to meet mission requirements			
b.	Are the proper forms being used concerning equipment items (e.g. issue, receipt, turn-in, recovery, inspection, etc.)?			
c.	Is equipment operator care responsibilities performed IAW with directives?			
	<b>COMMENTS:</b>			
	<b>Refurbishment Supply Point Corrosion Functions</b>			
<b>1.3.4</b>	Are Custodian Account/Custodian Receipt Listing (CA/CRL) responsibilities being performed IAW AFM 23-110, vol. 2., Part 13?			
a.	Are applicable parts ordered for supporting LF/MAF corrosion efforts?			
b.	Are paints & primers being procured IAW directives (e.g. through supply, local purchase, etc.)?			
c.	Are HazMats managed IAW with directives?			
d.	Are proper procedures being followed for corrosion control materials concerning suitable substitutes and authorized equivalents?			
e.	Are expended corrosion HazMats returned IAW directives?			
	<b>COMMENTS:</b>			

### LSS OBSERVATION CHECKLIST #3

**SDS ITEM #2** – Schedule and perform inspection/ review of all squadron equipment accounts to ensure mission critical equipment availability.

FUNCTIONAL AREA: Maintenance Programs Management Services				
		YES	NO	N/A
<b>1.4.</b>	Provide direct assistance to staff agencies and production activities through management of mission support equipment (MSE) and facility program management.			
<b>1.4.4</b>	<b>MSE</b>			
a.	Is there a central POC for MSE issues for squadron & outside agencies to go to for MSE issues (e.g. account changes, custodian appointments, etc.)?			
b.	Is guidance provided for squadron MSE account custodians?			
c.	Are CA/CRL custodians performing responsibilities IAW AF Manual 23-110, Vol 2, Chapter 13?			
	Are accounts inspected/reviewed with each custodian at a minimum once per year?			
	Do we monitor accounts for proper transfer to new custodians?			
	Are account changes properly monitored/account adjustments made IAW with directives?			
	<b>COMMENTS:</b>			
	Do we check that Primary and Alternate Custodians are assigned to each account?			
	Are CA/CRL's inventoried and signed for annually?			
d.	Do MSE inspections determine if accounts accurately reflect equipment status/adequate levels of mission critical equipment?			
	<b>COMMENTS:</b>			
e.	When required, is the Allowance Source Authorization (R14) reviewed periodically?			
f.	During inspections, is the CA/CRL (R25) SPRAM report monitored for authorized levels?			
	<b>COMMENTS:</b>			

### LSS OBSERVATION CHECKLIST #4

**SDS ITEM #3** – Maintain current status of squadron facilities

<b>FUNCTIONAL AREA: Maintenance Programs Management Services</b>				
		YES	NO	N/A
<b>1.4.</b>	Provide direct assistance to staff agencies and production activities through management of mission support equipment (MSE) and facility program management.			
<b>1.4.2</b>	<b>Facilities</b>			
a.	Is there a central POC for all facility management issues for squadron & outside agencies to go to?			
b.	When required, is guidance provided for squadron facility management?			
c.	Is current status of all squadron facilities being maintained?			
1.	Are updated facility discrepancy listings being managed?			
2.	Is critical facility listing being managed/maintained?			
3.	Is an updated listing of facility managers being managed or maintained?			
	<b>COMMENTS:</b>			
d.	Are facility work orders and projects being tracked for assigned facilities?			
	<b>COMMENTS:</b>			
	<b>Work Orders</b>			
1.	Do we periodically monitor work orders to see if they are properly submitted/coordinated?			
	<b>COMMENTS:</b>			
2.	Are work orders monitored for status?			
	<b>Modifications</b>			
1.	Are facility modifications reviewed?			
2.	Are facility modifications being coordinated properly?			
3.	Are facility modifications monitored for status?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
	<b>Renovations</b>			
1.	Are facility renovations reviewed?			
2.	Are facility renovations being coordinated properly?			
3.	Are facility renovations monitored for status?			
	<b>COMMENTS:</b>			
	<b>Construction Plans</b>			
1.	Are facility construction plans reviewed?			
2.	Are facility construction plans being coordinated properly?			
3.	Are facility construction plans monitored for status?			
	<b>COMMENTS:</b>			
	<b>Contracts</b>			
1.	Are facility contracts reviewed?			
2.	Are facility contracts being coordinated properly?			
3.	Are facility contracts monitored for status?			
	<b>COMMENTS:</b>			
e.	Are facility inspections conducted at least once per year/annually?			
	Are facilities maintained in a serviceable condition?			
	Are facility managers complying with established building management procedures?			
f.	Is updated facility status provided to squadron leadership when requested?			
	<b>COMMENTS:</b>			
g.	Does the Facility Program manager function as the POC for Hazardous Materials Disclaimer/Facility Business Plans?			
	<b>COMMENTS:</b>			

### LSS OBSERVATION CHECKLIST #5

**SDS ITEM #4** – Provide corrosion control treatment to LFs, missile alert facilities, support equipment, and real property-installed equipment IAW applicable governing directives

<b>FUNCTIONAL AREA: Corrosion Control Services</b>				
		YES	NO	N/A
<b>1.3</b>	Provide corrosion control inspection, preventive maintenance, documentation and treatment to launch facilities, missile alert facilities, support equipment, real property-installed equipment IAW applicable directives			
<b>1.3.1</b>	Does corrosion control comply with the permit-to-operate (PTO) for operation of the 576 FLTS paint/blast booth?			
a.	Is a current PTO kept on-hand at the paint/blast booth?			
b.	Is recordkeeping of air emissions maintained and kept at the paint/blast booth?			
c.	Are MSDSs available for use/review during operations at the paint/blast booth?			
d.	Is good housekeeping maintained at the paint/blast booth?			
e.	Is equipment being managed properly at the paint/blast booth?			
f.	Do corrosion technicians report monthly emissions to the 576 FLTS Environmental section?			
	<b>COMMENTS:</b>			
<b>1.3.2</b>	Are work assignments coordinated with the 576 FLTS Government centralized plans and scheduling office?			
a.	Do they participate in weekly scheduling meetings?			
b.	Do they participate in daily scheduling meetings?			
c.	Do they participate in FDE meetings?			
d.	Do they participate in reconciliation meetings to discuss status of work orders?			
e.	Are changes coordinated with 576 FLTS Scheduling prior to the daily scheduling meeting?			
f.	After the daily scheduling meeting are changes coordinated through the 576 FLTS MMOC?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
<b>1.3.3</b>	Is all work orders briefed and debriefed through the MMOC?			
a.	Does Refurbishment identify and correct equipment discrepancies to include, but not limited to, resolving hardware discrepancies and documenting discrepancies?			
b.	Does Refurbishment identify and correct LF discrepancies to include, but not limited to, resolving hardware discrepancies and documenting discrepancies?			
c.	Are equipment/LF discrepancies documented?			
1.	Against applicable work centers?			
2..	If applicable, necessary parts ordered?			
	<b>COMMENTS:</b>			
d.	Are AFTO 22 improvement reports submitted to identify/correct T.O. deficiencies when needed?			
e.	Are discrepancies detrimental to the launch brought to the attention of the MMOC immediately?			
f.	Are proper procedures followed for suitable substitutes and authorized equivalents?			
g.	Are LF configuration issues concerning possible FDE waivers brought to the attention of the 576 FLTS leadership in a timely manner?			
h.	If applicable, are approved configuration waivers followed properly?			
i.	Are safety and security discrepancies immediately reported to the MMOC?			
	<b>COMMENTS:</b>			
	<b>576 FLTS Paint Color Plan/AFSPCI 21-105</b>			
a.	Does corrosion follow the color scheme IAW the paint plan?			
b.	Is a copy of the 576 FLTS plan on hand for referencing when necessary?			
c.	Do corrosion technicians follow the requirements established in AFSPCI 21-105, Chapter 3 when necessary?			
d.	Is a copy of AFSPCI 21-105 on hand for referencing when necessary?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
	<b>Hazardous Material Use</b>			
a.	Do corrosion technicians manage materials IAW with established directives?			
b.	Are hazardous materials bar-coded?			
c.	Are hazardous materials turned in when empty to the base HazMart?			
d.	Are good housekeeping methods followed on the corrosion truck for hazard material use and storage?			
	<b>COMMENTS:</b>			
	<b>LF/MAF Entry and Exit</b>			
a.	At least once per year observe corrosion technicians perform LF entry, exit, and emergency procedures.			
b.	At least once per year observe corrosion technicians perform MAF entry, exit, and emergency procedures.			
	<b>COMMENTS:</b>			



### LSS OBSERVATION CHECKLIST #6

**SDS ITEM #5** – Provide corrosion control treatment and re-paint topside launch facility areas that have blast residue within 30-days post launch.

<b>FUNCTIONAL AREA: Corrosion Control Services</b>				
	<b>Launch Facility (Post launch) CCT</b>	YES	NO	N/A
<b>1.3</b>	Are areas affected by blast damage and blast residue at the LF treated and painted within 30-days post launch?			
a.	Is treatment adequately scheduled to meet this requirement?			
b.	Were there any limiting factors to prevent this treatment?			
c.	Were all areas required to be treated completed properly?			
	<b>COMMENTS:</b>			

### LSS OBSERVATION CHECKLIST #7

**SDS ITEM #6** – Provide and maintain a centralized storage function to track equipment status

FUNCTIONAL AREA: Equipment Issue and Control Services				
		YES	NO	N/A
<b>1.6</b>	Provide custodial accountability, issue, and recover assigned support equipment.			
<b>1.6.1</b>	Maintain maximum availability/accountability of safe, serviceable, and reliable equipment.			
a.	Is equipment tagged with proper identification?			
1.	Does equipment have an ID number assigned (e.g. AGE number, 576 FLTS marking, etc.)?			
2.	Does ID tag clearly show ID number?			
3.	Are equipment items in kit format properly tagged with ID numbers, when required?			
4.	Do equipment items in kit format contain inventories of associated kit items?			
	<b>COMMENTS:</b>			
b.	Are newly assigned equipment items tagged in a timely manner?			
c.	Are ID numbers for unserviceable equipment items removed in a timely manner?			
	<b>COMMENTS:</b>			
<b>1.6.2</b>	Ensure IMMP equipment database reflects the following:			
a.	Are equipment items accurately tracked for availability in IMMP?			
b.	Are equipment item locations accurately reflected in IMMP?			
	<b>COMMENTS:</b>			
c.	Are equipment item discrepancies accurately documented in IMMP?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
d.	Are IMMP hand receipts issued with equipment items?			
1.	Are all equipment items signed for on IMMP hand receipt?			
2.	Are all items accurately reflected on IMMP hand receipt?			
	<b>COMMENTS:</b>			
e.	Are IMMP hand receipts cleared when equipment is returned?			
1.	Does SBAR technician inventory returned equipment items using IMMP hand receipt?			
2.	Are returned equipment items on IMMP hand receipt properly cleared in IMMP database?			
	<b>COMMENTS:</b>			

### LSS OBSERVATION CHECKLIST #8

**SDS ITEM #7** –Issue serviceable support equipment to meet squadron objectives

<b>FUNCTIONAL AREA: Equipment Issue and Control Services</b>				
		YES	NO	N/A
<b>1.6</b>	Provide custodial accountability, issue, and recover assigned support equipment.			
<b>1.6.1</b>	Maintain maximum availability/accountability of safe, serviceable, and reliable equipment.			
	<b>Inspect and perform minor equipment repair. Repair is limited to replacement of minor hardware and treatment of minor corrosion.</b>			
a.	Are equipment items inspected for serviceability prior to issue?			
	<b>COMMENTS:</b>			
b.	Are equipment items inspected for serviceability when returned to the equipment section?			
	<b>COMMENTS:</b>			
d.	Are minor repairs made to equipment items (e.g. ID tags replaced, minor hardware replaced, etc.) when required?			
e.	Are repairs not within technician capability documented for repair agency?			
	<b>COMMENTS:</b>			
e.	Are equipment items treated for minor corrosion when required?			
f.	Is corrosion treatment not within technician capability documented for treatment?			
	<b>COMMENTS:</b>			
	<b>Perform semi-annual inspection of harness and lanyards</b>			
a.	Has semiannual inspection of safety lanyards been performed?			
b.	Has semiannual inspection of harnesses been performed?			
c.	Are harness/lanyard inspection tags updated after inspections?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
	<b>Report equipment shortages to the MMOC</b>			
a.	Does equipment maintain a copy of the 576 FLTS critical Equipment Listing?			
b.	Are equipment shortages reported to the MMOC when required?			
	<b>COMMENTS:</b>			
<b>1.6.3</b>	<b>Use load lists provided by work centers</b>			
a.	Are equipment items inventoried to fill work center load list requirements?			
b.	Are work center load lists used to configure equipment loads for squadron maintenance teams?			
c.	Are work center load lists used to help issue equipment loads to squadron maintenance teams?			
d.	When provided, are load lists used to inventory and issue equipment to outside agencies?			
e.	Is sufficient equipment kept on hand to meet mission requirements?			
	<b>COMMENTS:</b>			
	<b>Inspect each equipment for completeness upon return from dispatch</b>			
a.	Is equipment returned by maintenance teams/individuals inventoried for completeness?			
b.	Is equipment returned by outside agencies inventoried for completeness?			
	<b>COMMENTS:</b>			
	<b>Document any abnormalities, evidence of misuse or loss of equipment on the inventory receipt</b>			
a.	Are equipment abnormalities identified and documented for repair/check by repair agency?			
b.	Is equipment misuse identified when found?			
c.	Is loss of equipment properly documented?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
<b>1.6.4</b>	<b>Are equipment items processed for inspection, calibration, or repair through Maintenance Processing/TMDE</b>			
a.	Are equipment items processed for inspection through Maintenance Processing on time?			
b.	Are equipment items processed for repair through Maintenance processing?			
c.	Are calibrated equipment items processed for TMDE inspections through the base PMEL on time?			
d.	Is calibrated equipment items processed for TMDE repair through the base PMEL when required?			
e.	Are equipment/TMDE items properly processed for turn-in?			
	<b>COMMENTS:</b>			
	<b>Land Mobile Radio (LMR) Account Management</b>			
a.	Is there a LMR account assignment letter on hand?			
b.	Is an annual inventory completed for the LMR account?			
c.	Are LMR account assets approved by squadron leadership for use and issue?			
d.	Is LMR account assets dropped off for initial servicing prior to use and issue?			
e.	Are LMR account assets picked up after initial servicing?			
f.	Is LMR account assets dropped off for repair when necessary?			
g.	Are LMR account assets picked up after repair?			
h.	Are LMR assets properly processed for turn in when necessary?			
i.	Are LMR issued to individuals by hand receipt?			
j.	Are LMR hand receipts updated every 6-months?			
	<b>COMMENTS:</b>			
<b>1.6.5</b>	<b>Repair/make sewable items IAW established flowcharts</b>			
a.	Does equipment repair/make sewable slings?			
b.	Does equipment repair/make sewable lowering bags			
c.	Does equipment make lowering ropes?			
d.	Does equipment refill distilled water containers at designated supply location (e.g. south base supply point)?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
<b>1.6.6</b>	<b>Restock air sampling and hant-virus kits</b>			
a.	Are air sampling kits replenished with Drager tubes when required?			
b.	Are air sampling kits inventoried and minor parts replaced/repared when necessary?			
c.	Are hanta-virus kits inventoried and replenished when necessary?			
1.	Rubber gloves?			
2.	Disinfectant?			
3.	Contain MSDSs?			
4.	Contain Small, Medium, and Large masks?			
5.	Contain a copy of the Environmental OI 10-107?			
	<b>COMMENTS:</b>			
<b>1.6.7</b>	Are Custodian Account/Custodian Receipt Listing (CA/CRL) responsibilities being performed IAW AFM 23-110, vol. 2., Part 13?			
	<b>COMMENTS:</b>			
<b>1.6.8</b>	Does Equipment prepare equipment storage area and provide security during normal duty hours for STAR inspections and exercises?			
	<b>After Normal Duty Hour Equipment Support</b>			
a.	Is after-hour equipment support identified through the MMOC?			
b.	Does equipment have a mechanism/procedure in place for supporting after-hour equipment issue/return?			
c.	Are equipment items that were issued/returned after-hours properly managed the next normal duty shift?			
	<b>COMMENTS:</b>			

### LSS OBSERVATION CHECKLIST #9

**SDS ITEM #8** –Vehicle Inventory maintained operational and functional. Customer shall not be without a fully functional vehicle to support squadron mission. Maintain personnel with certification to operate general purpose and special purpose vehicles

<b>FUNCTIONAL AREA: Vehicle Issue and Control Services</b>				
		YES	NO	N/A
<b>1.5</b>	Central POC for squadron vehicle issues. Act as liaison between squadron, General Services Administration (GSA) and base transportation (30 LRS) on vehicle matters?			
<b>1.5.1</b>	Does Vehicles provide licensed drivers to perform the following:			
a.	Obtain Government certifications/licensing for appropriate vehicles for operation of the contract			
b.	Are licenses maintained for “blue fleet” vehicles?			
c.	Are licenses maintained for “GSA” vehicles?			
	<b>COMMENTS:</b>			
<b>1.5.2</b>	<b>Perform VCO/VCNCO duties.</b>			
a.	Is a squadron VCO and VCNCO assigned IAW requirements?			
b.	Are squadron VCO/VCNCO trained to manage and control all squadron assigned vehicles?			
c.	Are vehicles issued at the organizational consolidation point?			
d.	Are vehicles recovered at the organizational consolidation point?			
e.	Are vehicle operator’s licenses properly checked/verified before issuing vehicles or specialized mounted equipment?			
	<b>COMMENTS:</b>			
f.	Is 30 LRS notified of changes in vehicle qualification operator status?			
1.	Are newly assigned personnel processed properly for vehicle operation/licensing (AF Form 22930?			
2.	Are newly assigned personnel State Driver License verified for expiration?			
3.	Are vehicle operator State Driver Licenses periodically verified with operators/through 30 LRS for expiration?			



		YES	NO	N/A
	<b>COMMENTS:</b>			
<b>1.5.3</b>	<b>Perform operator care and maintenance responsibilities on section assigned vehicles.</b>			
a.	Are assigned GSA vehicles monthly operator care responsibilities being fulfilled?			
	<b>COMMENTS:</b>			
b.	Are GSA vehicles properly scheduled for preventive maintenance requirements?			
	<b>COMMENTS:</b>			
c.	Are GSA/Blue Fleet vehicles properly delivered/picked up for preventive maintenance requirements?			
d.	Are GSA/Blue Fleet vehicles properly scheduled for repair requirements when necessary?			
e.	Are GSA/Blue Fleet vehicles properly delivered/picked up for preventive maintenance requirements?			
f.	Are Blue Fleet vehicles properly scheduled for preventive maintenance requirements?			
	<b>COMMENTS:</b>			
g.	Are GSA vehicles status validated/updated in MEL properly? (by the 20 <sup>th</sup> of each month)			
	<b>COMMENTS:</b>			
h.	Are Blue Fleet vehicles status validated/updated in IMMP properly?			
i.	Are GSA/Blue Fleet vehicles inspected/serviced/washed/waxed/transported as necessary to maintain a fully operation fleet for meeting mission needs?			
	<b>COMMENTS:</b>			
j.	Does Vehicles coordinate necessary wrecker service with 30 LRS for vehicle operators?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
<b>1.5.4</b>	<b>Coordinate with 30 LRS to ensure vehicle availability meets Minimum Essential Levels (MEL)</b>			
a.	Does vehicle section have a MEL listing on hand?			
1.	Is the MEL listing current for the year?			
2.	Has the MEL been updated and signed by the 576 FLTS Commander/designated representative?			
3.	Has the annual MEL listing inventory been accomplished and reflect accurate assigned vehicle status?			
	<b>COMMENTS:</b>			
b.	Are user justifications for additional vehicle authorizations documented?			
c.	Are user justifications for additional vehicle authorization documents processed to 30 LRS?			
	<b>COMMENTS:</b>			
d.	Are fleet rotation requirements being properly managed and/or met?			
e.	Is Fleet Management properly notified when assigned vehicles are no longer needed?			
	<b>COMMENTS:</b>			
f.	When necessary, are vehicle modification requests properly drafted and coordinated for all assigned vehicles?			
	<b>COMMENTS:</b>			
<b>1.5.5</b>	<b>Over-Sized Vehicle Road Permits</b>			
a.	Are over-sized vehicle road permits maintained/available for off base operations?			
b.	Are over-sized vehicle road permits obtained IAW with directives for required vehicles with state and county officials?			
c.	Are over-sized vehicle road permits renewed with state and county officials?			
d.	Are over-sized vehicle road permits obtained/renewed with state and county officials/agencies in a timely manner?			
e.	Are appropriate agencies properly notified of any changes to over-sized vehicle road permits?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
<b>1.5.6</b>	<b>Vehicle Rentals and Leases</b>			
a.	Are vehicle rentals processed for approval through 30 LRS Chief of Transportation IAW with established directives?			
b.	Are vehicle leases processed for approval through 30 LRS Chief of Transportation IAW with established directives?			
	<b>COMMENTS:</b>			
<b>1.5.7</b>	<b>Vehicle Misuse or Abuse and Damage</b>			
a.	Are vehicle misuse/abuse/damage/accident instances monitored for assigned vehicles?			
b.	Are vehicle misuse instances for assigned vehicles reported to the MMOC and 576 FLTS Maintenance Supervisor/Superintendent?			
c.	Are vehicle abuse instances for assigned vehicles reported to the MMOC and 576 FLTS Maintenance Supervisor/Superintendent?			
d.	Are vehicle damage instances for assigned vehicles reported to the MMOC and 576 FLTS Maintenance Supervisor/Superintendent?			
	<b>COMMENTS:</b>			
e.	Are vehicle accidents for assigned vehicles reported to the MMOC and 576 FLTS Maintenance Supervisor/Superintendent?			
f.	Are vehicle accident/incident investigations conducted IAW established directives when necessary?			
	<b>COMMENTS:</b>			
g.	Are vehicle accident/incident investigation reports completed IAW established directives when necessary?			
h.	Are vehicle accident/incident investigation reports filed for squadron leadership IAW established directives?			
i.	Do vehicles maintain an authority to conduct incident/accident investigations letter on file signed by the Commander?			
	<b>COMMENTS:</b>			
<b>1.5.8</b>	<b>Monthly Operator Safety Briefings</b>			
a.	Is there an established mechanism in place to brief monthly operator safety information?			

		YES	NO	N/A
b.	If used, does monthly newsletter contain safety information and as required periodically address the following information?			
1.	Discuss vehicle accidents to raise safety awareness?			
2.	Discuss vehicle trends to raise safety awareness?			
3.	Discuss prevention issues to raise safety awareness?			
4.	Discuss vehicle procedural issues to raise safety awareness?			
5.	Discuss general vehicle operator care issues, if applicable?			
	<b>COMMENTS:</b>			
c.	Are monthly safety awareness briefings completed each month in a timely manner?			
	<b>COMMENTS:</b>			
<b>1.5.9</b>	<b>Conduct special purpose vehicle operator training (SPVO)</b>			
a.	Is there a properly qualified/certified individual for conducting SPVO training to squadron personnel?			
b.	Are SPVO lesson plans developed properly for conducting training (e.g. in ISD format)?			
c.	Are SPVO lesson plans maintained IAW established directives?			
	<b>COMMENTS:</b>			
d.	Are SPVO lesson plans properly coordinated for changes through 30 LRS?			
e.	Are SPVO lesson plans signed by the 30 LRS Chief of Transportation or designated representative?			
f.	Are SPVO lesson plans properly coordinated for changes through the 576 FLTS?			
g.	Are SPVO lesson plans signed by the 576 FLTS Commander or designated representative?			
	<b>COMMENTS:</b>			
h.	Are SPVO lesson plans coordinated for annual review IAW established directives?			
i.	Are squadron personnel vehicle qualifications being tracked IAW established directives?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
j.	Are vehicle trainer qualifications being tracked IAW established directives?			
	<b>COMMENTS:</b>			
<b>1.5.10</b>	Are vehicles Issued/ Recovered at the organizational consolidation point for other agencies while ensuring sufficient vehicles are on hand to meet 576 FLTS mission requirements?			
	<b>COMMENTS:</b>			
<b>1.5.11</b>	<b>Vehicle Documentation</b>			
a.	Do vehicle services personnel ensure the following is properly completed by vehicle operators?			
1.	Operator inspection guides and trouble report (AF Form 1800)?			
2.	Operator Record of Off-Base Mileage, AF Form 1380?			
3.	Operator Permanent waiver Card, if applicable?			
	<b>COMMENTS:</b>			
b.	Are adequate copies of required vehicle operator forms (e.g. 1800, 1380, etc.) maintained in each vehicle?			
c.	Are vehicle operator forms received each month from squadron vehicle control monitors?			
d.	Are vehicle operator forms received from squadron vehicle control monitors reviewed each month for accuracy?			
	<b>COMMENTS:</b>			
e.	Are vehicle operator forms received from squadron vehicle control monitors maintained by vehicle services?			
	<b>COMMENTS:</b>			
f.	Are vehicle operator forms (e.g. 1800, 1380, etc.) made up and distributed to squadron vehicle control monitors each month?			
g.	Are assigned vehicle 7-day checks being performed and documented?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
<b>1.5.12</b>	<b>Assigned Vehicle Inspections</b>			
a.	Are at least 10% of assigned vehicles being inspected for serviceability each month by vehicle services personnel?			
b.	Are at least 10% of assigned vehicles being inspected for cleanliness each month by vehicle services personnel?			
	<b>COMMENTS:</b>			
c.	Are at least 10% of assigned vehicles being inspected for being properly inspected each month by vehicle services personnel?			
	<b>COMMENTS:</b>			
d.	Does vehicle services personnel complete a 100% inspection of assigned vehicles for serviceability, cleanliness, and properly performed inspections each quarter?			
	<b>COMMENTS:</b>			
e.	Are monthly vehicle inspections documented and maintained for at least six months?			
	<b>COMMENTS:</b>			
<b>1.5.13</b>	<b>Permissible Operating Distance (POD)</b>			
a.	Is vehicle approval to exceed the POD coordinated with the 30 LRS Vehicle Operations Chief Dispatcher?			
	<b>COMMENTS:</b>			
b.	When required, are the following items provided to vehicle operators prior to going off base?			
1.	Emergency tools?			
2.	Spare tire?			
3.	Applicable area maps?			
4.	DOD Fleet credit card?			
5.	Record of Off Base Mileage, AF Form 1380			
	<b>COMMENTS:</b>			
c.	Is the AF Form 1380 forwarded to 30 LRS when vehicles are used off base?			

		YES	NO	N/A
<b>1.5.14</b>	<b>START Compliance</b>			
a.	Do vehicle services personnel help configure the vehicle lot for START inspections/exercises during normal duty hours?			
b.	Do vehicle services personnel help monitor the vehicle lot for START inspections/exercises during normal duty hours?			
	<b>COMMENTS:</b>			
<b>1.5.15</b>	<b>Vehicle Control Monitors (VCM)</b>			
a.	Do vehicle services personnel coordinate periodic vehicle inspection requirements with assigned section VCMs?			
b.	Do vehicle services personnel coordinate periodic vehicle maintenance requirements with assigned section VCMs?			
c.	Do vehicle services personnel coordinate vehicle repair requirements with assigned section VCMs?			
d.	Do vehicle services personnel coordinate applicable vehicle interest item issues with assigned section VCMs?			
	<b>COMMENTS:</b>			

### LSS OBSERVATION CHECKLIST #10

**SDS ITEM #9** – Manage, instruct and certify (as applicable) education, training and ancillary training programs

<b>FUNCTIONAL AREA: Training Management Services</b>				
		YES	NO	N/A
<b>1.1</b>	Are Training Management Services performed IAW standards identified in the PWS?			
	<b>COMMENTS:</b>			
<b>1.7</b>	Manage Squadron and Associate units training program. This program includes Training Management Services. Use AFSPCI 21-114, Chapter 5 and applicable AF 36 series instructions for guidance.			
<b>1.7.1</b>	<b>Are Training Management Services being provide IAW the PWS?</b>			
	<b>COMMENTS:</b>			
<b>1.7.2</b>	<b>Does Training management Services serve as the squadron central training advisor?</b>			
a.	Does Training Management perform the following:			
1.	Consult with higher headquarters on ways to improve the training program?			
2.	Consult with base training on ways to improve the training program?			
3.	Consult with commanders/leadership on ways to improve the training program?			
4.	Consult with unit personnel on ways to improve the training program?			
5.	Consult with work centers on ways to improve the training program?			
	<b>COMMENTS:</b>			
b.	Are recommendations made for cost effective methods to meet training requirements?			
c.	Are the following being performed for trends affecting training?			



		YES	NO	N/A
1.	Is training data produced for trends associated with training (e.g. overdue training, CDC pass rate or failure, number of students in upgrade training, etc.)?			
2.	Is training data analyzed for trends associated with training (e.g. overdue training, CDC pass rate or failure, number of students in upgrade training, etc.)?			
3.	Is training data for trends reported to the squadron when associated with training (e.g. overdue training, CDC pass rate or failure, number of students in upgrade training, etc.)?			
	<b>COMMENTS:</b>			
<b>1.7.3</b>	Does Training Management serve as the central point of contact for higher headquarters surveys?			
a.	Does Training Management upon receipt of surveys, administer internal and external training evaluation and occupational survey programs IAW procedures established by higher headquarter OPRs?			
b.	Does Training management maintain accountability to the survey OPR for distributed survey forms and computer disks?			
	<b>COMMENTS:</b>			
<b>1.7.4</b>	<b>Manage Training Information</b>			
a.	Is Training Management the central POC for training issues?			
1.	Are they the liaison with base training for upgrade training requirements?			
2.	Do they schedule upgrade training courses with base training/work centers?			
3.	Do they monitor upgrade training courses with base training/work centers?			
4.	Do they schedule upgrade training course exams/tests with base training/work centers?			
	<b>COMMENTS:</b>			
c.	Does Training Management input training information for all squadron personnel using PCIII/MiIPDS to ensure accuracy/currency of the information?			
c.	Does Training Management retrieve training information for all squadron personnel using PCIII/MiIPDS to ensure accuracy/currency of the information?			

		YES	NO	N/A
d.	Does Training Management input training information for all squadron personnel using Automated Training Management System and IMDS to ensure accuracy/currency of the information?			
e.	Does Training Management retrieve training information for all squadron personnel using Automated Training Management System and IMDS to ensure accuracy/currency of the information?			
	<b>COMMENTS:</b>			
f.	Does Training management perform the following:			
1.	Retrieve On-the-Job Training (OJT) rosters?			
2.	Initiate AF Form 2096, Classification/OJT Training Actions?			
a.	Update training status code (TSC) changes?			
3.	Order CDCs/schedule course examinations?			
4.	Process course extensions?			
5.	Process changes of address for incoming personnel?			
6.	Update ancillary training information within three working days?			
	<b>COMMENTS:</b>			
<b>1.7.5</b>	<b>Manage Mandatory Training Requirements</b>			
a.	Does Training Management procure allocated slots for formal training courses conducted by outside agencies?			
b.	Does Training Management distribute allocated slots for formal training courses conducted by outside agencies?			
c.	Does Training Management procure allocated slots for informal training courses conducted by outside agencies?			
d.	Does Training Management distribute allocated slots for informal training courses conducted by outside agencies?			
	<b>COMMENTS:</b>			
<b>1.7.6</b>	<b>Ancillary Training Requirements</b>			
a.	When required does Training conduct instructor duties for the AFTC?			
b.	Does Training conduct CPR/First Aid training regularly?			
1.	Are CPR instructors certified? And current?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
c.	Does Training conduct Automated External Defibrillator training regularly?			
d.	Does Training conduct Self-Aid Buddy Care training regularly?			
e.	Are other squadron courses conducted as required?			
	<b>COMMENTS:</b>			
f.	Are instructors for non-Military specific classes certified by the appropriate agency?			
g.	Is Base training provided a copy of the AFTC class roster?			
h.	Is 30 MDG/other appropriate agencies provided a copy of the CPR class roster?			
	<b>COMMENTS:</b>			
i.	Is the learning center resources and equipment managed effectively?			
	<b>COMMENTS:</b>			
j.	<b>Ancillary Training Information</b>			
1.	Is ancillary training courses procured to meet squadron needs?			
2.	Is ancillary training courses developed to meet squadron needs?			
3.	Is ancillary training courses updated to meet squadron needs?			
4.	Is ancillary training courses maintained to meet squadron needs?			
	<b>COMMENTS:</b>			
k.	Does Training assist in developing technical ancillary training courses (e.g. CBTs, video display, etc.)?			
l.	Does Training assist in developing non-technical ancillary training courses (e.g. CBTs, video display, etc.)?			
m.	Are copyright permissions obtained and maintained for training materials used by Training and 576 FLTS unit needs?			
n.	When required, are video digitizing services provided to meet mission requirements (e.g. safety, security, etc.)?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
<b>1.7.7</b>	<b>Is the Maintenance Trainer Program being managed IAW AFSPCI 21-114, para. 5.29.3?</b>			
a.	Is AFSPCI 21-104 used for trainer modifications?			
b.	Does Training identify problems that cannot be readily resolved to appropriate agencies (e.g. 20 Af/A4R, 595 SG/CD, HQ AFSPC/A4M, etc.)?			
c.	Are appropriate agencies responsible for depot-level maintenance and logistics for trainer support being utilized (e.g. ALC, BCE, MUNS, etc.)?			
d.	Is a list of all approved Class III Trainers being maintained?			
	<b>COMMENTS:</b>			
e.	Are requests for trainer approval submitted to 595 SG/CD, 20 AF/A4R and HQ AFSPC/A4M?			
f.	Are requests reviewed by 20 AF/A4R for feasibility, completeness,, applicability, and appropriateness for use by other units?			
g.	Is a control number assigned to the request and forwarded to HQ AFSPC/A4M?			
	<b>COMMENTS:</b>			
h.	Is 595 SG/CD and 20 AF/A4R notified prior to disposing of approved Class III trainers?			
	<b>COMMENTS:</b>			
i.	Is maintenance data reporting accomplished IAW T.O. 00-20 series and AFSPCI 21-114?			
j.	<b>Trainer Status Documentation</b>			
1.	Is IMMP used to maintain current status on all Class I, II, and III trainers?			
2.	Is trainer status being reported monthly to the 595 SG/CD IAW AFI 21-103 and AFSPCI 21-0103?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
k.	Training Requirements			
1.	Are training requirements specified in AFSPCI 21-114 Attachment 4 being managed properly?			
2.	Does each OPR/OCR ensure appropriate lesson plan development?			
3.	Are instruction methods determined locally for courses/lesson plans?			
	<b>COMMENTS:</b>			
<b>1.7.8</b>	Squadron Lesson Plans			
a.	Ensure each work center has a lesson plan for all CFETP task that are not incorporated into HQ centrally managed lesson plans per AFSPCI 21-114, para 5.29.1.8 excluding para 5.29.1.8.2.11 and 5.29.1.8.2.2			
	<b>COMMENTS:</b>			

### LSS OBSERVATION CHECKLIST #11

**PWS ITEM #1.8** – Single POC for squadron personnel and the 30 CES/CEV, Environmental Flight for identifying/resolving environmental compliance issues. Compliance with paragraph 1.13 and Appendix G, Environmental Compliance Requirements Document is mandatory.

<b>FUNCTIONAL AREA: Environmental Management Services</b>				
		YES	NO	N/A
<b>1.8</b>	<b>Is person assigned, by letter, as the single POC for squadron Environmental compliance issues?</b>			
a.	Does the assigned environmental person(s) identify environmental compliance issues when required?			
b.	Does the assigned environmental person(s) resolve environmental compliance issues when required?			
	<b>COMMENTS:</b>			
c.	Does contractor environmental manager(s) comply with PWS paragraph 1.13?			
1.	Does contractor/subcontractor comply with all applicable environmental requirements (e.g. Federal, State, Local, VAFB, etc.)?			
2.	Is contractor/subcontractor complying with the latest version of PWS, Appendix G, Environmental Compliance Requirements Document?			
3.	Do contractor environmental personnel use the VAFB web site ( <a href="http://www.vandenberg.af.mil">www.vandenberg.af.mil</a> ) for environmental operations?			
	<b>COMMENTS:</b>			
<b>1.8.1</b>	<b>Does Environmental Manager provide guidance to the squadron on all Federal, State, AF, Local, and Base environmental regulations/plans?</b>			
a.	Does Environmental Manager provide pertinent information to the squadron on all Federal, State, AF, Local, and Base environmental regulations/plans?			
b.	Does Environmental Manager provide new/updated information to the squadron on all Federal, State, AF, Local, and Base environmental regulations/plans?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
<b>1.8.2</b>	<b>Does Environmental manager attend periodic VAFB environmental meetings?</b>			
a.	Attend EAWG meeting?			
1.	Attend P2 Subcommittee meeting?			
2.	Attend HAZMART meeting?			
	<b>COMMENTS:</b>			
b.	Does Environmental manager attend periodic VAFB training?			
1.	If needed, attend CES/CEV training for HW?			
2.	Attend AF Environmental Training Symposium, as required?			
3.	Attend other CES/CEV Environmental Training courses?			
	<b>COMMENTS:</b>			
<b>1.8.3</b>	<b>Does Environmental manager conduct inspections to determine compliance with existing/pending regulations?</b>			
a.	Is 576 FLTS CAP inspected IAW established procedures?			
	<b>COMMENTS:</b>			
b.	Are 576 FLTS work center environmental areas inspected IAW established procedures?			
	<b>COMMENTS:</b>			
c.	Does Environmental manager accompany local/outside agency officials during environmental compliance inspections/audits?			
	<b>COMMENTS:</b>			
d.	Does Environmental Manager inspect contract functional areas for compliance with established environmental standards?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
e.	Does Environmental Manager inspect subcontractor(s) functional areas for compliance with established environmental standards?			
	<b>COMMENTS:</b>			
<b>1.8.4</b>	<b>Does Environmental Manager provide support for special Government programs like Rivet Mile/Staff assistance Visits/Space and Missile Competitions?</b>			
	<b>COMMENTS:</b>			
<b>1.8.5</b>	<b>Squadron Environmental Operating Instruction(s), OI 10-107 and Checklists</b>			
a.	Is OI(s) maintained to meet regulatory requirements?			
b.	Is OI(s) properly prepared to meet regulatory requirements?			
c.	Is OI(s) updated annually to meet regulatory requirements?			
	<b>COMMENTS:</b>			
d.	Is Checklist(s) maintained to meet regulatory requirements?			
e.	Is Checklists(s) properly prepared to meet regulatory requirements?			
f.	Is Checklist(s) updated annually to meet regulatory requirements?			
	<b>COMMENTS:</b>			
<b>1.8.6</b>	<b>Does Environmental manager effectively manage the squadron hazardous communication program?</b>			
a.	Are inspections performed on squadron work center HAZCOM programs at least annually?			
b.	Are HAZCOM issues for squadron work center programs coordinated through the base Public Health Office for resolution?			
c.	Does Environmental manager provide squadron work centers with changes/updated program information?			
	<b>COMMENTS:</b>			
<b>1.8.7</b>	<b>Is the squadron P2 program being properly managed?</b>			
a.	When required, is HAZMAT/HW being monitored for reduction/elimination/substitution opportunities?			
	<b>COMMENTS:</b>			



		YES	NO	N/A
b.	Are newer environmentally friendly products introduced to the squadron?			
	<b>COMMENTS:</b>			
<b>1.8.8</b>	<b>Low Level Radioactive Waste (LLRW) Storage Program</b>			
a.	If applicable, does Environmental Manager provide interpretation guidance on LLRW storage?			
b.	If applicable, does Environmental Manager help define regulatory guidance on LLRW storage?			
c.	If applicable, does Environmental Manager provide regulatory guidance on LLRW storage?			
d.	If applicable, does Environmental Manager maintain proper training for LLRW management?			
e.	If applicable, does Environmental Manager ensure squadron necessary squadron personnel maintain proper training for LLRW management?			
	<b>COMMENTS:</b>			
<b>1.8.9</b>	<b>Are Air Emissions reporting programs being managed properly?</b>			
a.	SBCAPCD "Permit-To-Operate" (PTO) reporting? (paint/blast booth)			
b.	Internal Combustion Engine (ICE) reporting)			
d.	When required, managing new emission source reporting/registrations?			
	<b>COMMENTS:</b>			
<b>1.8.10</b>	<b>Manage squadron Hazardous waste program</b>			
a.	Is squadron program being managed IAW required directives? (30 SW Plan 32-7043-A)			
b.	Is program identified to squadron personnel on how to manage their hazardous waste?			
	<b>COMMENTS:</b>			
c.	Is there an After-Hour hazardous waste turn in process?			
1.	Is after-hour waste turned in properly/per established procedure?			
2.	Is after-hour procedure effective for waste turn in?			
3.	Is there a process in place to review/update the after-hour procedures? (576 FLTS OI 10-107 review)			
	<b>COMMENTS:</b>			

		YES	NO	N/A
d.	Is the squadron Collection Accumulation Point (CAP) managed IAW with established directives?			
1.	Is waste turned in to the CAP containerized properly?			
2.	Is waste turned in to the CAP labeled properly?			
3.	Is waste turned in to the CAP stored properly?			
4.	Is waste turned in to the CAP secured properly?			
5.	Is waste turned in to the CAP separated properly?			
6.	Is waste turned in to the CAP turned into the base CAP within 45 days of storage start date?			
7.	Is the CAP inspected at the required intervals by the Environmental Manager?			
8.	Is there spill prevention/clean up items available at the CAP?			
9.	Is the CAP marked with appropriate warning signs?			
10.	Is the CAP properly authorized by 30 CES/CEV?			
	<b>COMMENTS:</b>			
e.	Does Environmental Manager visit squadron work centers for hazardous waste? (minimum once per year)			
	<b>COMMENTS:</b>			
<b>1.8.11</b>	Provide guidance on MSDS/ Hazardous Material Information System Resource (HMIRS) programs			
a.	Is squadron HAZMAT program being managed IAW required directives? (30 SW Plan 32-7086)			
	<b>COMMENTS:</b>			
b.	Is HAZMAT program identified to squadron personnel on how to properly manage their HAZMAT?			
c.	When required, is assistance given to squadron personnel for ordering HAZMAT?			
	<b>COMMENTS:</b>			
d.	Is HAZMAT reporting requirements being managed IAW established directives?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
e.	Does Environmental Manager assist personnel with the HAZMAT authorization forms (AF Form 3952)?			
f.	Is squadron MSDS/HMIRS program being managed IAW required directives?			
g.	Is MSDS/HMIRS program identified to squadron personnel on how to properly obtain/use MSDSs?			
	<b>COMMENTS:</b>			
<b>1.8.12</b>	<b>Manage Hazardous Material Business Plans or Disclaimers</b>			
a.	Is squadron HAZMAT business plan being managed IAW required directives?			
b.	Is HAZMAT business plan program identified to squadron personnel on how to properly manage program as a facility manager?			
c.	Are squadron business plans reviewed/updated annually?			
	<b>COMMENTS:</b>			
<b>1.8.13</b>	<b>Chemical spill clean up and release reporting</b>			
a.	Does Environmental Manager properly support the squadron for chemical release clean-up/reporting requirements? (30 SW Plan 32-4004-C)			
b.	Does Environmental Manager properly advise/inform the squadron for chemical release clean-up/reporting requirements?			
c.	Are releases reported to 30 CES/CEV in a timely manner?			
	<b>COMMENTS:</b>			
<b>1.8.14</b>	<b>Manage Solid Waste (SW) program</b>			
a.	Is squadron SW program being managed IAW required directives? (30 SW Plan 32-7042)			
b.	Does Environmental Manager properly support the squadron for disposal of SW debris into the base landfill?			
c.	Does Environmental Manager properly support the squadron for disposal of SW diversions of products for recycle/reuse?			
	<b>COMMENTS:</b>			

		YES	NO	N/A
<b>1.8.15</b>	<b>Lead Based Paint (LBP) Program</b>			
a.	Is squadron LBP program being managed IAW required directives? (30 SW Plan 32-1002/32-1052-A)			
b.	When required, is a lead based paint analysis obtained/available prior to performing work with LBP?			
c.	Is a lead based paint plan submitted to 30 CES/CEV for approval prior to any work being performed with LBP?			
d.	Are lead based paint waste materials properly managed IAW established directives?			
	<b>COMMENTS:</b>			
<b>1.8.16</b>	<b>Manage Asbestos Abatement Program</b>			
a.	If required, are squadron asbestos abatement program being managed IAW required directives? (30 SW Plan 32-1052-A/B)			
b.	Are asbestos abatement programs coordinated with 30 CES/CEV?			
	<b>COMMENTS:</b>			
<b>1.8.17</b>	<b>Manage Squadron Water Program</b>			
a.	Is squadron Water Quality/Storm Water Releases/Industrial Wastewater program being managed IAW required directives? (30 SW Plan 32-7041-B)			
b.	Are proper water release-to-grade requirements being met?			
c.	Is industrial wastewater tested IAW established directives/procedures?			
d.	Is industrial wastewater stored/turned in IAW established directives/procedures?			
	<b>COMMENTS:</b>			
<b>1.8.18</b>	<b>Above Ground Storage Tanks (AST)</b>			
a.	If required, is squadron AST program being managed IAW required directives? (30 SW Plan 32-4002-C)			
b.	If required, is squadron ASTs kept updated in the VAFB AST inventory database? (added/modified/removed)			
	<b>COMMENTS:</b>			
<b>1.8.19</b>	<b>Natural and Cultural Resources</b>			
a.	Is squadron Natural/Cultural Resources program being managed IAW required directives? (30 SW Plan 32-201)			
b.	Does the squadron Natural/Cultural Resources program avoid impacts to these resources IAW required directives?			
c.	Does the squadron Natural/Cultural Resources program maintain compliance IAW required directives?			
	<b>COMMENTS:</b>			

## LSS OBSERVATION CHECKLIST #12

**PWS ITEM 1.4** – Provide direct assistance to staff agencies and production activities through manpower management and support plans management.

FUNCTIONAL AREA: Maintenance Programs Management Services				
		YES	NO	N/A
<b>1.4.1</b>	<b>Manpower Management</b>			
a.	Is there a central POC for manpower management issues for squadron & outside agencies to go to?			
b.	Is guidance provided for squadron manpower management?			
	<b>COMMENTS:</b>			
c.	Are statistical based products produced for use by squadron management? (In-house Excel spreadsheets, In/Out processing personnel spreadsheet)			
1.	Do they identify manning imbalances?			
2.	Do they recommend manning leveling actions?			
	<b>COMMENTS:</b>			
d.	Is Manpower Authorization Change Requests (MACR) drafted/processed when required?			
	<b>COMMENTS:</b>			
e.	Are manpower staff assistance requests submitted?			
	<b>COMMENTS:</b>			
f.	Is squadron leadership briefed on manpower status?			
	<b>COMMENTS:</b>			
g.	Is squadron manpower verified in PC III/MILPDS using the UPMR/UMD received by the SIDC then verified?			
	<b>COMMENTS:</b>			

<b>1.4.3</b>	<b>Support Plan Management</b>			
a.	Is there a central POC for squadron mission support plans/support agreements/designated unit OI/other programs?			
		YES	NO	N/A
b.	Are the following for mission support plans/support agreements/designated unit OI/other programs managed properly to ensure squadron requirements are met?			
1.	When required, are they initiated to meet squadron requirements?			
2.	Are they processed to meet squadron requirements?			
3.	Are they coordinated to meet squadron requirements?			
4.	Are they reviewed to meet squadron requirements?			
5.	Are they published to meet squadron requirements?			
6.	Are they maintained to meet squadron requirements?			
	<b>COMMENTS:</b>			
c.	Are mission support plans/support agreements/designated unit OI/other programs managed to meet review the process in a timely manner?			
	<b>COMMENTS:</b>			
d.	Are mission support plans/support agreements/designated unit OI/other programs managed properly to ensure consolidated review responses meet squadron approval per established timelines?			
	<b>COMMENTS:</b>			
e.	Does Manpower Manager coordinate with the SIDC for squadron manning issues?			
	<b>COMMENTS:</b>			
f.	Does Manpower Manager update monthly manning statistical data to meet established timelines? (once each month)			
	<b>COMMENTS:</b>			
g.	Does Manpower Manager distribute the UPMR/UMD to squadron leadership in a timely manner? (once each month)			
	<b>COMMENTS:</b>			

## **ATTACHMENT 2**

### **LSS OBSERVATION REPORT**

## QUALITY CONTROL OBSERVATION REPORT

ROUTING			
Report Number		QCI:	
Date of Inspection:		FAM:	
Inspected Area:		Contract Mgr:	
Facility:		FAM:	
		QCI:	

A. **METHOD/TYPE OF INSPECTION:**

.

B. **FUNCTIONAL AREA:**

C. **SYNOPSIS OF THE INSPECTION:**

D. **RATING:**

E. **STRENGTHS/WEAKNESSES:**

F. **DEFICIENCIES NOTED:**

G. **RECOMMENDATIONS/CORRECTIVE ACTIONS:**



## **ATTACHMENT 3**

# **LSS LF SITE TECHNICAL INSPECTION CHECKLIST**

ALL PURPOSE CHECKLIST			Page 1 of 11	
Title/Subject/Functional Area	Control Number	DATE reviewed		
MINUTEMAN LF TECHNICAL SITE INSPECTION (Pre-Air Force QAP Buy Off)				
SITE LOCATION:		DATE:		
Reference: T.O. 21M-LGM30G-2-18				
<b>TOOLS NEEDED</b>				
1. Inspection Mirror      2. Flashlight      3. C-Rail Checker      4. 50' Tape Measure      5. Two 12" Rulers. 6. 6" Steel Ruler.      7. Head Brace Measuring Tool.      8. Feeler Gauge (Used For Closed Door Inspections)				
NO	ITEM	YES	NO	N/A
<b>TOPSIDE AREA:</b>				
1.	<b>TOPSIDE:</b>			
a.	Are the static ground points operational? (Clean, Secure Stud, Stenciled)			
b.	Are all lifeline attachment points stenciled? (Limit One Life Line Per Attachment Point)			
c.	Is the mounting hardware for all lifeline attachment points free of insulative material? (Safety Summary, Para 6A and 6B)			
2.	<b>TE PYLONS:</b>			
a.	Are the TE pylon covers and hardware available and serviceable? (Para 2-4.1, Step B)			
b.	Is the TE tie down slots clean and serviceable?			
c.	Are the TE guidelines painted, and straight?			
3.	<b>LAUNCHER CLOSURE DOOR:</b>			
a.	Is the launcher closure door weather seal serviceable? (Page 4-316, Para 4-4.121)			
b.	Are all debris bin pins (8 Each) installed? If not, are the protective caps installed? (Figure 4-64, 8)			
c.	Are track cover pressure seals serviceable? (Launcher Closure Wiper Seal)			
d.	Are launcher closure wheel cover plates installed?			
e.	Is the revetment area industrially clean? (Para 3-6.1, Step A) (21M-LGM30G-2-18, Para 6-8.19, Step B & The Warning Above Step H1) (Note: It Is A Week Reference. This Is Mostly An Observation/Second Set Of Eyes)			
4.	<b>LAUNCHER CLOSURE T-BOX AREA: (No Lock Pin, Cables Or Multiplying Linkage)</b>			
a.	Is the lifting fixture hole capped & taped on the launcher closure lock pin assembly? (Closed Door Only)			
b.	Are the faceplate shims installed and is the faceplate serviceable and lubricated? (Closed Door Only)			
c.	Is the lock pin cavity clean and corrosion free? (Closed Door Only)			
d.	Are the fixed sheaves cover plate secured with serviceable hardware? (Closed Door Only)			
e.	Has the arresting pad been replaced? (If required) (Closed Door Only)			
f.	Is the first motion switch J-box cover installed? (Closed Door Only)			
g.	Are the launcher closure cables lubricated and serviceable? (Closed Door Only)			
h.	Is the sheaves support box industrially clean? (Closed Door Only)			
i.	Are the LEPS cables routed correctly and connectors mated and tight? (Closed Door Only)			
j.	Is the lock pin cavity clean and free of corrosion? (Closed Door Only)			
k.	Is the T-box clean and properly configured if closed door launch? (Closed Door Only)			
l.	If not installed, is the T-BOX cover and hardware available? (Page 6-21, Para 6-8.11) (Fig. 6-5)			
m.	If not installed, is the LOCK PIN COVER and hardware available? (Page 6-17, Para 6-8.7) (Fig. 6-5)			
5.	<b>SUPPORT/EQUIPMENT BUILDING:</b>			
a.	Is the Pelican case stored in the correct support bldg? (09/10/26 LASB) (04 LSB) (NO REFERENCE) (Safing Pins & One Large Sign)			
<b>UPPER LAUNCHER EQUIPMENT ROOM (1<sup>st</sup> LER)</b>				
6.	<b>COLLIMATOR SLOT: (Figure 4-68)</b>			
a.	Is the cover reset and is the safing pin installed and serviceable? (Page 4-325, Para 4-4.126, Step D)			
b.	Is the collimator slot assembly cover clean and serviceable? (Page 4-316, Para 4-4.122, Step E)			
c.	Are all the collimator bearings serviceable and free of corrosion? (Use An Inspection Mirror And A Pencil To Inspect The Bearings & Ensure They Move Freely) (Page 4-316, Para 4-4.122, Step A & G)			
d.	Are the frame channels free of corrosion and interference? (Page 4-316, Para 4-4.122, Step E) (Use An Inspection Mirror And A Flashlight)			

NO	ITEM	Page 2 of 11	YES	NO	N/A
e.	Is the collimator bumper strip installed and clean? (Page 4-316, Para 4-4.122, Step J) (Ensure It Is Firmly Attached And Is As White As Possible)				
f.	Is the release mechanism & solenoid piston free of corrosion? (Page 4-316, Para 4-4.122, Step A & B) (Use An Inspection Mirror And A Flashlight) (Do Not Move The Solenoid Or You May Trip The Release Mechanism)				
g.	Are the switches (4 Each) and the wiring serviceable and free of foreign material? (Page 4-316, Para 4-4.122, Step H)				
<b>UPPER LAUNCHER EQUIPMENT ROOM (1<sup>st</sup> LER)</b>					
<b>7.</b>	<b>ROTARY ACTUATOR ASSEMBLY:</b>				
a.	Is rotary actuator (Upper Umbilical Retraction System) properly installed? (Para 4-4.52.2, Steps A, C, D, G, I and K) (Figure 4-23) & (Figure 4-24) <u>LF 4/9/10</u> (1.) Is the rotary actuator latch assembly (Cable Restraint) installed correctly? (2.) Is the rotary actuator mounting hardware tight and configured correctly? (3.) Are the rotary actuator ground cable connections tight? (4.) Are the rotary actuator support box (top/bottom), inner/outer doors & door seals available? (Para 4-4.56, Steps A, B, D, E and G) (Figure 4-23) & (Figure 4-24) <u>LF 26</u> (1.) Is the rotary actuator latch assembly (Cable Restraint) installed correctly? (2.) Is the rotary actuator mounting hardware tight and configured correctly? (3.) Are the rotary actuator ground cable connections tight? (4.) Are the rotary actuator support box, outer doors & door seals available?				
b.	Is the rotary actuator free of corrosion?				
c.	<u>LF 4/9/10</u> Is the (G & C) (Upper Umbilical) support bar door open?				
d.	<u>LF 26</u> Is the cable hoist support (Umbilical Support Bar Slot) installed?				
<b>8.</b>	<b>PISTON ROD SUPPORT BRACKET (BATHTUB):</b>				
a.	Is the piston rod support lanyard serviceable? (Closed Door Only)				
b.	Has the old upper shear pin been removed, and is the new pin installed? (Closed Door Only)				
c.	Has the old lower shear pin been removed, and is the new pin installed? (Closed Door Only)				
d.	Is the closure cable evener safety wired correctly? (Reverse S) (Closed Door Only)				
e.	Has the arresting plate been replaced? (Closed Door Only)				
f.	Are the launcher closure cable evener housing bolts installed and tight? (Closed Door Only)				
<b>9.</b>	<b>MOVING SHEAVES/LAUNCHER CLOSURE CABLES:</b>				
a.	If required, are spacers installed between the piston rod end and sheaves? (.020 Max) (Closed Door Only)				
b.	Are the launcher closure cables lubricated? (Closed Door Only)				
<b>10.</b>	<b>BALLISTIC ACTUATOR VENT VALVE ASSEMBLY:</b>				
a.	Is the ballistic actuator vent valve installed with shims? (Closed Door Only)				
b.	Is the vent valve plumbing tight? Are the electrical connections installed and are the electrical cables taped to piping? (Closed Door Only)				
c.	If the ballistic actuator is removed, is the pit cover installed? (Para 4-4.83, Step AH) & (Para 4-85, Step Z)				
d.	If the actuator is installed without the movable sheaves, is actuator piston capped? (Closed Door Only)				
<b>11.</b>	<b>G&amp;C UMBILICAL CABLE:</b>				
a.	Are the (G & C) (Upper Umbilical) coolant lines routed correctly and are the connections tight? <u>LF 26</u> (Para 4-4.58) (Figure 4-25) (Use The Diagrams To Verify Routing) <u>LF 10</u> (Para 4-4.60) (Figure 4-27) (Use The Diagrams To Verify Routing) <u>LF 4/9</u> (Para 4-4.63) (Figure 4-28) (Use The Diagrams To Verify Routing) (2 Lines Exit The Left Side Of The "G&C Cooling Cabinet" "Upper Supply"/"Lower Return") (Near G & C Coolant Cabinet Ensure Clamps Do Not Compress The Hoses)				
<b>LOWER LAUNCHER EQUIPMENT ROOM (2<sup>nd</sup> LER)</b>					
<b>12.</b>	<b>BALLISTIC ACTUATOR:</b>				
a.	Is the lock nut on the lower actuator support box within T.O. tolerance? (Closed Door Only) (13/64" Max Between Nut & Lower Actuator Support)				
b.	Is the ballistic actuator drain valve closed? (Closed Door Only)				
<b>13.</b>	<b>GAS GENERATORS:</b>				
a.	Are all Gas Generator Cables serviceable & fitted w/ END dust caps? (Closed Door Only)				
b.	Are fired cartridges or plugs installed in gas generators? (Closed Door Only)				
c.	Are the gas generator ground wires installed? (Closed Door Only)				

NO	ITEM	Page 3 of 11	YES	NO	N/A
d.	Are all Set Screws, Support Collars & Shims available and serviceable? (Closed Door Only)				N/A
e.	Are all gas generators installed within T.O. tolerance? (.025) (Closed Door Only)				N/A
14.	<b>G&amp;C/NCU/MOD 7(MOD-8 For MMH Only)/LEPS/ORDNANCE/PRESSURE MONITOR CABLES:</b>				
a.	Is the (G & C) ( <b>Upper Umbilical</b> ) cable routed correctly, is the cable clamp mounting hardware secure and are the cable connectors securely attached to the receptacles? (Use The Diagrams To Verify Routing) <b>LF 26</b> (Para 4-4.58) (Figure 4-25) <b>LF 10</b> (Para 4-4.60) (Figure 4-27) (It Consists Of 3 Cables) <b>(1 Attaches To The Bottom (J42) &amp; 2 Attach To The Side (J40 &amp; J41) Of The D-Box)</b> <b>(Verify G &amp; C Coolant Lines Are Not Compressed By Mounting Hardware)</b> <b>(2 Lines Exit The Left Side Of The “G&amp;C Cooling Cabinet” “Upper Supply”/“Lower Return”)</b> <b>(All 3 Enter The Launch Tube W/ The 2 Coolant Lines Through The G&amp;C Lower Support Box)</b> <b>LF 4/9</b> (Para 4-4.63) (Figure 4-28) (It Consists Of 3 Cables) <b>(1 Attaches To The Bottom (J42) &amp; 2 Attach To The Side (J40 &amp; J41) Of The D-Box)</b> <b>(Verify G &amp; C Coolant Lines Are Not Compressed By Mounting Hardware)</b> <b>(Verify G &amp; C Cable Length: 90 Inches Minimum Between The First Clamp Under The D-Box To The Adapter Plate)</b> <b>(All 3 Enter The Launch Tube W/ The 2 Coolant Lines Through The G&amp;C Lower Support Box)</b>				
b.	Is (G & C) ( <b>Upper Umbilical</b> ) lower support box sealed? (Seal Cable & Conduit Openings) (Para 2-4.3.1, Step A) & (Para 2-4.3.1, Step R) & (Figure 5-4) <b>(1.) LF 26</b> (Para 4-4.58, Step AF) & (Figure 4-25) <b>(2.) LF 10</b> (Para 4-4.60, Step AD) & (Figure 4-27) <b>(3.) LF 4/9</b> (Para 4-4.63, Step AH) & (Figure 4-28)				
c.	Are the “NCU” ( <b>Lower Umbilical</b> ), “MOD-7”, “LEPS”, “Ordnance” & “Pressure Monitor” cables routed correctly, is all mounting hardware tight & are the cable connectors securely attached to the receptacles? <b>(1.) LF 4/9/26</b> (Use The Diagrams To Verify Routing) <b>“NCU” (Lower Umbilical):</b> (Para 4-4.49.8) & (Figure 4-7) (It Consists Of 4 Cables in 1) <b>(2 Attach To The Side Of The D-Box (J43 &amp; J45) &amp; 2 Attach To The Top Of The LEPS Rack (J44 &amp; J46))</b> <b>“MOD-7”:</b> <b>LF4/9</b> (Para 4-4.49.2) & (Figure 4-21) <b>LF26</b> (Para 4-4.49.4) & (Figure 4-22) <b>LF4/9</b> (1 End Attaches To The Right Side Of The <b>CTLI D-Box (J13)</b> “On the 1 <sup>st</sup> LER Wall Near The D-Box”) <b>LF26</b> (1 End Attaches To The Right Side Of The <b>CTLI D-Box (J13)</b> “On the 1 <sup>st</sup> LER Wall Behind The Lock Pin”) <b>“LEPS”:</b> (Para 4-4.37) & (Figure 4-7) <b>(1 End Attaches To The Top Of The LEPS Rack (J25))</b> <b>“Ordnance”:</b> (Para 4-4.39) & (Figure 4-7) (The Other End Attaches To J-Box On The MSS”) <b>(1 End Attaches To The Side Of The D-Box LF4/9 (Cable W950, J61) LF26 (Cable W3381, J36))</b> <b>“Pressure Monitor”:</b> (Para 4-4.48) & (Figure 4-7) (It Consists Of 3 Cables in 1) <b>(1 End Attaches To The D-Box LF4/9 (Cable W955, J60) LF26 (Cable W3382, J35) “Separates Into 3 Cables”</b> <b>(“1 Cable Each Will Enter Each MSS Spring Can”)</b> <b>(All The Cables “10 Total” Enter The Launch Tube Thru The NCU Lower Support Box “Cable Seal”)</b> <b>(2.) LF 10</b> (Use The Diagrams To Verify Routing) <b>“NCU” (Lower Umbilical):</b> (Para 4-4.49.6) & (Figure 4-20) (It Consists Of 4 Cables in 1) <b>(2 Attach To The Side Of The D-Box (J43 &amp; J45) &amp; 2 Attach To The Top Of The LEPS Rack (J44 &amp; J46))</b> <b>“MOD-7”:</b> (Para 4-4.49.4) & (Figure 4-22) <b>(1 End Attaches To The Right Side Of The CTLI D-Box (J13) “On the 1<sup>st</sup> LER Wall Behind The Lock Pin”)</b> <b>“LEPS”:</b> (Para 4-4.42) & (Figure 4-20) <b>(1 End Attaches To The Top Of The LEPS Rack (J25))</b> <b>“Ordnance”:</b> (Para 4-4.44) & (Figure 4-20) (The Other End Attaches To J-Box On The MSS”) <b>(1 End Attaches To The Side Of The D-Box (Cable W950, J61))</b> <b>“Pressure Monitor”:</b> (Para 4-4.46) & (Figure 4-20) (It Consists Of 3 Cables in 1) <b>(1 End Attaches To The D-Box (Cable W955, J60) “Separates Into 3 Cables”</b> <b>(“1 Cable Each Will Enter Each MSS Spring Can”)</b> <b>(All The Cables “10 Total” Enter The Launch Tube Thru The NCU Lower Support Box “Cable Seal”)</b>				
d.	Does the NCU ( <b>Lower Umbilical</b> ) “Cable Seal” support box have ¼ inch to ¾ inch (Pucky) applied? (Para 4-4.66, Step J) (Figure 4-29)				
15.	<b>BLAST DAMPER:</b>				
a.	Is the “Blast Valve” ( <b>Blast Damper/Refire Damper</b> ) linkage connected, unobstructed and are the switches/rollers secure and free of corrosion?				

NO	ITEM	Page 4 of 11	YES	NO	N/A
b.	If applicable, is the blast damper flexible ducting installed?				
<b>16.</b>	<b>LEVELING JACKS:</b>				
a.	Are the leveling jack access plugs, gasket/plate assemblies and mounting hardware accounted for? (Para 2-4.3.2, Step F1/G) (Figures 2-6 & 2-7) (1 of 3 Starts Below The Collimator Slot Window On The 2 <sup>nd</sup> LER) (1.) LF 9/10 Leveling Jack Access Plugs (2 Handles, Upper/Lower, 3 Places) (2.) LF 9/10 Leveling Jack Access Gasket & Plate Combo (2 Plates/Gaskets, Upper/Lower, 3 Places) (3.) LF 9/10 Leveling Jack Access Plug Bolts (16 Bolts Each, 3 Places) (4.) LF 4/26 Leveling Jack Access Plugs (1 Handle, Single Gasket Plate Combo, 3 Places) (5.) LF 4/26 Leveling Jack Access Plug Bolts (10 Bolts Each, 3 Places)				
b.	Ensure the leveling jack access plug bolt-holes are clear and verify the condition of the threads.				
c.	Is all maintenance/test equipment removed from both LERs? (21M-LGM30G-2-17-9, Para 3-3.1, Steps A & B)				
	<u>LAUNCH TUBE</u>				
<b>17.</b>	<b>ARRESTING LUGS, SWITCHES, AND CABLE END PIN:</b>				
a.	Is the cable end pin free of corrosion & launch deposits, & are the retainer rings installed? (Closed Door Only)				N/A
b.	Are the launcher closure LEPS cables and switches installed correctly? (Closed Door Only)				N/A
c.	Are the arresting lugs in proper condition and installed correctly? (Pushed Toward The Center Of The Launch Tube) (Closed Door Only)				N/A
d.	Is the gap between the bolt and washer on arresting lugs .050 +/- .030? (Closed Door Only)				N/A
e.	Is the gap between the arresting lug and wall a min of 3/8 in.? (Closed Door Only)				N/A
f.	Is the gap at the top of the launch tube liner sealed? (Closed Door Only)				N/A
g.	Is the gap between the L/T wall and the T-BOX cover sealed? (Para 6-8.10, Step F & G) (Figure 6-5)				
h.	Are the S9/S10 brackets covered with insulative material? (Para 4-4.124, Step V & W) (Figure 4-45) (They Are The Mounting Brackets Attached To The Launch Tube In Front Of The T-BOX) (The Switches S9/S10 Have Been Removed For Open Door Launches)				
<b>18.</b>	<b>ELEVATOR WORK CAGE (EWC) C-RAIL:</b>				
a.	Is the EWC "C-Rail" free of cracks, pitting, blast deposits, rust, or dirt? (Para 3-6.3, Step C1 & C2) & (Para 5-3.36.2, Step E) (Use an inspection mirror & flashlight to check for cracks/pitting in welds.)				
b.	Is the EWC "C-Rail" lubricated with graphite? (Para 5-3.36.2, Step F)				
c.	Is the EWC "C-Rail" gap within T.O. tolerance? (Rail Opening Between 1 7/8 & 2 5/16 inches) (Para 3-6.3, Step C3) (Use the "C-Rail" checker to check the gap.)				
d.	Is the winch door free from insulative material? (Broken In) (Para 3-6.3, Step C1 & K) (Ensure there is no Pucky in the "C-Rail".)				
<b>19.</b>	<b>ANTENNAS: (4 ANTENNAS TOTAL)</b>				
a.	LF 4/9/10/26 At the C-band pickup antenna, (Only One) is there insulative material around the antenna radome and housing interface? Does the insulative material around the antenna radome surfaces extend ¾ (± ¼) onto the silo tube liner? (Para 4-4.124, Step B & Note Above Step A) (Figure 5-5) LF 9 At the C-band pickup antenna location, is the probe antenna penetration and adapter plate completely covered with a 3/8 inch-thick layer of insulative material? (Para 2-4.3.2, Step D) (Ensure The Metal Frame Is Not Showing & Ensure No Excessive Pucky Is On The Antenna)				
b.	At the Command Destruct pickup antenna, (Only One) is there insulative material around the radome and housing interface? Does the insulative material around the antenna radome surfaces extend ¾ (± ¼) onto the silo tube liner? (Para 4-4.124, Step C & Note Above Step A) (Figure 5-6) (Ensure The Metal Frame Is Not Showing & Ensure No Excessive Pucky Is On The Antenna)				
c.	At the UHF (S-band) pickup antenna, (Only One) is there insulative material around the liner/pickup antenna-housing interface? Does the insulative material around the antenna radome surfaces extend ¾ (± ¼) onto the silo tube liner? (Para 4-4.124, Step D & Note Above Step A) (Figure 5-7) (Ensure The Metal Frame Is Not Showing & Ensure No Excessive Pucky Is On The Antenna)				
d.	LF 4/10/26 At the Telemetry pickup antenna, (Only One) does the insulative material completely cover the antenna face and bout ¾ inch onto the launch tube liner? (Para 4-4.124, Step E) (Figure 5-8) (Ensure The Metal Frame Is Not Showing & Ensure No Excessive Pucky Is On The Antenna) (Abandoned In Place)				

NO	ITEM	Page 5 of 11	YES	NO	N/A
20.	<b>G&amp;C UMBILICAL RETRACT MECHANISM/BRACE ASSEMBLY/CABLES:</b>				
a.	<p>Is the (G &amp; C) (<b>Upper Umbilical</b>) cable configured &amp; installed correctly &amp; is it free of corrosion?</p> <p><b>LF 26</b> (Para 4-4.58) (Figure 4-25 &amp; 4-26)</p> <p><b>LF 10</b> (Para 4-4.60) (Figure 4-27 &amp; 4-26)</p> <p><b>LF 4/9</b> (Para 4-4.63) (Figure 4-28)</p> <p>(1.) Is the G&amp;C head facing the rotary cartridge?</p> <p>(2.) Is the dust cap installed on the cable head? (Step A)</p> <p>(3.) Is the “Brass Seal” properly/firmly installed in the center of the handwheel? (Step B)</p> <p>(4.) Is the “Brace Assembly” hardware securely installed? (Steps C4/7/8 &amp; S2/3/4) (Steps T3/4)</p> <p>(5.) Is the distance between the top edge of the clamp &amp; the centerline of the stud between 8 4/16 &amp; 8 6/16? (Step C6)</p> <p>(6.) Do all the joints move freely? (Step C9)</p> <p>(7.) Is the screw on pad assembly lubricated? (Step C10)</p> <p>(8.) Are the Quick Disconnect measurements between 17/32 &amp; 18/32? (Step F)</p> <p>(9.) Are the “coolant hoses” connected together &amp; are the couplers tight? (Step G &amp; J)</p> <p>(10.) Do the “coolant hoses” reach the Quick Disconnects? (Step I)</p> <p>(11.) Are the “coolant hoses” free of damage or leakage?</p> <p>(12.) Are the umbilical head pins damaged &amp; are they industrially clean?</p> <p>(13.) Is the RFI shield &amp; rubber seal installed on the G&amp;C umbilical head?</p> <p>(14.) Are the “squib connector pins” damaged &amp; is the dust cap installed?</p> <p>(15.) Ensure the coolant hoses are not excessively compressed creating restriction. (Caution)</p> <p>(16.) Does the umbilical cable lay within envelope tolerance “Top 5 5/8 &amp; Bottom 11 5/16”? (Step U &amp; X) (Step X &amp; AA) (Step Y &amp; AC)</p> <p>(17.) Are there more than 20 broken wires on either of the two support (Tether) cables? (Step D)</p> <p>(18.) Is the “Short” support (Tether) cable on TOP &amp; the “Long” cable on the BOTTOM? (Step AA) (Step AD) (Step AE)</p> <p>(19.) Is there any slack in the “Long” support (Tether)? (Step AA) (Step AD)</p> <p>(20.) Are the G&amp;C umbilical cables taped? (Steps C5, H, I, L, AC) (Steps AF)</p> <p>(a.) Tape under the clamp.</p> <p>(b.) Tape the cables with 3 wraps (6 inches) below the connector molding.</p> <p>(c.) Tape the “coolant hoses” with 3 wraps (6 inches) below the connector molding.</p> <p>(d.) Tape the “coolant hoses” with 2 wraps (3 feet) below the plug potting.</p> <p>(e.) Tape the “coolant hoses” with 2 wraps just above the (13 foot mark).</p> <p>(f.) Tape the “coolant hoses” with 3 wraps ½ way between the support (Tether) clamp &amp; umbilical head.</p> <p>(21.) Is G&amp;C lower support box sealed? (Seal Cable &amp; Conduit Openings)? (Steps AE, AH, AG)</p> <p><b>LF 26/10</b> (Pucky 6 Inches Along Cables &amp; Hoses)</p> <p>(22.) Are all the launch tube girth straps covered with Pucky? (Belly Bands)?</p> <p>(23.) Is <u>ALL</u> Launch Tube Wall clamps, mounting hardware &amp; cable terminals Puckied? (Para 4-4.124, Step X27) (This Includes Everything Attached To The Wall, Not Just G&amp;C Cable)</p>				
21.	<b>LEVELING JACKS:</b>				
a.	Is the Pucky removed from the indicator rod? (Para 4-4.2, Step D) (Figure 7-1)				
b.	Are all rubber grommets installed & serviceable on the leveling jack indicator rods? (Para 5-3.32, Step F) (Figure 7-1)				
c.	Is the Pucky removed from the leveling jack drive nuts & opposite end of the worm shaft? (Para 4-4.2, Step C) (Figure 7-1)				
d.	Is the Pucky removed from the turnbuckle and cable terminal? (Para 4-4.2, Step F) (Figure 7-1)				
e.	Is the Pucky removed from the cable guides and brackets (Para 4-4.2, Step G) (Figure 7-1)				
f.	Are the exposed suspension cables from the leveling jacks to the MSS serviceable & lubricated? (Para 4-4.2, Step V)				
22.	<b>NCU CABLE RETRACTOR:</b>				
a.	Is the NCU cable retractor stenciled? ( <b>WARNING - SPRING LOADED DEVICE</b> ) (Para 4-4.2.1, Step G)				
b.	Is the NCU cable retractor cable free of broken strands? (Para 4-4.2.1, Step C & D) ( <b>More than 4 broken wires in a 6-inch length</b> )				
c.	<p>Is the NCU cable retractor cable identified for a particular site? (Para 5-3.29, Step A)</p> <p>(<b>Stenciled On Retractor, View New Retractor Prior To First Fire!</b>)</p> <p><b>LF 10/26</b> (Short)—(29-48461-3)—67 Inches from the free clamp to the base clamp.</p> <p><b>LF 4/9</b> (Long)—(29-48461-4)—92 Inches from the free clamp to the base clamp.</p>				
d.	Are the brackets and fasteners where the NCU cable retractor mounts on launch tube wall (Puckied)? This includes the “Bolt Heads” on the free clamp assembly. (Para 4-4.124, Step X3)				

NO	ITEM	Page 6 of 11	YES	NO	N/A
e.	Do the NCU umbilical cables have <b>1 to 2 inches</b> more slack than the NCU retractor wire rope? <i>LF 4/9/26 (Para 4-4.49.8, Step V) &amp; (Figure 4-7)</i> <i>LF 10 (Para 4-4.49.6, Step U) &amp; (Figure 4-20)</i>				
f.	Looking down from the free clamp with the articulating arm in the up position, do the umbilical cables have <b>5 to 5 ½ feet of slack</b> between the free clamp and the base clamp at the top of the articulating arm? (Cables should hang in a free natural loop.) <i>LF 4/9/26 (Para 4-4.49.8, Step V) &amp; (Figure 4-7)</i> <i>LF 10 (Para 4-4.49.6, Step V) &amp; (Figure 4-20)</i>				
g.	Does the NCU ( <b>Lower Umbilical</b> ) " <b>Cable Seal</b> " support box have ¼ inch to ¾ inch (Pucky) applied? <i>(Para 4-4.66, Step J) (Figure 4-29)</i>				
h.	Are all Mod 7 and NCU umbilical cable clamp studs, nuts, and washers covered with (Pucky)? <i>(Para 4-4.124, Step F) (Figures 4-7, 4-20, 4-21 &amp; 4-22)</i>				
<b>23.</b>	<b>UPPER STEEL BLOCKS:</b>				
a.	Is the upper steel block mounting hardware installed? <i>(Para 4-4.11, Step E &amp; J) (Figure 4-9)</i>				
b.	Is the inner to the outer steel block mounting hardware installed and sealed with insulative material? <i>(Para 4-4.11, Step H &amp; M) (Figure 4-9)</i>				
<b>24.</b>	<b>ARTICULATING ARMS:</b>				
a.	Are the lockout blocks installed with streamers & nuts secured against block? <i>(Para 4-4.28, Step B) (Figure 4-15)</i>				
b.	With the arms toward the silo wall, do all rollers have proper clearance? <i>(1/8 min; 1/4 max) "Tool"</i> <i>(Ensure Suspension Is Not Moving When Checking Roller Clearance)</i> <i>LF 10 (Small Roller)—(Arm #2) (Para 4-4.28, Step F) (Figure 4-14)</i>				
c.	Do the arms fall freely to the wall w/ a smooth continuous motion w/ no evidence of hanging up <i>(Para 4-4.27, Step D) (Figure 4-15)</i>				
d.	Are the preload screws cleaned and lubricated? <i>(Para 4-4.21, Step D &amp; F) (Figure 4-14)</i>				
e.	Are there broken wires on the stop cable? <i>(Para 4-4.22, Step AC) (Figure 4-14) (Zero Tolerance)</i> Is the stop cable lubricated? <i>(Para 4-4.1.2, Step T) (Figures 5-12)</i>				
f.	Are the links safety wired? <i>(Para 4-4.22, Step R) (Figure 4-14)</i>				
g.	Are the ends of the "Ordinance" cables centered on the set crew and are they no further than <b>2 – 2 ½ in.</b> apart and are the serial numbers correct? <i>(Para 4-4.51, Step B) &amp; (Figure 4-18)</i>				
h.	Is the QRP-Pin attached with a lanyard and serviceable?				
i.	Do the arms latch and does the QRP-Pin slide in and out easily? <i>(Para 4-4.27, Step E) (Figure 4-15)</i>				
<b>25.</b>	<b>210 DEGREE CORRIDOR (SECTOR III): (LEFT SIDE OF BOARD) "FIRST CORRIDOR"</b>				
a.	Are all Mod 7 & NCU umbilical cable clamp studs, nuts, and washers covered with insulative material? <i>(Para 4-4.124, Step F) (Figures 4-20, 4-21 &amp; 4-22)</i>				
b.	Is the heater duct securely installed and sealed with insulative material? <i>(Para 4-4.124, Step Y)</i> <i>LF 26 (Para 4-4.75) (Figure 4-37)</i> <i>LF 10 (Para 4-4.74) (Figure 4-36)</i> <i>LF 4/9 (Para 4-4.73) (Figure 4-6)</i> <i>(1.) Does the flex duct cover the fixed duct a minimum of 2 inches? (Steps F &amp; E)</i> <i>(2.) Is the plastic sheeting over the top of the fixed duct and clamped 1 inch below the edge? (Step J)</i>				
c.	Are the "Ordinance" cables routed correctly, is all mounting hardware tight & are the cable connectors securely attached to the receptacles? <i>(Para 4-4.51) (Figure 4-18)</i> <i>(1.) LF 4/9/26 (Use The Diagrams To Verify Routing)</i> <i>"Ordinance": (Para 4-4.39) &amp; (Figure 4-7) (One End Attaches To J-Box On The MSS")</i> <i>(2.) LF 10 (Use The Diagrams To Verify Routing)</i> <i>"Ordinance": (Para 4-4.44) &amp; (Figure 4-20) (One End Attaches To J-Box On The MSS")</i>				
d.	Are the "MSS LEPS" cables routed correctly? Is all mounting hardware tight & are the switches and wiring connected and serviceable? <i>(Para 4-4.22, Para 4-4.33) (Figure 4-14 &amp; Figure 4-16)</i> <i>(1.) LF 4/9/26 (Use The Diagrams To Verify Routing)</i> <i>"LEPS": (Para 4-4.37) &amp; (Figure 4-7) (Figure 4-19)</i> <i>(2.) LF 10 (Use The Diagrams To Verify Routing)</i> <i>"LEPS": (Para 4-4.42) &amp; (Figure 4-20) (Figure 4-19)</i>				
e.	Are the turnbuckles and threaded portions of all cable terminals covered with tape & Puckied? <i>(Para 4-4.124, Steps 22, 23, &amp; 24) (Figures 5-13)</i>				
f.	Are the articulating arm lateral restraint rods wrapped with insulative tape? <i>(Figures 5-13 &amp; Figure 5-14)</i>				
g.	Are the lateral restraint cables serviceable and lubricated? <i>(Figures 5-13 &amp; Figure 5-14)</i> <i>(Para 4-4.1.2, Step o) (Figures 4-2) (Table 4-6)</i> <i>(More than 10 broken wires in a 6-inch length)</i> <i>(Pulley is cracked into grove)</i>				



NO	ITEM	Page 7 of 11	YES	NO	N/A
h.	Are the lateral restraint covers installed and sealed with insulative material? (Para 4-4.27, Step AE) (Para 4-4.124, Steps X5 & X6) (Figures 4-5)				
i.	Is the lateral restraint actuators cable retractor stenciled? ( <b>WARNING - SPRING LOADED DEVICE</b> ) (Para 4-4.2.1, Step P)				
j.	Is the multiplying linkage clean and lubricated? (Para 4-4.1.2, Steps G, J & K) (Figures 4-2)				
k.	Is all mounting hardware on the “NCU” ( <b>Lower Umbilical</b> ), cable tray installed & Puckied? (Table 4-6, Step 7) & (Figure 4-7)				
l.	Is the J-box installed and sealed with insulative material? (Para 4-4.124, Step X7) (Para 4-4.30) (Figure 4-18)				
m.	Is the large clamp above the MSS J-box sealed with insulative material?				
n.	Is the AZ-Drive packed with grease, and are the drive shaft, drive nut and latching mechanism taped and sealed? Ensure moving parts of latching mechanism and spring are adequately protected. (Para 2-4.3.1, Steps B1, B2 & B3) (Figure 5-10) (Para 4-4.2, Step AB)				
o.	Is the receiver ring positioned and stenciled? ➤ (POSITIONED AT LOAD/UNLOAD for LFs 4 & 9 and TARGET FOR LFs 10 & 26 fig. 4-1)[LFs 4 & 9 SHOULD ALSO HAVE TARGET STENCILED] (Para 4-4.3 Step j,k)				
p.	Are all adapter ring lock assemblies installed and retracted? ➤ (HANDLES FACING UP, fig 4-1) (Para 4-4.1.1, Step U)				
q.	Are all MSS base support /receiver ring retainers installed? ➤				
r.	Is the frustum painted <b>WHITE</b> and the mounting hardware covered with insulative material? (Para 4-4.31, Step C) (Para 4-4.124, Step X4)				
s.	Is the “NCU” ( <b>Lower Umbilical</b> ), cable correctly installed? <b>LF 4/9/26</b> (Para 4-4.49.8) & (Figure 4-7) (1.) Is a tag line installed on the NCU cable? (Steps K & Q) (2.) Is the NCU cable routed through frustum? (Step L) (3.) Is the NCU cable keyways clocked at 12 and 3? (Step M) (4.) Is the NCU cable hanging in a natural loop that doesn’t twist the clocking position? (Step M) (5.) Is the NCU cable conductive seal installed and serviceable “cuts/gouges/cracks”? (Step P) (6.) Is the length of the NCU cable from the end of the cable tray to the face of the connector 87 to 88 inches? “ <b>7 Feet 3 Inches — 7 Feet 4 Inches</b> ” (Steps G & J) (7.) Is there Pucky on the connector and molding? (8.) Is the connector & the connector pins free of dirt & corrosion? <b>LF 10</b> (Para 4-4.49.6) & (Figure 4-20) (1.) Is a tag line installed on the NCU cable? (Steps K & Q) (2.) Is a dust cap installed on the NCU cable? (Steps Q) (3.) Is the NCU cable routed through frustum? (Step L) (4.) Is the NCU cable keyways clocked at 12 and 3? (Step M) (5.) Is the NCU cable hanging in a natural loop that doesn’t twist the clocking position? (Step M) (6.) Is the NCU cable conductive seal installed and serviceable “cuts/gouges/cracks”? (Step P) (7.) Is the length of the NCU cable from the end of the cable tray to the face of the connector 88 to 92 inches? “ <b>7 Feet 4 Inches — 7 Feet 8 Inches</b> ” (Steps G & J) (8.) Is there Pucky on the connector and molding? (9.) Is the shielding gasket serviceable? “no nicks, gouges, tears, deterioration.				
t.	Is the Gimbal ring clean, welds and springs crack free, is the upper portion coated with CPC? (Table 4-6, Step 6) & (Figure 4-1) (Para 4-4.2, Step W)				
u.	Are the “Pin Ends”, “Cotter Pins”, “Clamps” and “Cable Terminals” on both ends of the tether cables Puckied? (Para 4-4.124, Step X11) & (Figure 4-8)				
v.	Is the lower steel block hardware installed? (Para 4-4.13, Step D & E) (Figure 4-10)				
w.	Are pressure monitor cables correctly installed and are the clamps Puckied? <b>LF 4/9/26</b> (Para 4-4.48) & (Figure 4-7) (1.) Are the pressure monitor cables correctly installed? (Steps G, H, J, K, & M) (2.) Are the pressure monitor cables clamps Puckied? (Para 4-4.124, Step X8) <b>LF 10</b> (Para 4-4.46) & (Figure 4-20) (1.) Are the pressure monitor cables correctly installed? (Steps G, H, J, K, & M) (2.) Are the pressure monitor cables clamps Puckied? (Para 4-4.124, Step X8)				



NO	ITEM	Page 8 of 11	YES	NO	N/A
x.	Is the MOD-7 cable correctly installed? <b>LF 4/9 (Para 4-4.49.2) &amp; (Figure 4-21)</b> <b>(1.) Is a dust cap installed on the MOD-7 cable? (Warning)</b> <b>(2.) Is the length of the MOD-7 cable from the end of the middle stud of the last mounting clamp to the face of the connector 12 Feet ±2 Inches?</b> <b>“11 Feet 10 Inches — 12 Feet 2 Inches” (Steps B &amp; H)</b> <b>(3.) Is the MOD-7 cable keyway pointing to the wall when hanging straight down? (Step G)</b> <b>(4.) Is the connector &amp; the connector pins free of dirt &amp; corrosion?</b>  <b>LF 10/26 (Para 4-4.49.4) &amp; (Figure 4-22)</b> <b>(1.) Is a dust cap installed on the MOD-7 cable? (Warning)</b> <b>(2.) Is the length of the MOD-7 cable from the end of the middle stud of the last mounting clamp to the face of the connector 12 Feet ±2 Inches?</b> <b>“11 Feet 10 Inches — 12 Feet 2 Inches” (Steps B &amp; M)</b> <b>(3.) Is the MOD-7 cable keyway pointing to the wall when hanging straight down? (Step L)</b> <b>(4.) Is the connector &amp; the connector pins free of dirt &amp; corrosion?</b>				
y.	Are the upper and lower covers of shock isolator stenciled? ➤ (UPPER IS BLEED AND LOWER IS CHARGE)				
z.	Are the shock isolators (Spring Cans) leaking? (Para 4-4.1.3) (Figure 4-3)				
aa.	Are cutouts or steel bands and clamping bolts covering cutouts in the top of the spring can, covered with insulative material? (Para 4-4.124, Step X9) (Figure 4-3)				
ab.	Are cutouts where the pressure monitor cables enter the spring cans covered with insulative material? (Para 4-4.124, Step X14) (Figure 4-3)				
ac.	Are the upper and lower cover plates installed on the shock isolators (3 Each) and are the cover edges (Puckied)? (Para 4-4.124, Step X15 & X17) (Figure 4-3) (¼ to ½ Thick)				
ad.	Is the seam between the spring can (3 Each) and the end cover plate (Puckied)? (Para 4-4.124, Steps X16 & X17) (Figure 4-3) (Para 4-4.124, Step X20) (Figure 4-3) (Note: On LF-04 Cover The Entire Cover Plate & Seam On The Spring Can) (Extend Pucky about 2 inches onto spring can)				
ae.	Are the MSS liquid isolator charging lines, ports, valve handles and mounting clamps completely covered with insulative material? (Tube Liner, 3 Places) Ensure the ends of the charging lines next to the springs are not covered. (Para 4-4.124, Step G) (Figure 5-15) (Table 4-6, Step 8) (Para 4-4.124, Steps X18 & X19) (Figure 4-3)				
af.	Are all nuts and bolt heads on the cage structure Puckied, except the foam block bolt heads? (Para 4-4.124, Step X1)				
ag.	Are the exposed portions of the suspension cables inside the MSS (approximately 12 Feet) starting at a point 7 (±1) inch above the spring can penetration, covered with insulative material? (Para 4-4.124, Step X10)				
26.	330 DEGREE CORRIDOR (SECTOR D): (MOVE LEFT) “SECOND CORRIDOR”				
a.	Are the “Ordnance” cables routed correctly, is all mounting hardware tight & are the cable connectors securely attached to the receptacles? (Para 4-4.51) (Figure 4-18) (1.) LF 4/9/26 (Use The Diagrams To Verify Routing) “Ordnance”: (Para 4-4.39) & (Figure 4-7) (One End Attaches To J-Box On The MSS”) (2.) LF 10 (Use The Diagrams To Verify Routing) “Ordnance”: (Para 4-4.44) & (Figure 4-20) (One End Attaches To J-Box On The MSS”)				
b.	Are the “MSS LEPS” cables routed correctly? Is all mounting hardware tight & are the switches and wiring connected and serviceable? (Para 4-4.22, Para 4-4.33) (Figure 4-14 & Figure 4-16) (1.) LF 4/9/26 (Use The Diagrams To Verify Routing) “LEPS”: (Para 4-4.37) & (Figure 4-7) (Figure 4-19) (2.) LF 10 (Use The Diagrams To Verify Routing) “LEPS”: (Para 4-4.42) & (Figure 4-20) (Figure 4-19)				
c.	Are the articulating arm lateral restraint rods wrapped with insulative tape? (Figures 5-13 & Figure 5-14)				
d.	Are the turnbuckles and threaded portions of all cable terminals covered with tape & Puckied? (Para 4-4.124, Steps 22, 23, & 24) (Figures 5-13)				
e.	Are the lateral restraint cables serviceable and lubricated? (Figures 5-13 & Figure 5-14) (Para 4-4.1.2, Step o) (Figures 4-2) (Table 4-6) (More than 10 broken wires in a 6-inch length) (Pulley is cracked into groove)				
f.	Is the multiplying linkage clean and lubricated? (Para 4-4.1.2, Steps G, J & K) (Figures 4-2)				

NO	ITEM	Page 9 of 11	YES	NO	N/A
g.	Is the receiver ring positioned and stenciled? ➤ (POSITIONED AT LOAD/UNLOAD for LFs 4 & 9 and TARGET FOR LFs 10 & 26 fig. 4-1)[LFs 4 & 9 SHOULD ALSO HAVE TARGET STENCILED] (Para. 4-4.3, Step j,k)				
h.	Are all adapter ring lock assemblies installed and retracted? ➤ (HANDLES FACING UP, fig 4-1) (Para. 4.4.1.1, Step U)				
i.	Are all MSS base support /receiver ring retainers installed? ➤				
j.	Are the lateral restraint covers installed and sealed with insulative material? (Para 4-4.27, Step AE) (Para 4-4.124, Steps X5 & X6) (Figures 4-5)				
k.	Is the lateral restraint actuators cable retractor stenciled? (WARNING - SPRING LOADED DEVICE) (Para 4-4.2.1, Step P)				
l.	Are the "Pin Ends", "Cotter Pins", "Clamps" and "Cable Terminals" on both ends of the tether cables Puckied? (Para 4-4.124, Step X11) & (Figure 4-8)				
m.	Is the frustum painted WHITE and the mounting hardware covered with insulative material? (Para 4-4.31, Step C) (Para 4-4.124, Step X4)				
n.	Is the Gimbal ring clean, welds and springs crack free, is the upper portion coated with CPC? (Table 4-6, Step 6) & (Figure 4-1) (Para 4-4.2, Step w)				
o.	Is the lower steel block hardware installed? (Para 4-4.13, Step D & E) (Figure 4-10)				
p.	Are pressure monitor cables correctly installed and are the clamps Puckied? LF 4/9/26 (Para 4-4.48) & (Figure 4-7) (1.) Are the pressure monitor cables correctly installed? (Steps G, H, J, K, & M) (2.) Are the pressure monitor cables clamps Puckied? (Para 4-4.124, Step X8)  LF 10 (Para 4-4.46) & (Figure 4-20) (1.) Are the pressure monitor cables correctly installed? (Steps G, H, J, K, & M) (2.) Are the pressure monitor cables clamps Puckied? (Para 4-4.124, Step X8)				
q.	Are the upper and lower covers of shock isolator stenciled? ➤ (UPPER IS BLEED AND LOWER IS CHARGE)				
r.	Are the shock isolators (Spring Cans) leaking? (Para 4-4.1.3) (Figure 4-3)				
s.	Are cutouts or steel bands and clamping bolts covering cutouts in the top of the spring can, covered with insulative material? (Para 4-4.124, Step X9) (Figure 4-3)				
t.	Are cutouts where the pressure monitor cables enter the spring cans covered with insulative material? (Para 4-4.124, Step X14) (Figure 4-3)				
u.	Are the upper and lower cover plates installed on the shock isolators (3 Each) and are the cover edges (Puckied)? (Para 4-4.124, Step X15 & X17) (Figure 4-3) (¼ to ½ Thick)				
v.	Is the seam between the spring can (3 Each) and the end cover plate (Puckied)? (Para 4-4.124, Steps X16 & X17) (Figure 4-3) (Para 4-4.124, Step X20) (Figure 4-3) (Note: On LF-04 Cover The Entire Cover Plate & Seam On The Spring Can) (Extend Pucky about 2 inches onto spring can)				
w.	Are the MSS liquid isolator charging lines, ports, valve handles and mounting clamps completely covered with insulative material? (Tube Liner, 3 Places) Ensure the ends of the charging lines next to the springs are not covered. (Para 4-4.124, Step G) (Figure 5-15) (Table 4-6, Step 8) (Para 4-4.124, Steps X18 & X19) (Figure 4-3)				
x.	Is the missile ground clean? (Para. 4-4.2, Step a. 1)				
y.	Are the MSS ground cables serviceable and are the wall and MSS clamp and mounting hardware sealed with insulative material? (Para 4-4.124, Step X1) (How many are there?) (1.) Is the bonding check less then 0.03 ohm? (Para 4-4.35, Step C, Figure 4-5) (2.) Is the MSS ground cable serviceable?				
z.	Are all nuts and bolt heads on the cage structure Puckied, except the foam block bolt heads? (Para 4-4.124, Step X1)				
aa.	Ensure the Launch tube heat sensor covers are installed and are not damaged.				
bb.	Are the exposed portions of the suspension cables inside the MSS (approximately 12 Feet) starting at a point 7 (±1) inch above the spring can penetration, covered with insulative material? (Para 4-4.124, Step X10)				
27.	90 DEGREE CORRIDOR (SECTOR II): (MOVE LEFT) "THIRD CORRIDOR"				
a.	Are the "Ordnance" cables routed correctly, is all mounting hardware tight & are the cable connectors securely attached to the receptacles? (Para 4-4.51) (Figure 4-18) (1.) LF 4/9/26 (Use The Diagrams To Verify Routing) "Ordnance": (Para 4-4.39) & (Figure 4-7) (One End Attaches To J-Box On The MSS") (2.) LF 10 (Use The Diagrams To Verify Routing) "Ordnance": (Para 4-4.44) & (Figure 4-20) (One End Attaches To J-Box On The MSS")				

NO	ITEM	Page 10 of 11	YES	NO	N/A
b.	Are the “MSS LEPS” cables routed correctly? Is all mounting hardware tight & are the switches and wiring connected and serviceable? (Para 4-4.22, Para 4-4.33) (Figure 4-14 & Figure 4-16) (1.) LF 4/9/26 (Use The Diagrams To Verify Routing) “LEPS”: (Para 4-4.37) & (Figure 4-7) (Figure 4-19) (2.) LF 10 (Use The Diagrams To Verify Routing) “LEPS”: (Para 4-4.42) & (Figure 4-20) (Figure 4-19)				
c.	Are the articulating arm lateral restraint rods wrapped with insulative tape? (Figures 5-13 & Figure 5-14)				
d.	Are the turnbuckles and threaded portions of all cable terminals covered with tape & Puckied? (Para 4-4.124, Steps 22, 23, & 24) (Figures 5-13)				
e.	Are the lateral restraint cables serviceable and lubricated? (Figures 5-13 & Figure 5-14) (Para 4-4.1.2, Step o) (Figures 4-2) (Table 4-6) (More than 10 broken wires in a 6-inch length) (Pulley is cracked into grove)				
f.	Is the multiplying linkage clean and lubricated? (Para 4-4.1.2, Steps G, J & K) (Figures 4-2)				
g.	Is the receiver ring positioned and stenciled? ➤ ( POSITIONED AT LOAD/UNLOAD for LFs 4 & 9 and TARGET FOR LFs 10 & 26 fig. 4-1)[LFs 4 & 9 SHOULD ALSO HAVE TARGET STENCILED] (Para. 4.4.3, Step J)				
h.	Are all adapter ring lock assemblies installed and retracted? ➤ (HANDLES FACING UP, fig 4-1) (Para. 4.4.1.1, Step U)				
i.	Are all MSS base support /receiver ring retainers installed? ➤				
j.	Are the lateral restraint covers installed and sealed with insulative material? (Para 4-4.27, Step AE) (Para 4-4.124, Steps X5 & X6) (Figures 4-5)				
k.	Is the lateral restraint actuators cable retractor stenciled? (WARNING - SPRING LOADED DEVICE) (Para 4-4.2.1, Step P)				
l.	Are the “Pin Ends”, “Cotter Pins”, “Clamps” and “Cable Terminals” on both ends of the tether cables Puckied? (Para 4-4.124, Step X11) & (Figure 4-8)				
m.	Is the frustum painted WHITE and the mounting hardware covered with insulative material? (Para 4-4.31, Step C) (Para 4-4.124, Step X4)				
n.	Is the Gimbal ring clean, welds and springs crack free, is the upper portion coated with CPC? (Table 4-6, Step 6) & (Figure 4-1) (Para 4.4.2, Step w)				
o.	Is the lower steel block hardware installed? (Para 4-4.13, Step D & E) (Figure 4-10)				
p.	Are pressure monitor cables correctly installed and are the clamps Puckied? LF 4/9/26 (Para 4-4.48) & (Figure 4-7) (1.) Are the pressure monitor cables correctly installed? (Steps G, H, J, K, & M) (2.) Are the pressure monitor cables clamps Puckied? (Para 4-4.124, Step X8) LF 10 (Para 4-4.46) & (Figure 4-20) (1.) Are the pressure monitor cables correctly installed? (Steps G, H, J, K, & M) (2.) Are the pressure monitor cables clamps Puckied? (Para 4-4.124, Step X8)				
q.	Are the upper and lower covers of shock isolator stenciled? ➤ (UPPER IS BLEED AND LOWER IS CHARGE)				
r.	Are the shock isolators (Spring Cans) leaking? (Para 4-4.1.3) (Figure 4-3)				
s.	Are cutouts or steel bands and clamping bolts covering cutouts in the top of the spring can, covered with insulative material? (Para 4-4.124, Step X9) (Figure 4-3)				
t.	Are cutouts where the pressure monitor cables enter the spring cans covered with insulative material? (Para 4-4.124, Step X14) (Figure 4-3)				
u.	Are the upper and lower cover plates installed on the shock isolators (3 Each) and are the cover edges (Puckied)? (Para 4-4.124, Step X15 & X17) (Figure 4-3) (¼ to ½ Thick)				
v.	Is the seam between the spring can (3 Each) and the end cover plate (Puckied)? (Para 4-4.124, Steps X16 & X17) (Figure 4-3) (Para 4-4.124, Step X20) (Figure 4-3) (Note: On LF-04 Cover The Entire Cover Plate & Seam On The Spring Can) (Extend Pucky about 2 inches onto spring can)				
w.	Are the MSS liquid isolator charging lines, ports, valve handles and mounting clamps completely covered with insulative material? (Tube Liner, 3 Places) Ensure the ends of the charging lines next to the springs are not covered. (Para 4-4.124, Step G) (Figure 5-15) (Table 4-6, Step 8) (Para 4-4.124, Steps X18 & X19) (Figure 4-3)				
x.	Are all nuts and bolt heads on the cage structure Puckied, except the foam block bolt heads? (Para 4-4.124, Step X1)				

NO	ITEM	Page 11 of 11	YES	NO	N/A
y.	Are the exposed portions of the suspension cables inside the MSS (approximately 12 Feet) starting at a point <b>7 (±1)</b> inch above the spring can penetration, covered with insulative material? (Para 4-4.124, Step X10)				
<b>28.</b>	<b>LAUNCH TUBE FLOOR:</b>				
a.	Is tether can assembly hardware, including the top plug, sealed w/ insulative material? (Top & Bottom) (Para 4-4.124, Steps X12 & X13) (Figure 4-1) (Para 4-4.8, Step R5) <b>(1.) Is the plug on the top of the tether can (Puckied)?</b> <b>(2.) Are the bolt heads attaching the tether can to the flame deflector plate (Puckied)?</b> <b>(3.) LF 4 Are the “Nuts &amp; Bolt Ends” securing the tether can attachment plate to the flame deflector plate (Puckied)?</b>				
b.	Are the “Pin Ends”, “Cotter Pins”, “Clamps” and “Cable Terminals” on both ends of the tether cables Puckied? (Para 4-4.124, Step X11) & (Figure 4-8)				
c.	At the sump pump, has the following been accomplished: (Para 4-4.124, Step J, K, L, & M) <b>(1.) Apply (Pucky) to exposed control buttons. (Ensure Pushbuttons Are Not Pressed)</b> <b>(2.) Apply (Pucky) to openings into sump pump J-box</b> <b>LF 4/9 Apply (Pucky) in the sump pump area.</b> <b>(1.) DO NOT apply (Pucky) to access cover attachment.</b> <b>(2.) Apply (Pucky) to piping attachment clamps, nuts, and bolts on liner support brackets.</b> <b>(3.) Apply (Pucky) to piping openings and other openings through launch tube liner.</b> <b>LF10/26 DO NOT apply (Pucky) to access cover attachment bolt heads at this time.</b>				
d.	Is the launch tube floor industrially clean? Does the L/T water require removal?				
<b>29.</b>	<b>L/C MULTIPLYING LINKAGE:</b>				
a.	Is all mounting hardware installed? (10 mounting bolts) (Closed Door Only)				
b.	Does proper clearance exist between the cable pin locks and the lock retainers? (Closed Door Only) (.010-.031 with piston extended 1" to 1 3/16")				
c.	Is vertical position of the rocker arm stop adjusted? (Closed Door Only) (1 15/32" to 1 17/32" from bottom edge of housing)				
d.	Is there full face contact between each rocker arm finger and stop? (.006) (Closed Door Only)				
e.	Are the roll pins configured towards (Up, w/ Rocker Arm Against The Stop)? (Closed Door Only)				
f.	Is the multiplying linkage piston clean? (Closed Door Only)				
g.	Are the multiplying linkage mounting bolts installed & (Puckied)? (Para 2-4.3.1, Step U4) (Figure 4-57) (Para.4-4.95, Step u)				
<b>30.</b>	<b>MUST ADD</b>				
a.	If applicable, are the anchor/cover plate bolts and the motion transducers covered with (Pucky)? (Para 4-4.124, Step H)				
b.	If applicable, Is there insulative material around the openings of the motion transducers, which can vent gas behind tube liner? (Para 4-4.124, Step I)				

## **ATTACHMENT 4**

### **LSS CUSTOMER SURVEY**



## CUSTOMER SURVEY FORM

How Do You Rate Us?

### Your Opinion is Important to Us!

The purpose of this form is for you to provide your perceptions on how well SBAR is supporting your mission and fulfilling the terms of our contract. Please take a moment and evaluate our service. Indicate your opinion by placing an X into the appropriate box, completing the Customer Comments Section, and returning the form to us.

Santa Barbara Applied Research, Inc.

		UNSATISFACTORY	MARGINAL	SATISFACTORY	EXCELLENT	OUTSTANDING
1	<b>TIMELINESS OF SERVICE</b> (Are you satisfied with our ability to meet scheduled requirements?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>COMMUNICATION</b> (Did we keep you and your staff fully informed about potential interruptions and other issues vital to your mission?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>COURTESY/PROFESSIONALISM</b> (Are we professional when we meet with you and your staff?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>QUALITY</b> (Do we provide quality products and services to your organization?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>COSTS</b> (Are our costs fair and reasonable?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Name: <input type="text"/>		SBAR USE				
		Name of Follow-up Person: <input type="text"/>			Date: <input type="text"/>	
Date: <input type="text"/>		(Follow-up Comments Below)				



### CUSTOMER COMMENTS

<input type="text"/>
----------------------

### SBAR FOLLOW-UP NOTES

<input type="text"/>
----------------------

Form CP-9019-A, Rev N/C  
15 June 04