



DEPARTMENT OF THE NAVY
TRAINING SQUADRON THIRTY-ONE (VT-31)
501 BATAAN STREET SUITE B
CORPUS CHRISTI TEXAS 78419-5249

VT31INST 5042.1K
SAFETY

09 AUG 2004

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 5042.1K

Subj: ZONE INSPECTION

Encl: (1) Zone Inspection Deficiency Listing

1. Purpose. To set forth procedures governing zone inspections thereby ensuring proper upkeep, cleanliness and adherence to established safety precautions in working and living spaces.

2. Cancellation. VT31INST 5042.1J

3. Schedule. The inspection will be a working inspection scheduled by the Executive Officer.

4. Discussion. Zone inspection shall be conducted by the Command Duty Officer along with a recording assistant. If the Executive Officer is available, the inspecting officer shall report to him at the conclusion of the inspection in order to review the results of the inspection.

5. Action.

a. Inspecting Officer. Shall be responsible for conducting a thorough inspection of all assigned squadron spaces. Inspecting Officer shall:

(1) Meet with the recording assistant at 0830 to review previous Zone Inspection Forms. Pay particular attention to discrepancies involving safety violations.

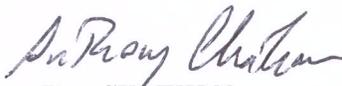
(2) While inspecting, take meaningful notes using enclosure (1), on the condition of spaces, paying particular attention to discrepancies involving safety violations. Cleanliness of air conditioning filters should also be checked.

(3) Each space shall be inspected for preservation, cleanliness, and overall readiness. One of the following grades will be assigned to each space inspected: Outstanding, Satisfactory, or Unsatisfactory.

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b. Department Heads. Each Department Head shall ensure that their departmental spaces are ready for inspection. Additionally, in the case where spaces are normally secured, department heads shall ensure that personnel are available to open those spaces at the request of the Inspecting Officer.

6. Reports. The Administrative Officer will provide a copy of enclosure (1) to all Department Heads. Corrective action shall be initiated and reported to the Executive Officer, and a copy forwarded to the First Lieutenant within three working days after the inspection.


A. P. CHATHAM

Distribution: (VT31INST 5216.1U)
List I

