



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACTNAPLESINST 10490.1B
N00/N35
26 Feb 25

NAVSUPPACT NAPLES INSTRUCTION 10490.1B

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: ROLES AND RESPONSIBILITIES FOR MATERIAL HANDLING EQUIPMENT
TRAINING, LICENSING, AND OPERATION ABOARD U.S. NAVAL SUPPORT
ACTIVITY, NAPLES, ITALY

Ref: (a) NAVSUP PUB 538
(b) OPNAV M-5100.23
(c) Italian Legislative Decree 81/2008
(d) Agreement Italian Government-Regions dated 22 Feb 2012

Encl: (1) NSA Naples Material Handling Equipment Program

1. Purpose. To issue guidance and maintain compliance with the references with respect to assigning roles and responsibilities for training and licensing Material Handling Equipment (MHE) operators in addition to the safe operation of MHE aboard U.S. Naval Support Activity (NSA), Naples, Italy installations.

2. Cancellation. NAVSUPPACTNAPLESINST 10490.1A

3. Scope and Applicability. This instruction is applicable to NSA Naples departments and tenant commands which includes military, civilian, and host nation personnel that operate and supervise operators of MHE.

4. Action. Compliance with this program is effective immediately.

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>

b. For questions concerning the management of records related to this instruction, or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

6. Review and Effective Date. Per OPNAVINST 5215.17A, NSA Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016

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NSA Naples Material Handling Equipment Program

1. Background. MHE operations is commonplace aboard U.S. Naval installations, and is vital to the readiness and effectiveness of daily operations and mission execution. While MHE may appear to be relatively simple and straightforward pieces of machinery, they historically are involved in a significant number of workplace injuries. The hazards inherent with MHE operations reinforce the need to ensure proper training is conducted, procedures are identified and adhered to, and supervisors are engaged providing appropriate oversight. The MHE Program at NSA Naples installations involves the effort of a number of entities, to include their respective requirements, in order to ensure the success of MHE operations and the safety of personnel. This instruction outlines the lines of effort required to qualify personnel as MHE operators.
2. Definitions. MHE includes all self-propelled equipment normally used in storage and handling operations in and around warehouses, shipyards, industrial plants, airfields, magazines, depots, docks, and air terminals. It includes, but is not limited to, forklift trucks and pallet trucks to include non-powered pallet trucks.
3. Training. References (a) and (b) contain the recommended MHE training curriculum with the following emphasis:
 - a. NAVSUP PUB 538, Chapters 1-6, identifies U.S. civilian, military and Local National (LN) MHE Initial Training is provided by the Naval Supply Systems Command (NAVSUP) Fleet Logistics Center Sigonella (FLCSI). MHE initial training is documented in the Enterprise Safety Applications Management System (ESAMS) Courses #1109 and #1111.
 - b. Refresher Occupational Safety and Health Organization (OSHA) MHE training for U.S. civilian and military personnel is provided by the NAVSUP FLCSI. Refresher OSHA MHE training is documented in ESAMS Courses #1110 and #1111.
 - c. Refresher OSHA training for LN MHE theoretical instruction can be provided by the NSA Safety Office. LN MHE theoretical instruction is documented in ESAMS Course #1110.
 - d. Refresher OSHA training for LN MHE skills practical application test is administrated by the departmental MHE Evaluator. Refresher OSHA training for LN MHE skills test practical application is documented in ESAMS Course #1111.
 - e. Reference (a), Appendix B pages B-23 to B-28, contain standard forms to document training and the MHE skills practical application test. The original forms will be maintained in the individuals' training record and electronic copies will be uploaded to ESAMS in the applicable class.
 - f. LN Training. LNs must adhere to, and abide by, references (a) through (d). External agencies, authorized by Campania Region in compliance with references (c) and (d), can conduct training for LN personnel.

g. MHE training lesson omissions:

- (1) Lesson 8, Long Loads, may be omitted if this task is not required.
- (2) Lesson 9, Electric Pallet Trucks, may be omitted if the equipment is not used.

4. Medical Screening. Prospective MHE/forklift operators must pass medical screening and will be documented on OPNAV Form 8020/6.

5. Process Flow Charts. Appendices (A) and (B) are flow charts that describe local processes for MHE operator training compliance. Appendix A outlines the LN MHE training process, and Appendix B outlines the USN Active Duty and Civilian MHE training process.

6. Responsibilities

a. NAVSUP FLCSI

- (1) Oversight of the MHE program per reference (a), Chapter 2-1.
- (2) Provide the MHE paper license document.
- (3) Retain copies of MHE Evaluator designation letters.

b. Officers-In-Charge/Department Head will designate MHE Evaluators in writing. A sample MHE Evaluator designation letter is provided in Appendix C.

c. NSA Naples Safety Office

(1) Responsabile Servizi Prevenzione e Protezione (RSPP) will assist and approve of external agencies for LN training.

(2) Coordinate LN OSHA MHE refresher training and administer the written examination for prospective MHE operators.

(3) Assist departments and tenant commands to identify qualified MHE Evaluators. LN MHE operator training must comply with references (a) through (d).

(4) Ensure LN MHE operator training is documented in ESAMS and maintain copies of certificates.

(5) Conduct quarterly inspections of MHE (forklifts) to guarantee the safety of personnel present in the work area aboard NSA Naples installations.

d. Tenant/Supported Commands and NSA Naples Departments

- (1) Identify all MHE operators by the duty/task assigned by CNIC and located in ESAMS.

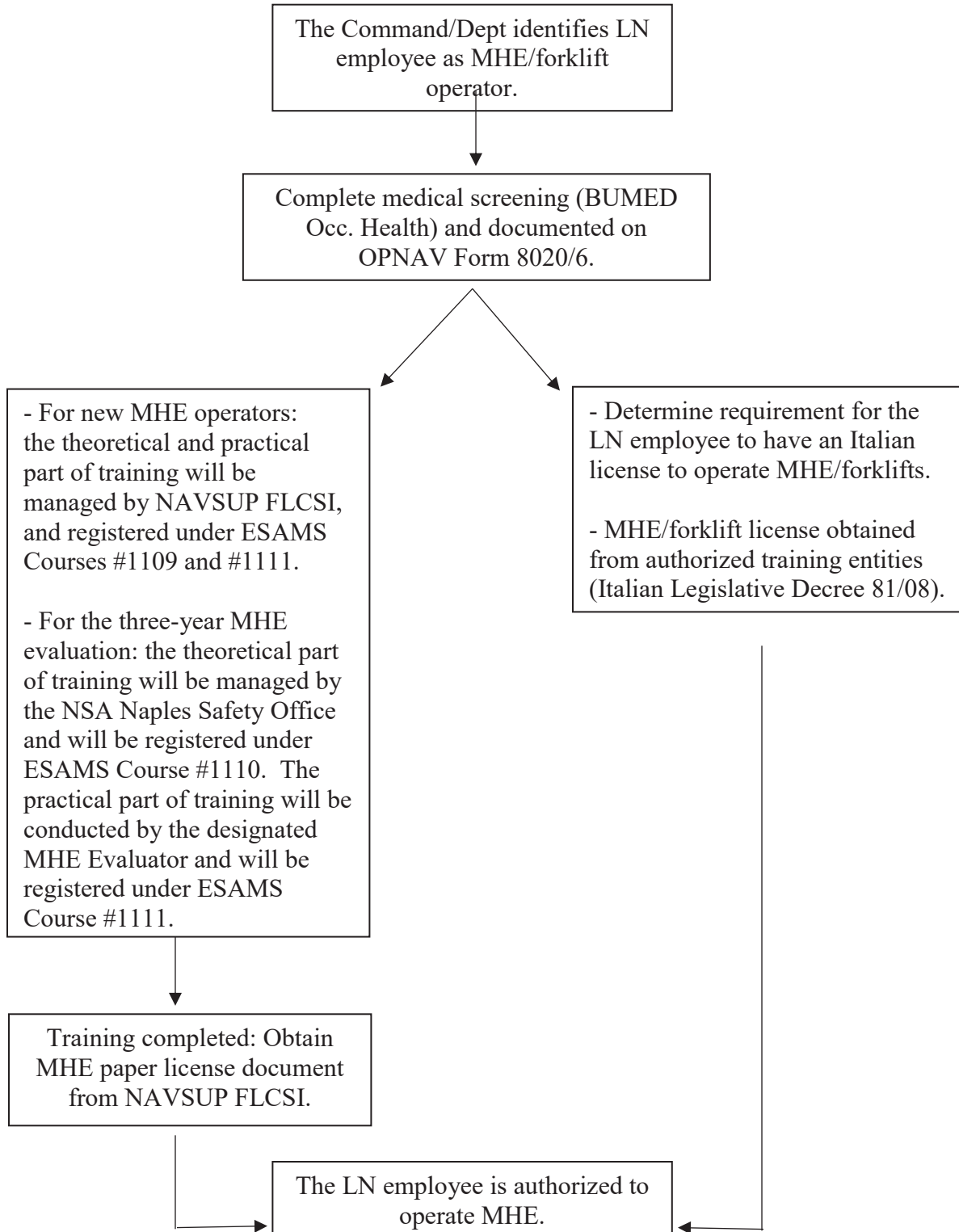
(2) Ensure all MHE/forklift operators are in possession of the MHE paper license document, issued by the NAVSUP FLCSI, before operating MHE.

(3) Supervisors of MHE operators will ensure all Medical Surveillance exam requirements are up to date prior to assigned MHE duties. Additionally, supervisors will ensure Medical Surveillance exam renewal is completed prior to expiration. Failure to ensure MHE operators do not have a current Medical Surveillance exam disqualifies the MHE operator from performing assigned duties.

e. MHE operators are responsible for ensuring they are current and qualified to operate MHE with respect to training and Medical Surveillance exam requirements. It is recommended to plan ahead when scheduling exams to maintain currency.

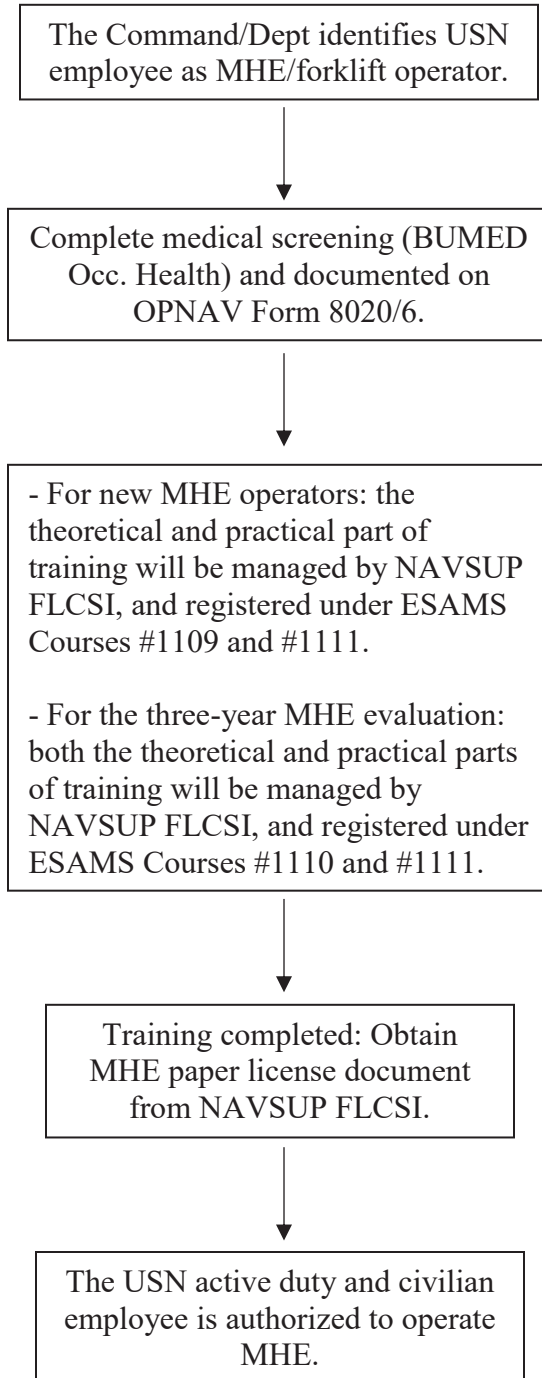
Appendix A

LN Material Handling Equipment Training Flowchart



Appendix B

USN Active Duty and Civilian Material Handling Equipment Training Flowchart



Appendix C

Sample Evaluator Designation Letter

Letterhead

10490
SIC
Date

From: Officer-in-Charge/Department Head, Command
To: MHE Evaluator name

Subj: DESIGNATION AS MATERIAL HANDLING EQUIPMENT EVALUATOR

Ref: (a) NAVSUP PUB 538

1. Per the reference, you are hereby designated as a Material Handling Equipment Evaluator for [Command].
2. You are directed to familiarize yourself with the reference and all other applicable instructions in the performance of your duties and responsibilities.
3. This designation letter is effective immediately and will remain in effect until your detachment unless otherwise revoked in writing.
4. For further information, please contact [supervisor of Evaluator] at [phone] or [email].

I. M. INCHARGE

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