

NDCSWINST 4730.1D  
02OPM  
14 February 1996

NAVDENCEN SOUTHWEST INSTRUCTION 4730.1D

Subj: MATERIAL INSPECTION

Ref: (a) NAVREGS, Art. 0808

1. Purpose. To establish responsibility and set forth procedures to be followed in conducting material inspection of command spaces following reference (a).
2. Cancellation. NAVDENCENS DIEGO INST 4730.1C.
3. Background. The benefits derived from a material inspection program cannot be over emphasized. Perhaps most important is that it continually reviews the degree of operational readiness that exists within the command. This program is particularly significant in providing an opportunity for Branch Directors and designated Inspectors to interchange views and managerial techniques. Only through meaningful interaction can it be assured that the highest standards of cleanliness, smartness, maintenance and efficiency are being maintained.
4. Designation and Responsibility for Inspection Zones. The Director for Administration and Branch Directors are responsible for instituting and maintaining a continuous maintenance/cleanliness program for spaces under their cognizance. The responsible officials mentioned above will designate material inspection zones and inspecting officers.
5. Procedures
  - a. Material inspection will be conducted at least monthly. More frequent inspections are encouraged and may be scheduled at the discretion of the Director for Administration or Branch Director.
  - b. Due to the size of the command, clinics shall be considered as zones designated for inspection. The inspector shall pay particular attention the following areas:
    - (1) Safety and fire hazards;
    - (2) Material condition, including preservation, cleanliness and upkeep;
    - (3) Water and electrical conservation;
    - (4) Improvements required;

NDCSWINST 4730.1E

- (5) Condition and appearance of equipment;
- (6) Excess or unused equipment; and
- (7) Infection control compliance.

c. Inspectors shall submit their results through the applicable branch director who shall in turn review each report and initiate appropriate action for the correction of all defects and deficiencies.

d. Branch Directors shall prepare a summary report of the inspection(s) and submit it to the Executive Officer, via the Head, Operating Management Department, not later than the first workday of the following month. A copy of the report shall be maintained on file in the respective branch dental clinic and made available to the officer conducting the next regularly scheduled inspection. All reports will include, but not be limited to a statement concerning:

- (1) Corrective action taken on discrepancies noted on the previous inspection report.
- (2) Items listed in paragraph 5.b of this instruction.

R. C. MELENDEZ

Dist:  
List I, Case 1, 2

NDCSWINST 4730.1E  
02OPM

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D. D. WOOFER

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