

**BY ORDER OF THE COMMANDER**

**403D WING INSTRUCTION 21-103**



**14 JUNE 2012**

*Incorporating Through Change 3,  
22 SEPTEMBER 2014*

**Maintenance**

**IMPOUNDMENT OF AIRCRAFT OR  
EQUIPMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 403 MXG/MXQ

Certified by: 403 MXG/CC  
(Col. Anna Schulte)

Supersedes: 403WGI21-103,  
31 May 2007

Pages: 15

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This instruction implements AFI 21-101, Aircraft and Equipment Maintenance Management, and AFI 91-204, Safety Investigations and Reports. It establishes guidance in the event of an aircraft or equipment malfunction which would warrant an impoundment and/or investigation. It identifies impounding officials and clarifies local procedures. This applies to all personnel directly involved in aircraft support here at Keesler AFB. Refer any recommended changes to this publication to the (OPR) using the Air Force Information Management Tool (AF IMT) 847, Recommendation for Change of Publications: route AF IMTs 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

Correct attachment reference to reflect updates.

**1. DEFINITIONS:**

1.1. Impoundment is the safekeeping of an aircraft or equipment after an unusual occurrence.

1.2. Impoundment Authority (IA) is the designated individual who is authorized to impound an aircraft or piece of equipment.

1.3. Impoundment Official (IO) is the designated individual who is responsible for controlling, monitoring, and investigating the impounded aircraft or equipment. This individual is the single point of contact.

1.4. Impoundment Release Authority (IRA) is an individual authorized to release aircraft or equipment from impoundment.

1.5. MXG/CC will appoint IA. In addition, Wing Safety and Operations Group Commanders are authorized Impoundment Authorities. MXG/CC may appoint by letter, updated and reviewed annually, a full time senior ART as IRA and may temporarily delegate IRA authority to the deployed MOO/MX SUPT for deployments.

## **2. REASONS FOR IMPOUNDMENT OF AIRCRAFT OR EQUIPMENT:**

2.1. When the Impoundment Authority determines extraordinary measures are required to ensure safe operation of aircraft and equipment.

2.2. Whenever a mishap occurs as defined in AFI 91-204, Chapter 1.

2.3. Any item listed in AFI 21-101, Chapter 9.

2.4. Impoundment authorities will determine if impoundment is warranted when:

2.4.1. Air Drop Malfunction has occurred.

2.4.2. When the aircraft or engine has suspected foreign object damage (FOD).

2.4.3. Unusual operating performance or system malfunction is experienced.

2.4.4. Any discrepancies or malfunctions considered to be unusual or requiring further investigation.

## **3. IMPOUNDMENT PROCEDURES:**

3.1. The IA will appoint an IO. IOs are identified by having course code INSP 000157 active on their GO81 training run.

3.2. Quality Assurance (QA) will accomplish the Impoundment Checklist ([Attachment 2](#)) and provide a copy of the checklist and an IO workbook to the IO.

3.3. The IO will initiate Aircraft/Equipment Impoundment Official Work Sheet ([Attachment 3](#)) for any aircraft or equipment impoundment.

3.4. When an aircraft/equipment is impounded, the IO will utilize the pre-printed impoundment AFTO Form 781A/244/245, or will enter in the next open block of the AFTO Form 781A/244/245 the four discrepancies identified in item 9 of the Aircraft/Equipment IO Work Sheet ([Attachment 3](#)).

3.5. The IO will release the aircraft/equipment for maintenance required to safe, troubleshoot and repair the effected system or piece of equipment. The IO may release the aircraft for servicing operations if it will not impact the impoundment investigation or subsequent repair efforts.

3.6. The IO will direct any/all maintenance to be performed on the aircraft/equipment.

3.7. An entry control point will be established for controlling access to the aircraft for any impoundment where sabotage is suspected, if loss of life has occurred or if directed by the

IA. An entry control log will be used ([Attachment 4/5](#)) on every impoundment to document all personnel accessing or performing maintenance on the impounded aircraft/equipment.

3.8. An impoundment sign will be placed at the nose of the aircraft. When impoundment release maintenance is not being performed the impoundment sign will be secured inside the aircraft and the aircraft will be locked and sealed. The seal number will be documented in the aircraft 781A.

3.9. Once the investigation is complete and aircraft/equipment has been returned to a safe condition, all findings will be presented to the Release Authority for review.

3.10. The Release Authority will clear the 781A/AFTO Form 244, and any proposed release IAW AFI 21-101, Chapter 9, and AFI 91-204, paragraph 5.7.

3.11. Notify 22AF/A4M and HQ AFRC/A4M of all findings.

#### **4. PROCEDURES FOR OFF STATION IMPOUNDMENT:**

4.1. For aircraft away from home station perform the following:

4.2. Secure aircraft and notify home station MOC at the earliest available time with a complete description of the problem.

4.3. No maintenance will be performed until directed by the MXG/CC or designated representative.

4.4. Off station impoundment package will be sent to location of aircraft.

**5. OTHER THAN NORMAL DUTY HOURS:** If night shift supervisor or designated representative feels there is justification for an aircraft to be impounded, the requirements in this instruction and AFI 21-101 will be met to the maximum extent possible. Secure aircraft with a boxcar seal and annotate seal number in aircraft forms. Aircraft will only be opened by a representative from QA or the assigned IO. Notify MOC of intent and ensure a complete description of malfunction to include names of individuals involved is included in the night shift turnover.

JAY D. JENSEN, Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, Aircraft and Equipment Maintenance Management, 26 July 2010

AFI 21-101, Aircraft and Equipment Maintenance Management AFRCSUP\_I, 13 Jan 2011

AFI 91-204, Safety Investigations and Reports, 24 Sept 2008

AFI 91-204, Safety Investigations and Reports AFGM, 8 Apr 2013

***Abbreviations and Acronyms***

**IA**—Impoundment Authority

**IRA**—Impoundment Release Authority

**IO**—Impoundment Official

**FOD**—Foreign Object Damage

**Attachment 2**  
**IMPOUNDMENT CHECKLIST**

UPON NOTIFICATION OF AN AIRCRAFT IMPOUNDMENT, RECORD THE FOLLOWING INFORMATION:

AIRCRAFT/EQUIPMENT TYPE: \_\_\_\_\_

AIRCRAFT/EQUIPMENT SERIAL NUMBER: \_\_\_\_\_

CALL SIGN: \_\_\_\_\_

UNIT: \_\_\_\_\_

HOME BASE (IF TRANSIET):

\_\_\_\_\_

REASON FOR IMPOUNDMENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AIRCRAFT/EQUIPMENT DAMAGE: YES/NO/UNKNOWN

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERSONNEL INJURIES: YES/NO

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NUMBER OF PERSONNEL INJURED: \_\_\_\_\_

NATURE OF INJURIES/SEVERITY:

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ADDITIONAL INFORMATION (KNOWN/CONTRIBUTING FACTORS):

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**Attachment 3**

**AIRCRAFT/EQUIPMENT IMPOUNDMENT OFFICIAL WORK SHEET**

OPR: MXG/MXQ		Date:		Page 1 of 3		
Tail/Equip #	WUC:	MDS		Initial	Time	Date
<p>Unit Responsibilities To Be Accomplished By Impoundment Official</p> <p>1. Name of Impoundment Authority (IA)._____</p> <p>2. The IA will designate an Impoundment Official (IO).</p> <p>3. Name of IO: _____</p> <p>4. The IO will ensure Production Super, MOC, 403 WG/SE (Flight Safety), and Quality Assurance (QA) are notified of the aircraft/equipment impoundment order.</p> <p>MOC: DSN: 597-4220</p> <p>QA: DSN: 597-3168</p> <p>WG/SE: 597-4033</p> <p>5. Production Super Notified (If not IA): _____</p> <p>6. MOC Coordinator Notified:_____</p> <p>7. QA Inspector Notified:_____</p>						

8. 403 WG/SE Flight Safety Notified: \_\_\_\_\_

9. The IO will ensure the following discrepancies are entered in the affected AFTO Form 781A/244/245:

A Red X stating: "Aircraft/Equipment Impounded IAW AFI 21-101. Impoundment Official is (Rank and Last Name); See page: \_\_\_\_\_ block: \_\_\_\_\_" (Refer to cause of impoundment.)

Three Red Dashes stating: "Aircraft not released for maintenance", "Impoundment Official Forms review due prior to impoundment release" and "QA forms review due prior to impoundment release" Preprints, which can be obtained from the MXG/QA web page are authorized. NOTE: Ensure red border placed around 781A.

10. If required, the IO will establish an ECP and access control log for impounded aircraft/equipment.

Tail/Equip #      WUC:      MDS		Initial	Time	Date	
<p>11. Aircraft/equipment records will be controlled at discretion of IO.</p> <p>12. IO will ensure any maintenance performed is documented completely and accurately IAW applicable technical data.</p> <p>13. If required, IO will notify Data Base Management (DBM) to lock G081 on affected aircraft/ equipment in order to maintain data integrity.</p> <p>14. If required, request personnel training records from organization.</p> <p>15. Interview pilot/flight crew, as needed. Names: _____ _____</p> <p>16. IO will sign off the first Red Dash, "Aircraft/Equipment released for maintenance." IO will determine what maintenance can be performed in conjunction with the maintenance required to release the aircraft/equipment from impoundment and will ensure that only authorized personnel are allowed to access to the aircraft/equipment.</p> <p>17. Aircraft Released to Maintenance: Date: _____ Time: _____</p> <p>18. Reason for impoundment: _____ _____</p>					

<p>_____</p> <p>_____</p> <p>19. Corrective Action: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>20. Maintenance Factor: (YES) (NO)    Material Failure: (YES) (NO)</p> <p>21. IO will review forms and clear second Red Dash in 781A: "Forms review C/W IAW 00-20-1" prior to bringing forms to AMXS/MXA or MXS/MXM.</p>			
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Tail/Equip #      WUC:      MDS		Initial	Time	Date
<p>22. AMXS/MXA or MXS/MXM reviews forms and GO81/IMDS.</p> <p>Reviewed by: _____ (Forms entry not required.)</p> <p>23. IO will hand carry forms to QA for review.</p> <p>24. IO will maintain strict accountability on impoundment associated parts. Identify parts removed as "REMOVED FROM IMPOUNDED AIRCRAFT/EQUIPMENT" on disposition tags and that all components requiring PQDR/SDR are process IAW T.O. 00-35D-54.</p> <p>***Only Complete Engine Information If Applicable***</p> <p>Engine Series: _____ Eng. S/N: _____</p> <p>Total Operating Time/Cycles: _____ Work Unit Code: _____</p> <p>Total Cycles since overhaul: _____ Time/Cycles since overhaul: _____</p> <p>Total Equivalent Cycles: _____ Time/Cycles since installed: _____</p> <p>Fuel Control S/N: _____ Engine Control S/N: _____</p> <p>-----</p> <p>QA Responsibilities</p> <p>1. QA will review aircraft/equipment forms.</p>				

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|--|--|--|--|
| <ol style="list-style-type: none"><li>2. QA and IO will determine if a Functional Check Flight (FCF) is required.</li><br/><li>3. IO will sign the "corrected by" block for the impoundment Red X.</li><br/><li>4. QA and IO will take forms to Release Authority (RA) and brief him/her on all findings.<br/>Name of RA: _____</li><br/><li>5. RA will clear forms by initialing over the appropriate Red X and entering their name and employee number in the "inspected by" block.</li><br/><li>6. QA notifies MOC of impoundment release. MOC Coordinator: _____</li><br/><li>7. After aircraft/equipment is released, QA will retain this checklist.</li><br/><li>8. (Aircraft) QA will ensure that a copy of this record is delivered to PS&amp;D section for inclusion in to the aircraft jacket file and will maintain a copy for 1 year.</li><br/><li>9. QA data base closed by QA Inspector: _____</li></ol> |  |  |  |
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