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**Maintenance**

**FREEZING OF AIRCRAFT RECORDS IN  
EVENT OF AIRCRAFT ACCIDENT MISHAP  
OR IMPOUNDMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This 482d Fighter Wing Instruction establishes (482 FWI) procedures for the freezing of aircraft records in event of aircraft mishap or accident in accordance with (IAW) Air Force Instruction (AFI) 21-101, *Aerospace Equipment Maintenance Management*. Commanders and supervisors are responsible for ensuring personnel comply with the provisions of this instruction. It applies to all personnel assigned to the 482d Fighter Wing (482 FW) who are involved with flying operations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 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 in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

**1. Responsibilities:** The security of the aircraft records are the ultimate responsibility of the 482d Maintenance Operations Flight (MOF), Plans, Scheduling and Documentation (PS&D) section.

**2. Procedures:** In the event of an aircraft accident mishap or impoundment, all work centers shall immediately relinquish upon notification, all records pertaining to such aircraft.

2.1. The 482d Maintenance Operations Center (MOC), upon notification of aircraft mishap, shall immediately notify 482d Maintenance Group/Quality Assurance (482MXG/QA).

2.2. QA shall in turn notify PS&D to initiate the immediate freezing of all records associated with the mishap aircraft.

2.2.1. PS&D shall then notify the following work centers to relinquish all records pertaining to the mishap aircraft:

2.2.1.1. 482d Operation Support Squadron/Life Support (482 OSS/OSL)

2.2.1.2. 482d Maintenance Squadron (482 MXS) Egress section.

2.2.1.3. 482 MOF Engine Management section.

2.2.1.4. 482d Operations Group (482 OG) Survival Equipment section

2.2.1.5. 482 Maintenance Squadron (482 MXS) Non Destructive Inspection (NDI) section.

2.2.1.6. 482 MXS/Aerospace Ground Equipment (AGE) (482 MXS/MXMG) section.

2.2.1.7. 482d Logistics Readiness Squadron/ Petroleum, Oil, Lubricants (POL) (482 LRS/LGRF).

2.2.1.8. 482 MXS/Weapons Release section (482 MXS/MXMR).

2.2.1.9. 482 MXS/Avionics section (482 MXS/MXMV).

2.2.1.10. 482 MXS/ Munitions Flight (482 MXS/MXMW).

2.2.2. Upon receipt of Aircraft Records, PS&D shall deliver to MOC until such time that QA can transfer all frozen records to the appointed On Scene Commander. The On Scene Commander shall determine where to store them for safe keeping for the Investigation Board.

2.3. QA shall immediately impound any AGE that last serviced the mishap aircraft.

2.3.1. MXG QA shall contact POL to have their QA impound fuel vehicle(s) that last serviced the mishap aircraft.

2.3.1.1. POL QA shall also impound the Liquid Oxygen (LOX) cart and tank pending laboratory analysis.

2.4. PS&D shall notify the 482 MOF/Analysis (MXOOA) section to freeze all Maintenance Information System (MIS) actions, on the mishap aircraft prior to the incident and advise that under no circumstances shall anyone be allowed to alter any information regarding the aircraft involved.

2.4.1. PS&D shall notify the 482 MOF/Training (MXOT) section to freeze all Training Business Area (TBA) records on all personnel who performed maintenance on the mishap aircraft prior to the incident.

2.5. The Analysis section shall initiate maintenance repair history reports for any recent significant malfunctions and related maintenance actions.

2.6. All records shall be the property of the Aircraft Mishap Investigation Board.

DONALD R. LINDBERG, Colonel, USAFR  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

T. O. 00-20-1, *Aerospace Vehicle Maintenance Inspection, Documentation, Policies and Procedure*, 1 September 2010

<https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>

***Adopted Forms***

AF Form 673, *Air Force Publication/Form Action Request*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AGE**—Aerospace Ground Equipment

**AMXS**—Aircraft Maintenance Squadron

**CC**—Commander

**FW**—Fighter Wing

**IAW**—In accordance with

**LGRF**—Fuels

**LOX**—Liquid Oxygen

**LRS**—Logistics Readiness Squadron

**MIS**—Maintenance Information System

**MOC**—Maintenance Operations Center

**MOF**—Maintenance Operations Flight

**MXG**—Maintenance Group

**MXOOA**—Maintenance Analysis

**MXOT**—Maintenance Training

**MXS**—Maintenance Squadron

**NDI**—Non Destructive Inspection

**OG**—Operations Group

**OPR**—Office of Primary Responsibility

**OSL**—Operations Life Support

**OSS**—Operations Support Squadron

**PS&D**—Plans Scheduling and Documentation

**POL**—Petroleum, Oil, Lubricant

**QA**—Quality Assurance

**RDS**—Records Disposition Schedule

**TBA**—Training Business Area

**USAFR**—United States Air Force Reserve