BY ORDER OF THE COMMANDER
932D AIRLIFT WING

932 AIRLIFT WING INSTRUCTION 21-129

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Maintenance

COMPOSITE TOOL KIT (CTK) PROGRAM

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance,* Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management,* AFI 11-301V1, *Aircrew Life Support (ALS) Program,* and Air Force Occupational Safety & Health (AFOSH) Standard (STD) 91-100, *Aircraft Flightline-Ground Operations and Activities*. It extends guidance and procedures outlined in Technical Order (TO) 32-1-101, *Maintenance and Care of Hand Tools;* TO 00-35D-54, *Deficiency Reporting,* and Air Force Manual (AFMAN) 23-110V2P2, *Standard Base Supply Customer Procedure.* This Airlift Wing Instruction (AWI) establishes local procedures for tool and equipment control and prescribes responsibilities for the use, storage, control, and inventory of Composite Tool Kits. This AWI is applicable to all personnel who maintain, service, and operate 932d aircraft and Aerospace Ground Equipment (AGE). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims/**. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force

SUMMARY OF CHANGES

This interim change implements personal accountability

1. Security, Control, and Accountability of Tools and Equipment:

1.1. Security: All tool rooms not occupied by a tool room monitor will be under lock and key at all times. Distribution of tool room keys or lock combination will be held to a minimum, consistent with both security and production requirements. Tool room locks will be changed, as required, by the work center's supervisor to maintain security. All unused Composite Tool Kits (CTK) signed out by individuals will be maintained under lock and key at all times.

1.2. Control: The principles of accountability and control will not be compromised. The CTK Program includes flashlights, marshalling paddles/wands, mobile maintenance boxes, and test equipment. Any tool or mobile maintenance box, including test equipment, used to perform a job must be inspected and accounted for prior to the job and after the job is completed. Use of personal tools (i.e., mini-mag flashlights, leatherman, etc.) to perform maintenance on aircraft and support equipment is NOT authorized.

1.2.1. TCMax will be used to control tools, hazardous material (HAZMAT), and Technical Orders. In the event of a computer failure or malfunction, an Air Force Reserve Command (AFRC) Form 177, *Consolidated Tool Kit Inventory and Control Log,* will be used for to sign in/out each individual tool or toolbox. Tool room custodians will ensure sufficient blank copies of AFRC Form 177 are on hand for this contingency.

1.2.1.1. Control and management of replacement, expendable, and consumable items, HAZMATs, and other items contained in CTKs:

1.2.1.1.1. Replacement, tools, expendable and consumable items:

1.2.1.1.1.1. The tool room custodian will:

1.2.1.1.1.1.1. Serve as damaged tool monitor, procure replacement tools, and dispose of defective tools through Defense Logistics Agency (DLA) Disposition Services. Store replacement tools, expendable items, and consumables in a secure centralized location within the respective tool room and accomplish and document a quarterly inventory of all replacement tools.

1.2.1.1.1.2. The tool room monitor will:

1.2.1.1.1.2.1. Inspect damaged tools to determine replacement requirements. All damaged tools will be turned in to the tool room custodian. Defective tools will be removed, documented in TCMax and annotated on AFRC Form 175. When available, a spare tool is issued for replacement and annotated in TCMax.

1.2.1.1.2. Hazmat items that are dispatched from tool rooms will be tracked using TCMax. A current letter will be kept on file authorizing individuals to receive hazardous materials from the Hazardous Materials Pharmacy.

1.2.1.1.2.1. Hazmat items issued for one time use (oil cans, hydraulic cans, mixing compounds) are supply items and do not have to be tracked in TCMax. Hazmat and supply procedures must still be followed.

1.2.1.2. Individuals signing out equipment for temporary duty (TDY) use, such as reflective belts or flying crew chief tool boxes, remain responsible for the equipment until it is returned to the tool room that it was issued from. However, they will report any lost items to the on-duty production superintendent/transient alert/fixed based

operator at the TDY location where the equipment was lost, and follow lost tool/equipment procedures in this AWI and procedures at the TDY location. The individual who lost the tool/equipment will provide a copy of the documented lost tool report to the on-duty tool room monitor at the tool room where the equipment was issued via facsimile (if equipment is available), or upon return from TDY.

1.2.1.2.1. Personnel who check out CTK's for TDY use will be given a TCMax inventory of all items currently issued to the individual. These personnel will conduct a daily inventory and document on AFRC Form 177 on all days that the CTK's are used. **NOTE**: The inventory cannot be performed by the same person at the beginning and end of shift.

1.2.1.3. Shared/decentralized tool rooms: When a CTK is sub located to another tool room the gaining tool room will assume security, control, and inventory responsibility for that CTK item.

1.3. Accountability:

1.3.1. Tool room monitors are responsible for CTK under their control from the time they accept the CTK until the time another individual accepts it.

1.3.2. Individuals, who sign out CTKs, are responsible for CTKs under their control from the time they accept the CTK until the time the tool room monitor accepts it. Individuals must identify all missing or broken tools/equipment during their acceptance inventory prior to departing the tool room. Once they remove the CTK from the tool room, all missing tools/equipment are the responsibility of the individual who accepted the CTK.

2. CTK Inventory Procedures:

2.1. Shift inventory: Tool room custodians or monitors will conduct and document, in TCMax, an inventory at the beginning and end of each shift to account for all tools on the shadow boards, lockers, and cabinets in all tool rooms under their control. This inventory will include decentralized tool rooms.

2.2. Acceptance: Individuals signing out CTKs and tool room monitors accepting CTKs from individuals will conduct an acceptance inventory prior to accepting the item.

2.3. Annual dispatchable CTK inspection : Tool room custodians will establish a schedule to ensure every CTK is inspected annually. Tool room monitors will conduct an annual inspection and document it using TCMax. The annual inspection will ensure the following:

2.3.1. All tools on the Master Inventory List (MIL) are included in the CTK or are documented in TCMax and on AFRC Form 175 as removed (see paragraph 1.2.1.1.1.2.1.).

2.3.2. Inspect all tools inside the CTK in accordance with (IAW) TO 32-1-101.

2.3.3. Inspect CTK markings and reflective material. Replace worn material as necessary.

2.3.4. Inspect all individual tool markings for legibility and to ensure they match the identification number of the CTK being inspected.

2.3.5. All foreign objects are removed from the CTK.

2.4. Annual tool room inspection: Tool room custodians will conduct an annual inventory (every 365 days) of the tool room and document it using TCMax. A stock item named "annual inventory" will be added to TCMax for the appropriate tool room. The annual inventory will ensure the following:

2.4.1. Inventory all non-expendable tools and equipment.

2.4.2. Ensure all spare expendable tools are stored in a secure location.

3. Warranty Tool Management: Warranty tools are obtained by local contracts with a warranty tool vendor.

3.1. The tool room custodian and alternate as appointed by the Commander will:

3.1.1. Serve as the monitor for the implementation of the Warranty Tool Program.

3.1.2. Procure tools for all assigned CTKs.

3.1.3. Exchange defective tools with warranty tool contractor for replacement tools.

3.2. Ensure all World-wide Identification (WWID) numbers are removed prior to tool turn-in.

4. Procedures for control and management of replacement, expendable and consumable items, hand tools, HAZMAT, and other item contained in CTKs.

4.1. All replacement tools will be loaded into TCMax as spare tools.

4.2. All dispatchable HAZMAT will be loaded and tracked in TCMax.

4.2.1. Hazmat items issued for one time use (oil cans, hydraulic cans, mixing compounds) are supply items and do not have to be tracked in TCMax.

4.3. All other tools contained in the tool storage area will have an assigned storage location.

5. On-site tool/equipment transfer:

5.1. The pro super/dock supervisor or higher will approve on-site transfer of tools/CTKs at the job site if they determine that bringing the tools back to the tool room would impede maintenance.

5.1.1. The pro super/dock supervisor or higher will ensure that both the relinquishing and accepting individuals complete and document a joint inventory of the tools/CTKs.

5.1.1.1. The accepting and relinquishing individuals will jointly document the AFRC Form 177.

5.1.1.2. The pro super/ dock supervisor or higher will take the AFRC Form 177 to the tool room to notify the tool room monitor of the change.

5.1.1.3. The tool room monitor will, upon notification from pro super/dock supervisor and receipt of a properly documented AFRC Form 177, transfer responsibility of the CTK/ equipment from the relinquishing individual to the accepting individual in TCMax. Upon transferring the CTK/equipment in TCMax the AFRC Form 177 will be put immediately back in its proper location.

6. Lost Tool/Equipment/Item Procedures.

6.1. Supervisors ensure all assigned personnel are familiar with lost tool procedures. If an item/tool or a portion of a broken tool is discovered missing, the following procedures apply:

6.1.1. The person identifying the missing item/tool will search the immediate work area for the item/tool. If not found, after completing an initial search the individual will notify the expediter/production supervisor or equivalent.

6.1.2. When tools/equipment/items cannot be found, and were lost in or around an aircraft, a Red X symbol entry will be entered in GO81 and the aircraft's Air Force Technical Order (AFTO) Form 781A, *Maintenance Discrepancy and Work Document*, with a description of the tool and a specific, last known, location of the of the tool. In addition, a complete engine intake foreign object damage (FOD) inspection will be accomplished, regardless of the area in which the tool/item was lost. For all aircraft involved, a Red X for an engine intake FOD inspection will be entered in each of the affected aircrafts' AFTO Form 781A and G081. A thorough and complete search for the lost/missing tools will be conducted.

6.1.3. Expediter/production supervisor or equivalent will immediately notify the flight commander (FLT/CC)/Chief, support section, Maintenance Operations Center (MOC), and Quality Assurance (QA). MOC in turn will notify maintenance superintendent, Maintenance Group Commander (MXG/CC) and wing safety.

6.1.4. Initiate a thorough search for the tool. A supervisor will initiate the lost tool/equipment/ item report questionnaire (attachment 2).

6.1.5. After a thorough search is completed and the tool is not found, the person issued the item/ tool will initiate a lost tool report, AFRC Form 174, *Lost Tool/Object Report.*

6.1.6. If at any time during the investigation the item/tool is found and retrieved, notify the FLT CC/Chief, support section, MOC, QA, expediter, production supervisor or equivalent, the owning work center, maintenance superintendent and MXG/CC. A Pro Super or higher will clear all Red Xs entered in to the aircraft forms.

6.1.7. If not found, the MOC will notify the appropriate agencies of the missing item/tool.

6.1.8. If the item is not located, Operations Officer/Maintenance Superintendent (MX SUPT) shall determine when the search may be discontinued.

6.1.8.1. Limit authorization to clear Red X's when a tool/item cannot be located to no lower than Operations Officer/MX SUPT.

6.1.9. When it is suspected that the item/tool was lost in the vicinity of an aircraft that has taxied or taken off the expediter/production supervisor or equivalent will notify MOC. The MOC will then notify the appropriate agency who will then contact the aircraft.

6.1.9.1. If the airplane is not airborne, the MOC will request the airplane be brought back to a parking spot and the lost tool investigation will be completed.

6.1.9.2. If the airplane is airborne the decision to bring the plane back to the ground will be decided by the aircraft commander.

6.1.9.3. If the aircraft commander decides not to bring back the airplane the tool investigation will be completed when released to maintenance.

6.1.10. When it is suspected that the item/tool has fallen into an inaccessible or unobservable aircraft area, perform a non-destructive inspection (NDI) or use borescope equipment to locate the lost tool.

6.1.10.1. If the item/tool is in an inaccessible area that poses no FOD threat and the action is to leave the item/tool in place, the x-ray (or equivalent) with the identification of the exact tool location and copies of all information concerning the lost tool are maintained in the aircraft historical file until the item/tool is recovered.

6.1.11. If at any time during the investigation the item/tool is found, but is inaccessible, notify the FLT CC/Chief, support section, MOC, QA, expediter, production supervisor or equivalent, and the owning work center.

6.1.11.1. Operations Officer/MX SUPT may explore other possible actions to include having the unit or a Depot Field Team (DFT) disassemble the aircraft to remove the item/tool.

6.1.11.2. The lost item/tool and location is listed in the AFTO Form 345, *Aerospace Vehicle Transfer Inspection Checklist and Certification*, for removal by the depot.

6.1.12. Lost Tool/Equipment/Item Report Routing Procedures:

6.1.12.1. If the tool/equipment/item is found, the Lost Tool Report is routed through Flight Supervision and Maintenance Operations. A copy is forwarded to the Wing Foreign Object Damage (FOD) Monitor.

6.1.12.2. If the tool/equipment/item cannot be found, the Lost Tool Report must be completed and routed through Maintenance Supervision before the aircraft is released for flight. The same procedure also applies to an expendable/bench stock or personal item listed as unaccountable.

6.1.12.3. For a lost tool/equipment/item, the Lost Tool Report is routed through Flight Supervision and Maintenance Supervision. Forward a copy to the Wing FOD monitor. A copy will be routed to the CTK Supervisor and maintained for 1 year. A copy will be placed in the affected aircraft's jacket file until the aircraft completes its next depot maintenance inspection or the tool is found, whichever occurs first. The Wing FOD Monitor will report lost tools/items at the Wing FOD Briefing.

7. Marking and Tool Identification Procedures: Accountability and identification of tools will be accomplished using TCMax.

7.1. Identification of Tools:

7.1.1. All tools/CTKs will be etched, stamped, labeled, or marked with the Equipment Identification Designators (EID) listed in Table 1.

Table 1. Equipment Identification Designator.

Work Center	EID	Work Center	EID
Flightline	T6FLXXXXX	Structural Maint	T6SMXXXXX
Inspection	T6PDXXXXX	Survival Equip	T6FPXXXXX
AGE	T6RAXXXXX	NDI	T6NDXXXXX
Metals Technology	T6MTXXXXX	Fuel System	T6FC XXXXX

7.1.2. Each toolbox will have an inventory list of all contents. Broken or removed tools will be annotated in TCMax (see paragraph 1.2.1.1.1.2.1.) and on an AFRC Form 175, *Missing/Removed Tools and Equipment.*

7.2. Identification of Tool Kits:

7.2.1. All tool kits will be identified by WWID.

7.2.2. Engraving is the preferred method for marking tools. Due to their size and construction, some tools (e.g., apexes, allen wrenches, drill bits, shop towels, etc.) may not lend themselves to marking. If the item cannot be marked, it will be placed in a container marked with the WWID and an identifying character that ties the tool back to the CTK along with the contents quantity.

8. All personal equipment (ear defenders, reflective belts, safety glasses, etc.) will be initially issued by the appropriate tool room. Personal equipment will be marked with appropriate WWID number. Personal equipment issued to individuals may be stored in their personal locker.

9. Rag Control: Maintenance Squadron (MXS) flight line Sortie Support Section is the focal point for rag exchange with the contractor. MXS Sortie Support Section will establish and distribute an initial issue of clean rags to the other tool rooms that have a need for them. MXS Sortie Support Section will exchange all dirty rags for clean rags with the contractor. The only exception is that aircraft structural maintenance, fuel systems, NDI and metals technology sections utilize a separate disposal contractor on some of their rags due to the solvents they use. They purchase these rags in bulk from the contractor and they are not exchanged for new rags.

9.1. Individual shops will control all rags distributed to their respective tool room. Individual shops will bring dirty rags to MXS Sortie Support Section and swap them out for clean ones.

9.2. Rags will only be issued to individuals in quantities of five. The individual must conduct an inventory of rags upon sign out. They will be issued in a bag marked with the quantity and bag number from the applicable tool room/CTK. Upon return, tool room personnel and the individual will conduct a joint inventory and clean rags will replace the dirty rags. Dirty rags will be put in a self-closing dirty rag barrel. Rags used to replenish bags will be stored separately and controlled by tool room personnel.

10. Tool Procurement.

10.1. The purchase of tools is limited to government purchase card holders and Defense Enterprise Accounting Management System (DEAMS) tasked personnel.

10.2. DEAMS approved personnel will be tasked by the resource advisor or maintenance supervision to purchase tools.

11. Control of Locally Manufactured Tools and Equipment: All Local manufactured tools will be requested through MXS Maintenance Supervision and forwarded to QA. After review, QA will forward the request to the MXG/CC or designated representative for approval. Requests must include a description of the item, its intended use, and photos or drawings of the tool. QA and the respective CTK will keep copies of all documentation of local manufactured tools. Users along with QA will review items biennially (every 2 years) for applicability and current configuration. These procedures do not apply to tools that are authorized in specific technical data.

12. Depot Teams, Factory Representatives, and Contractor Field Teams: Each individual depot team, factory representative, and contract field team are responsible for inventorying and accounting for their tools while performing on or off equipment maintenance within the Wing. Only airframe and engine technical representatives or product improvement personnel may sign out organizational tools and equipment for depot team/factory representative/contractor field team use. They will also ensure no tools, equipment, or rags are left on board aircraft when conducting the acceptance inspection for the contract/depot repair.

13. Procedures and Responsibilities for two or more work centers operating a single tool room and decentralized tool locations.

13.1. The assigned tool custodian will assume all custodial responsibility.

13.2. Personnel from all affected work centers will be loaded into TCMax as customers.

13.3. All other procedures as stated in this AWI will be followed.

13.4. Decentralized locations: When tools/CTKs/equipment is stored in a decentralized location, the controlling tool room will maintain the key to control those items. When the item is returned, a tool room monitor will inventory all items before signing it into TCMax.

14. Control of Crashed, Damaged, or Disabled Aircraft Recovery Equipment (CDDAR).

14.1. Unit owned CDDAR tools and equipment will be marked with a WWID and tracked in TCMax. Contractor supplied Peculiar Support Equipment (PSE) recovery equipment will be tracked through the contractor.

15. Second Party inventory sign in of CTKs.

15.1. Under no circumstances will the individual signing out a CTK conduct the return inventory or sign in the CTK.

15.2. Either a tool room monitor or the on duty supervisor will inventory and sign in the CTK upon turn in.

16. Procedures for controlled access to tool rooms.

16.1. Access to tool rooms will be limited to essential personnel to meet mission requirements.

16.2. Sortie Support Shop Chief or Flight Chief will designate, in writing, tool room monitors. The access list will be posted. Only personnel on access list will be allowed unescorted entry in the tool room.

17. E-Tools: E-Tools will be issued, controlled and accounted for using TCMax.

18. Aircrew and Aircrew Flight Equipment Dispatched to the Flightline: The following procedures are for Aircrew and Aircrew Flight Equipment (AFE) personnel who dispatch tools to the flightline and/or carry tools on board aircraft.

18.1. A primary and alternate CTK monitor will be appointed by the AFE superintendent.

18.2. CTK Monitor Responsibilities:

18.2.1. Account for all CTKs, tools, and dispatchable equipment at the beginning and end of each shift, annually, and when custodians change.

18.2.2. Ensure the following documents accompany each CTK:

18.2.2.1. Tool Inventory, AFRC 177, AFRC 175, AFRC 174, and annual inspection log.

18.2.3. Ensure a 9-digit Equipment Identifier (EID) is assigned to all CTKs, tools not assigned to a box, and dispatchable equipment that is of sufficient size. The 9-digit EID must be placed on the outside of dispatchable CTKs. Tools located inside the tool box may be marked with less than 9-digits but must contain the 4-digit WWID and identifying characters that tie the tool back to the CTK.

18.3. Individual Responsibilities:

18.3.1. Individuals who sign out CTKs, are responsible for CTKs under their control from the time they accept the CTK until the time the tool room monitor accepts it. Individuals must identify all missing or broken tools/equipment during their acceptance inventory prior to departing the tool room. Once they remove the CTK from the tool room, all missing tools/equipment are the responsibility of the individual who accepted the CTK.

18.3.2. All CTKs dispatched to an aircraft will be inventoried prior to leaving the aircraft.

18.4. The Lost Tool/Equipment/Item Procedures identified in Chapter 6 of this instruction will be followed if a tool is determined missing from a dispatchable CTK.

19. Personal Accountability.

19.1. All wing agencies which dispatch personnel to the aircraft parking areas, runways, taxiways and maintenance areas must ensure their personnel maintain control and accountability of all tools, equipment and personal items.

19.1.1. In cognizance of FOD prevention and aircraft safety, all personnel are responsible for following the procedures IAW paragraph 6 of this instruction should an item/tool or equipment become unaccounted for while in the aforementioned areas.

WILLIAM H. EDWARDS JR., Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-301V1, *Aircrew Life Support (ALS) Program,* 25 February 2009

AFI 21-101 AFRC SUP, *Aircraft and Equipment Maintenance Management,* 13 January 2011

AFMAN 23-110V2P2, *USAF Supply Manual,* 1 April 2009

AFMAN 33-363, *Management of Records,* 01 March 2008

AFOSH STD 91-100, *Aircraft Flightline-Ground Operations and Activities,* 01 May 1998

AFPD 21-1, *Air and Space Maintenance,* 25 February 2003

TO 00-35D-54, *Deficiency Reporting,* 01 October 2009

TO 32-1-101, *Maintenance and Care of Hand Tools,* 06 October 2010

Adopted Forms

AFRC Form 174, *Lost Tool/Object Report*

AFRC Form 175, *Missing/Removed Tools and Equipment*

AFRC Form 177, *Consolidated Tool Kit Inventory and Control Log*

AFTO Form 345, *Aerospace Vehicle Transfer Inspection Checklist and Certification*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

Abbreviations and Acronyms

AF IMT—Air Force Information Management Tool

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety & Health

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AGE—Aerospace Ground Equipment

ALS—Aircrew Life Support

AFE—Aircrew Flight Equipment

AW—Airlift Wing

AWI—Airlift Wing Instruction

CDDAR—Crashed, Damaged, or Disabled Aircraft Recovery

CTK—Composite Tool Kit

DEAMS—Defense Enterprise Accounting Management System

DFT—Depot Field Team

DLA—--Defense Logistics Agency

EID—Equipment Identification Designators

FLT/CC—Flight Commander

FOD—Foreign Object Damage

HAZMAT—Hazardous Material

IAW—In Accordance With

MIL SPEC—Military Specification

MIL—Master Inventory List

MOC—Maintenance Operations Control

MX SUPT—Maintenance Superintendent

MXG/CC—Maintenance Group Commander

MXS—Maintenance Squadron

NDI—Non-Destructive Inspection

OPR—Office of Primary Responsibility

PSE—Peculiar Support Equipment

QA—Quality Assurance

RDS—Records Disposition Schedule

STD—Standard

TO—Technical Order

TCMax—AFRC Tool Accountability System

TDY—Temporary Duty

WWID—World-wide Identification

Attachment 2

LOST TOOL/EQUIPMENT/ITEM REPORT QUESTIONNAIRE (FRONT)

COMPLETE THE FOLLOWING CHECKLIST:	INITIALS	TIME

Tool/Equipment/Item Noun	Aircraft Tail Number	Work Center	Date: Time:	QANTTAS RCN (QA use only)
Description of Item	Govt Issue / Personal Item (circle one)	EID	AFTO 781A Page: Block:	Aircraft Impounded? Y/N Date: Time:
Pro Super notified Time: Rank: Name:	MOC notified Time: Rank: Name:	Maint Supt notified Time: Rank: Name:	CTK Supv notified Time: Rank: Name:	QA notified Time: Rank: Name:
Questionnaire Completed By: (Rank/Name/Initials)				

1. Immediately Notify MOC of the missing tool/equipment/item and affected aircraft		Logged Above
2. If the possibility exists that the missing tool(s)/equipment/item was/were lost during on-equipment maintenance, immediately place the suspect aircraft on a **RED X** and enter the following statement in the AFTO Form 781A: **"Possibility of FOD damage due to missing tool(s), DO NOT operate aircraft."** Enter a second **RED X** stating, **"Engine FOD intake inspection due for lost tool(s)."** Include each affected aircraft.		
3. Inspect immediate work or areas traversed. Pay close attention to critical areas such as engine inlets, landing gear, electrical junction boxes, control cables, and pulleys.		
4. If the missing tool(s), equipment/item is/are found, the RED X will be signed off by the Pro Super or higher authority. Enter appropriate comments in the corrective action block and signature in the inspected by block.		
5. If the missing tool(s) is/are NOT found, the corrective action block will reflect that a thorough inspection and/or investigation was conducted. The technician will place his/her signature in the corrected by block. Maintenance Supervision will complete the inspected by block.		
6. Notify MOC of the investigation results.		
7. Copy forwarded to Wing FOD Monitor (QA).		

LOST TOOL/EQUIPEMTN/ITEM REPORT QUESTIONNAIRE (BACK)

#	INVESTIGATIVE ACTIONS	INITIALS
1.	Name of individual(s) that lost the tool/equipment/item:	
2.	Describe work being performed when tool/equipment/item was lost:	
3.	Inventory other tool kits in work area or CTK, if applicable:	
4.	List areas checked and steps taken to find item:	
5.	Search conducted by (list all members):	
6.	Question other technicians in contact or area of work:	
7.	Tool/equipment/item was: FOUND NOT FOUND (circle one)	
8.	If found, where?	
9.	Other comments:	

Flight Supervision		
Comments:		
Printed Name, Grade, Duty Title	Signature	Date
Maintenance Supervision		
Comments:		
Printed Name, Grade, Duty Title	Signature	Date