

**BY ORDER OF THE COMMANDER  
GRAND FORKS AIR FORCE BASE**

**GRAND FORKS AIR FORCE BASE  
INSTRUCTION 21-110**

**24 SEPTEMBER 2015**

**Maintenance**

**COMPOSITE TOOL KIT (CTK) AND  
EQUIPMENT MANAGEMENT**



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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 21-101 dated 26 July 2010, *Aircraft and Equipment Maintenance Management* and AFI 21-101 AMC SUP 1 dated 14 February 2011, *Aerospace Equipment Maintenance Management*, and establishes the minimum control and accountability requirements for all military, civilian, and contractor personnel assigned and/or attached to the 319th Air Base Wing (319 ABW) working in, on, around or traveling through industrial aircraft areas. This instruction explains responsibilities pertaining to the use of dispatched tools, equipment and CTKs to perform maintenance in and around the flight line and industrial aircraft maintenance areas. 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 IAW with the Air Force Records Information Management System (AFRIMS). 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 the appropriate functional's chain of command.

**1. Responsibilities:**

1.1. Serviceable, standardized, dependable tools and test equipment are essential to the success of the 319th Air Base Wing. The objective of the CTK and Equipment Management program is to prevent Foreign Object Damage (FOD) to aircraft, engines, training, and support equipment and to reduce tool costs through positive controls. Positive tool control is the responsibility of all personnel. All newly assigned personnel must read and understand the Tool and Equipment

Management provisions in AFI 21-101 AMCSUP 1, *Aerospace Equipment Maintenance Management*, and this instruction as part of their initial work center briefing.

1.2. Any missing unit issued item, equipment or tool will be declared a lost tool/item and reporting/search procedures will be accomplished In Accordance With (IAW) this instruction. Each operations squadron will ensure there is a group or squadron-level written procedure for issue and accountability of these items.

1.3. Depot Teams, Factory Representatives, and Contract Field Teams will account for and control all tools and equipment. Tools and equipment will be inventoried at the beginning and the end of each job and shift. Production superintendents will ensure Depot Teams, Factory Representatives, Contract Field Teams, and Temporary Duty (TDY) personnel read and understand the Tool and Equipment Management provisions in AFI 21-101, *Aircraft Equipment Maintenance Management*, and this instruction before performing work in any aircraft industrial maintenance work area.

1.4. The section chief responsible for each individual tool room will maintain a list of personnel authorized unescorted access. Personnel not on the unescorted access list must be escorted by someone on the list whenever in the tool room.

1.5. Section chiefs with the assistance of their respective lead technicians will perform an annual review to determine if any changes are required to the makeup of CTKs.

1.6. Unit-issued personal protective equipment items (e.g. ear protectors, reflective belts, headsets, etc.) will be properly marked IAW AFI 21-101 AMC SUP prior to use in any aircraft maintenance area. Marking is the responsibility of the user and may be applied by etching, all weather label, or permanent marker. Any missing unit issued personal item will be declared a lost tool/item and reporting/search procedures will be accomplished IAW this instruction.

## **2. Marking and Tool Identification:**

2.1. For implementation of the USAF Tool Accountability System (TAS), all CTKs, tools and test equipment will be etched with a 9-digit Equipment Identification Designator (EID) as stated in AFI 21-101.

2.2. The EID will consist of nine characters (numbers/letters) of which the first four characters will be a unique World Wide Identification (WWID) code. **Note:** The intent is for the four characters of the WWID to identify the base (first and second character), unit (third character), and shop (fourth character) in order to leave the remaining five characters available for tool/CTK equipment numbering.

## **3. Tool Accountability, Control, and Inventory:**

3.1. When an individual checks out a CTK, an individual tool with attachments, or a piece of test equipment, he/she must perform a comprehensive inventory to ensure accountability for all items on the MIL. If any discrepancies exist, the kit must be refused and not checked out until the discrepancy is resolved. Once the individual accepts the CTK, tool or test equipment, he/she assumes full custodial responsibility for all items associated with the CTK, tool, or test equipment to include all bits and pieces associated with the kit and listed on the MIL.

3.2. The MIL will give an accurate description of each item in the CTK so the user can ensure the contents of the CTK match the MIL. The nomenclature will be as descriptive as

possible with the specific size of each tool (i.e., 6" common screwdriver (measured by length of shaft), 3/8" x 1/4" drive, deep 6-pt socket, 3/8 x 5/8 spline socket, etc). Sets of tools in a case located in a CTK will be listed with the quantities of pieces and case included in the description. (i.e. Allen Wrench Set, 15 pieces with the case) The total quantity of items on the MIL will include all tools and sets of tools in a CTK. (The quantity of sets of tools listed on the MIL will equal the number of sets, if 2 identical sets of Allen wrenches, drill bits, etc. are included in a CTK the quantity on the MIL will be 2). All MILs will be maintained and extracted from TAS. Removed tools will be documented on CTK copy with date removed and employee number.

3.3. Each dispatchable CTK will have a padlock to enable the CTK to be secured. The padlock will be attached to the box by use of a chain or cable to prevent losing the lock. The key will have a streamer (Similar to a remove before flight streamer) between 6 and 12 inches long attached by the use of a split ring to enable easy visual location of the key if dropped or lost. The key, ring, and lock will be listed separately on the CTK inventory (each item counted as one for a total of three items), and the key will be etched with the CTK designation number. Combination locks will not be used for securing CTKs.

3.4. Dispatchable CTKs will be locked if left unattended. Tool kits located within the restricted access area on the aircraft parking area will be locked but are not required to be secured to an immobile object. Tool kits may be secured inside the aircraft as needed, but will never be locked to an aircraft so as to interfere with aircraft operation.

3.5. A small FOD container will be part of the CTK. FOD containers will be marked with the CTK number and listed on the MIL. Contents of the container will be properly disposed of prior to turning in the CTK to the tool room.

3.6. Non-dispatchable tool kits may be left open for multiple personnel to use during a shift provided a single person performs the inventory and is responsible for the tool kit. Each tool in a shop CTK has an assigned location.

3.7. Flight/section chiefs will ensure their respective special support/test equipment items are inspected and AFTO Forms 244, *Industrial/Support Equipment Record* are completed and correctly documented IAW TO 00-20-1.

3.8. CTKs and test equipment are not normally passed from one individual to another at the job site. However, the production superintendent (pro-super), expediter, or flight/section chief may determine there is a valid mission requirement to turn over CTKs or test equipment without returning them to the tool room for inventory. Extra care must be exercised to ensure tool accountability and control is maintained when this type of transfer occurs between the individuals. As a minimum the following will be accomplished:

3.8.1. Both individuals involved in the transfer will accomplish an inventory and document the inspection on the Inspection/Inventory Log section of the MIL before the relieved person leaves the job site.

3.8.2. The pro-super, expediter, or flight/section chief will authorize the job site transfer with CTK personnel and CTK personnel will update the tool control database to reflect the turn over. In addition, the pro-super will authorize distribution of CTKs or particular test equipment to decentralized locations.

3.9. If it is necessary to sign out a CTK when tool room personnel are not available, such as during weekend standby, at no time will a technician be authorized to both sign open and then close the same CTK, thus eliminating the requirement for an additional inspection to verify accountability. In addition to the user, either the pro-super or expediter is required to inventory the kit when it comes back to the tool room and both personnel will document the inventory in the Inspection/Inventory Log section of the MIL.

3.10. Tool rooms may establish a program for secure sealing of low-use items. Items are considered low use if signed out less frequently than every 45 days. This method involves identifying items that ordinarily require counting during tool room shift inventories and sealing with a physical indicator to speed turnover by avoiding unnecessary counting. Examples are drill bit kits, hex key sets, tap and die sets, files, etc. Any tool kit or equipment item having multiple pieces, and capable of being enclosed in a pouch, box, or container, is worth including in a low-use sealing program, if they meet the above definition. Any items placed in the low-use status with exception to the crash recovery equipment will not require an inspection unless the items are being removed from low-use .

3.11. Engine blade blending blue dye will be controlled as a tool item and will be marked and controlled by the tool room IAW para 2. of this instruction.

3.12. Rags and soak up pads will be controlled in the same way as tools or test equipment. Rags and soak up pads will be accounted for and checked out in bundles of five. “Also account for the number of rags going to and from a contractor for cleaning”. Only the Spare Tool Monitor and alternate may sign for rags when delivered from the contractor and will store them in a secure location to prevent pilferage. Used rags will be stored in a metal fire-safe container. The Spare Tool Monitor will account for the total number of rags that are dirty or clean. Soak up pads laden with fluids will be wrung out in the proper collection container by the user and properly disposed of. Soak up pads that are part of emergency response kits are not to be used for aircraft maintenance but should still be closely accounted for in TAS and tamper sealed by the user.

3.13. Procedures for control of crash recovery equipment permanently stored/located in the crash recovery trailer will be inspected IAW Paragraph 3.10 of this instruction.

3.14. Aircraft maintenance special equipment (e.g. boom sling or rudder lock) will be accounted for at each shift change. The pro-super or expediter is the approval authority for transferring special equipment already installed on the aircraft from one individual to the next and is responsible to ensure this transaction occurs successfully (Pararaph 3.8).

3.15. Technicians will return all pieces of broken tools, if possible, and accomplish a missing tool report IAW (Paragraph 10) of this instruction if not fully recovered.

#### **4. Chit System:**

4.1. Metal chits will not be used in/on any dispatchable items/tools because they present a FOD hazard.

4.2. A chit system is authorized to be used in tool rooms and non-dispatchable CTKs to streamline tool room inventory at the discretion of the section chief. If utilized, this system will only be used to identify missing tools or CTKs which have been documented on the applicable inventories.

4.3. Chits will be identified by a letter (representing the squadron) and a second letter (representing the flight) followed by a two or three digit number, sequentially starting with the number one and continuing to as many chits as is deemed necessary. In addition, a chit control log will be maintained to list the chit color, chit number, location, and the tool it represents. Chit color and designation will be standardized as follows:

4.3.1. Use a RED chit to identify removed broken tools.

4.3.2. Use a YELLOW/ORANGE chit to identify tools that have been routed to PMEL for calibration.

4.3.3. Use a WHITE chit to identify tools that have been issued for long-term use, or TDY on an AF Form 1297, *Temporary Issue Receipt*.

## 5. CTK Periodic Inspections:

5.1. The CTK Custodian will ensure implementation of inspection process for all CTKs. A periodic inspection interval between 30 days and 180 days (unless governed by specific technical order guidance) will be implemented for all CTKs based on each work center's requirement. Periodic inspections are required to ensure tool serviceability and proper markings, to identify broken tools or the presence of rust, and to eliminate FOD. Inspections will be accomplished in accordance with TO 1-1A-15 unless specific TO guidance applies.

5.2. The periodic inspection will be documented on the Inspection/Inventory Log on the MIL and/or electronically tracked. **Exception:** CTKs stored as part of War Readiness Material (WRM) equipment and not available for daily use are exempt from the periodic inspection requirement, but must still be inspected annually.

5.2.1. Lead technicians and supervisors will ensure career field-specific equipment is inspected IAW (Paragraph 5.1) of this instruction.

5.2.2. A lead technician/supervisor's review will be accomplished every 6 months on the AFTO Form 244. A review will be considered overdue on the last day of the month the review was due. Lead technician and/or supervisor's review is required when a new AFTO Form 244 is initiated or replaced.

## 6. Spare Tool Replacement Procedures:

6.1. Spare tools are high pilferage items and pose a significant potential for fraud, waste, abuse and unauthorized use. Section Chiefs will limit the number of Spare Tool Monitor alternates to the absolute minimum based on the size of their section. The Spare Tool Monitor(s) will maintain sole access to the spare tools and will document transactions on a MIL (may be automated). Spare tool storage cabinets/areas will be secured at all times. The section chief of each tool room will appoint in writing a primary and alternate Spare Tool Monitor(s) responsible for the control and procurement of all spare tools within the respective tool room. It is the option of the section chief whether these individuals are the same individuals as the CTK custodians. Only spare tool monitor(s) will have procurement and issue rights. CTK personnel that are not Spare Tool Monitors or alternates will not have access to spare tools.

6.2. Limit the quantities of on-hand replacement tools to a 90-day supply.

6.3. Accomplish an inventory of spare tools at least semi-annually. This inventory will be documented in the Spare Tools Continuity Book, automated system, or similar document.

6.4. Do not issue replacement tools without a turn-in of the unserviceable tool or documentation indicating the tool is lost and reported IAW with lost tool procedures. Mark replacement tools with the CTK number prior to issue.

6.5. If used tools are reused as replacement tools, completely de-etch any old markings. When a tool is removed from service, etchings will be removed prior to disposition.

6.6. Spare tool sets (such as drill bits, allen wrenches, or Swiss files) are not required to be complete sets. When one item of a set is unserviceable, it will be removed and processed as a broken or unserviceable tool.

6.7. Warranted tool management and the procurement of tools will be limited to the Spare Tool Monitor(s) in each work section. These individuals are responsible for contacting the company, monitoring tool warranties and are the only personnel authorized to procure tools.

## **7. Locally Manufactured, Modified, or Developed Tools/Equipment Procedures:**

7.1. All requests for locally manufactured tools and equipment will be routed in written memorandum format through the owning work center's flight supervision, maintenance supervision, and OSS/QAE to the OSS/CC or designated representative for approval.

7.2. Quality Assurance will maintain a locally manufactured tools and equipment continuity book and will maintain a copy of the authorization for each locally approved manufactured tool.

7.3. All locally manufactured or modified tools and equipment will be maintained IAW this instruction and all other technical data regarding the maintenance management of tools and equipment.

## **8. Flightline use of Metallic Shoe Cleats:**

8.1. The only flightline authorized metallic shoe cleats will be obtained from individual issue (Envision). During icing conditions on the ramp individuals may wear the ice cleats. Particular emphasis will be paid to the grip surface, and after flightline use. Each individual's cleats will be marked IAW AFI 21-101.

8.2. Cleats will not be worn: in any government facility; inside or on surface of aircraft; within fueling/defueling safety zone; during fuel cell repair type operations; or while conducting operations using flammable solvents, paints, gaseous oxygen, etc. CAUTION: Vehicles with metal flooring may be slippery.

8.3. Particular care will be taken when entering or exiting vehicles while wearing cleats.

8.4. Pre and post use inspections of the footwear will be conducted in the same manner as dispatchable CTKs.

## **9. Lost and Unaccounted for Tool Procedures:**

9.1. A lost tool/object is defined as a lost tool/item or a portion of a broken tool/item, rag, technical order, line replaceable unit, piece of hardware, or soak-up pad. A lost object may also be a personal item to include a line badge, pair of ear defenders, reflective belt, whistle, writing utensil, or any other item carried into an aircraft or an aircraft industrial maintenance work area that does not belong there.

9.2. If a tool/object is suspected to be missing or lost in or around an aircraft or maintenance work area, the following procedures apply:

9.2.1. The individual discovering the lost tool/object will immediately contact the owning tool room and production super/section chief. The production super/section chief will notify Quality Assurance (QA), (not to exceed 1 hour), to initiate a lost tool/object report. After QA notification, production super/section chief will conduct/continue to search for the missing item.

9.2.2. The owning units QA will assign a lost tool/object report control number for each report and will maintain all completed lost tool/object reports. Lost tools/objects will be documented by using 319 OSS OF-1 (**Attachment 2**) or equivalent. The completed worksheet must be submitted to QA NLT 24 hours after initiation of the report. **Exception:** During weekends or holidays, completed lost tool/object reports will be due to QA NLT close of business on the first normal duty day after the weekend/holiday.

9.2.3. When a tool/object is suspected lost on or near an aircraft, a red "X" is entered into the AFTO Form 781A, *Maintenance Discrepancy and Work Document*, for all affected aircraft. Include a description of the item and the suspected area where it was lost. Conduct a thorough search with available personnel.

9.2.4. If the item is found, any individual authorized to clear red "X" conditions will sign off the aircraft forms to state the item was recovered. The production super/section chief will then notify QA.

9.2.5. If the tool/object is not found after a thorough initial search, and could potentially be on an aircraft, authority to clear a lost tool red "X" entry rests with the respective group or squadron commander.

9.2.6. Upon notification of a suspected lost tool/object on an aircraft after taxi or takeoff, QA will contact the group or squadron commander. If the group or squadron commander directs the aircraft to be recalled, They will then notify the command post to run their checklist to coordinate the aircraft's return to base.

9.2.7. Tools/objects located after completing a lost tool report will be reported as "found" to the unit or squadron QA office. Include the original lost tool control number when reporting found tools.

9.3. When a tool/object is discovered in any maintenance area and the item cannot be tracked to a previous lost tool report, or if the item is unmarked, the individual discovering the item will initiate a lost/found tool report. The production super/section chief will notify OSS/QAE. All efforts will be made to determine where the tool/object came from.

## **10. Environmental Impact Analysis Process:**

10.1. Whenever there is a large change in wing operations, the squadron involved should contact the environmental flight for a Environmental Impact Analysis Process assessment. Examples of changes in wing operations are addition or transfer of like Mission Design Series (MDS) aircraft or introduction of a new MDS aircraft.

TIMOTHY E. BUSH, Colonel, USAF  
Commander, 319th Air Base Wing

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

AFMAN 33-363, *Management of Records*, 1 March 2008

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

AFI 21-101 AMCSUP 1, *MAF Aircraft and Equipment Maintenance Management*, 14 Feb 2011

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 15 June 2013

***Prescribed and Adopted Forms***

***Prescribed Forms:*** There are no forms prescribed for this publication.

***Adopted Forms:*** AF Form 1297, *Temporary Issue Receipt*, AFTO 244, *Industrial/Support Equipment Record*, AFTO Form 781A, *Maintenance Discrepancy and Work Document*, AF Form 847, *Recommendation for Change of Publication*.

***Abbreviations and Acronyms***

**CTK**—Composite Tool Kit

**EID**—Equipment Identification Designator

**FOD**—Foreign Object Damage

**MDS**—Mission design Series

**MIL**—Master Inventory List

**MOC**—Maintenance Operations Center

**QAE**—Quality Assurance

**TAS**—Tool Accountability System

**TDY**—Temporary Duty

***Terms***

**Accountable Forms**—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

**Administrative Change**—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.).

**Approval Authority**—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

**Authentication**—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).



Attachment 3

LOST TOOL/OBJECT REPORT

Lost Tool/Object Report			Report Number: Assigned by	
Printed Name/ Grade of Initiator:			Duty Phone:	
Base:	Aircraft Serial Number:	Organization and W/C:		Date/Time Lost:
CTK Number:	Description of Object:	AFTO Form 781A Entry Page:      Block:		Aircraft Impoundment Time: Date:
Personnel to be contacted by the initiator: (Give name, date and time)				
Flight Chief	Support Section	Quality Assurance		
<b>INCIDENT INFORMATION</b>				
<b>LOCATION AND WORK BEING PERFORMED WHEN ITEM LOST:</b>				
<b>AREAS CHECKED AND STEPS TAKEN TO FIND OBJECT (continue on reverse if necessary):</b>				
<b>AIRCRAFT RED "X" CLEARED (Maintenance Supervision):</b>			STATUS OF TOOL AFTER SEARCH: (CIRCLE ONE)  LOST      FOUND	
<b>SEARCH CONDUCTED BY (list all individuals):</b>				
			Date/Time search terminated:	

Below routing must be completed within five duty days of initiation of report

Routing	Reviewer	Initials	Date

Attachment 4

CTK PERIODIC INSPECTION CHECKLIST

ALL PURPOSE CHECKLIST		PAGE 1	OF 2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
CTK PERIODIC INSPECTION CHECKLIST				
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	QA/QC
	References Guide to Accomplish Box Inspection. Follow up is required by Quality Control personnel. All Inspection will be complied with IAW; T.O. 32-1-101, AFI 21-101, GFAFBI 21-2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	NOTE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	PPE REQUIRED FOR CLEANING TOOLS/USE OF GRINDER,SANDER, PARTS WASHER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	CAUTION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	DO NOT USE OIL ON GOX AND O2 MAINTENANCE KITS. USE CLEAN DRY RAGS ONLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	WARNING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	NEVER USE GRINDER ON SOFT MATELS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	BOX/TOOLS ID# _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.	Check serviceability of Tool Box/Container	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A. Latches and handles (broken, loose rivets).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Key, Lock and Streamer (Legible ID# etching, Streamer 6-12 inches IAW GFAFBI 21-2 Sec 4.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Reflective Tape.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D. FOD Bag (check inside before and after inspection for FOD).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E. Lids and Trays (Broken hinges, corrosion, Delamination, FOD).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F. Bar Code Sticker (Legible, appropriate ID#, Location, and not on or near reflective tape).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	G. Pouch and Lanyard (No frayed ends and ensure cable does not protrude from swedges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H. Check the bar code sticker at the location of item for serviceability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Check Foam for seerviceability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A. Imbedded FOD topside and bottom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	B. Deterioration, Separations and fluid soaked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Check Serviceability of Tools(Replace as required per T.O. 32-1-101 Sec 2.2.2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A. Corrosion, nicks, burrs, breaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Legible ID# etching (Two of the same ID# are good).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. If unserviceable Tools are found (See Note in work plan pg 2 for replacement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D. Remove corrosion grease, oil, grime from Tools (use wire brush, sander, wirewheel, parts washer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E. Wipe Tools down with a light coat of WD-40 or VVL-800 (See Caution Above).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F. See work plan for Special interest tool items pg 3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	G. Fix any write-ups found.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Final Inventory Check;	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A. Compare inventory to the old mil sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Check for accurate descriptions of items (See GFAFBI 21-2 Sec 4.2).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Fix and annotate any discrepancies found (Ensure to update TAS with any discrepancies).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D. Print new mil sheet and annotate any write-ups (double check nomenclature, Location, ID#).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E. Ensure inspection is updated in TAS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F. SECOND SET OF EYES IS REQUIRED ON ALL MILS!!!!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	NOTE:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	See Backside of Form for QC/QA write-ups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Insert this write- up above the signature line on the last page of MIL to cover:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Nicks, Cuts,& General Wear of all tools inside the tool box!!!!	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	ALL TOOLS SHOW SIGNS OF WEAR SERVICABLE IAW 32-1-101	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	WARNING: Annotate Mil Properly with date and Man #	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	By signing below you have stated the above steps have been completed for this box.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Inspected By: _____ Emp # _____ Date _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	QC/QA Inspector _____ Emp# _____ Date _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

