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WRIGHT-PATTERSON AIR FORCE  
BASE**

**WRIGHT PATTERSON AFB INSTRUCTION  
21-201**



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**TOOL CONTROL AND ACCOUNTABILITY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Instruction establishes local procedures and responsibilities for the management and accountability of Composite Tool Kits (CTK), individual tools, and equipment dispatching to aircraft parking/runway/taxi areas and aircraft maintenance areas. This guidance is in addition to objectives, policies, and responsibilities established in AFI21-101, and AFI21-101\_AFMC SUP. This instruction applies to all maintenance organizations/staff agencies under the direction of the 88th Air Base Wing, Wright-Patterson AFB. This instruction supersedes all tool control and accountability local procedures below the wing level. This publication does not apply to the Air National Guard or the Air Force Reserve Center (ANG/AFRC) units. 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. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**1. Responsibilities:** Supervisors and employees must take all precautions necessary to ensure precise accountability of all tools and equipment under their control at all times. Proper accountability of tools and equipment will prevent loss to the government and save lives. The

procedures outlined below define specific responsibilities to be adhered to in all maintenance sections under the 88<sup>th</sup> Air Base Wing.

**2. Procedures:** Tool rooms, cages, and shops that store tools, technical data, and equipment must complete an inventory at the beginning and end of each shift. This inventory will be entered in Tool Accountability System (TAS)/FEMS/TCMax or other tool control system, or documented on AFMC Form 309 when a system is not available.

**3. Physical Security:** At a minimum, all facilities will be equipped with locking doors, and all tool kits will be able to lock, with the only exception being dispatchable flightline tool bags without locking capability which will be secured when not in use. No tool boxes will be left unattended when unlocked.

**4. Inventory of Tools/equipment:** At a minimum, Tool Custodians must conduct and document a comprehensive annual inventory of all tools and equipment.

**5. CTK Procedures:** Composite Tool Kits (CTKs) require procedures that are in addition to procedures for tools not listed in a CTK.

5.1. **CTK Inventory:** At a minimum, CTKs will be inspected annually by flight chief and custodian on all assigned tools. The tools assigned to the CTK will be checked against a Tool Kit Custodial Receipt Listing (TKCRL) and/or a TK Master Inventory List (MIL) for validity and verification. The annual review for each kit will be documented in TAS, FEMS, TCMax or accountability system being used in unit.

5.1.1. **Signing out/in of CTKs:** The same individual that signs out a CTK cannot be the same person to sign in back in. If on a single-person shift, a second party or on-duty supervisor will inspect and sign in tools at end of the shift.

5.1.2. **Chit System:** Per AFI 21-101, par 10.2.1.1, a chit system will not be used for accountability.

5.2. **CTK Consumables/Expendables:** Inclusion of consumable and expendable items in the CTK must be approved in writing by the Section Chief. A copy of this authorization will be placed with the inventory list for that particular tool kit. Consumable items may be kept on hand, but will be stored in a secure area. Contractors will control the issue of consumable items on a one for one basis.

**6. On-Site Transfer of Tools/CTKs/TKs:** If dispatchable CTKs/TKs exist, the transfer of tools at a job site must be monitored. A hard copy of the MIL must reside with each dispatchable CTK. When possession of tools is transferred from one individual to another on the flight line or at the job site both individuals will inventory the CTK being transferred. This transfer will be documented by the gaining individual on an accounting system (like TAS) generated shift change report. An additional visual inventory for missing tools will be conducted upon job completion at the worksite. Upon turning in the CTK, it will be inventoried by someone other than the person who signed it out, unless no other person is available.

**7. Warrant Tools Management:** If any tools with accompanying warranties are maintained within the local shop, a listing of applicable warranty expiration dates shall be maintained in the tool control binder.

**8. Lost/Missing Tools and Replacements:** When any item is lost or missing, the individual shall conduct an immediate search of the work area/job site, and notify their immediate

supervisor. If the item cannot be found within 30 minutes, supervisors will be responsible to initiate the lost tool reporting procedures as outlined in AFI 21-101, para 10.8., and notify Maintenance Operations Center (MOC). MOC/Supervisor will be responsible to notify contracting officer representative (COR) and all others outlined in AFI guidance. If item is deemed ultimately lost, it shall be removed from unit's tool accountability system, MIL, and any other inventory control system that it might be listed. It will specifically be documented on AFMC Form 61, *Missing/Removed Tools and Equipment*, per AFI 21-101\_AFMCSUP\_ADDENDUM\_A, para 5.7.8.

**9. Damaged/Unserviceable Tools:** Work center supervisors will ensure all damaged tools are, if under warranty, exchanged on a one-for-one basis through the manufacturer or supplier. If not under warranty, turn tools in to Defense Logistics Agency (DLA) – Disposition. Identification numbers will be removed when it is determined that the tool is unserviceable.

**10. Identification:** Items, except those determined expendable, will be tracked in TAS/FEMS/TCMax using the standard nine-digit worldwide (WW) identification (ID) codes as the Equipment Identification Designator (EID). Tool description in TAS/FEMS/TCMax and the MIL shall be as specific as possible. Etch, stamp, or mark assigned tools, equipment, and CTKs. If locally printed labels are used, they shall be placed on tools where excessive use will not damage the label making it illegible. Loose or illegible labels will be replaced. Refer to AFI 21-101, para 10.5., for more guidance on identifying and labeling tools.

10.1. **Replacement Spare Tools:** Replacement spare tools stored in the tool crib do not need to be etched until placement in a specific CTK.

**11. Personal Protective Equipment (PPE):** PPE includes, but is not limited to, ear protectors, reflective belts, headsets, etc. PPE assigned to the work center will be marked, inventoried, and maintained in the same manner as other tools assigned to the work center. This includes PPE assigned to Tool Kits. This does not pertain to Consumable PPE (i.e. foam ear plugs) that will not be marked or inventoried. Individually issued PPE will be marked with identifying name and organizational office symbol.

**12. Individually Issued Tools:** Individually issued tools will be limited to min-flashlights, Leatherman type multi-tools, and inspection mirrors. Personal tools are not authorized. All individually issued tools must be clearly itched/marked and identifiable, with individual's man number or approved standardized method of identification. All individually issued tools will be tracked and accounted for by the shop/section supervisor.

**13. Rag Control:** It is the policy of the 88<sup>th</sup> ABW to prohibit the use of rags for on-equipment aircraft maintenance, jet engine service, or AGE Maintenance. Rags used in-shop will be controlled as "FOD Potential." The shop supervisor is responsible for their appropriate use based upon the probability of rags becoming FOD hazards.

**14. Tool/Equipment Procurement:** Tool/equipment procurement will be limited to Government Purchase Card holders. The (Government) Flight Chief will approve all tool purchases or brand name changes.

**15. Locally Manufactured, Developed, to Modified Tools/Equipment:** Purchasing locally manufactured tools/equipment should be avoided as best as possible. If purchased, locally manufactured tools must be approved in writing by the Flight Chief and the MSG/CC. (**NOTE:** Due to the structure of the 88<sup>th</sup> ABW, the MSG/CC takes on any responsibilities assigned to the

MXG/CC in AFI 21-101) A copy of this authorization will be placed with that particular tool kit. QA/COR coordinates on all requests for approval and use of locally designed tools or equipment. Locally manufactured tools will be stored and accounted for in the same manner as all other tools. Users will review items and requirements biennially (every two years) for applicability and current configuration.

**16. Training:** It is the responsibility of each shop to train their personnel on the tool accountability program requirements. All personnel will be certified annually on tool accountability and local tool procedures. All new personnel will be trained and certified prior to any maintenance activity.

**17. Removal/Loaning of Tools from Workshops:** Tools and shop equipment will remain in their designated workshop unless approved to be taken out by a supervisor. Removed/loaned tools will be documented on the AFMC Form 61, *Missing/Removed Tools and Equipment*.

**18. Tools/Equipment on Vehicles:** Equipment and/or tools that are assigned to and remain on specific vehicles that are used by any maintenance work centers on base will be accounted for. For example, step ladders that remain on trucks. These items will be documented on the vehicle's AF Form 1800, *Operator's Inspection Guide and Trouble Report*.

18.1. **Frequency of Inspection:** If in use, a vehicle's AF Form 1800 will be checked and signed by the operator at the beginning of each shift or when the operator changes.

18.2. **Consumables/Expendables on Vehicles:** Consumable and expendable items that remain on vehicles will be accounted for. The marking/labeling of these items will be left to the discretion of the Section Chief. When expendable equipment becomes unserviceable, it will be exchanged for a one-to-one basis. An example of such items is aircraft parking chocks.

JOHN M. DEVILLIER, Colonel, USAF  
Commander

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

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

AFI 21-101\_AFMCSUP\_ADDENDUM \_A, *Non-Standard Organization (NSO) Logistics Maintenance Management*, 2 June 2014

AFI 23-101, *Air Force Material Management*, 8 August 2013

Technical Order 32-1-101, *Use and Care of Hand Tools and Measuring Tools*

Tool Accountability System (TAS) User's Guide

***Adopted Forms***

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

AF Form 847, *Recommendation for Change of Publication*

AFMC Form 61, *Missing/Removed Tools and Equipment*

AFMC Form 309, *AFMC Tool Control Inventory Record*

***Acronyms and Abbreviations***

**ANG**—Air National Guard

**AFI**—Air Force Instruction

**AGE**—Aerospace Ground Equipment

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFMCSUP**—Air Force Materiel Command Supplement

**AFRC**—Air Force Reserve Command

**AFTO**—Air Force Technical Order

**COR**—Contracting Officer Representative

**CTK**—Composite Tool Kits

**DLA**—Defense Logistics Agency

**DRU**—Direct Reporting Unit

**FOA**—Field Operating Agency

**GM**—Guidance Memorandum

**MAJCOM**—Major Command

**MIL**—Master Inventory List

**MOC**—Maintenance Operations Center

**OI**—Operating Instruction

**OPR**—Office of Primary Responsibility

**PPE**—Personal Protective Equipment

**QA**—Quality Assurance

**TAS**—Tool Accountability System

**TKCRL**—Tool Kit Custodial Receipt Listing