

**BY ORDER OF THE COMMANDER
WRIGHT-PATTERSON AIR FORCE
BASE**

**WRIGHT-PATTERSON AIR FORCE
BASE INSTRUCTION 21-201**

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Maintenance

**TOOL CONTROL
AND ACCOUNTABILITY**

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This instruction implements DAFMAN21-201, *Munitions Management*; AFI21-201_AFMCSUP, *Munitions Management*. AFI 21-101, AFMCSUP, Addendum A, *Non-Standard Organization (NSO) Logistics Maintenance Management*, chapter 5, paragraph 5.7., Tool and Equipment Management. AFI 21-101, AFMCSUP, Addendum A, establishes policies and outlines reporting procedures for the accountability and management of tools and equipment used in the work centers and equipment dispatching to aircraft parking/runway/taxi areas and aircraft maintenance areas. 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 Air National Guard units. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility listed above using the Air Force Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Manual 90-161, *Publishing Processes and Procedures*, Attachment 10, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure all records created as a result of processes prescribed in

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Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Unit Commanders shall:

1.1.1. Ensure an effective program is in place and duty sections are in compliance with this instruction for those that perform duties on the airfield or in and around aircraft maintenance facilities.

1.1.2. Ensure that contractors who work on the airfield or in and around aircraft maintenance facilities understand the importance of tool control in these areas. **EXAMPLE:** The designated squadron liaison to any contractor that has been hired to complete work on the airfield or in and around aircraft maintenance facilities must ensure these businesses employ an acceptable tool control program.

1.2. Supervisors and Employees. Must take all precautions necessary to ensure precise accountability of all tools and equipment under their control while working around aircraft parking, runway, taxiways, and hangers.

1.3. Tool Custodians. Shall conduct and document a comprehensive annual inventory of all tools and equipment.

Chapter 2

PHYSICAL SECURITY

2.1. At a minimum, all facilities will be equipped with locking doors.

2.2. Individual Tool Kits (ITKs) and Composite Tool Kit (CTKs). Shall be capable of being locked.

2.2.1. Dispatchable flightline tool kits without locking capability will be secured when not in use.

2.2.2. No tool boxes will be left unattended when unlocked.

2.2.3. Tools not controlled through CTK procedures are not authorized on the flightline or in any maintenance area. EXAMPLE: personal Mini Maglite flashlights, Leatherman, Buck Knives.

Chapter 3

INVENTORY REQUIREMENTS

3.1. At a minimum, tool custodians. Shall conduct and document a comprehensive annual inventory of all tools and equipment.

3.1.1. Tools assigned to the CTK will be checked against TCMax, or a MAJCOM approved or locally approved tool accountability systems Master Inventory List (MIL) for validity and verification.

3.1.2. Annual review for each kit will be documented and signed in TCMax, or a MAJCOM approved or locally approved tool accountability system. The most current signed MIL inventory will be kept in CTK's and Tool Kits.

3.2. The individual signing out the CTK or dispatchable tool kit. Cannot be the same person signing it back in.

3.3. If on a single person shift. A second party or on duty supervisor will inspect and sign in tools at the end of the shift.

3.4. Chits are not authorized.

3.5. Missing and Removed of Tools from workshops.

3.5.1. All tools and shop equipment will remain in their designated workshop unless approved to be taken out by a supervisor.

3.5.2. Missing/Removed tools will be documented on the AFMC Form 61, *Missing/Removed Tools and Equipment*.

Chapter 4

CTK CONSUMABLES/EXPENDABLES

- 4.1. Inclusion of consumable and expendable items within a CTK.** Must be approved in writing by the Section Chief.
- 4.2. A copy of this authorization will be.** Placed with the inventory list for that CTK or tool kit.
- 4.3. Consumable items may.** Be kept on hand, but will be stored in a secure area. NOTE: Contractors will control the issue of consumable items on a one for one basis.

Chapter 5

ON-SITE TRANSFER OF TOOLS/CTKS/TKS

5.1. If dispatchable CTKs/TKs exist. The transfer of tools at a job site must be monitored.

5.2. Ensure tool accountability and control is maintained. When transfer occurs between individuals.

5.3. As a minimum. Individuals involved in transfer will accomplish a joint inventory and document accordingly.

Chapter 6**WARRANTED TOOL MANAGEMENT.**

- 6.1. If any tools with accompanying warranties are maintained within the local shop A listing of applicable warranty expiration dates.**
- 6.2. Warranty expiration dates listing shall be maintained in the TCMax.**

Chapter 7

LOST/MISSING TOOLS AND REPLACEMENTS

7.1. 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.

7.2. If the item is not found within two hours of start of search. Initiate AFMC Form 310, *Lost/Found Item Report*. Maintain reports in Contracting Officer Representative (COR) file for two years.

7.2.1. Expeditor/Pro Super or equivalent will immediately notify the flight CC/SUPT, Support Section, Maintenance Operations Center (MOC) and the COR office.

7.2.2. Maintenance supervisor will determine when the search for the lost item/tool may be discontinued.

7.2.3. If item is deemed ultimately lost, it shall be removed from TCMax and MIL and will be documented on AFMC Form 61, *Missing/Removed Tools and Equipment*, per AFI 21-101, AFMCSUP, Addendum A, paragraph 5.7.9..

Chapter 8

DAMAGED/UNSERVICEABLE TOOLS

8.1. Work center supervisors will. Ensure all damaged tools are, if under warranty, exchanged on a one-for-one basis through the manufacturer or supplier.

8.2. Identification numbers will. Be removed when it is determined that the tool is unserviceable, prior to disposition.

Chapter 9

IDENTIFICATION

9.1. All unit items. Except those determined expendable, will be tracked in TCMax, or MAJCOM approved or locally approved accountability system using the standard nine-digit worldwide (WW) identification codes as the Equipment Identification Designator (EID).

9.2. Tool description in. TCMax, or MAJCOM approved or locally approved accountability system and the MIL shall be as specific as possible.

9.2.1. Etching will be the preferred method to mark tools however, any method that ensures the EID is not easily removed will be sufficient.

9.2.2. If locally printed labels are used, they shall be placed on tools where excessive use will not damage the label. Loose or illegible labels will be replaced.

9.2.3. Small tools, such as drill bits, allen wrenches, apexes, jewelers screwdrivers, etc... and/or items that cannot be etched will be maintained in a container marked with the EID along with the number of tools, which will include the case and identified as such on the inventory list.

9.2.4. Refer to AFI 21-101, AFMCSUP, Addendum A, paragraph 5.7.10 for more guidance on identifying and labeling tools.

Chapter 10

REPLACEMENT SPARE TOOLS

10.1. Replacement spare tools will not. Be issued until the receipt of the unserviceable tool or AFMC Form 310, *Lost/Found Item Report*, has been received.

10.2. Replacement spare tools must be marked with CTK WWID prior to use.

10.3. If previously issued serviceable spare tools are to be used as replacement tools. Completely de-etch any prior assigned markings before placing in spare tools storage.

Chapter 11

PERSONAL PROTECTIVE EQUIPMENT (PPE)

11.1. PPE includes, but is not limited to. Ear protectors, reflective belts, headsets, etc...

11.2. 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 and does not pertain to consumable PPE i.e. foam ear plugs, that will not be marked or inventoried.

11.3. Individually issued PPE will. Be marked with identifying name and organizational office symbol.

Chapter 12

INDIVIDUALLY ISSUED TOOLS

12.1. Individually issued tools will. Be limited to min-flashlights, Leatherman type multi-tools, and inspection mirrors. NOTE: Personal tools are not authorized.

12.2. All individually issued tools. Must be clearly etched/marked and identifiable, with individual's man number or approved standardized method of identification.

12.3. All individually issued tools will. Be tracked and accounted for by the shop/section supervisor.

Chapter 13

RAG CONTROL

13.1. Provide procedures to ensure positive accountability and control of rags.

13.2. They shall be marked with a locally approved number for accountability and be uniform in size.

13.3. Cheesecloth is considered a rag. However, paper products/paper towels are not rags.

Chapter 14**TOOL/EQUIPMENT PROCUREMENT**

- 14.1. Tool/equipment procurement will.** Be limited to Government Purchase Card holders.
- 14.2. The Government Flight Chief will.** Approve all tool purchases or brand name changes.

Chapter 15

LOCALLY MANUFACTURED, DEVELOPED OR MODIFIED TOOLS AND EQUIPMENT

15.1. All locally manufactured, developed, or modified tools and equipment used on aerospace equipment must. Be approved by the 88 MXG/CC, their equivalent, or a designated representative.

15.2. Due to the structure of the 88 ABW. The 88 MSG/CC takes on any responsibilities assigned to the 88 MXG/CC in AFI 21-101, AFMCSUP, Addendum A, Delegation of Logistics/Maintenance Program Responsibilities.

15.3. Locally manufactured tools/equipment will be. Stored and maintained in the same manner as all other tools. Users will review items and requirements bi-annually (every two years) for applicability and current configuration.

Chapter 16**TRAINING**

16.1. It is the responsibility of each shop to train their personnel on Tool Accountability Program requirements.

16.2. All personnel will. Be trained on tool accountability prior to any maintenance activity on the airfield, taxiways, aircraft hangers and annually thereafter.

Chapter 17

TOOLS/EQUIPMENT ON VEHICLES

17.1. 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*.

17.2. If vehicle is in use on the Flightline. An AF form 1800 will be checked and signed by the operator at the beginning of each shift or when the operator changes.

17.3. Consumable and expendable items that remain on vehicles willy. 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 chucks.

CHRISTOPHER B. MEEKER, Colonel, USAF
Commander, 88th Air Base Wing

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

AFI 21-101, AFMCSUP, Addendum A, *Non-Standard Organization (NSO) Logistics Maintenance Management* 30 September 2020

AFI33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFMAN90-161, *Publishing Processes and Procedures*, 15 April 2022

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

CTK—Composite Tool Kit

COR—Contracting Officer Representative

EID—Equipment Identification Designator

ITK—Individual Tool Kits

MIL—Master Inventory List

MOC—Maintenance Operations Center

PPE—Personal Protective Equipment

WW—Worldwide