

CSDP INSPECTION GUIDE UNIT TOOL ROOM (CW4-R COMER)



LOGISTICS



W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

<u>1.00</u> BDE BN CO

Are tool rooms clean, well arranged observing tool procedures and practices? [TM 1-1500-204-23-9, para 2-3a, 2-6b, 2-8a; Contractor SOW.]

EVAL METH

Ensure tools are clean and stored observing shop safety and housekeeping operations. • OSA Contractor Procedures: • For C-12/RC-12/UC-35 reference SOW Para 3.5 Facilities, LCCS-2608 Safety Practices and Housekeeping. • For C-23 reference PWS Para 4.4.17 Facilities, Contractor Ground Operations Procedures Manual App R. • For C-26 reference CSOW Para 3.2.11.2 Work area cleanliness and maintenance.





REFERENCE TEXT

TM 1-1500-204-23-9, 2-3a. Proper cleaning is of prime importance in the care of aircraft maintenance tools. Listed below are a few simple procedures which are the basis for proper care of aircraft maintenance tools. **2-6b.** Tool Condition. Keep tools free of rust, nicks, burrs, and breaks. **2-8.** The practices and procedures described in this chapter pertain to the manufacturing and repair functions of aviation activities and are applicable to all levels of maintenance. **a.** Shop housekeeping. Housekeeping is the yardstick by which the shops in the manufacturing section are judged. A clean, well arranged shop is a safe shop and reflects credit on all personnel concerned with its operation.







W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

<u>2.00</u> BDE BN CO

Has a tool room/crib custodian assumed responsibility for all tools in the tool room/crib by signing component hand receipt from supervisor? (AR 710-2, Para 2-10 i - j, AR 190-51, Para (3-22), and DA 710-2-1, Para 6-3 a) [DA Pam 710-2-1, para 6-2a, b]

EVAL METH

Assigned Tool Room responsibility is accepted and identified through a completed and signed Component Hand Receipt (DA Form 2062). An appointment order is not necessary or required. Ensure the Component Hand Receipt (DA Form 2062) is completed and utilized as a hand receipt. • OSA Contractor Procedures. • For C-12/RC-12/UC-35 reference LCCS-8018 Property Control Plan, LCCS-8020 Tool Control, LCCS-2731 Tool Control Program. • For C-23 reference GMM Section 3, PWS para 3.6.1.2/3.16.2 and appendix B.

For C-26 reference GMM Section 3.

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REFERENCE TEXT

DA Pam 710-2-1, 6-2. Component hand-receipt procedures. a. A hand receipt for sets, kits and outfits (SKO) is a list of all components of an SKO less expendable consumable that have been issued to a using individual called a component hand receipt. A component hand receipt may also be used when first issuing property to a person that has supervisory responsibility over the user. Figure 6–2 gives instructions for preparing DA Form 2062 as a component hand receipt for SKOs. b. A hand receipt for an end item with components is an item description of the end item followed by a list of all components called a component hand receipt. Figure 6–3 gives instructions for preparing DA Form 2062 as a component hand receipt for end items with components. The user accepts responsibility for the end item and its components by signing the component hand receipt.







W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

3.00 BDE BN CO

Does the custodian have a copy of the shortage annex? Are all shortages on valid requisition and replenishment completed? [AR 710-2, para 2-10*i*(4)-(7); DA Pam 710-2-1, para 6-1*b*-e]

EVAL METH

When an item with components is issued on a hand receipt or sub-hand receipt, any shortage of nonexpendable or durable components must be recorded on a hand receipt annex. The hand receipt annex, also known as a shortage annex, is prepared in two copies. The person responsible for keeping document registers (PBO, commander, or S-4) will validate component shortages. They do this by initialing and dating the "quantity" column of DA Form 2062 after the last entry. The person filling the position identified in the "From" block will initial and date the last page under the last recorded item (ink entry).

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REFERENCE TEXT

DA Pam 710-2-1, 6-1. Hand-receipt annex procedures. a. Use a hand receipt annex to record the shortages. Prepare the annex using either blank or preprinted forms. Consider the number of shortages when choosing the form to use as an annex. When there are only a few shortages, it is better to use a blank DA Form 2062. If there are a lot of shortages, use the preprinted version. b. Hand receipt annexes are prepared at the level where the document registers are kept. The PBO, commander, or S-4 depending on who keeps the expendable/durable document register, records durable component shortages. The person responsible for keeping document registers (PBO, commander, or S-4) will validate component shortages. They do this by initialing and dating the "quantity" column of DA Form 2062 after the last entry. c. Prepare hand receipt annexes in two copies. The preparer keeps the original; the hand or sub-hand receipt holder keeps the copy. File hand receipt annexes with the related hand or sub-hand receipt. AR 710-2, F-2. Component Hand Receipt/Shortage Annex. b. The shortage annex is a different kind of document even though it uses the same form as the CHR. The shortage annex lists the components that you did NOT get with your SKO or end items, even though the SC, CL or TM shows them as included. Whoever issued you the end item will initial the quantity column of the form to verify the items and quantities you are short. Since you do not sign the shortage annex, the end item listed at the top of the shortage annex will also appear on your regular HR or SHR. When all the missing items listed on the shortage annex have been issued to you, your SKO or end items will be complete and the shortage annex will be destroyed.



W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

<u>4.00</u> BDE BN CO

Does the tool room meet physical security standards? [AR 190-51, para 3-6b & 3-22c; Contractor SOW.]

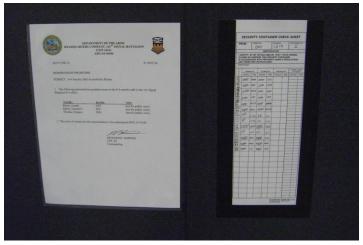
EVAL METH

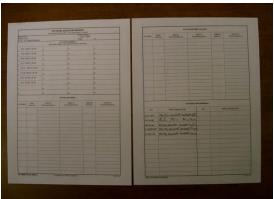
Do they use SF 702 form?

Check key control (DA 5513)

Ensure Tool Room / Crib meets physical security standards listed in the referenced text and publications. Look around and ensure the walls and ceiling is constructed to prevent intrusion. Check door locks; ensure they cannot be easily open without a key. Look for bolt cutters, hack saws or anything that can be use to cut locks, none should be easily accessible or exposed. • OSA Contractor Procedures: • For C-12/RC-12/UC-35 reference SOW Para 5.2.1 Quality Assurance, LCCS-8018 Property Control Plan, LCCS-8020 Tool Control, LCCS-2731 Tool Control Program. • For C-23 reference PWS Para 3.13.1 Quality Assurance, Contractor Ground Operations Procedures Manual App A Tool Control. • For C-26 reference CSOW Para 3.2.3.3 Foreign Object Damage Prevention/Tool Control, GMM Section 9 pages 10-18 Tool Control Program.







REFERENCE TEXT

AR 190-51, 3-6. Communications and electronics equipment and night vision devices. Communications and electronics test, measurement, and diagnostic equipment (TMDE) and other high-value precision equipment, night vision devices that are not part of a weapons system, and tool kits are protected as follows: b. Physical protective measures (Risk Level I). (3) "Off Limits to Unauthorized Personnel" signs will be posted at the activity entrances. AR 190-51, 3-22. Hand tools, tool sets and kits, and shop equipment. c. Portable hand tools, tool sets or kits, and shop equipment. These items, when not in use and not under the surveillance of a responsible Person (user, tool room keeper, or guard) will be stored in a secure location. Non-portable items will be secured in the building or van in which they are located. Doors and windows will be closed and locked. Secure locations for portable items include: (1) A locked building or room meeting the requirements for a secure storage structure in appendix B or a locked metal cage in a secured building. (2) A locked built-in cabinet, bin, or drawer in a secure room or building. (3) A locked drawer or compartment of a furniture item (wall locker, desk, etc.) in a secure room or building. (4) Attached to the building structure with a 5/16-inch chain or equivalent cable and a low security padlock or permanently fastened to a working surface. (5) Locally fabricated, lockable racks that, when locked, prevent tool box lids from being opened or individually placed larger tools from being removed. (6) A locked enclosed truck, van, armored vehicle, or vehicle trunk. (7) A locked vehicle equipment box or secured, either directly or in a locked container, to the vehicle itself. (8) A locked CONEX container.



W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

5.00 **BDE** BN

Is access restricted to essential supervisory and operating personnel and is the access roster signed by the unit commander posted in a conspicuous place near the tool room? Is the unit in compliance? [DA Pam 710-2-1, para 6-3a; AR 190-51, para 3-22e]

EVAL METH

Request the memorandum listing unit personnel having unaccompanied access to the Tool Room / Crib.



DEPARTMENT OF THE ARMY 69th Transportation Company CMR 418

APO AE 09058

AERTR-A-69

5 January 2010

MEMORANDUM FOR RECORD

SUBJECT: Unaccompanied Access Roster

The following individuals are authorized unaccompanied access to the Tool Room:

CPT Amber R. Harrold

Commander

SSG James W. Harris III

Maintenance Officer

SPC Ivonne P. Lewvaantunez

Tool Room custodian

SSG Timothy W. Million

Alt Tool Room custodian

- 2. The point of contact for this memorandum is the undersigned at DSN 382-4526
- "ROADRUNNERS!"

XXXXXXXXXX

REFERENCE TEXT

DA Pam 710-2-1, 6-3. Tool room or tool crib procedures. a. ... Control tool room keys and restrict tool room access to essential supervisory and operating personnel. One of these individuals will accompany visitors in the tool room. AR 190-51, 3-22. Hand tools, tool sets and kits, and shop equipment. e. Access. Access to tools and shop equipment will be controlled to the maximum extent practical. If possible, access will be limited to the user, the individual designated as responsible for security items when not in use, and supervisory or command personnel.



W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

<u>6.00</u> BDE BN CO

If there is more than one SKO in the tool room, are they maintained separately by DA Form 5519-R control log? Is the DA Form 5519-R tool room log filled out properly and filled out in ink?(DA Pam 710-2-1 Chap 6 para 6-3b(1))

EVAL METH

Review log form entries and procedures in the SOP controlling issues of tools for one day or less. Ensure all entries are in ink. Is the log / register page destroyed when all tools are returned on that page. When the 5x8 locator card system is established: a) Is one card used for each individual set and individual tools; and, b) Does every card have at a minimum, the following information: NSN, NOUN and SKO LIN. Ensure local forms produced meet the following requirements IAW AR 25-30, Chapter 3, para. 4-1. Approval of new and revised forms. • OSA Contractor Procedures: • For C-12/RC-12/UC-35 reference SOW Para 5.2.1. Quality Assurance, LCCS-8018 Property Control Plan, LCCS-8020 Tool Control, LCCS-2731 Tool Control Program. • For C-23 reference PWS Para 3.13.1 Quality Assurance, Contractor Ground Operations Procedures Manual App A Tool Control. • For C-26 reference CSOW Para 3.2.3.3 Foreign Object Damage Prevention/Tool Control, GMM Section 9 pages 10-18 Tool Control Program.

REFERENCE TEXT

DA Pam 710-2-1, 6-3. Tool room or tool crib procedures. b. Controlling issues of tools for one day or less. When tools are issued for 1 day or less, use a log or temporary hand receipt. If a log is used, the SKO hand receipt holder determines the type of log, such as a log book, locally designed form, or card file. (1) Log procedures. Prepare a separate log for each SKO on hand. The log will be prepared for the end item only, i.e. a major SKO may contain individual sets, kits within the set. Do not prepare a log for each SKO within the end item. The log may be maintained using DA Form 5519-R. Minimum log entries are: NSN and noun nomenclature of the tool, quantity issued, date of issue, signature of individual receiving the tool, and initials of the tool room custodian when the tool is returned. All entries are in ink. Check the log at the end of each work day or shift to ensure that all tools are returned. Destroy the log/register page when all tools are returned on that page. (2) Card file procedures. (a) Use 5- by 8-inch cards. Prepare a separate card for each tool authorized in the SKO. When more than one tool has the same NSN, prepare a separate card for each. Attach tabs to cards for tools not on hand that are listed on the hand receipt annex or for lost, damaged, or destroyed tools being processed under AR 735-5. Prepare a separate card file for each SKO in the tool room. Enter the NSN, tool nomenclature, and the LIN of the SKO to which the tool belongs at the top of each card if the card file is kept in a card box; at the bottom of the card if the card file is kept in a visible index file. Use the rest of the card for dates of issue, signatures of the individuals receiving the tool, and initials of the tool room custodian upon each return of the tool. All entries are in ink. When the card is filled, destroy it and make a new one. (b) File the cards in NSN, NIIN, or nomenclature sequence. Once a filing sequence is chosen, use the same sequence for suspense files. When a tool is issued, file the card in a separate suspense file reserved for issued tools. Use separate suspense files for each SKO card file. Check the file at the end of each workday or shift, as applicable, to ensure all tools are returned. (3) Temporary hand receipt procedures. When using temporary hand receipts for daily issues, prepare DA Form 3161 in 3 copies (Para 5-4). If more than one SKO is stored in the tool room, enter the SKO LIN in block 8. File them in a separate suspense file for each SKO. Check the file at the end of each workday or shift, as applicable, to ensure all tools are returned.

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W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

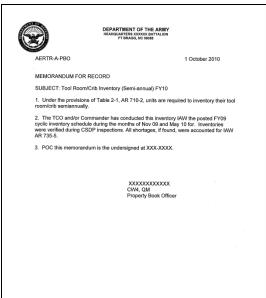
7.00 BDE BN CO

Are 100% inventories of the tool room conducted semi-annually and are results recorded on a memorandum and signed by the responsible officer and filed at unit level? Are all adjustments completed IAW DA PAM 710-2-1? [DA Pam 710-2-1, para 9-5; Contractor SOW]

EVAL METH

The tool room custodian must provide one of the following inventory listings from their files for review: • Automated inventory listing (Signed and Dated by the responsible officer conducting the inventory). • Manual (DA Form 2062 or SC) inventory listing (Signed and Dated by the responsible officer conducting the inventory) and Memorandum stating the inventory has been completed, required adjustments per 735-5, and / or no discrepancies were noted. • OSA Contractor Procedures: • For C-12/RC-12/UC-35 reference SOW Para 3.3 Logistics Operations, LCCS-8017 Logistics Support Plan Requirements and Procurement, LCCS-8018 Property Control Plan. • For C-23 reference PWS Para 3.6.1.2/3.16.2 and app B, Contract section I-95(e) Property Administration.







REFERENCE TEXT

DA Pam 710-2-1, **9-5.** The tool room will be inventoried semi-annually. Inventory all tools, sets, kits, and outfits in the tool room. Record the results of the inventory, including discrepancies on a memorandum. Account for all discrepancies in accordance with AR 735-5. Inventory listings produced in automated systems will satisfy the requirement for the memorandum.



W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

8.00 BDE BN CO

Are proper procedures utilized in the issue and control of tools for one day or less using a DA Form 5519-R, 5 by 8 Card Issue File or locally produced form? [DA Pam 710-2-1, para 6-3*b*(1), (2)(*a*)(*b*), (3); Contractor SOW]

EVAL METH

Review log form entries and procedures in the SOP controlling issues of tools for one day or less. Ensure all entries are in ink. Is the log / register page destroyed when all tools are returned on that page. When the 5x8 locator card system is established: a) Is one card used for each individual set and individual tools; and, b) Does every card have at a minimum, the following information: NSN, NOUN and SKO LIN. Ensure local forms produced meet the following requirements IAW AR 25-30, Chapter 3, para. 4-1. Approval of new and revised forms. • OSA Contractor Procedures: • For C-12/RC-12/UC-35 reference SOW Para 5.2.1. Quality Assurance, LCCS-8018 Property Control Plan, LCCS-8020 Tool Control, LCCS-2731 Tool Control Program. • For C-23 reference PWS Para 3.13.1 Quality Assurance, Contractor Ground Operations Procedures Manual App A Tool Control. • For C-26 reference CSOW Para 3.2.3.3 Foreign Object Damage Prevention/Tool Control, GMM Section 9 pages 10-18 Tool Control Program.

REFERENCE TEXT

DA Pam 710-2-1, 6-3. Tool room or tool crib procedures. b. Controlling issues of tools for one day or less. When tools are issued for 1 day or less, use a log or temporary hand receipt. If a log is used, the SKO hand receipt holder determines the type of log, such as a log book, locally designed form, or card file. (1) Log procedures. Prepare a separate log for each SKO on hand. The log will be prepared for the end item only, i.e. a major SKO may contain individual sets, kits within the set. Do not prepare a log for each SKO within the end item. The log may be maintained using DA Form 5519-R. Minimum log entries are: NSN and noun nomenclature of the tool, quantity issued, date of issue, signature of individual receiving the tool, and initials of the tool room custodian when the tool is returned. All entries are in ink. Check the log at the end of each work day or shift to ensure that all tools are returned. Destroy the log/register page when all tools are returned on that page. (2) Card file procedures. (a) Use 5- by 8-inch cards. Prepare a separate card for each tool authorized in the SKO. When more than one tool has the same NSN, prepare a separate card for each. Attach tabs to cards for tools not on hand that are listed on the hand receipt annex or for lost, damaged, or destroyed tools being processed under AR 735-5. Prepare a separate card file for each SKO in the tool room. Enter the NSN, tool nomenclature, and the LIN of the SKO to which the tool belongs at the top of each card if the card file is kept in a card box; at the bottom of the card if the card file is kept in a visible index file. Use the rest of the card for dates of issue, signatures of the individuals receiving the tool, and initials of the tool room custodian upon each return of the tool. All entries are in ink. When the card is filled, destroy it and make a new one. (b) File the cards in NSN, NIIN, or nomenclature sequence. Once a filing sequence is chosen, use the same sequence for suspense files. When a tool is issued, file the card in a separate suspense file reserved for issued tools. Use separate suspense files for each SKO card file. Check the file at the end of each workday or shift, as applicable, to ensure all tools are returned. (3) Temporary hand receipt procedures. When using temporary hand receipts for daily issues, prepare DA Form 3161 in 3 copies (Para 5-4). If more than one SKO is stored in the tool room, enter the SKO LIN in block 8. File them in a separate suspense file for each SKO. Check the file at the end of each workday or shift, as applicable, to ensure all tools are returned.

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15 July 2013



W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

<u>9.00</u> BDE BN CO

Are proper procedures utilized in issuing tools for more than one day? [DA Pam 710-2 -1, para 6-3c, d; Contractor SOW.]

EVAL METH

Review DA Form(s) 3161 for tools issued for more than one day but less than 31 days and DA Form 2062 for tools issued 31 days or more. OSA Contractor Procedures: For C-12/RC-12/UC-35 reference SOW 5.2.1 Quality Assurance, LCCS-8018 Property Control Plan, LCCS-8020 Tool Control, LCCS-2731 Tool Control Program. For C-23 reference PWS Para 3.13.1 Quality Assurance, Contractor Ground Operations Procedures Manual App A Tool Control. For C-26 reference CSOW Para 3.2.3.3 Foreign Object Damage Prevention/Tool Control, GMM Section 9 pages 10-18 Tool Control Program.

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HAND RECEIPT, enter Hand Recei HAND RECEIPT FOR QUARTERS HAND RECEIPT ANNEX/COMPON	FURNITURE,	enter Condition Codes														

REFERENCE TEXT

DA Pam 710-2-1, 6-3. Tool room or tool crib procedures. c. Controlling issues of tools for more than one day but less than 31 days. Use a temporary hand receipt. Prepare DA Form 3161 in three copies (para 5–4). Find out how long the recipient needs to use the tool. Assign a return date and enter it in the "Date Materiel" block. File the original in a suspense file arranged in alphabetical sequence by the recipient's last name. File copy 2 in another suspense file in tool NSN, NIIN, or nomenclature sequence. Give copy 3 to the recipient of the tool. Check return dates frequently. If the tool is not returned by the return date, notify the recipient to return the tool. When the tool is returned, destroy all copies of the hand receipt. d. Controlling issues of tool for 31 days and longer. Use a permanent hand receipt (para 5-3). Prepare DA Form 2062 in 3 copies. Find out how long the recipient needs to use the tool. Assign a return date and enter it in the top margin of the DA Form 2062. File the original in a suspense file arranged in alphabetical sequence by the recipient's last name. File copy 2 in another suspense file in tool NSN, NIIN, or nomenclature sequence. Give copy 3 to the recipient of the tool. Check return dates frequently. If the tool is not returned by the return date, notify the recipient to return the tool. When the tool is returned, destroy all copies of the hand receipt.



W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION 10.00

BDE BN

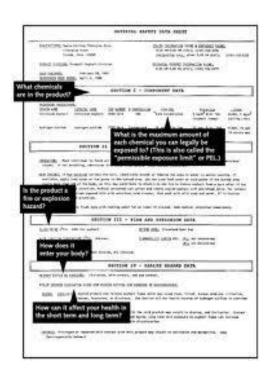
Are MSDS sheets available for hazardous materials located in the tool room area?(AR 710-2, Para 1-31a)

CO

EVAL METH

Review the MSDS book for compliance.







REFERENCE TEXT

AR 710-2, para 1-31. Using unit or activity functions

11

The using unit or activity ensures—

a. The HAZMATs received are identified for proper handling, storage, use, and disposal. The majority of HAZMAT codes used by the Army can be found in the Hazardous Materials Data Segment (HMDS), the Freight Classification File, and the Packaging File of the FEDLOG.









W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION 11.00

BDE

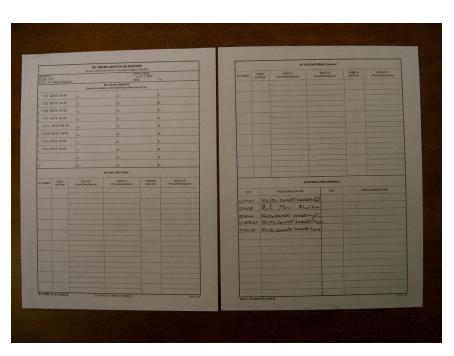
BN

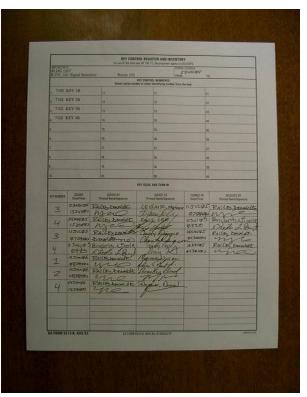
CO

Are tool room keys controlled by individuals signing on a DA Form 5513? (AR 190-11 para 3-8, DA Pam 710-2-1 Chap 6 para 6-3)

EVAL METH

Review 5513s





REFERENCE TEXT

AR 190-11, 3–8. Key and lock controls b. Keys will be signed out to authorized personnel, as needed, on a key control register. The DA Form 5513 (Key Control Register and Inventory) will be used to meet the requirements of this regulation. When not in use, the key control register will be kept in a locked container that does not contain or store classified material and to which access is controlled. DA Pam 710-2-1, 6-3. Tool room or tool crib procedures. a. Tool sets, kits, or outfits (SKO) that are not issued to using individuals are stored in and issued from a tool room or tool crib (referred to as a tool room). Tool sets which must be immediately available to perform time critical/emergency maintenance actions to prevent systems failure are not required to be secured in a tool room. Responsibility for these tools will be assigned to the on duty supervisor. In cases where shift changes require more than one person to have access, the tool set must be inventoried and signed for, using procedures in paragraph 6–2 above. Control tool room keys and restrict tool room access to essential supervisory and operating personnel.







W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

12.00 **BDE** BN

Has the responsible officer provided a list of personnel authorized to draw tools from the tool room / crib? [AR 710-2, para 2-10], DA Pam 710-2-1, para 6-3a] **EVAL METH**

Request the memorandum listing unit individuals authorized to sign out tools from the tool room. The Responsible Officer may be the Commander / PRHR or Tool Room Custodian (Hand Receipt Holder). Many times other unit personnel within a battalion / squadron or contractors utilize these tools, in those instances; the Responsible

Officer must authorize it.

	DEPARTMENT OF THE ARMY 76TH ARMY BAND 28TH TRANS BATTALION APO AE 09058										
AERTR-A-76	01 October 2010										
MEMORANDUM FOR RECO	RD										
SUBJECT: Authorization to d	raw tools from the unit Tool Room.										
	Under the provisions of Army Regulation 710-2, para 2-10j, DA Pam 710-2-1, para 6 at the following individuals are authorized to sign out tools from the Tool Room:										
<u>Name</u>	<u>Last 4</u>										
XXXXXXXXX	XXXXX										
2. Point of contact for this act	ion is the undersigned at 382-5071.										
	XXXXXXXXXXX CPT, XX Commander										

REFERENCE TEXT

AR 710-2 para 2-10 j. The tool room or tool crib custodian is responsible for all tools contained within the tool room or tool crib.

(1) All tools issued from a tool room or tool crib become the personal responsibility of the recipient (user).

(2) Hand tools, tool sets and kits, and shop equipment are secured and controlled per the physical security standards of AR 190-51.

DA Pam 710-2-1, 6-3. Tool room or tool crib procedures. a. Tools issued from the tool room become the personal responsibility of the recipient (user). Only authorized personnel are allowed to sign for tools from the tool room and will sign for all tools they receive, including expendable tools. The responsible officer provides a list of personnel authorized to draw tools from the tool room; the tool room custodian keeps a copy of the list and confirms the identity of personnel requesting tools by checking identification cards when the person is not familiar



W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

<u>13.00</u> BDE BN CC

Has the tool room issue log destroyed when filled and all tools have been returned? (DA Pam 710-2-1 Chap 6 para 6-3b(1))

EVAL METH

Review log form entries and procedures in the SOP controlling issues of tools for one day or less. Ensure all entries are in ink. Is the log / register page destroyed when all tools are returned on that page. When the 5x8 locator card system is established: a) Is one card used for each individual set and individual tools; and, b) Does every card have at a minimum, the following information:

REFERENCE TEXT

DA Pam 710-2-1, 6-3. Tool room or tool crib procedures. b. Controlling issues of tools for one day or less. When tools are issued for 1 day or less, use a log or temporary hand receipt. If a log is used, the SKO hand receipt holder determines the type of log, such as a log book, locally designed form, or card file. (1) Log procedures. Prepare a separate log for each SKO on hand. The log will be prepared for the end item only, i.e. a major SKO may contain individual sets, kits within the set. Do not prepare a log for each SKO within the end item. The log may be maintained using DA Form 5519–R. Minimum log entries are: NSN and noun nomenclature of the tool, quantity issued, date of issue, signature of individual receiving the tool, and initials of the tool room custodian when the tool is returned. All entries are in ink. Check the log at the end of each work day or shift to ensure that all tools are returned. Destroy the log/register page when all tools are returned on that page. (2) Card file procedures. (a) Use 5- by 8-inch cards. Prepare a separate card for each tool authorized in the SKO. When more than one tool has the same NSN, prepare a separate card for each. Attach tabs to cards for tools not on hand that are listed on the hand receipt annex or for lost, damaged, or destroyed tools being processed under AR 735-5. Prepare a separate card file for each SKO in the tool room. Enter the NSN, tool nomenclature, and the LIN of the SKO to which the tool belongs at the top of each card if the card file is kept in a card box; at the bottom of the card if the card file is kept in a visible index file. Use the rest of the card for dates of issue, signatures of the individuals receiving the tool, and initials of the tool room custodian upon each return of the tool. All entries are in ink. When the card is filled, destroy it and make a new one. (b) File the cards in NSN, NIIN, or nomenclature sequence. Once a filing sequence is chosen, use the same sequence for suspense files. When a tool is issued, file the card in a separate suspense file reserved for issued tools. Use separate suspense files for each SKO card file. Check the file at the end of each workday or shift, as applicable, to ensure all tools are returned. (3) Temporary hand receipt procedures. When using temporary hand receipts for daily issues, prepare DA Form 3161 in 3 copies (Para 5-4). If more than one SKO is stored in the tool room, enter the SKO LIN in block 8. File them in a separate suspense file for each SKO. Check the file at the end of each workday or shift, as applicable, to ensure all tools are returned.

	Fo	TOOL S	DA PAM 710	JT LOC 2-1; the pro	G/REGISTER sponent agency is DCSLOG		DATE		
	\top	STOCK	DATE			SUED TO	ISSUED	RTND	
NOMENCLATURE	QTY	NUMBER	OUT	IN .	PRINTED NAME	SIGNATURE	BY	BY INITIALS	CHECKED IN BY SIGNATURE
	1								

UNCLASSIFIED



W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION 14.00

BDE BN C

Is a tool locator system used if unit is not using 5X8 cards? (AR 710-2 Appendix F-4, DA Pam 710-2-1 para 6-3)

EVAL METH

Review /verify the tool locator system

69th Transportation Company





LIN: W60206 AVIATION UNIT MAINTENANCE: SET NO. 2, AIRMOBILE



4930-01-178-8848 ADAPTER KIT,GREASE

20 COMPONENTS C/O 1 ANGLE COUPLER,1 NEEDLE PT COUPLER,1 21 IN. FLEX EXT,FILLER ADPTR,1 GREASE COUPLER FOR PRESSURE GUN,1 3 INEEDLE PT COUPLER,1 8 IN. RIGID EXT,1 HYPODERMIC COU,1 LG NEEDLE PT COUPLER,1 FLASHLIGHT,1 DIRECT EXCHANLINE,1 13 IN. FLEX EXT,1 1/4-28 IN. EXTRACTOR,1 1/IN. EXTRACTOR,1 NEEDLE PT COUPLER,1 R ANGLE COUPLER,ZERK COUPLER,2 BUTTON HD COUPLERS,W/1 PLSTC CASE.

QTY: 1 LOCATION: Bench B, 3

REFERENCE TEXT

AR 710-2 F-4. Inventory procedures c. Physically locate and count each item listed on your HR that is not listed on a valid subhand receipt. If possible all items should be brought to one central location. If the item has a serial number, verify that the number on the item matches the serial number shown on your HR.

(1) When you have several of the same items, affix a unique sticker with a discrete number or other identifying mark to each individual item as it is counted. If the items are too small to tag, collect them all in one place or container and count them all at the same time. This will help preclude counting the same item twice.

(2) If the items being counted are SKO, use the CL or current SC to ensure all the required tools, parts, and so on, are in place or otherwise accounted for (shortage annex) before considering the SKO as on hand. When possible use a mat or locator sheet that shows the outline and has a place for each required item. This ensures all items are correctly identified and counted. DA Pam 710-2-1, 6-3. Tool room or tool crib procedures. b. Controlling issues of tools for one day or less. When tools are issued for 1 day or less, use a log or temporary hand receipt. If a log is used, the SKO hand receipt holder determines the type of log, such as a log book, locally designed form, or card file. (2) Card file procedures. (a) Use 5- by 8-inch cards. Prepare a separate card for each tool authorized in the SKO. When more than one tool has the same NSN, prepare a separate card for each. Attach tabs to cards for tools not on hand that are listed on the hand receipt annex or for lost, damaged, or destroyed tools being processed under AR 735-5. Prepare a separate card file for each SKO in the tool room. Enter the NSN, tool nomenclature, and the LIN of the SKO to which the tool belongs at the top of each card if the card file is kept in a card box; at the bottom of the card if the card file is kept in a visible index file. Use the rest of the card for dates of issue, signatures of the individuals receiving the tool, and initials of the tool room custodian upon each return of the tool. All entries are in ink. When the card is filled, destroy it and make a new one. (b) File the cards in NSN, NIIN, or nomenclature sequence. Once a filing sequence is chosen, use the same sequence for suspense files. When a tool is issued, file the card in a separate suspense file reserved for issued tools. Use separate suspense files for each SKO card file. Check the file at the end of each workday or shift, as applicable, to ensure all tools are returned. (3) Temporary hand receipt procedures. When using temporary hand receipts for daily issues, pr



W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION 15.00

BDE

CO

Does each item in the tool crib have a separate location? (Da Pam 710-2 Chapter 6, Para 6-3)

BN

EVAL METH

Verify each item has a location listed and verified.

69th Transportation Company





LIN: W60206 AVIATION UNIT MAINTENANCE SET NO. 2, AIRMOBILE



4930-01-178-8848 ADAPTER KIT,GREASE

20 COMPONENTS C/O 1 ANGLE COUPLER,1 NEEDLE PT COUPLER,1 21 IN. FLEX EXT,FILLER ADPTR,1 GREASE COUPLER FOR PRESSURE GUN,1 3 INEEDLE PT COUPLER,1 8 IN. RIGID EXT,1 HYPODERMIC COU,1 LG NEEDLE PT COUPLER,1 FLASHLIGHT,1 DIRECT EXCHANLINE,1 13 IN. FLEX EXT,1 1/4-28 IN. EXTRACTOR,1 1/IN. EXTRACTOR,1 NEEDLE PT COUPLER,1 R ANGLE COUPLER,ZERK COUPLER,2 BUTTON HD COUPLER,W/1 PLSTC CASE

QTY: 1 LOCATION: Bench B, 3

REFERENCE TEXT

AR 710-2 F-4. Inventory procedures c. Physically locate and count each item listed on your HR that is not listed on a valid subhand receipt. If possible all items should be brought to one central location. If the item has a serial number, verify that the number on the item matches the serial number shown on your HR.

(1) When you have several of the same items, affix a unique sticker with a discrete number or other identifying mark to each individual item as it is counted. If the items are too small to tag, collect them all in one place or container and count them all at the same time. This will help preclude counting the same item twice.

(2) If the items being counted are SKO, use the CL or current SC to ensure all the required tools, parts, and so on, are in place or otherwise accounted for (shortage annex) before considering the SKO as on hand. When possible use a mat or locator sheet that shows the outline and has a place for each required item. This ensures all items are correctly identified and counted. DA Pam 710-2-1, 6-3. Tool room or tool crib procedures. b. Controlling issues of tools for one day or less. When tools are issued for 1 day or less, use a log or temporary hand receipt. If a log is used, the SKO hand receipt holder determines the type of log, such as a log book, locally designed form, or card file. (2) Card file procedures. (a) Use 5- by 8-inch cards. Prepare a separate card for each tool authorized in the SKO. When more than one tool has the same NSN, prepare a separate card for each. Attach tabs to cards for tools not on hand that are listed on the hand receipt annex or for lost, damaged, or destroyed tools being processed under AR 735-5. Prepare a separate card file for each SKO in the tool room. Enter the NSN, tool nomenclature, and the LIN of the SKO to which the tool belongs at the top of each card file is kept in a card box; at the bottom of the card if the card file is kept in a visible index file. Use the rest of the card for dates of issue, signatures of the individuals receiving the tool, and initials of the tool room custodian upon each return of the tool. All entries are in ink. When the card is filled, destroy it and make a new one. (b) File the cards in NSN, NIIN, or nomenclature sequence. Once a filing sequence is chosen, use the same sequence for suspense files. When a tool is issued, file the card in a separate suspense file reserved for issued tools. Use separate suspense files for each SKO card file. Check the file at the end of each workday or shift, as applicable, to ensure all tools are returned. (3) Temporary hand receipt procedures. When using temporary hand receipts for daily issues, prepare DA For



W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

16.00 **BDE** BN

Is the tool room custodian familiar with tool room procedures of DA Pam 710-2-1 Chap 6 para 6-3? Does the unit have on-hand an adequate SOP detailing functions in managing tool room operations and are they conducting business in accordance with their SOP? [AR 34-4, para 7a, d(4); DA Pam 710-2-1, para 6-3a; Contractor SOW.] **EVAL METH**

Review the Tool Room SOP and ensure it adequately addresses established Tool Room procedures. Many times in the Reserve Component the unit uses the facility tool room during drill. In both cases the unit or facility must have a tool room procedure in the unit SOP. If the unit is using the facility tool room for training and have their own shop set, recommend they utilize their own tools. OSA Contractor Procedures. For C-12/RC-12/UC-35 reference SOW Para 5.2.1 Quality Assurance, LCCS-8018 Property Control Plan, LCCS-8020 Tool Control, LCCS-2731 Tool Control Program. For C-23 reference PWS Para 3.13.1 Quality Assurance, Contractor Ground Operations Procedures Manual App A Tool Control, For C-26 reference CSOW Para 3.2.3.3 Foreign Object Damage Prevention/Tool Control, GMM section 9 pages 10-18 Tool Control Program.

 PURPOSE. To establish policies governing accountability, security, and maintenance of hand tools sets, kits, outfits (SKO) and test, measurement, and diagnostic equipment (TMDE).

- a. All hand tools, sets, kits, outfits, and TMDE will be secured and/or stored in a secured location such as a tool room, tool truck, tool cabinet or tool box. These items, when not in use and not under the surveillance of a responsible Person (user, tool room keeper, or guard) will be stored in a secure location. Non-portable items will be secured in the building or van in which they are located. Doors and windows will be closed and locked. secure locations for portable items include:
- (1) A locked building or room meeting the requirements for a secure storage structure in appendix B or a locked netal cage in a secured building.
- (2) A locked built-in cabinet, bin, or drawer in a secure room or building
- 3) A locked drawer or compartment of a furniture item (wall locker, desk, etc.) in a secure room or building.
- (4) Attached to the building structure with a 5/16-inch chain or equivalent cable and a low security padlock or permanently fastened to a working surface.
- b. All tools being maintained in a secure area will be cataloged (for example, a shadow board or
- c. Tool boxes when not in use will be secured in the tool room or on a rack with a chain
- d. Access to tools and shop equipment will be controlled to the maximum extent practical. If possible, access will be limited to the user, the individual designated as responsible for security items when not in use, and supervisory or command personnel

ACCOUNTABILITY.

- a. All tools, SKO'S, and test equipment will be accounted for by component hand receipt (DA Form 2062) down to the sert (tool custodian) and inventoried according to the AR 710-2. The component hand receipt is the record for responsibility for items listed on it. It is also the record that validates all component shortages less expendable. consumable between the primary hand receipt holder and the "user;" therefore, hand receipt annexes are not
- b. The tool room will be inventoried every six months (semi annual) and individual tool boxes monthly. Both will be inventoried within 72 hours after return of a field exercise/mobilization
- c. All tool kits, SKO, and special tools will be stored separately. Separate sign out procedures (DA Form 5519) will be used for each tool kit, SKO, or special tools. Prepare a separate log for each SKO on hand. The log will be prepared for the end item only, i.e. a major SKO may contain individual sets, kits within the set. Do not prepare a log for each SKO within the end item. The log may be maintained using DA Form 5519-R. Minimum log entries are: NSN and nown nomenclature of the tool, quantity issued, date of issue, signature of individual receiving the tool, and initials of the tool room cits dota when the tool is returned. All entries are in ink. Check the log at the end of each work day or shift to ensure that all tools are returned. Destroy the log/register page when all tools are eturned on that page.
- d. Controlling issues of tools for more than one day but less than 31 days. Use a temporary hand receipt. Prepare DA Form 3161 in three copies (para 5–4). Find out how long the recipient needs to use the tool. Assign a return date and enter it in the "Date Materiel" block: File the original in a suspense file arranged in alphabetical sequence by the recipient's last name. File copy 2 in another suspense file in tool NSN, NIIN, or nomenclature sequence. Give copy 3 to the recipient of the tool. Check return dates frequently. If the tool is not returned by the return date, notify the recipient to return the tool. When the tool is returned, destroy all copies of the hand receipt

REFERENCE TEXT

AR 34-4, 7a. Standardization will be implemented in all Active and Reserve Component units. d. At commands battalion size and smaller and organizations that carry out policy, standardization will be implemented through— (4) The development of SOPs and programs which require the uniform application of standardized practices and procedures. DA Pam 710-2-1, 6-3. Tool room or tool crib procedures. a. Tool sets, kits, or outfits (SKO) that are not issued to using individuals are stored in and issued from a tool room or tool crib (referred to as a tool room).







W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

<u>17.00</u> BDE BN CO

Are proper procedures utilized in issuing special tools that are attached to the aircraft? [DA Pam 710-2-1, para 6-3e]

EVAL METH

Verify the tool room attendant has a log established for issuing tools that may be attached to the aircraft. Ensure the tool room attendant has identified what tools will be issued from this log (examples are engine/ rotor vibration analyzers, engine/ rotor stands), and Ground Support Equipment (GSE) if maintained in the tool room (example:

jack stands).

		TOOL S	IGN O	JT LOG	S/REGISTER		DATE		
	F	or use of this form, see [DATE		ponent agency is DCSLOG				
NOMENCLATURE	YTP	STOCK NUMBER	OUT	IN	PRINTED NAME	ED TO SIGNATURE	ISSUED BY INITIALS	RTND BY INITIALS	CHECKED IN BY SIGNATURE
	1	 	-	-:-	Print Lo IVWIE	SIGNATURE	INITIALS	INITIALS	
	+-		-						
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	-		-					-	
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	+								
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REFERENCE TEXT

DA Pam 710-2-1, 6-3e. Controlling issue of special tools attached to the Aircraft. The following procedures apply only to those special tools which are attached to aircraft for extended periods while maintenance is being performed. The tool room operator will identify tools in this category and set up a special log to allow tools to be issued for a period not to exceed 5 working days. The tool user will sign for the item (s), and will not be required to re-sign for the tool (s) until the 5 day period has expired. If the tool is still attached to the aircraft after 5 days, a visual inspection will be performed by the tool room operator and the period extended for another 5 working days. Note: These procedures apply only to units which maintain aircraft such as AVIM and AVCRAD.







W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

<u>18.00</u> BDE BN CO

Are tools / equipment such as bolt cutters, torches, power tools, drills, etc. secured in locked containers? [AR 190-11, para 4-18a]

EVAL METH

Ensure procedures are established to secure the types of tools and power tools mentioned above in a locked container when not used. Bolt cutters must be secured in an area limiting access and keeping them from being available to defeat padlocks and chain security efforts.











REFERENCE TEXT

AR 190-11, 4-18a. Tools such as hammers, bolt cutters, chisels, crowbars, hacksaws, cutting torches, and similar items which could be used to assist in gaining unauthorized access to an arms storage facility must not be readily accessible to intruders. Tools of this type should be removed from the vicinity of the arms storage facility or room. When an arms storage facility is the only security location available, such tools will be stored in a locked container within the facility. When the access door to an arms storage room is located within the unit supply room, tools will not be stored in the supply room.







W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

19.00 BDE BN CO

Are load test current on jack stands in the tool room? (OSHA 1910.244)

EVAL METH

Verify last load test.





REFERENCE TEXT

OSHA 1910.244(a)(2)(vi) Each jack shall be thoroughly inspected at times which depend upon the service conditions. Inspections shall be not less frequent than the following:

1910.244(a)(2)(vi)(a) For constant or intermittent use at one locality, once every 6 months,

1910.244(a)(2)(vi)(b) For jacks sent out of shop for special work, when sent out and when returned,

1910.244(a)(2)(vi)(c) For a jack subjected to abnormal load or shock, immediately before and immediately thereafter.







W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

<u>20.00</u> BDE BN

CO

Are calibrated tools up to date?(AR 750-1, Chapter 6)

EVAL METH

Review calibrations chart.







REFERENCE TEXT

AR 750-1 para 6-4. Aviation Field maintenance g. Calibration and repair of TMDE will be performed as indicated in AR 750-43, TB 750-25, and TB 43-180. Para 6-44. Test, measurement, and diagnostic equipment support and management TMDE repair support will normally be based on the concept that repair should be accomplished by the element designated in TB 43-180 as being responsible for calibration support.









W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION 21.00

BDE

CO

Have sharp objects been covered to prevent accidental cutting? (OSHA 3151-12R)

BN

EVAL METH

Review safety procedures and if items are covered.







REFERENCE TEXT

Employers should explore all possible engineering and work practice controls to eliminate hazards and use PPE to provide additional protection against hazards that cannot be completely eliminated through other means.









W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

<u>22.00</u> BDE BN CO

Does unit use procedures under cash sales for hand tools lost? (AR 710-2 4–15k, AR 735-5 table 2-2b,DA Pam 710-2-1, Chap 6 para 6-4)

EVAL METH

Review procedures in SOP.

						1.	DATE	
STAT	EMENT OF CHARGE	S/CASH COL	LECTI	ON VOUC	HER	2.	DOCUMENT/VOI	UCHER NUMBER
3. ORGANIZATION				4. STAT	ON			
5. DISBURSING OFFI VOUCHER NUMBE		6. DISBURSING	STAT	ION SYMBO	L NUMBER	7. ACCC	UNTING CLASSII	FICATION
STOCK NUMBE a.	R	ITEM DESC		N		QTY c.	UNIT PRICE d.	TOTAL COST e.
								0
								0
								0
								0
								0
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								0
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								0
								0
								0
8. TYPE OR ACTION a. PAYROLL DEDUCT		b. CASH COLL	ECTION	4		c. GRAN	D TOTAL	
							\$0.00)
I certify that my si a. An authorizatio is checked, I as b. An affirmation c. An agreement	F RESPONSIBLE INDIVIDUITY ignature hereon constitute in to recover the amount of mermitting debt in cash, that the articles are not not to turn-in to the appropriat the articles listed hereon.	s If the indebtedne low in my posses	sion.					
d. RANK/ e. NAME GRADE	E (LAST, First, Middle Init.	ial)		USE FOR ARGE	h. SIGNATU	JRE		i. AMOUNT
f. SOCIA	AL SECURITY NUMBER							
	COMMANDER hereon are complete and ty has been disposed of it		TI				CERTIFYING OFF is been (FAO) che	ICER ack the appropriate
with current di	rectives and the charge coordance with the prov	s have been		a. Entered has been	on the appro	priate pay	record or payroll, led for collection.	, or DD Form 139
735-5, Appendix		isions of An		b. Remitted	through car	sh collection	on.	
a. DATE b. SI	GNATURE BLOCK/SIGNAT	TURE	c. DA	TE	d. SIGNATU	JRE BLOC	K/SIGNATURE	
DD FORM 362, J	UL 93	Previ	ious ed	ition may be	used.			Reset

REFERENCE TEXT

AR 710-2 4–15. Self–service supply center k. Cash sale of hand-tools to replace lost, damaged, or destroyed hand-tools is authorized under AR 735–5. The SSSC will maintain a record of cash sales on a cash collection register for hand-tools. DA Pam 710-2-1, 6–4. Cash sales of handtools a. When an individual loses a unit handtool and admits liability for the loss, the individual may voluntarily, or in response to a request, offer payment of the value of the hand too in cash or by check. Do not demand cash payment. If handtools are not stocked in the SSSC, or if the SSSC advises that specific handtool required is not available for sale, prepare and process DD Form 362 (Statement of Charges/Cash Collection Voucher), under AR 735–5 and make necessary hand receipt adjustments.







W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

23.00 **BDE** BN

Has the commander or the head of the activity conducted an annual Management Review of all tools on hand? [AR 735-5, para 7-5d]

Review the commanders or head of the activity memorandum for record. The document will state the review of durable property, and state what the results were and what corrective actions were taken.

REFERENCE TEXT

AR 735-5, 7-5. Accounting for durable property. d. Annually, the commander or the head of the activity will conduct a management review of all durable items issued or turned-in to determine whether there are any indications of any missing items, and whether there are any indications of fraud, waste, or abuse. f. The commander or the head of the activity will document that a management review of durable property was conducted, stating what the results were, and what corrective actions, if any, were taken. Documentation will be prepared in the form of a memorandum for record in duplicate. One copy will be retained at the unit or activity, and one copy provided to the financial liability investigation approving authority. These memorandums for records will be retained on file for 2 years before being destroyed.

