



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





W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

1.00

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.





Command Supply Discipline Program

UNCLASSIFIED

W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

2.00 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.

FROM:		TO:		COMPONENT HAND RECEIPT:											
END ITEM STOCK NUMBER: 5180-01-483-0250		END ITEM DESCRIPTION: TOOL KIT, GENERAL MECHANICS													
PUB NUMBER: 5180-95-B47		DATE OF LAST REVIEW: 01 SEPTEMBER 2006		SC 9999-01-SKO PUB DATE: 01 SEPTEMBER 2008											
				LINE ITEM NUMBER: T28688											
A	NATIONAL STOCK	I	C	QUANTITY ON HAND											
C	NUMBER	D	ITEM DESCRIPTION	A	B	C	D	E	F	G	H	I	J	K	
N	5180-01-483-0250	A	TOOL KIT; GEN MECHAN, TOOL KIT, GENERAL MECHANICS, AUTOMOTIVE; SC 5180-95-B47, LIN T28688.	N	M	SE									
N	08292 DRAWER 1	B	..												
N	08292-8005905	B	. TOOLBOX, PORTABLE, POLYMER, 24" WIDE, 18" HIGH, 14" DEEP, 4 DRAWER WITH FOAM INSERTS, LOCKABLE STORAGE COMPARTMENT IN DROP DOWN FRONT PANEL, INCLUDES PADLOCK..	EA	1										
N	08292-33105	B	. CHISEL, COLD, HAND, 3/4" WIDE CUTTING EDGE, 7" LONG, STEEL.	EA	1										



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

4.00

BDE

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CO

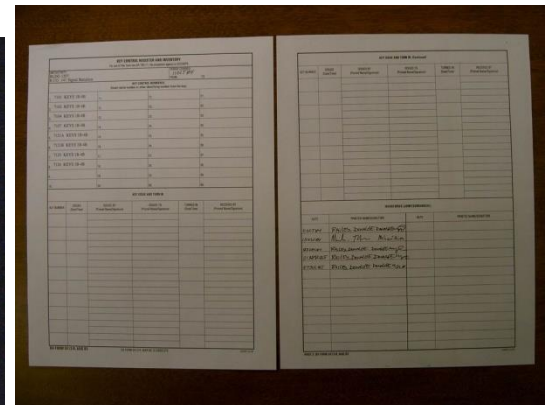
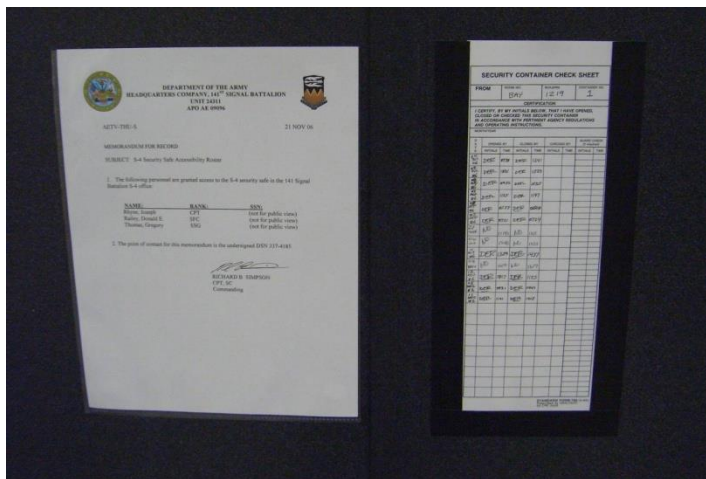
Does the tool room meet physical security standards? [AR 190-51, para 3-6b & 3-22c; Contractor SOW.]

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

CO

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

5 January 2010

MEMORANDUM FOR RECORD

SUBJECT: Unaccompanied Access Roster

1. 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. Leyvaantunez	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 or email to xxxxxxxxxxx@28tran.21tsc.army.mil.

3. "ROADRUNNERS!"

XXXXXXXXXXXX
CPT, TC
Commanding

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

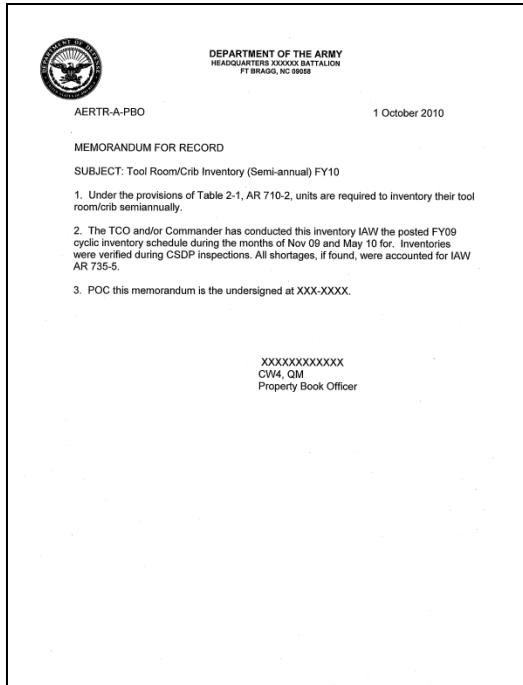
QUESTION

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

10.00

BDE

BN

CO

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

EVAL METH

Review the MSDS book for compliance.



REFERENCE TEXT

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

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

12.00

BDE


BN

CO

Has the responsible officer provided a list of personnel authorized to draw tools from the tool room / crib? [AR 710-2, para 2-10j, 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.

	<p>DEPARTMENT OF THE ARMY 76TH ARMY BAND 28TH TRANS BATTALION APO AE 09068</p>				
AERTR-A-76	01 October 2010				
MEMORANDUM FOR RECORD					
SUBJECT: Authorization to draw tools from the unit Tool Room.					
<p>1. Under the provisions of Army Regulation 710-2, para 2-10j, DA Pam 710-2-1, para 6-3a the following individuals are authorized to sign out tools from the Tool Room:</p> <table border="0"> <tr> <td style="text-align: center;"><u>Name</u></td> <td style="text-align: center;"><u>Last 4</u></td> </tr> <tr> <td style="text-align: center;">XXXXXXXXXX</td> <td style="text-align: center;">XXXXX</td> </tr> </table>		<u>Name</u>	<u>Last 4</u>	XXXXXXXXXX	XXXXX
<u>Name</u>	<u>Last 4</u>				
XXXXXXXXXX	XXXXX				
<p>2. Point of contact for this action is the undersigned at 382-5071.</p>					
<p>XXXXXXXXXXXX CPT, XX Commander</p>					

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

14.00

BDE

BN

CO

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 INEEDE 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, 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.





W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

15.00

BDE

BN

CO

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

EVAL METH

Verify each item has a location listed and verified.





**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 IN NEEDLE 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, 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.





W-HAND TOOL AND SKOT ACCOUNTABILITY

QUESTION

16.00

BDE

BN

CO

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.

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

2. SECURITY.

- 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 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.
- b. All tools being maintained in a secure area will be cataloged (for example, a shadow board or locator file).
- 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.

3. ACCOUNTABILITY.

- a. All tools, SKO'S, and test equipment will be accounted for by component hand receipt (DA Form 2062) down to the user (tool custodian) and inventoried according to the AR 710-2. The component hand receipt is the record of 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 required.
- 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 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.
- 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 Material" 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, NIN, 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

18.00

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

20.00

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

BN

CO

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

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

23.00

BDE

BN

CO


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]

EVAL METH

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.



DEPARTMENT OF THE ARMY
HEADQUARTERS XXXXXXX BATTALION
FT BRAGO, NC 09058

AERTR-A-HHD 1 October 2010

MEMORANDUM FOR RECORD

SUBJECT: Annual Property Management Review for FY10

- Under the provisions of AR 735-5, paragraph 7-7b (3), AR 710-2, Table B-1, and AR 190-51, Para 3-22 the following annual management review was conducted and will be maintained on file for 2 years. A management review of durable property in FSCs:

3510-Laundry and Dry Cleaning equip	4110-Refrigeration equipment
4140-Fans, Air Circulator and blower equip	6240-Electric Lamps
7105-Household furniture	7110-Office furniture
7125-Cabinets, lockers, bins, shelving	7195-Misc furniture and fixtures
7210-Household furnishings	7220-Floor coverings
7290-Miscellaneous Household furniture	7350-Tableware
7320-Kitchen equipment and appliances	7620-Games, toys, wheeled, goods
7310-Food cooking, baking & service Eq	
7910-Floor polishers and vacuum cleaning equipment	
- All hand tools in Federal supply classes (FSC) 5110, 5120, 5130, 5133, 5136, 5140, 5180, 5210, 5220, and 5280 with a unit cost of \$50.00 or more, but less than \$300. When the unit of issue contains more than one item (such as, package, box, dozen, and so forth and the cost of a single item (unit of measurement) is less than \$50.00, the hand tool will be treated as an expendable item at the user level, even though it is coded as durable in the AMDF contained on FEDLOG.
- Cellular phones, pagers, and research in motion (RIM) Blackberry units with a unit cost of less than \$1,000.
- HHD 28th Transportation Battalion has conducted this review IAW applicable regulation during the review, no discrepancies were noted or appropriate actions IAW AR 735-5 has been taken to correct deficiencies. All equipment listed above in paragraph 1 has been transferred to the units CFMO hand receipt and no longer accounted for on the units' property book. There were no indications of fraud, waste or abuse suspected.
- POC this memorandum is the undersigned at XXXXXXX.

XXXXXXXXX CPT, LG Commanding
XXXXXXXXXXXXX LTC, LG Commanding

DISTRIBUTION:
Commander XXXXXX BN
S4
PBO

