

V. AVIATION MAINTENANCE

2. Aviation Ground Support Equipment (AGSE)

a. Standing Operating Procedures (SOP)

Are Standing Operating Procedures established and maintained for current operations? (*AR 750-1, para 3-6b and AR 385-95, para 3-3*) **P / F / NA**

b. The Army Records Information Management System (ARIMS)

(1) Are the record managers and coordinators registered at the appropriate level on the ARIMS website (<https://www.arims.army.mil>)? (*AE 25-400-2, para 5g*) **P / F / NA**

(2) Are Office Record Lists (ORL) being created, approved, and maintained on the ARIMS website? (*AE 25-400-2, para 5h*) **P / F / NA**

(3) Are the ORLs being reviewed for approval by the supporting MSC or ASG records manager? (*AE 25-400-2, para 4b(5)b*) **P / F / NA**

(4) Are units deployed or involved in CONOPS managing their records according to Appendix A? (*AE 25-400-2, Appendix A*) **P / F / NA**

(5) Do the filing labels contain the correct information according to AE 25-400-2? (*AE 25-400-2, para 5a,b,c & d*) **P / F / NA**

(6) Are all record information being identified and properly marked and stored? (*AE 25-400-2, para 5a-d*) **P / F / NA**

(a) Paper, floppy disks, or similar media, labels may be handwritten or printed off of the ARIMS website.

(b) Digital record information on shared network drives, hard drives, or other similar storage devices will include the information in para 5d (1) a-e.

(c) All folders and containers used to store official record information, including personal e-mail folders and shared folders on servers, will be labeled.

(7) Is the checklist in Appendix C used to evaluate the records management program and? (*AE 25-400-2, para 5i*) **P / F / NA**

c. Publications Maintenance / Shop Library

(1) Does each shop maintain a complete, up-to-date set of technical publications for all supported equipment? (*FM 3-04.500, para 8-16*) **P / F / NA**

(2) Are publications filed Alpha Numerically? (*FM 3-04.500, para 8-113 and DA Pam 25-40, para E-13*) **P / F / NA**

(3) Are changes to publications posted correctly? (*DA Pam 25-40, Appendix E*) **P / F / NA**

(4) Does the shop have a technical data familiarization chart or computer printout to ensure maintenance personnel are familiar with publications relevant to their duties? *(FM 3-04.500, para 8-18)*
P / F / NA

(5) Are technical inspectors checking the charts or printouts during publication review to ensure the following: *(FM 3-04.500, para 8-18)*
P / F / NA

(a) All publications used by the shop are listed?

(b) All shop personnel are listed?

(c) All personnel initialed to indicate their understanding of the publications?

(d) All changes are posted according to DA Pam 25-40?

(6) Have technical inspectors checked the shop library quarterly to ensure the following: *(FM 3-04.500, para 8-111)*
P / F / NA

(a) Libraries are located conveniently to users?

(b) Required manuals are on hand or on order?

(c) No unnecessary publications are on hand?

(d) Changes are properly posted and indexes reflect the status of publications on hand?

(e) No superseded or rescinded manuals are used?

(f) Classified publications are stored according to AR 380-5?

d. Forms and Records

(1) Are all required maintenance records on-hand? *(DA Pam 738-750, para 3-3)* **P / F / NA**

(2) Does all ground support equipment that requires unit personnel to perform PMCS or Periodic Services have a properly filled out DD Form 314? *(DA Pam 738-750, para 3-3)* **P / F / NA**

(3) Are daily inspections of lifting devices being recorded on locally produced forms? *(TB 43-0142, para 4b(2) NOTE)* **P / F / NA**

(4) Are periodic inspections and required tests scheduled on DD Forms 314? *(TB 43-0142, para 6e)* **P / F / NA**

(5) Does the unit have the manufacturer, repair, or DS/GS maintenance activities' written certification of load testing for all ground support equipment classified as a lifting device? *(TB 43-0142, para 4a(1))* **P / F / NA**

e. Ground Support Equipment

(1) Is ground support equipment spot painted when needed? (*TM 1-1500-204-23-9, para 9-3a(2) & (3)*) **P / F / NA**

(2) Is non-tactical ground support equipment reflectorized? (*TM 1-1500-204-23-9, para 9-4*) **P / F / NA**

(3) Is ground support equipment legibly stenciled/marked with required safety and operational markings? (*TM 1-1500-204-23-9, para 9-5*) **P / F / NA**

f. Lifting Devices

(1) Are shop floor cranes, hoist beams, jack stands, and jacks stenciled with the load rating and date of next periodic inspection? (*TB 43-0142, para 6f(1)*) **P / F / NA**

(2) Are the load rating and date of the next periodic inspection stenciled on crane booms? (*TB 43-0142, para 6f(1)*) **P / F / NA**

(3) Do hoists, chains, slings, and hooks have appropriate markings attached? (*TB 43-0142, para 6f(2)*) **P / F / NA**

(4) Are forklifts stenciled on the side of the mast to the operators left with load rating and date of next periodic inspection? (*TB 43-0142, para 6f(4)*) **P / F / NA**

(5) Are qualified personnel load testing lifting devices? (*TB 43-0142, para 6a*) **P / F / NA**

g. Aviation Ground Power Unit (AGPU)

(1) Are Aviation Ground Power Unit (AGPU) operators properly licensed on an OF 346 or automated form for units using Unit Level Logistics System (ULLS)? (*AR 600-55, para 4-1 and para 7-1*) **P / F / NA**

(2) Do soldiers perform regularly scheduled maintenance on the AGPU? (*TM 55-1730-229-12, Table 3-2*) **P / F / NA**

(3) Does the unit maintain the proper forms and records on the AGPU? (*GEN-MIM-01-007 or DA Pam, para 3-3*) **P / F / NA**

REFERENCES:

AR 25-400-2	18 Mar 2003
AR 380-5	29 Sept 2000
AR 600-55	31 Dec 1993
AR 750-1	18 Aug 2003
DA Pam 25-40	29 Dec 2003
DA Pam 738-750	01 Aug 1994
GEN-MIM 01-007	24 Sep 2001
FM 3-04.500	26 Sep 2000
TB 43-0142	28 Feb 1997
TM 1-1500-204-23-9	15 Mar 2001, Chg 4
TM 55-1730-229-12	22 Nov 2002, Chg 8
AE 25-400-2	31 Dec 2003