

V. AVIATION MAINTENANCE

9. Corrosion Prevention and Control (CPC)

a. Standing Operating Procedures (SOP)

Is CPC program for all aircraft and associated equipment in writing and included as part of the unit SOP? *(TM 1-1500-328-23, para 8-2b)* **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. Reference Publications

(1) Is the unit appointed CPC program monitor maintaining or have access to a current reference library of aviation CPC literature, to include AR 750-1, AR 750-59, TM 1-1500-204-23 series, TM 1-1500-344-23 and TM 1-1500-343-23? *(TM 1-1500-328-23, para 8-9)* **P / F / NA**

(2) Are publications filed correctly? *(FM 3-04.500, para 8-113; DA Pam 25-40, Appendix E, para E12-E20)* **P / F / NA**

(3) Are changes to publications posted correctly? (*DA Pam 25-40, Appendix E, para E 8-E 11*)
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?

d. Training Program

(1) Is a training program established to achieve CPC inspection, detection, and treatment skills at all maintenance levels? (*TM 1-1500-328-23, para 8-3a(7)*)
P / F / NA

(2) Are personnel at all levels aware of and follow the unit CPC SOP? (*TM 1-1500-328-23, para 8-3b*)
P / F / NA

e. Aircraft Inspections

Has annotation been made on DA Form 2408-13-1 to reflect CPC inspections? (*TM 1-1500-328-23, para 8-4*)
P / F / NA

f. Aviation Ground Support Equipment (AGSE) Inspections

(1) Is AGSE scheduled for CPC inspection documented in accordance with applicable TMs? *(TM 1-1500-328-23, para 8-8)* **P / F / NA**

(2) Is DD Form 314 (Prevention Maintenance Schedule and Record) or DA Form 2409 (Equipment Maintenance Log) being used in accordance with DA Pam 738-750 to document CPC inspections on aviation associated equipment? *(TM 1-1500-328-23, para 8-8)* **P / F / NA**

g. Appointment Orders

Is a CPC monitor appointed and placed on unit orders? *(TM 1-1500-328-23, para 8-3a(2))* **P / F / NA**

REFERENCES:

AE 25-400-2	31 Dec 2003
DA PAM 25-40	29 Dec 2003
FM 3-04.500	26 Sep 2000
TM 1-1500-328-23	25 Nov 2003 chg 1