

V. AVIATION MAINTENANCE

1. Production Control

a. Standing Operating Procedures (SOP)

- (1) Are maintenance Standing Operating Procedures (SOP) established and maintained as prescribed? (*AR 750-1 para 3-6b*) **P / F / NA**
- (2) Does the SOP cover ALL aspects of the unit's mission, to include the following: (*AR 385-95, para 3.3*) **P / F / NA**
- (a) Foreign Object Damage (FOD) prevention (*AR 385-95, para 3.3(o)*)
 - (b) Aircraft maintenance procedures (*AR 385-95, para 3.3(q)*)
 - (c) Maintenance shop operations (*AR 385-95, para 3.3(r)*)
 - (d) Protection of equipment from severe weather (*AR 385-95, para 3.3(y)*)
 - (e) Controlled Exchange (*TM 1-1500-328-23, para 10-2(e)*)
 - (f) Ground Support Equipment (GSE) (*FM 3-04.500, para 5-12*)
 - (g) Corrosion Prevention and Control program (CPC) (*TM 1-1500-328-23, para 8-2*)
 - (h) Aircraft recovery and evacuation (*FM 3-04.500, para F-31*)
 - (i) Test, Measurement, and Diagnostic Equipment (TMDE) (*TB 750-25, para 3-10a(2)*)
 - (j) Battery shop (*TB 385-4, para 1-5*)
 - (k) Aircraft Survivability Equipment (ASE) use and maintenance (*AR 385-95, para 3.3n*)

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) folders and containers used to store official record information, including personal email 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 the Production Control shop library contain manuals on the specific duties of the shop?
(*FM 3-04.500, para 8-111*) **P / F / NA**

(2) Are publications filed Alpha-Numerically? (*FM 3-04.500, para 8-113; DA Pam 25-40, pg 57*) **P / F / NA**

(3) Are changes to publications posted correctly? (*DA Pam 25-40, pg 50 thru 58*) **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; DA Pam 25-33, para 3-1f*) **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. Army Material Status System (AMSS)

(1) Are the units recording daily aircraft status and flying time in the ULLS-A? (*AR 700-138, para 3-2d(2)*) **P / F / NA**

(2) Is the ULLS-A system configured with the current MMDF? (*AR 700-138, para 3-2d(2)*) **P / F / NA**

(3) Are authorized ORF aircraft reported with the assignment code M (table 3-5)? (*AR 700-138, para 3.2g(1)(a)*) **P / F / NA**

(4) Is all issued Aircraft Survivability Equipment (ASE) installed and fully operational? (*AR 700-138, Table 3-12, Note 3g*) **P / F / NA**

(5) Do the Commander's Comments list all PMC time? (*AR 700-138, pg 26, Table 3-2, Note c, and pg 36, Fig 3-4*) **P / F / NA**

(6) Do the Commander's Comments reflect controlled substitution of aircraft parts? (*AR 700-138, pg 36, Fig 3-4*) **P / F / NA**

(7) Are all required entries listed on the Commander's Comments section of the End of Period Report? (*AR 700-138, pg 36*) **P / F / NA**

(8) Are the preparing units maintaining file copies, either electronically or in hard copy, for a minimum of one year (local policy may dictate longer)? (*AR 700-138, para 3-2i*) **P / F / NA**

(9) Are aircraft reporting NMCM if the MTF was not completed within 84 hours after the MOC was performed? (*AR 700-138, pg 26, Table 3-1, Note 2*) **P / F / NA**

(10) Has the commander specified the clock hour parameters for the workday? (*AR 700-138, pg 26, Table 3-1, Note 1*) **P / F / NA**

(11) Are the aircraft report NMC once preventive maintenance actions extend beyond the scheduled mission requirement or not later than the close of the workday, which ever comes first? (*AR 700-138, pg 26, Table 3-1, Note 1*) **P / F / NA**

e. Maintenance Management

(1) Does the PC element track the following information to establish maintenance workweek priorities compatible with the unit's mission: (*FM 3-04.500, para D-4*) **P / F / NA**

(a) Mission requirements and priorities of supported commanders to include numbers of aircraft and specific capabilities required for those aircraft

(b) Aircraft maintenance flow, by flying hours remaining for each aircraft until upcoming scheduled maintenance inspections

(c) Current total number of flight hours, status of avionics and armament, and the operational status of each assigned aircraft

(d) AVUM level work in progress and work deferred

(e) AVIM level work in progress and work deferred

(f) Time change requirements for components, by individual assigned aircraft tail number

(2) Does the Production Control (PC) element coordinate: *(FM 3-04.500, para 4-19)*

P / F / NA

(a) With the flight companies / platoons and flight operations on scheduling of aircraft to meet mission and training requirements

(b) Requirements with the next higher level of maintenance for all work beyond the unit's capability

(c) Work input to the maintenance sections?

(d) Activities of the Quality Control (QC) element?

(e) All test flights

(3) Is a Maintenance request register maintained for all maintenance Job and Work Orders request? *(DA Pam 738-751, para 3-10)*

P / F / NA

(4) Are the units under ULLS-A utilizing the automated DA FORM 2405 to track work orders? *(DA Pam 738-751, para 3-1, b (8))*

P / F / NA

(5) Is a maintenance request register maintained for each level of maintenance requested? *(DA Pam 738-751, para 3-10, b)*

P / F / NA

f. Controlled Exchange

(1) Do the unit's Controlled Exchange Records (Sheets) contain all required information? *(AR 750-1, para 4.7; USAREUR Suppl 1 to AR 750-1, Fig J-1)*

P / F / NA

(2) Are all Controlled Exchanges of parts, components, and assemblies approved by a LTC/O5 or higher? *(AR 750-1, para 4.7 (c)(3); USAREUR Suppl 1 to AR 750-1, Appendix J-3c (2))*

P / F / NA

(3) Are Controlled Exchange actions used when it is the only way to provide required aircraft to support an operational requirement? *(AR 750-1, para 4.7 and USAREUR Suppl 1 to AR 750-1, Appendix J-3c (1))*

P / F / NA

(4) Are all Controlled Exchange actions documented in the Commander's Comments section of the End of Period Report? *(AR 700-138, pg 36, Fig 3-4; USAREUR Suppl 1 to AR 750-1, Appendix J-3f (1))*

P / F / NA

14 June 2004

(5) Is a record of removed parts maintained for all Controlled Exchange actions? (*FM 1-500, pg 6-4; AR 750-1, para 4.7; USAREUR Suppl 1 to AR 750-1, Appendix J-3d (1)*) **P / F / NA**

(6) Is a copy of Controlled Exchange record placed in both the gaining and losing aircraft's logbook? (*AR 750-1, para 4.7; USAREUR Suppl 1 to AR 750-1, Appendix J-3d (2)*) **P / F / NA**

REFERENCES:

| | |
|-----------------------------|------------------|
| AE 25-400-2 | 31 Dec 03 |
| AR 25-400-2 | 18 Mar 03 |
| AR 385-95 | 10 Dec 99 |
| AR 700-138 | 26 Feb 04 |
| AR 750-1 | 18 Aug 03 |
| DA Pam 738-751 | 15 Mar 99 |
| DA Pam 25-40 | 30 Apr 02 |
| FM 3-04.500 | 26 Sep 00 |
| TB 385-4 | 1 Aug 92, Chg 1 |
| TB 750-25 | 12 Nov 99, Chg 1 |
| TM 1-1500-328-23 | 25 Nov 02 |
| USAREUR Suppl 1 to AR 750-1 | 7 Nov 03 |