

V. AVIATION MAINTENANCE

3. Quality Control

a. Standing Operating Procedures (SOP)

Are Standing Operating Procedures established and maintained for current operations? (*AR 750-1, para 3-6b*) **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) Does 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) Is all record information being identified and properly marked and stored? (*AE 25-400-2, para 5a-d*) **P / F / NA**

(a) Are paper, floppy disks, or similar media, labels handwritten or printed off of the ARIMS website?

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

(c) Are all folders and containers used to store official record information, including personal e-mail folders and shared folders on servers, labeled?

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

c. Publications Maintenance / Master Library

(1) Have quality control personnel established and maintained a complete, up-to-date set of technical publications for supported aircraft? (*FM 3-04.500, para 8-16*) **P / F / NA**

(2) Do the technical inspectors review publication files (technical libraries) throughout the maintenance activity quarterly? (*FM 3-04.500, para 8-17*) **P / F / NA**

(3) Has a file of recommended changes (DA Form 2028) been established and maintained? (*FM 3-04.500, para 8-17*) **P / F / NA**

(4) Does the quality control 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) Are all publications used by the shop listed?

(b) Are all shop personnel listed?

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

(d) Are all changes posted according to DA Pam 25-40, App. E?

(6) Are TWX files maintained separately for each MDS assigned or supported? *(FM 3-04.500, para 8-19)* **P / F / NA**

(7) Is a file maintained for general messages? *(FM 3-04.500, para 8-19)* **P / F / NA**

(8) Are TWX files separated into two sections SOF/ASAM messages and maintenance/technical advisory messages? *(FM 3-04.500, para 8-19)* **P / F / NA**

(9) Are Safety Of Flight (SOF), Aviation Safety Action Message (ASAM), Technical Bulletin, and Maintenance Informational Messages (MIM) recorded and complied with correctly? *(DA Pam 738-751, para 1-12)* **P / F / NA**

(10) Are Safety of Use (SOU), Urgent MWOs and TBs recorded and complied with correctly? *(DA Pam 738-751, para 1-13)* **P / F / NA**

(11) Have quality control personnel ensured the unit has adequate quantities of current publications? *(FM 3-04.500, para 8-99)* **P / F / NA**

(12) Have the technical inspectors read and understand DA Pam 25-40, App. E? *(FM 3-04.500, para 8-110)* **P / F / NA**

(13) Does the master library contain publications required to maintain all series of aircraft supported by the shop? *(FM 3-04.500, para 8-111)* **P / F / NA**

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

(a) Are libraries located conveniently to users?

(b) Are required manuals on hand or on order?

(c) Are unnecessary publications on hand?

(d) Are changes properly posted and do indexes reflect the status of publications on hand?

(e) Are superseded or rescinded manuals used?

(f) Are classified publications stored according to AR 380-5?

(15) Are publications filed by type, then numerically-alphabetically? *(FM 3-04.500, para 8-113; DA Pam 25-40, para E-13a)* **P / F / NA**

d. Maintenance Training Program

(1) Has the Commander established a maintenance-training program? *(AR 750-1, para 2-16c(5))* **P / F / NA**

(2) Is a training program established for skill level 1 through 4 to ensure all soldiers are properly trained in their MOS? *(USAREUR Reg 350-1, para 4-4c)* **P / F / NA**

e. Shop Inspections

(1) Do quality control personnel conduct facility and equipment (shop safety) and test equipment (calibration) inspections? *(FM 3-04.500, para 8-11)* **P / F / NA**

(2) Do inspectors conduct informal inspections of the various shops periodically? Do they keep a copy of all safety inspections in the QC section and a file copy in the subject area inspected? *(FM 3-04.500, para 8-12)* **P / F / NA**

f. Army Oil Analysis Program (AOAP)

(1) Is the Army Oil Analysis Program (AOAP) properly maintained for aircraft and AGSE? *(AE Suppl. 1 to AR 750-1, Appendix N2a)* **P / F / NA**

(2) Have all AOAP monitors received training/certification by the servicing lab? *(AE Suppl. 1 to AR 750-1, Appendix N6a & N6b(3); USAREUR AOAP Lab External SOP, para 3-14c(2))* **P / F / NA**

(3) Has the Monitor certification taken place in the last 3 years? *(USAREUR AOAP Lab External SOP, para 3-15g)* **P / F / NA**

(4) Are personnel tracking oil sample information on DA Form 2408-20? *(DA Pam 738-751, para 4-14)* **P / F / NA**

(5) Are hours since overhaul and hours since oil change included on the DD Form 2026/DA Form 5991-E? *(USAREUR AOAP Lab External SOP, para 2-3a)* **P / F / NA**

h. Historical Records

(1) Are the following forms maintained IAW DA PAM 738-751? **P / F / NA**

(a) DA Form 2408-4-2 Weapon Sighting Data OH-58D *(DA Pam 738-751, para 2-6)*

(b) DA Form 2408-4-3 Weapon Sighting Data AH-64 *(DA Pam 738-751, para 2-7)*

(c) DA Form 2408-5 Equipment Modification Record *(DA Pam 738-75, para 4-3)*

(d) DA Form 2408-5-1 Equipment Modification Record (Component) *(DA Pam 738-751, para 4-4)*

- (e) DA Form 2408-15 Historical Record for Aircraft *(DA Pam 738-751, para 4-5)*
- (f) DA Form 2408-15-2 Aircraft Vibration Record *(DA Pam 738-751, para 4-6)*
- (g) DA Form 2408-16 Aircraft Component Historical record *(DA Pam 738-751, para 4-7)*
- (h) DA Form 2408-16-1 History Recorder, Component Module Record *(DA Pam 738-751, para 4-8)*
- (i) DA Form 2408-17 Aircraft Inventory Record *(DA Pam 738-751, para 4-9)*
- (j) DA Form 2408-19 Aircraft Engine Turbine Wheel Historical Record *(DA Pam 738-751, para 4-10)*
- (k) DA Form 2408-19-1 T53/T55 Turbine Engine Analysis Check Record *(DA Pam 738-751, para 4-11)*
- (l) DA Form 2408-19-2 T700 Series Turbine Engine Analysis Check Record *(DA Pam 738-751, para 4-12)*
- (m) DA Form 2408-19-3 Engine Component Operating Hours Record *(DA Pam 738-751, para 4-13)*
- (n) DA Form 2408-20 Oil Analysis Log *(DA Pam 738-751, para 4-14)*
- (o) DA Form 2408-31 Aircraft Identification Card *(DA Pam 738-751, para 2-4)*

i. Weight and Balance Records

- (1) Is the weight and balance technician school trained? *(AR 95-1, para 7-2)* **P / F / NA**
- (2) Does DD Form 365 have the current weight and balance technician listed? *(TM 55-1500-342-23, para 4-5)* **P / F / NA**
- (3) Are weight and balance annual review and inventories properly documented? *(AR 95-1, para 7-6b)* **P / F / NA**
- (4) Does DD Form 365-4 (Weight and Balance Clearance Form) list the same basic weight and moment as DD Form 365-3? *(TM 55-1500-342-23, para 4-9(2))* **P / F / NA**
- (5) Is DD Form 365-4 prepared and on file for each type of load routinely carried by the aircraft? *(AR 95-1, para 7-4b(6))* **P / F / NA**
- (6) Are weight and Balance DD Forms 365-4 current? *(AR 95-1, para 7-6a)* **P / F / NA**

j. 30 Day / Six Month Files

- (1) Are all aircraft forms and records properly maintained and accurate? *(DA Pam 738-751, para 1-7)* **P / F / NA**
- (2) Are MTF sheets used on both general and limited test flights and then filed with the DA Form 2408-13-1 (Aircraft Maintenance and Inspection Record)? *(TM 1-1500-328-23, para 3-4)*

P / F / NA

(3) Are maintenance operational checks (MOC) properly documented and signed off? *(DA Pam 738-751; TM 1-1500-328-23, para 3-6)* **P / F / NA**

(4) Are aircraft placed on a RED X status when a grounding condition exists? *(DA Pam 738-751, para 1-8)* **P / F / NA**

(5) Does the signature or stamp of a technical inspector verify work-requiring inspection by a technical inspector? *(DA Pam 738-751, para 1-9)* **P / F / NA**

(6) Is all work accomplished documented properly on DA Form 2408-13-1, -2, -3 and the aircraft phase maintenance checklist? *(DA Pam 738-751, para 2-9, para 2-10, para 3-8)* **P / F / NA**

(7) Do authorized personnel approve DA Form 2408-14-1 entries? *(DA Pam 738-751, para 2-12)* **P / F / NA**

(8) Do faults re-entered to DA Form 2408-14-1 have a valid document and/or work order numbers? *(DA Pam 738-751, para 2-12)* **P / F / NA**

(9) Are six-month files kept IAW DA Pam 738-751? *(DA Pam 738-751, para 2-10)* **P / F / NA**

k. Deficiency Reports

(1) When the unit identifies the need for a Quality Deficiency Report (QDR) or Equipment Improvement Recommendation (EIR) are they being submitted? *(AR 750-1, para 7-9e)* **P / F / NA**

When submitted, are the technical inspectors:

(a) Maintaining a Product Quality Deficiency Report (PQDR) file? *(FM 3-04.500, para 8-27)*

(b) Assigning PQDR control numbers? *(FM 3-04.500, para 8-27)*

(c) Establishing a PQDR log? *(FM 3-04.500, para 8-27)*

(d) Checking PQDRs for accuracy? *(FM 3-04.500, para 8-27)*

(e) Ensuring all applicable forms and records accompany the exhibit? *(FM 3-04.500, para 8-27)*

(f) Reviewing TB 43-0001-series of equipment improvement and maintenance digests before submitting the PQDR? *(FM 3-04.500, para 8-27)*

l. Designated Representative

(1) Is the authority for designated representatives in writing (by memorandum) for: *(FM 3-04.500, para 8-32)* **P / F / NA**

(a) Maintenance test pilots. *(AR 95-1, para 4-29; TM 1-1500-328-23, para 3-3)*

(b) Personnel deferring maintenance. *(DA Pam 738-751, para 2-12b(2))*

(c) Personnel authorizing evacuation of aircraft on a RED X status for a one-time evacuation mission. *(DA Pam 738-751, para 1-10)*

(d) Personnel authorizing a change of aircraft RED X (status symbols) for the performance of a one time test flight. *(DA Pam 738-751, para 1-11)*

(e) Personnel inspecting first aid kits. *(TM 1-1500-204-23-1, para 11-19j)*

(f) Weight and balance technician. *(AR 95-1, para 7-1d (3))*

(g) Unit safety officer. *(AR 385-95, para 1-4b)*

(h) Unit safety NCO. *(AR 385-95, para 1-4j)*

(i) TMDE support coordinator and alternate. *(AR 750-43, para 6-4)*

(j) Publications officer or NCO. *(DA Pam 25-33, para 2h)*

(k) Commander's assumption of command orders.

(l) AOAP monitor. *(TB 43-0106, pg 3)*

(m) Unit maintenance officer (AMO). *(AR 750-1, para 3.1(c))*

(n) Controlled Exchange Authority. *(AER Suppl 1 to AR 750-1, Appendix J-3c (2))*

(o) Records Coordinator. *(AER 25-400-2, para 4b(5))*

(p) Corrosion prevention and control monitor. *(TM 1-1500-328-23, para 8-3a)*

m. Technical Inspector Stamps / Aircraft Inspection Kits

34) (1) Are inspection stamps round and no larger than ½ inch in diameter? *(FM 3-04.500, para 8-34)* **P / F / NA**

(2) Are un-issued stamps kept under lock and key? *(FM 3-04.500, para 8-34)* **P / F / NA**

(3) Are illegible stamps destroyed? *(FM 3-04.500, para 8-34)* **P / F / NA**

(4) Are relieved stamps secured for six months? *(FM 3-04.500, para 8-34)* **P / F / NA**

(5) Is a stamp inventory or register kept in the QC section? *(FM 3-04.500, para 8-34)* **P / F / NA**

(6) Are aircraft inspection tool kits complete, available and serviceable? *(SC 5180-99-A09 found on EM 0074)* **P / F / NA**

REFERENCES:

14 June 2004

AER 25-400-2	31 Dec 03
AER Suppl 1 to AR 750-1	07 Nov 03
AR 25-400-2	18 Mar 03
AR 95-1	1 Sep 97
AR 385-95	10 Dec 99
AR 750-1	18 Aug 03
AR 750-43	28 Nov 97
DA Pam 25-40	29 Dec 03
DA Pam 738-751	15 Mar 99
FM 3-04.500	26 Sep 00
SC 9999-01-SKO EM 0074	01 Apr 03
TB 43-0106	10 Apr 87, Chg 2
TB 43-180	15 Sep 02
TB 750-25	01 Mar 97, Chg 1
TM 1-1500-204-23-1	31 Jul 92, Chg 3
TM 1-1500-328-23	30 Jul 99, Chg 1
TM 55-1500-342-23	29 Aug 86, Chg 9
USAREUR AOAP Lab SOP	30 Sep 03
USAREUR Reg 350-1	22 Jul 02, Chg 1