

## V. AVIATION MAINTENANCE

### 6. Tool Room Procedures

#### **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 aircraft? (*FM 3-04.500, para 8-16*) **P / F / NA**

(2) Are publications filed correctly? (*FM 3-04.500, para 8-113 and DA Pam 25-40, para E12-E20*) **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 shop 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. Restricted Access and Personnel Roster**

(1) Is tool room and key access restricted to essential personnel? *(DA Pam 710-2-1, para 6-3a)*

**P / F / NA**

(2) Does the tool room custodian have a roster of personnel authorized to draw tools from the tool room provided by the responsible officer? *(DA Pam 710-2-1, para 6-3a)*

**P / F / NA**

#### **e. Inventories / Excess Tools**

(1) Is the tool room inventoried semi-annually? *(DA Pam 710-2-1, para 9-5)*

**P / F / NA**

(2) Are turn-in actions initiated for excess tools on hand? *(AR 710-2, para 2-13b(2))*

**P / F / NA**

#### **f. Hand Receipt Procedures**

(1) Is the sign out log checked at the end of each workday or shift to ensure that all tools are returned? *(DA Pam 710-2-1, para 6-3b(1))*

**P / F / NA**

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(2) Are three copies of DA Form 3161 (Temporary Hand Receipt) used to control issues of tools for more than one day but less than 31 days? *(DA Pam 710-2-1, para 6-3b(3)c)* **P / F / NA**

(3) Are three copies of DA Form 2062 (Hand Receipt) used to control issues of tools for 31 days or longer? *(DA Pam 710-2-1, para 6-3b(3)d)* **P / F / NA**

(4) If a DA Form 5519-R is not used, does the sign out log contain required minimum entries (NSN, Nomenclature, Qty issued, Date issued, Signature of receiving individual, Initials of Tool Room Custodian when returned)? *(DA Pam 710-2-1, para 6-3b(1))* **P / F / NA**

**REFERENCES:**

AE 25-400-2	31 Dec 03
AR 380-5	29 Sept 00
AR 385-95	10 Dec 99
AR 710-2	25 Feb 04
AR 750-1	18 Aug 03
DA Pam 25-40	29 Dec 03
DA Pam 710-2-1	31 Dec 97
FM 3-04.500	26 Dec 00