

**9 APRIL 2002**



**Maintenance**

**AIRCRAFT DOCUMENTS REVIEW  
AND VALIDATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://afpubs.hq.af.mil>.

---

OPR: 65AS/MAS (MSgt Clark A. Sato)

Certified by: 15 OG/CC (Lt Col Michael A. Fleck)

Pages: 3

Distribution: F

---

This instruction implements AFD 21-1, Managing Aerospace Equipment Maintenance. This instruction establishes procedures for aircraft documents review and validation. It applies to all personnel assigned to the 15th Operations Group and 15th Logistics Group who have responsibility for the above actions.

**1. References:**

PACAFI 21-101, Objective Wing Aircraft Maintenance

**2. Procedures:**

2.1. 65 AS/MAS will ensure aircraft documents reviews are conducted every 14 days for aircraft at home station. When aircraft are off station and exceed the 14-day interval, a document review will be conducted within 3 days after return to home station. 65 AS/MAS will also schedule documents reviews prior to and upon completion of Isochronal Inspection (ISO), Programmed Depot Maintenance (PDM), and upon aircraft becoming a Hangar Queen. As a minimum, a copy of the current documents review package will be filed in the aircraft jacket file.

**3. Responsibilities:**

**3.1. 65 AS/MAS will:**

3.1.1. Publish document reviews in the Weekly Aircraft Utilization and Maintenance Plan by aircraft tail number, date, and time.

3.1.2. Ensure Core Automated Maintenance System (CAMS), on-line or background products, i.e., Automated Records Check (ARC), Documented Maintenance List (DOM), On-line Engine Inquiry (OEI), Inspections / Time Change / TCTO Forecast (ITF) are available for documents reviews and that the product used is signed by the crew chief upon completion of review.

- 3.1.3. Provide a copy of the ARC or on-line products to the aircraft section chief on the morning of the scheduled document review.
- 3.1.4. Verify time remaining for aircraft special inspections outlined in Section II of the aircraft -6 Technical Order for accuracy.
- 3.1.5. Verify aircraft current operating time on the AFTO/Automated Form 781H/J. When disparities exist, use CAMS TRIC Shop Equipment Operational Inquiry (SAE), option H, the AFTO/Automated Form 781J and AFTO 781 (if necessary) to identify any discrepancies. Annotate the SAE with a brief summary of the findings.
- 3.1.6. Validate all Time Compliance Technical Order (TCTO) entries. Ensure required TCTOs are properly entered in the AFTO/Automated Form 781A/K.
- 3.1.7. Annotate the next due date for aircraft documents review on the AFTO/Automated Form 781K.
- 3.1.8. Verify accuracy of deferred discrepancies that are awaiting maintenance (AWM). Compare AFTO/Automated Forms 781A/K against CAMS product to ensure the forms and CAMS contain identical entries. Hold-for-depot discrepancies will be certified by the owning group quality assurance (QA) in accordance with PACAFI 21-101 and T.O. 00-25-107. An entry will be placed in the discrepancy's narrative block to include the date and name of QA certifier.
- 3.1.9. A documents review will be performed on aircraft when they are initially designated as hanger queen. Documents reviews will be accomplished every 14 days throughout the designated period. A documents review will also be accomplished prior to the aircraft's first flight. (Ref PACAFI 21-101, para 22.10.2.)

**3.2. 65 AS/MAP will:**

- 3.2.1. Validate job control numbers (JCNs) and document numbers for delayed discrepancies that require parts.
- 3.2.2. Research and correct disparities between the forms and supply data when applicable.
- 3.2.3. Verify part requirements with the crew chief or appropriate shop chief.
- 3.2.4. Verify and inform crew chief/assistant crew chief of parts on hand in Tail Number Bin (TNB). If parts are no longer required, initiate turn-in action.
- 3.2.5. Initiate cancellation actions in CAMS (screen #499) and Standard Base Supply System (SBSS) when validation indicates that parts are no longer required.

**3.3. 65 AS/MAC will:**

- 3.3.1. Enter a red dash in the AFTO/Automated Form 781A for documents review due and sign off the entry in the aircraft AFTO/Automated Form 781A and in CAMS upon accomplishment of the document review.
- 3.3.2. Ensure that discrepancies in the AFTO/Automated Form 781A/K have valid JCNs and mirror CAMS. In conjunction with 65 AS/MAP, ensure all awaiting parts (AWP) discrepancies have valid document numbers. Ensure all discrepancies in the AFTO/Automated Form 781A/K that have been signed off are also cleared in CAMS.
- 3.3.3. Review AFTO Form 781F for accuracy.

3.3.4. Ensure all inspections tracked by crew chiefs are properly recorded (i.e. JOAPS, clear water rinses) in AFTO/Automated Form 781K.

3.3.5. Ensure the 65AS/MAC flight chief and section chiefs review the ARC and aircraft forms.

3.3.6. Bring aircraft AFTO/Automated Form 781 series to 65 AS/MAS on the date and time published in the Weekly Aircraft Utilization and Maintenance Schedule.

3.3.7. Contact 65 AS/MAS one day prior to post-dock documents review for aircraft completing scheduled isochronal inspection.

3.3.8. Ensure the primary crew chief/assistant crew chief or Production Supervisor attends the document review. When the crew chief/assistant crew chief determines the date and time published in the Weekly Aircraft Utilization and Maintenance Schedule cannot be met, contact 65 AS/MAS as early as possible, giving the reason for the delay. When justified, a new date/time will be reestablished; otherwise, appropriate supervisors will be contacted to ensure document reviews are completed on the date and time scheduled.

**3.4. 15 LG/LSDSS will verify the following:**

3.4.1. Engine serial numbers, engine Special Inspections and Time Change Items, i.e., Hot Section Inspections, Engine Turbine Wheel disks and Compressor disks, and make necessary corrections in CAMS and/or the AFTO/Automated 781 series Form(s) if required.

3.4.2. Engine operating times and cycles with CAMS. When errors are detected, annotate the AFTO/Automated Form 781J in red. Make necessary corrections, to include hours/cycles added or subtracted. The individual performing the review will place their initials and date on the same line where corrections were made and/or where flying time agreed with CAMS products. If corrections are made in the AFTO/Automated Form 781J, correct corresponding AFTO Form 781H, if necessary. If times are corrected in CAMS or on the AFTO/Automated Form 781J, indicate reason for corrections on the CAMS product.

**3.5. Reconciliation:** All persons involved with the aircraft document review will enter their initials and office symbol in the corrective action block of the AFTO/Automated Form 781A. Discrepancies noted between CAMS and AFTO/Automated Form 781 series will be corrected before signing off document reviews. If unable to reconcile discrepancies, CAMS will be the deciding factor.

ALBERT F. RIGGLE, Colonel, USAF  
Commander, 15th Air Base Wing