

6 MARCH 2000



Maintenance

AIRCRAFT DOCUMENT REVIEWS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 18 OG/CC (Col Douglas R. Cochran)
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This instruction implements AFD 21-1, *Managing Aerospace Equipment Maintenance*. It establishes procedures for accomplishing document reviews (DRs). It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

1. References: AFCSM 21-Series *Core Automated Maintenance System*, PACAFI 21-101, *Objective Wing Aircraft Maintenance*, TOs 00-20-1, *Preventive Maintenance Program General Policy Requirements and Procedures*, and 00-20-5, *Aircraft, Drone, Aircrew Training Devices, Engines, and Air-Launched Missile Inspections, Flight Reports, and Supporting Maintenance Documents*.

2. DRs: Accomplished in accordance with (IAW) PACAFI 21-101 and the procedures in **Attachment 1**.

3. General: Aircraft DRs will be accomplished by the section chief, crew chief or assistant sortie generation flight (SGF) commander/chief, scheduler, and supply personnel at intervals set forth in PACAFI 21-101. In addition, DRs for deploying and/or transferring aircraft will be accomplished within 7 working days prior to the departure/return date. Accomplish acceptance aircraft DRs prior to first flight.

4. DR will: Include aircraft DRs in the weekly maintenance schedule by aircraft tail number and date. All applicable data in the aircraft forms, Automated Records Check (ARC)/Core Automated Maintenance System (CAMS) products, and supply records will be compared for accuracy. Aircraft managed by the configuration management module of CAMS will review and correct CAMS screen 990. Appropriate corrective action will be taken for disparities. Upon DR completion, the section chief and/or assistant will sign their name and man number in the "reviewed by" block of the ARC/CAMS products and the "inspected by" block of the AFTO Form 781A, **Maintenance Discrepancy and Work Document**, and clear the CAMS Work Center Event (WCE).

5. Responsibilities:

5.1. In order to emphasize the importance of key elements of the DR, the attached checklist (**Attachment 1**) will be used during all DRs. OPR for each action is responsible for ensuring the action is done properly. OPR then places their initials by the action that has been completed. Each checklist is reviewed and initialed by the section chief, supply noncommissioned officer in charge (NCOIC), and SGF supervisor prior to being filed by maintenance scheduling.

5.2. Section chief, crew chief, or assistant will:

5.2.1. Ensure all AFTO Form 781s are standardized for each mission design series (MDS) in accordance with the master binder maintained at 18 OG Quality Assurance.

5.2.2. Ensure the proper documentation and maintenance of all AFTO Form 781 series are contained in the aircraft forms binder prior to the DR date and time.

5.2.2.1. Ensure all delayed discrepancies entered in the aircraft forms have a valid job control number (JCN) assigned. Make sure the JCN is verified against the CAMS data on the ARC/CAMS product and recorded in the appropriate block of the form.

5.2.2.2. Ensure legibility, currency, flying hours, starts, and all other required information is transcribed from the AFTO Form 781H, **Aerospace Vehicle Flight Report and Maintenance Document**, to the AFTO Form 781J, **Aerospace Vehicle-Engine Flight Document**. **NOTE:** (For KC-135R Only) Prior to the DR, verify current Quick Start APU System (QSAS) hours and events. Record information or findings on the DR worksheet.

5.2.2.3. Ensure all delayed discrepancies for backordered parts have a supply document number entered and validated against the ARC/CAMS product. Crew chiefs will ensure parts that are still required and do not have valid document numbers are researched and ordered.

5.2.2.4. Ensure all discrepancy narratives in CAMS are clear and identify "where and what" the discrepancy is.

5.2.2.5. Ensure work center narrative in CAMS explain any special requirements for completion of the job.

5.2.3. Meet with the maintenance scheduler and sortie support flight (SSF) to conduct the DR by reconciling each open discrepancy in the aircraft forms.

5.2.4. Make all required corrections to the AFTO Form 781/CAMS series during DRs. DR will not be considered complete unless all discrepancies and/or errors are corrected in the forms and in CAMS.

5.2.5. Ensure all depot-deferred discrepancies are verified by a resident expert or system 9-level. For automated AFTO Form 781K, **Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document**, enter the verifying official name and man-number in the narrative of all depot-deferred discrepancies.

5.2.6. Ensure all inspections overdue on the AFTO Form 781K are annotated on the AFTO Form 781A using a Red Dash symbol and stating the inspection is overdue.

5.2.7. Review CAMS screen 990 (provided by squadron plans and scheduling sections) for out of configuration items and areas out of configuration are immediately addressed and corrected in CAMS. **NOTE:** Applies only to aircraft under the configuration Management Module of CAMS.

5.3. SGFs will:

5.3.1. Obtain an inquiry against the tail number for which the document review is to be performed from CAMS and the supply computer.

5.3.2. Physically check the AFTO Form 781s against the ARC/CAMS product, deferred discrepancy file, and the inquiry.

5.3.3. Correct all discrepancies between the AFTO Form 781s, CAMS, and supply computer before releasing the crew chief or assistant.

5.3.3.1. Ensure JCN match with the ARC/CAMS product, AFTO Form 781s, the supply computer, and deferred discrepancy file.

5.3.3.2. Ensure discrepancies requiring parts have a valid document number.

5.3.3.3. Ensure each deferred discrepancy has the correct defer codes.

5.3.3.4. Ensure obsolete document numbers are canceled from the CAMS and supply computer.

5.3.3.5. Check the tail number bin (TNB) for parts received.

5.3.3.6. Ensure all new document numbers are loaded into CAMS.

5.3.3.7. Ensure CAMS screen 990 is being verified and corrected.

5.4. Maintenance scheduler will:

5.4.1. Send the required ARCs or CAMS products (including screen 990, if applicable) to the appropriate section chief 1 duty day prior to the DR due date. Coordinate with flight chief to ensure an ARC/CAMS product gets run.

5.4.2. Physically check the AFTO Form 781s against the ARC/CAMS product, ensuring all discrepancies are loaded in CAMS.

5.4.3. Using CAMS products, reconcile aircraft sorties, hours, landings, engine times, phase time, inspections, time changes, and time compliance technical orders with the AFTO Form 781s. Disparities will be thoroughly researched to ensure correct data is maintained. **NOTE:** Engine operating times will be verified with Engine Management Element as required.

5.4.4. Ensure the section chief or assistant reviews the ARC/CAMS products and initials the document review checklist.

5.5. When products cannot be obtained because of computer problems, accomplish a DR using the latest planning requirements, event listing, supply manual records, and the AFTO Form 781s. All required updates will be annotated and input into CAMS by the appropriate agency when the computer is back on line.

5.6. Maintain a corrected copy of CAMS screen 990 (configuration managed aircraft only) on file until the next completed document review is done. All corrections annotated on the paper version must be processed in CAMS.

JAMES B. SMITH, Brigadier General, USAF
Commander, 18th Wing

Attachment 1

DOCUMENT REVIEW SAMPLE CHECKLIST

It is essential for the sound management of our aircraft that document reviews be done in a thorough and professional manner. This checklist will be filled out during DRs reviewed by SGF supervision and filed in Maintenance Scheduling. All items may not pertain to all flying squadrons.

AIRCRAFT TAIL NUMBER: 78-0421 DATE/TIME: 25 FEB 2000

ACTION	OPR	INITIALS
1. Compare forms with aircraft forms master copy. Review/correct screen 990, if applicable.	DCC/Section Chief	DLS/JFC
2. ARC available/CAMS product.	Sched/DCC	WHB/DLS
3. Review/correct screen 990, if applicable, and return to Scheduling..	DCC	DLS
4. Supply runs available.	Supply	KOA
5. Validate and update job control numbers (forms, ARC, DD file).	Supply	KOA
6. Validate and update document numbers.	Supply	KOA
7. Check tail number bins.	Supply	KOA
8. Validate and update delayed discrepancies. Annotate by Red Dash all special inspections as "overdue" if exceeding their due date listed on AFTO Form 781K.	Sched/DCC	WHB/DLS
9. Check narrative, work center descriptions and estimated time in commission (ETIC).	Sched/DCC	WHB/DLS
10. Schedule all workable DDs.	Sched	WHB
11. Review and schedule upcoming -6 inspections and time change inspections.	Sched	WHB
12. Review and schedule workable TCTOs.	Sched	WHB
13. Verify sorties, hours, phase time, landings, and total operating time.	Sched	WHB
14. Verify engine serial number, position, and EOT by checking with Engine Management Element.	Sched	WHB
15. Review checklist.	Section Chief Supply NCOIC SGF Supervisor	JFC RAB RT
16. File	Maintenance Scheduling	YUA