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Maintenance

LOST TOOL/ITEM PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 21-1, *Managing Aerospace Equipment Maintenance*. It establishes local policies, responsibilities, and procedures for control and management of lost tool/items. It applies to 18th Wing (18 WG) and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

1. A lost tool/item is any item discovered to be unaccounted for at any time. This includes broken items or tools where all pieces are not accounted for.

1.1. When items are lost and an aircraft is involved, a red "X" will be placed in affected aircraft/equipment forms prohibiting operation or movement of all aircraft/equipment involved. The production superintendent, supervisor/section chief, and expeditor will be notified. An initial search will be conducted of the immediate area without delay. The initial search will be completed as quickly as possible and not exceed 45 minutes. If the item is not recovered after the initial search, Maintenance Operation Center (MOC) will be notified. 18th Munitions (18 MUNS) personnel will contact Munitions Control, and Munitions Control will notify MOC. PACAF Form 140A, **Lost Tool/Item Report**, will be initiated, and aircraft/equipment will be impounded in accordance with (IAW) 18 WGI 21-131, *Impoundment Procedures*. The Squadron Maintenance Officer (SMO), Maintenance Supervisor (MS) or their superintendent will clear the red "X" entry for the missing tool/item in the AFTO Form 781A. The Deputy Commander for Maintenance, the respective Group Commander, or designated representative will be the clearing authority for the impoundment.

1.2. When items are lost and no aircraft are involved, the initial search will be completed as quickly as possible not to exceed 45 minutes. If the item is not recovered after the initial search, MOC will be notified and a PACAF Form 140A initiated. Measures will be taken to ensure equipment associated with the lost item remains away from the aircraft. For example, if items are lost in the Aerospace Ground Equipment (AGE) yard, no equipment or vehicle involved will be dispatched until the item is found and/or PACAF Form 140A is initiated and the search terminated by the investigating official and SMO or MS. The same process applies if items are lost in support shops.

2. A PACAF Form 140A will be initiated in triplicate as follows:
 - 2.1. The first action when initiating the PACAF Form 140A is to complete Sections I and II:
 - 2.1.1. Notify MOC with pertinent information and get a lost tool/item control number. MOC will issue the control numbers for all PACAF Form 140A. These numbers will consist of the following:
 - 2.1.1.1. Four digit year.
 - 2.1.1.2. A three digit Julian date.
 - 2.1.1.3. A three digit sequence number. These numbers will not restart at 001 each day, but will continue until end of the calendar year, i.e. (YYYY-Julian date-Seq. #) 1999-001-001, 1999-010-002, etc.
 - 2.2. Once a control number has been issued, it will not be rescinded or deleted (exception: if the number is issued to a unit not assigned to the 18 WG or item is determined to be a dropped object not lost). The PACAF Form 140A must be completed.
 - 2.3. Lost tool/item information during a temporary duty (TDY) deployment will be called back to the 18 WG MOC to get a control number.
 - 2.4. MOC will notify 18th Logistic Group Quality Assurance (18 LG/QA), 18 MUNS Quality Analysis, or 18th Operations Group Quality Assurance (18 OG/QA) (as applicable) when a lost tool/item control number has been issued.
 - 2.5. MOC will make a public service announcement on applicable nets identifying lost tool/item and last known location or tow/taxi route.
 - 2.6. If item is believed lost on an aircraft which has taxied or is flying, the responsible supervisor will immediately notify their operations officer in charge of flying, give aircraft serial number and nomenclature of item lost, location, and how it could affect safety of flight. If determination is made that lost tool/item could affect safety of flight, the operations officer will notify 18 WG Command Post who will recall the aircraft (i.e., a pen lost near galley in a KC-135 aircraft will not require aircraft recall).
 - 2.7. PACAF Form 140A, Section III. Work center supervisor/shift supervisor will appoint investigator(s). The investigator(s) is/are responsible for performing and coordinating search for lost item and reporting findings in the remarks section of the lost tool report. The investigation will encompass factors that lead to the loss of tool/item and any delays in discovery and reporting of missing tool/item. If a lost tool report is started with a control number assigned, the report must be completed even if item is located prior to the report being finished.
 - 2.8. PACAF Form 140A, Section IV. Special attention to detail is required in the remarks block. The statement by individual charged with loss of item, combined with statements of investigator(s) must identify areas affected (engine inlets, cockpits, flight controls, taxiways, etc.) annotating that these areas were adequately inspected.
 - 2.8.1. If an item is suspected to be lost in the F-15 cockpit and cannot be located without raising the seat, as a minimum, the ejection seat will be raised. If the item cannot be found after the seat is raised, then the ejection seat and kick panels will require removal from the aircraft. Seat and cockpit area must be thoroughly searched. If item cannot be found, control panels, boxes, etc., may require removal to facilitate a thorough search.

2.8.2. A suspected lost item in and around the engine inlet areas will require the affected ramp to be inspected and X-Rayed.

2.9. The SMO/MS will choose the senior investigating official. The senior investigating official will:

2.9.1. Ensure proper aircraft forms and lost tool/item report documentation.

2.9.2. If lost tool/item was found, annotate date, time, results block, and sign "terminated by" block of lost tool report.

2.9.3. Notify MOC with inspection results so that they may update their lost tool control log.

2.9.4. Notify 18 LG/QA, 18 MUNS Quality Analysis, or 18 OG/QA (if applicable) of the results and bring the PACAF Form 140A to the applicable QA office for signature within 24 hours of the time the search is completed. The applicable SMO/MS will sign/close-out the PACAF Form 140A.

2.9.5. If the lost tool/item was not found, the senior investigating official will notify the SMO or MS who will determine if the search should be terminated. The senior investigating official will terminate the search by signing the terminated by block of the PACAF Form 140A. The SMO/MS will sign/close-out the PACAF form 140A indicating completion of the investigation. If a tool/item is suspected of being lost on or around an aircraft, a search will immediately be conducted. If the tool/item is not recovered, the PACAF Form 140A will be cleared at the Group level.

2.9.6. Notify 18 OG/QA, 18 LG/QA, or 18 MUNS Quality Analysis (if applicable) if the lost tool/item is not found.

3. A complete supervisor's inspection will be accomplished by the applicable QA. Red bordered AFTO Form 781A impoundment forms will be closed out by the 18 OG Commander, 18 LG Commander, 18 OG Deputy Commander, or 18 LG Deputy Commander (as applicable) by signing off the red X.

4. Squadrons under 18 OG will bring the original PACAF Form 140A when completed to 18 OG/QA. Squadrons under 18 LG will bring the original PACAF Form 140A when completed to 18 LG/QA. The 18 MUNS will file the original copy with 18 MUNS Quality Analysis within 24 hours. Upon completion, 18 LG/QA and 18 MUNS Quality Analysis will provide a copy of their PACAF Form 140A to 18 OG/QA for central filing. The applicable squadron or support shop will maintain a copy in their master CTK continuity book. If a tool/item was not found and involved an aircraft, a copy will be filed in applicable aircraft jacket file. All applicable lost tool/item reports will be maintained for 1 year, except for those filed in the aircraft jacket files. These will remain through next scheduled depot inspection.

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