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Maintenance

IMPOUNDMENT PROCEDURES

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OPR: 375 MXG/MXQ/932 MXG/MXQ
(MSgt Richter)

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This instruction establishes uniform responsibilities and procedures for Aircraft Impoundment; applies to active duty, Air Reserve technicians, Air Force Reserves, civilian employees, and civilian contractor personnel, who manage, fly, service, inspect, maintain, or repair 375 AW aircraft. **This is a joint 375AW and 932AW instruction.** Individual technicians, supervisors, and commanders are requested to work with Quality Assurance (QA) to maintain a viable Aircraft Impoundment Program.

1. Reasons for Impoundment of Aircraft or Equipment. Impoundment will not be used when normal maintenance repair procedures are adequate. Aircraft impoundments will fall into one of two general classes (i.e., aircraft in-flight or aircraft ground mishaps).

1.1. Aircraft in-flight mishap/discrepancy is an incident that occurs during a flight and results in an unusual operating performance or system malfunction (e.g., the malfunctions listed in AFI 21-101, *Aerospace Equipment Maintenance Management*).

1.2. Ground mishap is an incident that occurs on the ground involving personal injury, aircraft damage, or the potential for injury or damage (i.e., malfunctions listed in AFI 21-101 or any other situation determined by the senior maintenance manager).

1.3. A third-time recurring or Cannot Duplicate (CND) discrepancy affecting the safety of a flight will result in aircraft impoundment.

2. Responsibilities. The delegation of authority is as follows:

2.1. Impoundment Authorities:

2.1.1. The 375 MXS and/or 932 MXS/MXM personnel who are the senior maintenance managers (or designated representative) and on the Special Certification Roster (SCR) are appointed as Impoundment Authorities for Scott AFB, who are assigned C-9A aircrafts, engines, and 375 MXS support equipment. 375 MXG/CC and 932 MXG/CC will be notified of their decision and the circumstances that led to the impoundment.

2.1.2. The C-21A Senior Quality Assurance Representative (QAR) is appointed the Impoundment Authority for the 375 AW-assigned C-21A aircrafts and engines. The QARs will notify their respective commander/Director of Operations (457 AS/458 AS/GSU); 375 MXG, Chief QAR; 375 MXG/CC; and 375 OG/CC of their decision and the circumstances that led to the impoundment.

2.2. Impoundment Release Authorities:

2.2.1. 375 MXS/CC and/or 932 MXS/CC (or designated representative), who are on the SCR, are appointed as Impoundment Release Authorities for Scott AFB-assigned C-9A aircraft, engines, and the 375 MXS support equipment. 375 MXG/CC and 932 MXG/CC will be notified of their decision, cause of the malfunction, and the steps required to repair the aircraft or equipment.

2.2.2. The 457 AS/458 AS/GSU commanders or the Director of Operations are appointed as Impoundment Release Authorities for the 375 AW-assigned C-21A aircraft and engines. 375 MXG/CC and 375 OG/CC will be notified of their decision, cause of the malfunction, and the steps required to repair the aircraft or equipment.

3. Impoundment Process and Procedures. If an aircraft is considered for impoundment at home-station, the production superintendent (C-9A)/QAR (C-21A) will conduct the formal debriefs with all available system experts and notify the Impoundment Authority. The following actions will be completed in addition to the requirements listed in AFI 21-101:

3.1. The Impoundment Authority will notify the Maintenance Operations Center (MOC) when an aircraft impoundment is directed and provide the following information:

3.1.1. Affected aircraft/equipment serial number.

3.1.2. Reason for impoundment.

3.1.3. Impoundment official's name, grade, employee number, and 24-hour contact information (i.e., telephone or pager numbers).

3.2. The MOC will notify:

3.2.1. 375 MXG/932 MXG/MXQ (QA).

3.2.2. 375 AW/SE.

3.2.3. 375 MOS/MXOOA. The GO81 database manager will isolate the aircraft/equipment serial number.

3.3. 375 MOS/MXOOA. The GO81 database manager will immediately, upon notification from MOC, isolate the aircraft/equipment serial number to prevent any changes, and maintain the integrity of the historical data until the aircraft/equipment is released.

3.4. The Impoundment Official will:

3.4.1. Ensure a discrepancy is entered in the aircraft's AFTO Form 781A, **Maintenance Discrepancy and Work Document** (for aircraft)/AFTO Form 244, **Industrial/Support Equipment Record** (for equipment). Enter a "Red X" symbol, along with the following statement in the AFTO Form 781A/AFTO Form 244: "**Aircraft/Equipment Impounded for (Discrepancy).**" This block must show the impoundment official's name, grade, and title.

3.4.2. Place the following statement in the next available block with a "NOTE" in the discrepancy block: "Any troubleshooting, repair, inspection, or cannibalization actions of any nature are prohibited without specific approval of the impoundment official."

3.4.3. Select a team of experienced technicians to identify and correct the impoundment discrepancy. The team will include the assigned crew chief and specialist personnel as determined by the Impoundment Authority for each specific case. Flight/section chiefs and/or site supervisors will ensure only the most highly qualified personnel are assigned to the Impoundment Investigation team.

3.4.4. Conduct a meeting with technicians IAW the instructions in AFI 21-101, discuss the discrepancies, and develop a plan for corrective action.

3.5. Additional Procedures for Off-Station Impoundment:

3.5.1. The Impoundment Authority will determine if the aircraft/equipment is to be impounded based on the information collected and will notify the Impoundment Release Authority and 375 MXG/CC and 932 MXG/CC.

3.5.2. The flying crew chief (FCC) or aircraft commander (AC) will notify MOC of impoundment actions involving aircraft away from home-station.

3.5.3. If impoundment is directed, the impoundment authority (or designated representative) will instruct the FCC or AC to enter a "Red X" symbol, along with the following statement in the aircraft's AFTO Form 781A, "Aircraft Impounded for (Discrepancy)." This block must show the Impoundment Official's name, grade, and title. In the next available block with a "NOTE" in the discrepancy block, place the following statement. **"Any troubleshooting, repair, inspection, or cannibalization actions of any nature are prohibited without specific approval of the Impoundment Official."**

3.5.4. When the Impoundment Release Authority is satisfied that all work performed is adequate and the aircraft is safe for flight, the Impoundment Release Authority will seek authorization from 375 MXG/CC and/or 932 MXG/CC to authorize the Impoundment Official to clear the discrepancy.

4. One-Time Flight Procedures Off Station.

4.1. The FCC or AC will coordinate the one-time flight with 375 OG/CC, and/or 932 OG/CC (C-9A), 375 MXG/CC, then through MOC before authorization is given.

4.2. A complete assessment of the aircraft condition must be accomplished IAW 1C-9A-6 (for C-9A) and Chapter 5 (for C-21A).

4.3. The Impoundment Release Authority will brief 375 MXG/CC and/or 932 MXG/CC on all corrective actions and recommendations before a one-time flight is authorized.

4.4. At the time 375 MXG/CC and/or 932 MXG/CC authorizes the one-time flight with the concurrence of the 375 OG/CC and/or 932 OG/CC, downgrade the action and the impoundment "Red X" symbol IAW TO 00-20-1.

5. Forms Adopted. AFTO Form 244, **Industrial/Support Equipment Record**, and AFTO Form 781A, **Maintenance Discrepancy and Work Document**.

DARREN W. McDEW, Colonel, USAF
Commander, 375th Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, Maintenance Management of Aircraft

AFI 21-101, Air Mobility Command (AMC) Supplement 1, Aerospace Equipment Maintenance Management, Chapter 11

AFI 91-204, Safety Investigations and Reports

TO 00-20-1, Aerospace Equipment Maintenance General Policies and Procedures

Abbreviations and Acronyms

AFI—Air Force Instructions

AFTO—Air Force Technical Order

AS—Airlift Squadron

AW—Airlift Wing

CND—Cannot Duplicate

FCC—Flying Crew Chief

GSU—Geographically Separated Units

MOC—Maintenance Operations Center

MOS—Maintenance Operations Squadron

MXG—Maintenance Group

OG—Operations Group

QA—Quality Assurance

QAR—Quality Assurance Representative

SCR—Special Certification Roster

SE—Safety Office

TO—Technical Order

Attachment 2

ALL-PURPOSE CHECKLIST (IMPOUNDMENT OFFICIAL)

ALL PURPOSE CHECKLIST		PAGE 1 OF 2 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA IMPOUNDMENT OFFICIAL CHECKLIST (Date: 02 DEC 02)		OPR: 375 MXG/ MXQ	DATE:	
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	N/A
	1. Enter the Impoundment Official's name, rank, and duty title on this checklist: _____.			
	2. Ensure an impoundment write-up, with a full description of the malfunction, is entered in the impounded aircraft/equipment forms.			
	3. Start an impoundment logbook.			
	4. Request and impound all historical records.			
	5. Ensure the aircraft/equipment is secured or isolated by ropes or cones and access is limited to authorized personnel only.			
	6. Ensure maintenance actions are limited to those to make the aircraft/equipment safe.			
	7. Ensure skilled technicians are provided to investigate the problem and accomplish repairs.			
	8. Ensure all technical data and reference material required for diagnosis, troubleshooting, and repairs are located at the impounded aircraft/equipment.			
	9. Review/research all historical records/data on impounded aircraft/equipment.			

<p>10. Brief the Impoundment Authority and provide an overview of intended actions.</p> <p>11. Work problem in increments until the problem is isolated and corrected.</p> <p>12. Ensure items removed for troubleshooting are identified as “unserviceable” and are not released for further use until released by the Impoundment Official.</p> <p>13. Ensure items removed for bench check will not be disassembled in any way, which could preclude identification of a malfunction that may have contributed to cause for impoundment.</p> <p>14. The primary shop, as determined by the Impoundment Official, will be responsible for clearing the original malfunction discrepancy.</p> <p>15. The Impoundment Official will present the aircraft/equipment forms and brief the Impoundment Release Authority of all significant findings during the investigation. The Impoundment Release Authority releases the impoundment by signing the "Inspected By" block in the appropriate forms.</p> <p>16. Coordinate with QA if a functional check flight is required. The QA will coordinate the flight. The Impoundment Official and required team members will debrief the aircraft when the aircraft lands.</p> <p>17. Notify the MOC when the aircraft is released from impoundment and returned to full mission capable status.</p> <p>18. Place the complete checklist with the historical aircraft/equipment records file.</p> <p>19. Return historical records to the owning work centers.</p>			
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