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Maintenance

AIRCRAFT IMPOUNDMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 94 MXG/MXQ
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This instruction prescribes procedures and responsibilities for individuals maintaining aircraft in accordance with AFI 21-101, *Aerospace Equipment Maintenance Management*. The prescribing directives for this instruction are outlined in AFPD 21-1, *Air and Space Maintenance*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Impoundment Terms:

- 1.1. Quality Assurance (MXG/MXQ) acts as the OPR for group impoundment procedures.
- 1.2. Authorized Personnel. Individuals directly involved in the management, safing, troubleshooting, or repair of an impounded aircraft or equipment.
- 1.3. Impoundment Official: The impoundment official will hold the minimum rank of MSgt and be appointed by the Impoundment Authority. Impoundment officials are designated as the single point of contact for the affected aircraft or equipment item and are responsible for controlling, monitoring, and investigating the impounded aircraft/equipment.
- 1.4. Impoundment Release Authority: Individual authorized to release aircraft or equipment from impoundment. The MXG/CC has the authority to release aircraft. Delegation of this authority will be limited (Level will be no lower than Maintenance Supervision). If the MXG/CC delegates impoundment release authority, individuals will be designated in writing and tracked on the Special Certification Roster (SCR).

1.5. Impoundment Authority: Individual authorized to impound aircraft or equipment. The Operations and Maintenance Group Commanders will designate in writing and track on the SCR, those personnel that have the authority to impound aircraft/equipment. The Impoundment Authority will appoint the impoundment investigator.

1.6. Isolation Area. An area designated by the Impoundment Authority to locate impounded aircraft/equipment. Aircraft may be isolated on the flight line or in hangars. The isolation area will be marked off using cones, ropes, or placards indicating the impoundment condition.

2. Conditions of Impoundment. This list may not be all-inclusive.

2.1. Inadvertent Explosive Mishap (See AFI 21-101, Chapter 11, Page 189, Para 11.6. for specific explosive mishap impoundment requirements.)

2.2. Accident/Structural Damage/Fire.

2.3. Major Engine Component Failure.

2.4. Uncommanded Flight Maneuvers or Loss of Control.

2.5. Off Station IFEs.

2.6. Multiple Engine Power Loss Events, Simultaneous or Sequential, Ground or Air

2.7. When an engine has confirmed internal damage due to foreign object damage and is isolated to the engine. Engine will be removed from the aircraft and impounded. Aircraft impoundment is not required.

2.8. When an aircraft experiences an in-flight loss of all pitot/static system instruments or all gyro stabilized attitude or direction indicators.

2.9. When there is evidence of intentional damage, tampering, or sabotage.

2.10. When there are physiological incidents involving aircraft systems or cargo (crew members become ill during flight).

2.11. When the impoundment authority determines extraordinary measures are required to ensure the safe operating condition of a specific aircraft/equipment or to address any degradation of aircraft airworthiness or serious anomaly.

2.12. Following an aircraft mishap as defined in AFI 91-204, *Safety Investigations and Reports*.

2.13. Impoundment authorities will determine if impoundment is warranted when:

2.13.1. Lost/Missing Tools or Hardware (screw, washer etc.): A tool or other item has not been found after an extensive search has been conducted.

2.13.2. An aircraft landing gear fails to extend or retract.

2.13.3. Air Drop Malfunctions.

3. Responsibilities: This instruction applies to all Aircraft Maintenance Personnel.

3.1. All Maintenance Personnel will:

3.1.1. Be familiar with this instruction and its requirements.

3.1.2. Report any possible impound situation dealing with aircraft to the Maintenance Expediter immediately. Use the verbiage, "Possible Impoundment Situation."

3.1.3. Immediately report any possible impoundment situation dealing with other equipment, i.e. AGE, vehicles, or aircraft engines not installed on aircraft, to the Maintenance Operations Center (MOC) using the verbiage, "Possible Impoundment Situation."

3.1.4. Stop all work, movement, or usage of the aircraft/equipment immediately until a determination is made to impound or not impound the affected item.

3.1.5. Not discuss the circumstances of the incident among themselves, with supervisors, or any other individual until the detailed de-briefing mentioned in paragraph 3.2.3. is completed.

3.1.6. Stay away from any aircraft/equipment under investigation for impoundment or identified as impounded.

3.2. **Flightline Expediter will:**

3.2.1. Notify the MOC of a possible impoundment condition on an aircraft. Identify tail number and location of aircraft.

3.2.2. Identify all known personnel involved in the incident to the MOC by name.

3.2.3. Inform all personnel involved (aircrew, technicians, or both) that a detailed debriefing is required.

3.2.4. Stop all work around the affected aircraft and request all personnel leave the area.

3.3. **Maintenance Operations Center will:**

3.3.1. Notify the MXG/CC, MXS/SUPT, MXG/MXQ (QA) and senior managers of a possible impoundment situation.

3.3.2. Notify Plans, Scheduling & Documentation (MOF/MXOP/MXOA) section to limit access to aircraft/equipment historical records.

3.3.3. In the absence of the MXG/CC, follow instructions listed in paragraph 3.3.1. above.

3.3.4. When requested by MXG QA, notify requested specialists in affected work centers to attend the de-briefing session when aircrew members are involved. This individual will be a minimum a 7-level in the field.

3.3.5. Provide MXG QA with a list of involved personnel, aircrew members and/or technicians.

3.4. **Impoundment Authority Responsibilities:**

3.4.1. Establish a meeting immediately with personnel involved in the incident. Include a representative from Wing Safety, the Aircraft Maintenance Superintendent, Sortie Generation Flight Chief and MXG QA. Involved personnel may be de-briefed separately by the assembled group and MXG QA will record data, take individual statements in writing, and make recommendations to the MXG/CC or his representative whether impoundment is warranted.

3.4.2. If the MXG/CC or his representative decided on impoundment, MXG QA will identify the affected aircraft/equipment with cones, ropes, or placards, "AIRCRAFT IMPOUNDED".

3.4.3. Identify to the MOC any specialist requirements for de-briefing purposes.

3.5. The Impoundment Authority appoints Impoundment Officials. The Impoundment Official is designated as the single point of contact for impounded aircraft/equipment. They are responsible for controlling and monitoring the investigation of impounded aircraft/equipment. The Impoundment Official ensures only authorized personnel have access to the impounded aircraft/equipment. The Impoundment Official also ensures that parts removed from impounded aircraft/equipment are carefully controlled to ensure that parts, once confirmed as the cause for impoundment, are available to be processed as deficiency report exhibits.

3.6. Impoundment Process and Procedures.

3.6.1. A Red X is entered in the aircraft AFTO Form 781A, **Maintenance Discrepancy and Work Document**, in the next open block stating "AIRCRAFT IMPOUNDED" and state the reason why. The Impoundment Authority signs the discovered by block for the Impoundment entry. Reference the original write-up in the forms by page and item number.

3.6.2. In the next open block of the AFTO 781A enter a "NOTE" in RED, giving the name of the Impoundment Official, the Wing Ground Safety Representative, the MXG QA representative assigned to the Impoundment Team and the name of the representative of the primary work center whose area is under investigation. These are the individuals to whom the aircraft will be released for performance of the investigation. This team will not include any individual directly involved in the incident. Include the statement "FORMS AND INVESTIGATION REPORTS TO BE REVIEWED BY THE IMPOUNDMENT AUTHORITY OR MXG QA PRIOR TO RELEASE OF AIRCRAFT FOR REPAIR."

3.6.3. The Maintenance Operations Center (MOC) will be notified when an impoundment decision has been made.

3.6.4. The Impoundment Official will use established checklists to guide sequence of actions.

3.6.4.1. Control access to impounded aircraft/equipment. Establish Entry Control Point (ECP) if required.

3.6.4.2. If an ECP is established, the impoundment official will ensure an access control log (manual or electronic media product) is maintained at the ECP of the impounded aircraft/equipment or storage facility to track personnel entering and leaving the area for the duration of the impoundment.

3.6.4.2.1. The log will be reviewed daily and initialed by the Impoundment Official.

3.6.4.2.2. The log will be maintained on a daily basis until the Impoundment Release Authority releases the aircraft and will be disposed of only after the aircraft is successfully repaired.

3.6.5. Aircraft/equipment records will be controlled at the discretion of the Impoundment Official. When required, the MXQ Supervisor will:

3.6.5.1. Obtain and secure the current aircraft forms and the aircraft jacket file for aircraft or the AFTO Forms 244, Industrial/Support Equipment Record, for equipment.

3.6.5.2. Notify the Maintenance Information System (MIS) data base manager (DBM) to isolate the aircraft/equipment serial number in order to prevent any changes and maintain the integrity of the historical data until the aircraft/equipment is released.

3.6.5.3. Request, from the squadron owning the aircraft/equipment, any personnel records required to complete the impoundment investigation. These records may include, but are not limited to, individual training records.

3.6.6. Maintenance will be limited on impounded aircraft/equipment until the cause is determined. The Impoundment Official will determine what maintenance can be performed in conjunction with the maintenance required to release the aircraft/equipment from impoundment. Limit maintenance actions to those required to make the aircraft safe.

3.6.6.1. Parts removed from impounded aircraft/equipment will be carefully controlled. This is to ensure that parts, once confirmed as the cause for impoundment, are available to be processed as deficiency report exhibits.

3.6.7. Keep the MXG/CC or Impound Authority informed of all proceedings/findings that occur on the aircraft.

3.6.8. Ensure material deficiencies are reported if applicable.

3.6.9. Personnel listed in 3.6.2. review forms, brief the MXG/CC of findings and corrective actions. A written record of the findings and corrective actions is filed in MXG/MXQ.

4. Final Release: The Impoundment Release Authority completes the final release for impounded aircraft by signing the AFTO Form 781A inspected by block and initialing over the Red X symbol. Release of other equipment will be accomplished on whatever forms control the serviceability of the equipment, i.e. AFTO Form 244, **Industrial/Support Equipment Record**.

5. Cross-Country Impoundment Procedures:

5.1. If, during a cross-country flight, a discrepancy is discovered that warrants impoundment of the aircraft, the aircrew is responsible for complying with the following procedures.

5.2. The individual who discovered the discrepancy will enter in the AFTO 781A, under a Red X condition, the nature of the problem and any information that would expedite repair or troubleshooting. In addition, T.O. 00-20-5, para 3-11.4.15. "STA CODE" use this block of the AFTO Form 781A, enter the Station Location Code where the discrepancy was found. If unknown, enter the Base where it occurred.

5.3. For one-time flights, the AW/CC or representative will serve as authority to allow aircraft or crew to continue missions after an incident has occurred. Call your home station for assistance. The Red X condition will require downgrading. This will be accomplished by following T.O. 00-20-1, para 3-3, procedures for down grading a Red X for a one-time flight. The authorizing Official, MXG or MXG Designated Senior Maintenance Officer will authorize the following statement to be entered in the corrective action block, "RED X changed to RED Dash for Purpose of One Time Flight to (Name of Destination Station) and if applicable (with enroute stop) at (name of Station).

5.4. If authorizing Official is not available, continue corrective action statement "One Time flight authorized by (name, rank, title, organization)". The local official authorized to downgrade RED X's will sign the inspected by block. A new block with a dash symbol is opened using the same discrepancy entry that was used under the Red X. Print the first initial, last name and grade of the person who originally discovered the discrepancy.

5.5. If maintenance discovers there is a missing tool on an aircraft that has taxied or taken off, the MOC will be notified. The MOC will notify base operations of the situation and they will inform the Aircraft Commander. The Aircraft Commander will elect to either continue the mission or return to base. As a minimum, the aircrew will immediately attempt to locate the tool. If not found and the mission is continued, an entry will be made in the AFTO 781A by a crew member, signed by the aircraft commander, noting the decision to continue the mission. The aircraft will be impounded on return to home station.

6. Disposition of historical documents for aircraft/equipment under Impoundment.

6.1. At the direction of the MXG/CC or impoundment official, MXQ will collect all historical and decentralized records for aircraft and installed equipment. These records will be secured in MXQ until directed to do otherwise by the individual ordering their collection.

6.2. The following is a list of offices that maintain aircraft historical documents, their location, and phone number.

TYPE RECORD	OFFICE	BLDG. #	PHONE #
Aircraft Jacket Folder	94 MOF/MXOP	744	X 5-5007
Engines/Props	94 MXS/MXMP	819	X 5-4932
Fuel Tank Repair/External Tanks	94 MXS/MXMCF	731	X 5-5640
X-Ray Films	94 MXS/MXMFN	741	X 5-4931
Support Equipment	94 MXS/MXMMN	746	X 5-4922
Munitions (If Applicable)	94 MXS/MXMVM	744	X 5-5910
Life Support Equipment	700 AS/DOTL	727	X 5-4586

WILLIAM P. KANE, Brig Gen, USAFR
Commander

Attachment 2

**CHECKLIST # 24
ACFT IMPOUNDMENT**

ACTUAL EXERCISE NOTES:

1. PRIOR TO ALL EXERCISES, ANNOUNCE VIA THE ALL CALL SYSTEM FOR ALL PERSONNEL TO REMAIN CLEAR OF THE EXERCISE AREA.
2. PRIOR TO ALL EXERCISES, ANNOUNCE VIA THE LAND MOBILE RADIO SYSTEM FOR ALL PERSONNEL TO REMAIN CLEAR OF THE EXERCISE AREA. IF AIRCRAFT IS ASSIGNED TO THE 94TH, NOTIFY QUALITY ASSURANCE TO IMPOUND ALL AIRCRAFT RECORDS AND INFORM DATA ANALYSIS TO LOCK GO81 UPON REQUEST FROM IMPOUNDMENT OFFICIAL.
3. UPON NOTIFICATION OF AN AIRCRAFT IMPOUNDMENT, RECORD THE FOLLOWING INFORMATION:

AIRCRAFT/EQUIPMENT TYPE:

AIRCRAFT/EQUIPMENT SERIAL NUMBER: _____

CALL SIGN: _____

UNIT: _____ HOME BASE (IF TRANSIENT): _____

REASON FOR IMPOUNDMENT:

AIRCRAFT/EQUIPMENT DAMAGE: YES/NO/UNKNOWN

PERSONNEL INJURIES: YES/NO

NUMBER OF PERSONNEL INJURED: _____

NATURE OF INJURIES/SEVERITY:

ADDITIONAL INFORMATION (KNOWN/CONTRIBUTING FACTORS):

NOTIFY THE FOLLOWING PERSONNEL IMMEDIATELY:

	<u>AGENCY</u>	<u>PHONE#</u>	<u>RADIO CALL SIGN</u>
A. ___	COMMAND POST	5-5106/5109	
B. ___	MXG COMMANDER	5-4919/20	MG 1
C. ___	MXS COMMANDER	5-5008	MAINTENANCE 1
D. ___	MXS SUPERINTENDENT	5-4941	MAINTENANCE 2
E. ___	FLIGHT LINE	5-4944	VICTOR 1, 2, 3
F. ___	QUALITY ASSURANCE	5-4942/3708	ALPHA 1, 2, etc.
G. ___	SAFETY	5-5121	

THE AIRCRAFT WILL BE IMPOUNDED IN ACCORDANCE WITH 94 AWI 21-115.

TIME ACFT IS IMPOUNDED: _____

IMPOUNDMENT OFFICIAL: _____

RELEASE AUTHORITY: _____

4. MONITOR SITUATION UNTIL TERMINATED.