

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**

**AIR NATIONAL GUARD POLICY
DIRECTIVE 90-2115**

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Command Policy



**COMPLIANCE AND STANDARDIZATION
REQUIREMENT LIST (C&SRL) COMPOSITE
TOOL KITS (CTKS), TOOLS, AND EQUIPMENT
MANAGEMENT**

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This directory implements Air Force Policy Directive (AFPD) 90-2, *The Inspection System*, and is applicable to all Air National Guard (ANG) flying units. Compliance with this directory and its parent instruction Air National Guard Instruction (ANGI) 21-101, *Maintenance Management of Aircraft*, is mandatory. Units will supplement this publication with items developed from appropriate technical data, Air Force Occupational Safety and Health (AFOSH) Standards (STD), local operating instructions (OI), etc., to assess internal compliance. Higher Headquarters/Inspector General (HHQ/IG) may use this directory in whole or in part during evaluations and exercises.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units will use this directory in conjunction with the annual unit self-inspection. The objective is to identify deficiencies that preclude attainment of required capabilities.

Table 1. Composite Tool Kits (CTKs), Tools, and Equipment Management

ITEM NO.	ITEM AND REFERENCES (All references are to ANGI 21-101 unless otherwise indicated)	YES	NO	N/A
1.	Tool and Equipment Management			
1.1.	Does the MXG/CC or equivalent functional authority for maintenance have overall responsibility for the tool management program? (13.1.)			
1.2.	Does the squadron maintenance supervision or equivalent execute an effective tool program? (13.1.)			
2.	Guidelines for Program Management			
2.1.	Has the MXG/CC or equivalent functional authority for maintenance developed an operating instruction to implement the program? (13.2.1.)			
2.2.	Does the group OI standardize procedures for security, control, and accountability (e.g., chits, manual, barcode, etc.) of tools and equipment? (13.2.1.1.)			
2.3.	Does the group OI provide procedures for inventory and as a minimum require an annual inventory of all tools and equipment be conducted and documented? (13.2.1.2.)			
2.4.	Does the group OI establish procedures for warranted tool management? (13.2.1.3.)			
2.5.	Does the group OI establish procedures for strict control and management of replacement, expendable and consumable hand tools, HAZMATs, and other items contained in Composite Tool Kits (CTKs)? (13.2.1.4.)			
2.5.1.	Does the group OI establish procedures for the transfer of tools/CTKs at the job site (on-site transfers)? (13.2.1.5.)			
2.5.2.	Does the group OI require a joint inventory of tools/CTKs when an on-site transfer is required and is it documented? (13.2.1.5.)			
2.5.3.	Does the group OI establish procedures for lost or missing tools? (13.2.1.6.)			
2.5.4.	Does the group OI establish procedures for the assignment of equipment identification designators (EID) for equipment and CTKs and assignment of CTK numbers for tools? (13.2.1.7.)			
2.5.5.	Does the group OI establish procedures for issue and control of personal equipment (e.g., ear protectors, reflective belts, headsets, etc.)? (13.2.1.8.)			
2.5.6.	Does the group OI establish procedures to ensure positive control of rags? (13.2.1.9.)			
2.5.7.	Does the group OI establish procedures established to limit numbers of personnel authorized to procure tools? (13.2.1.10.)			

ITEM NO.	ITEM AND REFERENCES (All references are to ANGI 21-101 unless otherwise indicated)	YES	NO	N/A
2.5.8.	Does the group OI establish procedures for control of locally manufactured or developed tools and equipment? (13.2.1.11.)			
2.5.9.	Does the group OI establish procedures for depot teams, factory representatives, and contract field teams (CFT) when working on equipment within the unit? (13.2.1.12.)			
2.5.10.	Does the group OI establish procedures and identify responsibilities for situations where two or more workcenters operate a single tool room/support section, or when workcenters elect to distribute CTKs or peculiar support/test equipment to decentralized locations? (13.2.1.13.)			
2.5.11.	Does the group OI establish procedures for control of crash recovery and hydrazine response equipment permanently stored/located in trailers or vehicles? (13.2.1.13.1.)			
2.5.12.	Does the group OI establish procedures for occasions when a single person must sign in and sign out a tool kit? (13.2.1.13.2.)			
2.5.13.	Does the group OI establish procedures for replacing broken tools? (13.2.1.14.)			
3.	General Program Guidelines			
3.1.	Are CTKs designed to provide a quick inventory and accountability of tools? (13.3.1.)			
3.2.	Have CTKs been designed with a simple inventory method, a “show” (e.g., a shadow of the tool) and “know” (knowledge of tool or kit location) concept? (13.3.1.)			
3.3.	Have all CTKs and tools been clearly marked with the owning workcenter? (13.3.1.)			
3.4.	Does the group OI establish procedures to determine which tools are checked out and who has them? (13.3.1.)			
3.5.	Are all tools and equipment periodically inspected for serviceability according to TO 32-1-101, <i>Maintenance and Care of Hand Tools</i> ? (13.3.1.)			
3.6.	Has maintenance supervision designated and documented CTK Custodians to manage and control CTKs? (13.3.2.)			
3.7.	Do CTK custodians exercise their responsibility for positive tool, HAZMAT, and equipment accountability and control within their respective areas? (13.3.2.)			
3.8.	Does the Flight and Element supervisors determine the type, size, and number of CTKs required for their workcenters and approves the master inventory list (MIL)? (13.3.3.)			

ITEM NO.	ITEM AND REFERENCES (All references are to ANGI 21-101 unless otherwise indicated)	YES	NO	N/A
3.9.	Does the wing weapons manager (WWM) approve and sign the MIL for weapons load crew CTKs? (13.3.3.)			
3.10.	Is a MIL developed for each type of CTK or equipment kit? (13.3.4.)			
3.11.	Is a copy of the master listing kept in the tool and equipment storage facility at all times for inventory purposes? (13.3.4.)			
3.11.1.	Are contents identified by drawer/section indicating the total number and type of items in each drawer/section of the CTK? (13.3.4.1.)			
3.11.2.	Is a MIL required for each tool kit or series of identical kits and filed by the CTK custodian in the MIL file (may be automated)? (13.3.4.2.)			
3.11.3.	If chits/dog tags/identification tags or similar tags or dust caps are attached to tools/equipment, are secured in a manner that will preclude any possibility of FOD, and are they listed on the MIL? (13.3.4.3.)			
3.11.4.	Is there documentation for removed or broken CTK items? (13.3.4.4.)			
3.11.5.	Are CTK contents standardized to the maximum extent possible within functional elements of a squadron that have similar missions, for example, aircraft flights/elements and CASTs? (13.3.4.5.)			
3.11.6.	Does each tool, item of equipment, or consumable contained in a CTK have an assigned location identified either by inlay cuts in the shape of the item, shadowed layout, label, or silhouette? (13.3.4.6.)			
3.11.7.	Is no more than one item stored in a cutout, shadow, or silhouette except for tools issued in sets such as drill bits; Allen wrenches, apexes, or paired items (e.g., gloves, booties)? (13.3.4.6.)			
3.11.8.	If consumables are being placed in CTKs are they identified on the MIL? Examples of consumables include, safety wire, adhesive, wire bundle lacing, solder, etc? (13.3.4.7.)			
3.11.9.	Does equipment and accessories that do not present a FOD potential and are not dispatched from a workcenter, support section, or tool room, have a designated storage location? (13.3.4.8.)			
3.11.10.	Have designated locations for test equipment and common accessories (e.g., wave guides, attenuators, fittings, cables, adapters, etc.) that are not part of a CTK been established? (13.3.4.9.)			

ITEM NO.	ITEM AND REFERENCES (All references are to ANGI 21-101 unless otherwise indicated)	YES	NO	N/A
3.11.11.	Is industrial shop machinery accessories/attachments (e.g., blades, arbors, chucks, gears, etc.) controlled as tools or maintained in designated storage locations for accountability? (13.3.4.10.)			
3.11.12.	As a minimum, are storage cabinets/drawers labeled to identify the contents for industrial shop machinery accessories/ attachments? (13.3.4.10.)			
3.12.	Are tool/expendable items used for titanium engine blade blending kept in a special purpose kit separate from other tools? (13.3.4.11.)			
3.12.1.	Are special purpose CTKs for Titanium engine blade blending marked "Controlled Items - For Titanium Engine Blade Blending Only?" (13.3.4.11.)			
3.12.2.	Are pocket clips removed from tools when possible (flashlights, continuity testers, small screwdrivers, etc.) prior to placement in tool kits? (13.3.4.12.)			
3.13.	Are personal tools prohibited from use on the flightline or in any maintenance area? (e.g., mini-mag flashlights, leathermans, buck knives, etc)? (13.3.4.13. and 18.23.2.14.)			
3.14.	Are government tools/equipment permanently assigned to individuals or duty position (e.g., government issued headsets, mini-mag flashlights, leathermans, buck knives, etc.) marked and controlled? (13.3.4.13. and 18.23.2.14.)			
3.15.	Do flashlights, lanterns, portable lighting devices and light sources conform to the requirements of Article 513 of National Fire Protection Association (National Electric Code), TO 1-1-3, and AFMAN 91-201, Explosive Safety Standards? NOTE: Aircraft and equipment technical orders may dictate additional restrictions (13.3.4.14.)			
4.	Marking and Tool Identification.			
4.1.	Are items tracked in the Tool Accountability System (TAS) utilizing a standard nine-digit worldwide (WW) identification (ID) code as the EID? (13.4.1.1.)			
4.2.	Are items not tracked in TAS etched, stamped, or marked with EID numbers to aid in inventory? (13.4.1.2.)			
4.3.	Are multiple cabinets identified as one CTK assigned the EID number of the parent CTK? (13.4.1.2.)			
4.4.	Are the tools or equipment contained in a multiple cabinet CTK assigned the EID number of the parent CTK? (13.4.1.2.)			

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4.5.	Are small tools or items belonging to a CTK, which cannot be marked maintained in a container marked with the assigned EID number and the quantity of tools contained therein? (13.4.1.2.)			
4.6.	Are hand grease guns, dispensing cans, spray bottles, pump oilers, and similar containers marked with the type of grease, fluid, or other liquids and military specification (MILSPEC) of the contents? (13.4.2.)			
4.6.1.	If no MILSPEC exists for containers used to dispense grease, fluid or other liquids marked with the manufacturer's name, part number/NSN of the liquid? (13.4.2.)			
4.6.2.	Are hoses and fittings kept separate for each type of grease? (13.4.2.)			
4.7.	If containers are used to hold or apply substances classified as hazardous materials, does labeling comply with the requirements of AFOSH STD 161-21, Hazard Communication, and local directives? (13.4.2.)			
4.8.	Area fiberglass handled hammers etched on the metal head only (not on handle) in a non-impact area? (13.4.3.)			
4.9.	Are items that are assembled and are not intended to be disassembled during use, required only one mark/etch/stamp and one entry in the MIL (e.g., scribes, flashlights, grease guns, etc.)? (13.4.4.)			
5.	Tool Accountability, Control, and Inventory.			
5.1	Are flight and element supervisors, through CTK custodians, held responsible for tool and equipment accountability and control? ? (13.5.1.)			
5.2	When a person signs for a tool or piece of equipment, are they held accountable for it until it is returned to the tool room and accountability transfers back to the CTK custodian (through a representative or tool room employee)? ? (13.5.1.)			
5.3	If tool and equipment accountability is automated, are units using the Tool Accountability System (TAS)? ? (13.5.1.)			
5.3.1.	If automated, does the unit use TAS to track, issue, and receipt for all assigned tools, equipment, tool kits? (13.5.1.1.1.)			
5.3.2.	If automated, does the unit use TAS to track HAZMAT items, TOs? (13.5.1.1.2.)			
5.3.3.	If automated, does the unit use TAS to track authorizations/restrictions for special tools/equipment (by individual)? (13.5.1.1.3.)			

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5.3.4.	If automated, does the unit use TAS to track inspections required by this instruction? (13.5.1.1.4.)			
5.3.5.	If automated, does the unit use TAS to track spare, lost, and damaged (removed) tools? (13.5.1.1.5.)			
5.3.6.	If automated, does the unit use TAS to track PMEL requirements? (13.5.1.1.6.)			
5.3.7.	If automated, does the unit use TAS to manage tool/equipment inventories? (13.5.1.1.7.)			
5.3.8.	If automated, does the unit use TAS to manage deployment kits (import/export)? (13.5.1.1.8.)			
5.4.	If an automated system is not used does the unit utilize a chit system, AF 1297 or, a MAJCOM or locally approved Form for accountability and control of CTKs, equipment, and tools? (13.5.1.2.)			
5.5.	When using a chit system, are chits controlled as tools to include a beginning and end of shift inventory? (13.5.1.2.)			
5.5.1.	When using a chit system, are procedures in place to prohibit the issue of chits directly to individuals or be removed from tool rooms? (13.5.1.2.)			
5.5.2.	When using a chit system are Chit Control Boards located in secure locations? (13.5.1.2.)			
5.5.3.	Are all CTKs, tools, and equipment inventoried at the beginning and end of each shift? NOTE: CTKs present during tool room shift inventories do not need to be opened for inventory? (13.5.2.)			
5.6.	Is a visual inventory performed on all CTKs when issued for use, at the completion of job or tasks, and when returned to the tool storage facility? (13.5.2.1.)			
5.7.	Is a CTK inventory accomplished prior to the operation of any aircraft or equipment when maintenance actions were performed (engine run, landing gear retraction, flight control operational checks, etc.)? (13.5.2.1.)			
5.8.	At least annually or when the CTK custodian changes, is there a comprehensive inventory conducted of all tools, equipment, and CTKs? (13.5.2.2.)			
5.9.	Are all tools inspected for serviceability according to TO 32-1-101 during the annual inventory? (13.5.2.2.)			
5.10.	Do CTK custodians document annual inventories and maintain the most current inventory documentation on file? (13.5.2.2.)			
6.	Locally Manufactured or Developed Tools and Equipment:			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
6.1.	Does QA coordinate all requests for approval and use of locally designed tools or equipment that carry loads, change torque, or present potential to damage government resources? (13.6.)			
6.2.	Is the MXG/CC or their designated representative the final approval authority? (13.6.)			
6.3.	Do users of locally manufactures tools and equipment review items and requirements biennially (every two years) for applicability and current configuration? (13.6.)			
7.	Tool Room Operations and Security			
7.1.	Are there specified limit tool issue sections to no more than one per workcenter? (13.7.)			
7.2.	Have tool rooms been set up to ensure positive accountability of tools and equipment assigned to a tool room? (13.7.)			
7.3.	Do tool rooms process tools that are lost, damaged, or destroyed, due to neglect according to AFMAN 23-220, Reports of Survey For Air Force Property? (13.7.)			
7.4.	Is the tool room capable of being locked and afford protective measures such as monitoring, 24-hour coverage, or controlled key access? (13.7.1.)			
7.5.	Does the element/workcenter supervisor authorize access to tool rooms? (13.7.1.)			
7.6.	When all CTKs are not capable of being secured in the tool room, has the element/workcenter supervisor design a process to prevent the unauthorized use or access to tools and equipment? (13.7.1.)			
7.7.	Are tool kit locks used to provide a physical barrier to opening the container lid or door and prevent the unauthorized removal of tools? NOTE: Locks are not required on tools and equipment that are stored within secured tool rooms or workcenters. (13.7.1.1.)			
7.8.	Are dispatchable tools, equipment, and CTKs locked and/or secured when left unattended? (13.7.1.2.)			
7.9.	Do tool rooms prevent the issue of tools individually from dispatchable CTKs? (13.7.1.4.)			
7.10.	When a recurring need exists for common tools to be issued individually, (e.g., hammers, screwdrivers, pliers, drills, wrenches, etc.) to perform routine, housekeeping or facility tasks within the workcenter, are the tools added to a MIL? (13.7.1.4.)			
8.	Lost Item/Tool Procedures			
8.1.	Do supervisors ensure all assigned personnel are familiar with lost tool procedures? (13.8.1.)			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to ANGI 21-101 unless otherwise indicated)</i>	YES	NO	N/A
8.2.	Does the person identifying the missing item/tool search the immediate work area for the item/tool? (13.8.1.1.)			
8.3.	If not found, after completing an initial search does the individual notify the expeditor/production supervisor or equivalent? (13.8.1.1.)			
8.4.	Is there a red X placed in the aircraft or equipment forms of all affected aircraft with a description of the tool and a specific, last known, location of the tool? (13.8.1.2.)			
8.5.	Does the expeditor/production supervisor or equivalent immediately notify the flight commander or superintendent, support section, MOC, and QA? (13.8.1.3.)			
8.6.	Is there a thorough search for the tool initiated? (13.8.1.4.)			
8.7.	After a thorough search is completed and the tool is not found, does the person issued the item/tool initiate a lost tool report? (13.8.1.5.)			
8.8.	If at any time during the investigation the item/tool is found and retrieved, is the superintendent, support section, MOC, QA, expeditor, production supervisor or equivalent, and the owning workcenter notified? (13.8.1.6.)			
8.9.	If not found, does the MOC notify the MXG/CC of the missing item/tool? (13.8.1.7.)			
8.10.	If the item is not located, does the maintenance supervision determine when the search may be discontinued? (13.8.1.8.)			
8.11.	Are there authorization limitations to clear red-X's when a tool cannot be located to no lower than Maintenance Supervision? (13.8.1.8.1.)			
8.12.	When a suspected item/tool has fallen into an inaccessible or unobservable aircraft area is a non-destructive inspection performed or borescope equipment used in an attempt to locate the lost tool? (13.8.1.9.)			
8.13.	If the item/tool is in an inaccessible area that poses no FOD threat and is the action to leave the item/tool in place, is a X-ray (or equivalent) with the identification of the exact tool location and copies of all information concerning the lost tool maintained in the aircraft historical file until the item/tool is recovered? (13.8.1.9.1.)			
8.14.	If at any time during the investigation the item/tool is found but is inaccessible, is the superintendent, support section, MOC, QA, expeditor, production supervisor or equivalent, and the owning workcenter notified? (13.8.1.10.)			

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8.15.	Does the maintenance supervision explore other possible actions to include having the unit or depot field teams disassemble the aircraft to remove the item/tool? (13.8.1.10.1.)			
8.16.	If the aircraft MDS is one that has a programmed depot maintenance (PDM) or is scheduled for depot modification, is the lost item/tool and location listed in the AFTO Form 345, Aerospace Vehicle Transfer Inspection Checklist and Certification, for removal by the depot? (13.8.1.10.2.)			

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