

17 JANUARY 2004



Maintenance

LOCAL MANUFACTURE PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 43 MXG/MXQA (MSgt Burcham)

Certified by: 43 MXG/CCC (CMSgt Kasprak)

Pages: 8

Distribution: /F

This instruction standardizes responsibilities and procedures for local manufacturing of aircraft and support equipment parts and tools. These procedures apply to all aircraft maintenance personnel assigned to the 43d Airlift Wing and the 23d Fighter Group.

1. Purpose.

- 1.1. Assign responsibilities and establish procedures for locally manufactured parts and tools.

2. Local Manufacture of Aircraft or Equipment Parts.

2.1. Customers will receive approval for local manufacture items from the Fabrication Flight Commander, Flight Chief or Assistant Flight Chief. The after-hours approving official (to include weekends and holidays) will be Maintenance 3. All agencies will coordinate with Maintenance 3 to determine Local Manufacturing priorities. Their authority will normally be limited to mission capable part (MICAP) requests and next day flyers.

2.2. Supply after-hours support will be provided by the Owing Agency Supply Section (OASS). End item due-outs will be processed by the applicable OASS. For units with no after-hours OASS, customer will contact the aircraft parts store for end item due-out processing. Customer will be responsible for moving assets to manufacturing shops after-hours. Repair Cycle Support (RCS) will be responsible for moving assets requiring multiple repair shop actions during dayshift hours. Movement of the part or item will be tracked utilizing locally developed worksheet (See [Attachment 4](#)).

2.2.1. Once approval is granted during after-hours, the requesting section will obtain drawings or blueprints. RCS or the OASS will coordinate with the applicable work center and manufacturing shop to identify the appropriate routing for manufacture and required materials using [Attachment 3](#).

2.2.2. Dayshift procedures are as follows: Samples of item(s) will be provided to the manufacturing work center from the customer upon request. The customer will initiate the G081 automated

AFTO Form 350, **Repairable Item Processing Tag**, and deliver it with a sample and completed worksheet to RCS or the OASS. The RCS will forward blueprints, samples and worksheet to the manufacturing shop. The manufacturing shop will complete the worksheet stating all materials necessary to complete the job. The worksheet is returned to RCS so materials can be ordered.

2.2.3. RCS will establish a work order file, and monitor and update status until property is received and part is manufactured.

2.2.4. The manufacturing/ production activity will store local manufacture bits and pieces, pending receipt of all materials required to complete the work order.

3. Local Manufacture of Tools or Equipment.

3.1. All locally manufactured tools and equipment not listed in approved technical data must be approved through Quality Assurance (QA) prior to manufacture using **Attachment 2**.

3.1.1. Owning section will supply description, justification, and all relative information to QA prior to tool being in use.

3.1.2. QA will provide certification of tool or equipment for use. Upon certification the tool or equipment will be provided a locally manufactured tool identification number consisting of year of approval and serial number.

3.1.3. Upon approval the owning section will provide QA the location and Equipment Identification Designator (EID) prior to tool or equipment being used.

3.2. Section Chiefs will maintain a location and status of all locally manufactured tools. Section chiefs must notify QA of any status changes of locally manufactured tools within 72 hours including removal from service. Reaccomplishment of **Attachment 2** letter is not necessary. Pen and ink changes are sufficient.

3.3. QA will maintain a control log of locally manufactured tools, their location, and status for tracking purposes.

3.4. QA and the requesting agency will maintain a copy of all approved **Attachment 2** letters.

4. Samples.

4.1. Drawings and samples of item(s) will be provided to the manufacturing work center from the customer upon request. The customer will initiate the G081 automated AFTO Form 350 and deliver it with a sample to RCS or Maintenance 3.

4.2. Samples not provided within 3 business days will result in cancellation of the Local Manufacture request. For multiple shops involved in the manufacturing process, each shop will forward the work order to the next applicable work center through G081.

5. Processing and Accountability.

5.1. Upon completion of the required asset, the last shop will transfer the automated AFTO 350 tag and forward the work order back to RCS and place a signed serviceable tag with the property. RCS will notify the customer the part is available for pick up.

5.2. RCS will process a receipt in the SBSS, generating a DD Form 1348-1, **DoD Single Line Item Release/Receipt Document**, to be signed by the customer and close out the work order in G081. During after-hours documentation will be transferred back to RCS in the morning for continuity purposes by the fabricating shop.

5.3. The manufacturing/ production shop will store and account for bits and pieces pending receipt of all materials required completing the work order.

FRANK J. KISNER, Colonel, USAF
Commander

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

AFI 21-101 *Aerospace Equipment Maintenance Management*

AFI 21-101_AMCSUP1 *Aerospace Equipment Maintenance Management*

AFMAN 23-110 *USAF Supply Manual*

Abbreviations and Acronyms

EID—Equipment Identification Designator

MICAP—Mission Capable Part

OASS—Owning Agency Supply Section

QA—Quality Assurance

RCS—Repair Cycle Support

SBSS—Standard Base Supply System

Attachment 2

REQUEST FOR APPROVAL OF LOCAL MANUFACTURED TOOL/EQUIPMENT

DATE

MEMORANDUM FOR 43MXG/QA

FROM:

SUBJECT: REQUEST FOR APPROVAL OF LOCAL MANUFACTURED TOOL/EquipMENT

1. State the description of the item you are requesting for approval here.
2. State the justification for the item you are requesting for approval here.

Approved/Disapproved
Section Chief

Approved/Disapproved
Quality Assurance

Quality Assurance Identification Number 20 - _____

Tool Location _____

Tool EID Number _____

Attachment 3

LOCAL MANUFACTURE WORKSHEET

LOCAL MANUFACTURE WORKSHEET

SMR CODE: _____

Date: _____ ACFT #: _____ JCN: _____

Requester/ Extension: _____ / _____

Squadron/ Office Symbol: _____ / _____

Organization/ Shop: _____ / _____

Nomenclature: _____

Stock Number: _____

Part Number: _____

Priority/ UJC: _____ *If upgraded new priority/ Date _____

Unit of Issue/ Quantity Ordered: _____

T.O. _____ Figure _____ Index _____

*****Bits and Pieces Needed for this item? Yes _____ No _____

Nomenclature NSN QTY

Manufacturing Shop (*what is needed for the shop in order to make item*)

<u>SHOP</u>	<u>BLUEPRINTS</u>		<u>SAMPLE</u>	<u>350 Tag required</u>
Survival / Fab	YES		YES	YES
Sheet Metal	YES		YES	YES
Metal Tech	YES	OR		YES
Hydraulics	NO		YES	YES

13. Maintenance Officer/ Shift Supervisor
 Name _____ Signature _____ Date _____

14. Manufacturing Shop
 Name _____ Signature _____ Date _____

Local Manufacture Monitor
 Name _____ Signature _____ Date _____

Attachment 4

LOCAL MANUFACTURE ROUTING SHEET

Serial Number _____

DATE: _____

Local Manufacture Routing Sheet

Requested by: _____ X4- _____

JCN# _____

Acft or Item Id: _____

Priority _____

Stock Number: _____

Part Number: _____

Nomenclature: _____

Notes: _____

Forward To:

Manufacturing Shop _____ Received by _____ Date _____

Forwarded To _____ Date _____

Manufacturing Shop _____ Received by _____ Date _____

Forwarded To _____ Date _____

Manufacturing Shop _____ Received by _____ Date _____

Forwarded To _____ Date _____

Manufacturing Shop _____ Received by _____ Date _____

Forwarded To _____ Date _____