BY ORDER OF THE COMMANDER
442D FIGHTER WING

442D FIGHTER WING INSTRUCTION 21-104

19 SEPTEMBER 2003

Maintenance

PREDOCK/POSTDOCK MEETING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance* and extends the guidance of Air Force Instruction (AFI) 21-101, *Aerospace Equipment Maintenance Management*. It establishes procedures for the coordination of pre/post dock meetings for phase inspections. It applies to all 442d Fighter Wing (442 FW) personnel.

SUMMARY OF REVISIONS

This revision deletes office symbols in paragraphs **1.1.**, **1.3.**, and **1.4.** and adds paragraphs **2.**, **2.1.**, and **2.2.** A bar (|) indicates a revision from the previous edition.

1. Procedures:

1.1. Plans, Scheduling and Documentation (PS&D) is responsible for scheduling and conducting pre-dock meetings. As a minimum, the following work centers will be represented:

1.1.1. Crew Chief and Aircraft 781 forms binder

1.1.2. Aircraft Maintenance Squadron (AMXS) Superintendent or Production Supervisor

1.1.3. Appropriate AMXS Flight Chief

1.1.4. Inspection Flight

1.1.5. Quality Assurance (QA)

1.1.6. Specialist Flight

1.1.7. Maintenance Supply Liaison

1.1.8. Maintenance Squadron (MXS) Superintendent

1.1.9. Engine Management

1.1.10. Accessory Flight

1.1.11. Armament Flight

1.1.12. Fabrication Flight

1.2. The pre-dock inspection meeting will be held prior to the start of the inspection.

1.2.1. PS&D will prepare the Air Force (AF) Information Management Tool (IMT) 2410, **Inspection/TCTO Planning Checklist**. Special inspections (SI), time change items (TCI) and time compliance technical orders (TCTO) that will come due during the time frame of the inspection, will be scheduled by PS&D in the Core Automated Maintenance System (CAMS) and annotated on the form. PS&D will contact the engine manager for items that will come due on the engines and will annotate this information on the form. Completed AF IMT 2410 with the date and time of the meeting will normally be distributed electronically to all attendees by PS&D.

1.2.2. Dock Chief will run a Screen #380, Documented Maintenance List, in CAMS and bring to the pre-dock meeting.

1.2.3. Meeting agenda will include, but not limited to the following:

1.2.3.1. Aircraft's actual last fly day prior to the inspection.

1.2.3.2. Inspection start and completion dates.

1.2.3.3. Aircraft munitions download (if required).

1.2.3.4. Aircraft fuel load adjustment for pre-phase operational checks (if required).

1.2.3.5. Date of pre-phase inspection wash (if required).

1.2.3.6. Ejection seat removal date.

1.2.3.7. Specific work assignments.

1.2.3.8. Identification of any missing maintenance requirements not identified on the AF IMT 2410.

1.2.3.9. Parts availability, parts due-out status and whether or not to upgrade the priority.

1.2.3.10. Resolution of any possible foreseen maintenance difficulties (i.e., special events, supply difficulties, manpower shortages) that would negatively affect the aircraft phase inspection flow and completion of additional maintenance (i.e., SIs, TCIs, TCTOs, delayed discrepancies) conducted in conjunction with the aircraft phase inspection.

1.2.4. Representatives are required to sign the AF IMT 2410 to document their attendance.

1.3. At the completion of Phase and prior to the aircraft flying a functional check flight (FCF), PS&D will conduct a post-dock review. Production supervisor, dock chief or representative, the applicable flight chief, and crew chief will attend the post-dock meeting, which will include performing an aircraft records check in accordance with 442 FWI 21-211, *Aircraft Documentation Review*. All unaccomplished tasks and any significant factors affecting the inspection will be discussed and addressed as required. These procedures will be used to identify any problems adversely affecting future scheduling.

1.3.1. PS&D will complete the AF IMT 2410 after the FCF by filling in block 10b with the actual airframe hours and block 13B with the actual date of completion. The form will be filed in the aircraft jacket file located in PS&D office.

1.4. Maintenance Data Systems Analysis will process #148, Detailed Phase Package Report, after the FCF and all corrections have been made in CAMS. This listing will be filed in the aircraft jacket file in PS&D for historical purposes until the next Phase inspection when it will be replaced.

1.5. PS&D will conduct a transfer pre-dock meeting one-day prior to start of aircraft transfer inspection. All items to be accomplished during the transfer inspection will be documented on an AF IMT 2410 and will be scheduled in CAMS.

2. Adopted or Prescribed IMTs.

2.1. Adopted. AF IMT 2410, **Inspection/TCTO Planning Checklist**

2.2. Prescribed. No forms or IMTs are prescribed by this instruction.

PATRICK A. CORD, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 21-1, *Air and Space Maintenance*

AFI 21-101, *Aerospace Equipment Maintenance Managemen*t

442 FWI 21-211, *Aircraft Documentation Review*

Abbreviations and Acronyms

AF—Air Force

AFPD—Air Force policy directive

AFI—Air Force instruction

AMXS—Aircraft Maintenance Squadron

CAMS—Core Automated Maintenance System

FCF—functional check flight

IMT—information management tool

MXS—Maintenance Squadron

PS&D—Plans, Scheduling and Documentation

QA—Quality Assurance

SI—special inspection

TCI—time change item

TCTO—time compliance technical order