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**Maintenance**

**LOST TOOL/ITEM PROCEDURES**

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This instruction establishes local policies, responsibilities, and procedures for control and management of lost tools/items. It applies to all maintenance personnel assigned to the 15th Operations Group (OG) and the 15th Logistics Group (LG). It does not apply to the Air National Guard (ANG) or US Air Force Reserve (USAFR) units and members.

**1. REFERENCES.**

- 1.1. AFI 21-101, Maintenance Organizations and Procedures
- 1.2. PACAFI 21-101, Objective Wing Aircraft Maintenance
- 1.3. 15 ABWI 21-102, Aircraft Impoundment Procedures

**2. TERM EXPLAINED.** A lost tool/item is any item discovered to be unaccounted for at the time of inventory, turn in, or personal inspection. This includes broken items or tools where all pieces are not accounted for.

**3. PROCEDURES.**

3.1. When items are lost on or in close proximity of an aircraft, a Red X will be placed in the aircraft/equipment forms prohibiting operation or movement of all aircraft involved. The production superintendent will then be notified. Maintenance Operations Center (MOC) will also be notified, and a PACAF Form 140A, Lost Tool/Item Report, will be initiated. An initial search will be conducted of the immediate area (initial search, no longer than 2 hours). If the item is not recovered after the initial search, the aircraft/equipment will be impounded in accordance with (IAW) 15 ABWI 21-102. The search will continue uninterrupted until the appropriate squadron's maintenance officer or maintenance superintendent terminates the search.

3.2. When items are lost and no aircraft are involved, measures will be taken to ensure equipment associated with the lost item is kept away from aircraft. No vehicle, composite tool kit (CTK), or equipment involved will be released to the flight line until the search is terminated by the applicable

maintenance officer/superintendent or applicable support shop supervisor. The initial search will last no longer than 1 hour.

3.3. If the item is believed lost on an aircraft that has taxied or is flying, the responsible supervisor will immediately notify the MOC, who will contact the 15 OG/CC, giving the aircraft serial number, nomenclature of the item lost and where and how it could affect safety of flight. If it is determined that the lost tool/item could affect safety of flight, the 15 OG/CC will inform the 15th Air Base Wing Command Post, who will recall the aircraft.

3.4. For all lost tools/items, a PACAF Form 140A will be initiated in triplicate as follows:

3.4.1. Notify MOC immediately with pertinent information and get a lost tool/item control number. MOC will issue the control numbers for all PACAF Forms 140A. These numbers will consist of an eight digit sequence number beginning with the last two digits of the year followed by the three digit Julian date and a three digit sequence number. These numbers will not restart at 001 each day, but will continue until the end of the calendar year, i.e., 98-001-001, 98-010-002, 98-123-003, etc. Once a number has been issued, it will not be rescinded or deleted.

3.4.2. PACAF Form 140A, Section III. The work center supervisor/shift supervisor will appoint investigator(s). The investigator(s) is/are responsible for performing and coordinating the search for the lost item and reporting findings in the remarks section of the lost tool report. The investigation will encompass factors that caused the loss of the tool/item and any delays in the discovery and reporting of the missing tool/item. If a lost tool report is started with a control number assigned, the report must be completed even if the item is located prior to the report's completion.

3.4.3. PACAF Form 140A, Section IV. Special attention to detail is required in the remarks block. The statement by the individual charged with the loss of the item, combined with the statements of the investigator(s) must identify areas affected, (engine inlets, cockpits, flight controls, taxiways, etc.) annotating that these areas were adequately inspected. Critical areas will be inspected by a 7-level technician.

3.4.4. Squadrons under 15 OG will take the original completed PACAF Form 140A to the 15 OG Quality Assurance (OGQ) section. Personnel from the 15 LG Logistics Support Division (LSD) will take the original completed PACAF Form 140A to the 15 LG Quality Assurance (LGQ) section, who will provide a copy to OGQ for central filing. The applicable squadron or support section will maintain a copy in their master CTK continuity book. If a tool/item was not found and involved an aircraft, a copy will be filed in the applicable aircraft jacket file. All lost tool/item reports will be maintained for 1 year, except those filed in the aircraft jacket files. These will remain through the next scheduled Depot level inspection.

3.5. Lost tool/item information during a temporary duty (TDY) deployment will be called back to the 15th Air Base Wing MOC to get a control number.

3.6. The MOC will:

3.6.1. Notify 15 OG/OGQ or 15 LG/LGQ (as applicable) when a lost tool/item control number has been issued.

3.6.2. Make an announcement on applicable nets identifying the lost tool/item and last known location or tow/taxi route.

3.7. The respective section chief or on duty production superintendent will be the Senior Investigating Official (SIO). The SIO will:

3.7.1. Insure proper aircraft forms and lost tool/item report documentation procedures are followed.

3.7.2. If the lost tool/item was found, annotate the date, time, results block, and sign the "terminated by" block of the lost tool report. The PACAF Form 140A will be closed out at this level except when the item cannot be found.

3.7.3. Notify the MOC with the results so the lost tool control log can be annotated.

3.7.4. Notify 15 OG/OGQ or 15 LG/LGQ (as applicable) of the results. Provide a copy of the PACAF Form 140A to 15 OG/OGQ within 24 hours.

3.8. If a lost tool/item cannot be found:

3.8.1. Follow the above procedures and notify the applicable maintenance officer/superintendent who will be responsible for terminating the search and signing the "terminating by" block of the lost tool report and closing out the PACAF Form 140A.

STEVEN J. REDMANN, Colonel, USAF  
Commander, 15th Air Base Wing