
CAS MEMORANDUM M-18-03

DATE: 10/18/18
TO: ALL MAINTENANCE
FROM: DIRECTOR OF MAINTENANCE
CC: DOO
RE: TOOL CONTROL PROGRAM REVISION

All,

Revision 2 for the Maritime Tool Control Program has been posted to the Maintenance Portal. The only change was to the Tool Inventory Form TCP-2 on Page 10. Print out and begin using this form when performing your tool box daily inventories for OGP compliance.

Please take a few moments to read thru the program to comply with recurrent training requirements. Check that your photo inventory accurately reflects the current status of each of your drawers. It must be updated within 30 days of a tool addition/deletion or change in location.

Also, any tools which can be broken down into multiple pieces must be annotated either on the tool itself or on its open slot in your drawer, i.e. X-acto knife.

Although you may see the knife as only one piece, OGP interprets there is a removable cap and you can unscrew to remove the blade. Your drawer should have a number 3 on the knife or on the bottom of the empty slot. Handle. Blade. Cap.

Yes, they are getting that explicit.

Thank you,



Steve Slade
Director of Maintenance/Part 145 Accountable Manager



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**MARITIME HELICOPTERS
PUBLICATIONS
ROUTING MEMORANDUM**

DATE: 10/18/18

TO: Mechanics

FROM: DOM

SUBJECT: CAS memo M-18-03

Please complete the verification of receipt below and return this form to the Records Department in Fairbanks via email to faiadmin@maritimehelicopters.com or by fax to (907)452-4539

BY SIGNING THIS FORM I ACKNOWLEDGE I have reviewed and will comply with the memo listed above

EMPLOYEE SIGNATURE

DATE