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TOOL CONTROL PROGRAM
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1. INTRODUCTION

The Maritime Helicopters, Inc. Tool Control Program (TCP) establishes policy and responsibilities for implementing, maintaining, controlling, replacing and inventorying common hand tools. This includes company-furnished and employee owned.

A Tool Control Program (TCP) provides a means to rapidly account for all tools after completing a maintenance task, thus reducing the potential for FOD. The Tool Control Program must provide instant inventory capability designed to highlight a removed tool.

The primary objective of the tool control program is to ensure flight safety by eliminating aircraft accidents, incidents and associated equipment damage caused by lost or misplaced tools.

2. ABBREVIATIONS

TCP.....Tool Control Program
FOD .....Foreign Object Damage
PMI .....Preventative Maintenance Inspection
PIC.....Pilot in Command

3. IMPLEMENTATION AND MONITORING

3.1. Implementation

The Director of Maintenance will be responsible for implementing the program. The Inspection Department will be responsible for training of new hire Technicians. The Director of Maintenance will be responsible for ensuring new Technicians compliance with the tool control program within two months of their hire date. The Director of Maintenance will have the option of an extension of the due date if circumstances require.

3.2. Monitoring

Monitoring of the TCP will consist of visually inspecting Technicians photographic inventory and temporary tool forms by the Shop Forman, Director of Maintenance, Inspection Department or PIC (if in the field) at random intervals.

4. FIELD TOOLBOXES

4.1. Contents

The contents of the technician field toolbox will be of their choice, but must be designed in such a way as to quickly determine if a tool is removed in a manner approved by the company. Shadowing, tool pouches, tool racks or containers may be used to accomplish accountability (example in Sec. 9). If a tool or container contains smaller pieces this fact must be noted in a clear manner. An example would be a Screwdriver with tips in the handle or Allen wrenches in a bag. The item or location should identify “screwdriver + 5 tips” or “12 Allen wrenches”.

4.2. Inventory

A photographic tool inventory list shall be maintained in each toolbox. It will have a photo of each compartment or drawer in the toolbox. The photographic list shall be stored in a manner that prevents it from becoming FOD but available for review or inspection. This photographic list shall be maintained by the Technician and shall be updated within 30 days of a tool addition, deletion or change in location (within the field box) of the inventoried tools.

In addition to the above-mentioned photographic list any temporary tools added to or removed from the toolbox shall be inventoried on a TCP-1 form. These tools will not require the shadowing but must be listed on the appropriate form and maintained in the same manner as the photographic tool inventory for the toolbox. This list is allowed as a means to inventory tools that are task specific use, tool awaiting proper addition to the toolbox, borrowed tools or tools loaned out to someone else. A tool shall not be carried on the temporary list for more than 30 days.

5. ROLLAWAY TOOLBOXES (FIELD, HANGAR AND SHOPS)

Note: All Boxes will be locked when unattended for extended periods, such as at the end of shift or end of the work schedule.

5.1. Contents

The contents of the technician's personal toolbox will be of their choice, but must be designed in such a way as to quickly determine if a tool is removed in a manner approved by the company. Shadowing, tool pouches, tool racks or containers may be used to accomplish accountability (example in Sec. 9). If a tool or container contains smaller pieces this fact must be noted in a clear manner. An example would be a Screwdriver with tips in the handle or Allen wrenches in a bag. The item or location should identify "screwdriver + 5 tips" or "12 Allen wrenches".

5.2. Personal Drawer

Any drawer(s) of the toolbox may be used for personal effects. This drawer(s) must be labeled as such and shall **NOT** contain any type of tool, consumable, part or hardware.

5.3. Inventory

A photographic tool inventory list shall be maintained in each toolbox. It will have a photo of each compartment or drawer in the toolbox. The photographic list shall be stored in a manner that prevents it from becoming FOD but available for review or inspection. This photographic list shall be maintained by the Technician and shall be updated within 30 days of a tool addition, deletion or change in location (within the roll away) of the inventoried tools.

In addition to the above-mentioned inventory list any temporary tools added to or removed from the toolbox shall be inventoried on a TCP-1 form. These tools will not require the shadowing but must be listed on the provided form and maintained in the same manner as the photographic tool inventory for the toolbox. This list is allowed as a means to inventory tools that are task specific use or tool awaiting proper addition to the toolbox. A tool shall not be carried on the temporary list for more than 90 days.

5.4. Removal of tools from roll away for use in field box

Tools removed from roll away tool boxes for use in field boxes will not require any change or modification to the roll away photographic inventory or the use of form TCP-1 provided that:

1. The roll away is stored locked and will not be accessible while you are using the field box or
2. All empty tool places are marked showing the person inspecting the tool box that the missing tools are in the field box.

Field box inventory must still be maintained in accordance with this tool control standard.

6. COMPANY TOOLS

6.1. Contents

Company tools must be stored in such a way as to quickly determine if a tool is removed. Shadowing, tool pouches, tool racks or containers may be used to accomplish accountability (example in Sec. 9). If a tool or container contains smaller pieces this fact must be noted in a clear manner. An example would be a Screwdriver with tips in the handle or Allen wrenches in a bag. The item or location should identify “screwdriver + 5 tips” or “12 Allen wrenches.

6.2. Inventory

A photographic tool inventory list shall be maintained in the general area of the tool storage. It will have a photo of each compartment, drawer or area. The photographic list shall be stored in a manner that prevents it from becoming FOD but available for review or inspection. This photographic list shall be maintained by the Director of Maintenance, Shop Forman, Inspector or a designated employee and shall be updated within 30 days of a tool addition, deletion or change in location of the inventoried tools.

6.3. Use of company tools at other locations

Any time a company tool is removed from its current location for use in another location the empty tool position must be marked to show were the tool is and the person that is using the tool. This includes items removed from the overhaul shop for use in the main hanger or items sent to the field. Items sent from the field for calibration should also be marked in the same manor.

7. TOOL INVENTORY

7.1. General Inventories

Note: In all cases the Technician whom owns the toolbox shall conduct an inventory of his/her own toolbox prior to any other action.

A Tool Inventory may be performed by the Director of Maintenance, Shop Forman, safety manager, Technician, or pilot (if in the field) at the beginning and end of the shift and shall include field boxes, roll away boxes, and company tools. This authorized person shall acknowledge the accountability of the contents of the toolboxes (before they affect the safety of the aircraft) on TCP-2 form which will be kept with the Technicians photographic inventory.

No consumables may be in personnel drawers.

7.2. Task Completion Inventories

For Part 135 log books, the task completion inventory shall be done by the mechanic who performed the work. The task completion inventory shall consist of a visual inspection of the mechanics tool box and a visual inspection of the company tools used in the process for accountability. An entry must be made in the log book at the end of each corrective action with the following statement: All tools are accounted for.

For Part 145 work orders the task completion inventory shall be done by the inspector, shop Forman, or mechanic assigned to the task by the shop Forman. A separate entry must be made on the work order prior to returning to service the aircraft, component, or performing ground run up test’s stating that all tools are accounted for. In the event that the work order is open for multiple days a task completion inventory is required only on tools used since the last general inventory (see section 7.1) was performed.

7.3. Lost Tools

Tools that are Lost shall be reported to a Supervisor or Inspector in a timely manner but not to exceed the end of shift or the return to service of any item that person has worked on since last inventory was accomplished. A search for the missing tool will be conducted prior to the aircraft being released for service. If the tool cannot be found, the PIC will be notified. It will be the responsibility of the PIC to determine if the A/C is airworthy.

7.4. Modified Tools

Tools that have been modified for a specific task shall have a sticker in their assigned shadowed slot with the statement “Modified” to indicated the tool is not damaged but altered to accomplish a particular task.

7.5. Damaged Tools

When any tools are found to be damaged, it shall be immediately removed from the toolbox and a sticker placed in the assigned shadowed slot labeled “damaged.”

Additionally, a statement in the Temporary Tools List Form TCP-1 shall list the tool that is removed, reason it was removed and disposition i.e. Removed Unserviceable or Removed for Repair.

8. FORMS

8.1. TCP-1

Temporary Tools List

Employee Name_____

Field box ☐ **Roll Away** ☐

DESCRIPTION	DATE IN	DATE OUT

8.2. TCP-2 Tool Inventory

Employee Name_____

Field Box ☐ **Roll Away** ☐

Month:			**Month:**		
Date	**Start Shift**	**End Shift**	**Date**	**Start Shift**	**End Shift**
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7			7		
8			8		
9			9		
10			10		
11			11		
12			12		
13			13		
14			14		
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21			21		
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25			25		
26			26		
27			27		
28			28		
29			29		
30			30		
31			31		

9. TOOLBOX EXAMPLES

9.1. Field Box





9.2. Roll Away Box



