

**11D PAM 1-201
COMMAND INSPECTION CHECKLIST**

FUNCTIONAL AREA: Maintenance	CHAPTER: 12 SECTION: A	DATE OF REVISION: 1 AUG 02
PROPONENT/PHONE NO: G4 350-6657/6226	PROGRAM/ACTIVITY/TOPIC (PAT) Maintenance Management	UNIT INSPECTED/DATE:

ITEM	GO	NO-GO
<p>1. Personnel & Training</p> <ul style="list-style-type: none"> a. School Quotas- Is the unit maintaining a standing list of unit maintenance personnel eligible to attend requested courses with a primary and alternate for each course addressed (7th ATC)? (1st ID REG 351-2, Para. 4-1.) b. Mechanics- are mechanics knowledgeable on the use of TMDE equipment and special tools? (DA PAM 750-35, Para 2-4.) c. Awards Program- Does the unit have an effective incentive awards program established; has the unit requested drivers & mechanics badges to personnel that meet the requirement in AR 600-8-22 para.8-28 /AR 672-74, Para. 3-5 ? * d. Is sufficient time allocated on the units training schedule specifically for the performance of operators PMCS on a weekly basis (Motor Stables)? (DA Pam 750-35, Para. 2-5.) * e. Has sufficient time been allocated on the units training schedules specifically for the performance of unit level PMCS (-20 level scheduled services) based on time estimates provided by the Maintenance Officer / NCO? (DA Pam 750-35, Para. 2-5) f. Are the last scheduled services DA Form 5988-Es maintained on file for all vehicles and equipment selected (10%)? (DA Pam 738-750, Para. 12-2.) g. Does the unit have the last brake test results on file/ in the equipment record folder for the equipment selected? (UR Supp 1 to AR 750-1, Para. AA-9) h. Are procedures followed for equipment placed in Administrative storage IAW AR 750-1, Para. 4-43? i. Has equipment, which is entered in to the low usage service program, been annotated correctly on DA Form 5988-E; (i.e. Miles, kilometers, hours and date entered in the fault description block)? (DA Pam 738-750, Para. 3-3.) j. Are services posted to the unit training schedules by: admin number, type of service due and date due? (DA Pam 750-35, para.2-5. DA Pam 738-750 figure 3-2.) k. Are the current up to date service manuals on hand for each piece of equipment assigned to the unit (wheels, tracks, ground support equipment)? (DA Pam 25-30) <p>2. Shop Operations</p> <p>Standard Operating Procedures</p> <ul style="list-style-type: none"> a. Is the maintenance SOP missing any of the required annexes listed in chapter 5 of DA Pam 750-35, para.5-2? b. Has the current commander signed and dated the unit's maintenance SOP? (AR 750-1, Para. 3-1.) c. Has the unit motor sergeant /motor officer been appointed in writing by the unit commander? (AR 750-1, Para. 3-1.) d. Has a pneumatic tire inspector been appointed in writing and a certificate of training available? (AR 750-1, Para. 4-45.) 		

ITEM	GO	NO GO
<ul style="list-style-type: none"> e. Does the unit have a trained qualified individual to perform brake testing? (UR Supp 1 to AR 750-1, Para. AA-7) f. Does the individual have a Confirmation of Brake Test Training, signed by the commander and have their qualifications been entered on DA Form 5983-E / 5984-E? (UR Supp 1 to AR 750-1, Para. AA-13) g. Does the unit have a Safety NCO/ Officer appointed in writing? (11D REG 385-1, part 1) h. Does the unit have personnel designated in writing by the commander as quality control inspectors? (DA Pam 738-750, Para. 1-8) i. Are quality control inspectors following the unit’s maintenance SOP QC procedures and DA Pam 738-750, para.1-8? j. Are QC inspectors placing their last name initials on repaired status symbols for safety and NMC faults when checked? (DA PAM 738-750, Para 1-8.) * k. Are service DA Form 5988-E’s being quality control checked before they are filed and repairs QC’D after service completion updated on service packets? (DA Pam 738-750, Para. 1-8) l. Are services updated in the ULLS computer only after services have been completed? (DA Pam 738-750, Para. 12-1 and ULLS End Users Manual) m. Has the unit appointed in writing a unit POC for SOUMs, MAMs, GPMS, notification and management system? (V Corps Policy Letter) n. Is the SOUM, MAM, GPMS manager maintaining a file and a log of all open messages for equipment on hand in the unit? (V Corps Policy Letter) 		
<p>3. Tools / Accountability</p> <p>Administration</p> <ul style="list-style-type: none"> a. Has the commander appointed a tool room custodian? (DA Pam 710-2-1, Para. 6-3) b. Has the commander established a roster of personnel authorized to sign out common hand tools (-10 level)? (DA Pam 710-2-1, Para. 6-3) c. Has the unit established an unaccompanied access roster to the unit tool crib/ truck? (DA Pam 710-2-1, Para. 6-3) d. Is a roster established for soldiers authorized to sign out –20 level & special tools and TMDE equipment? (DA Pam 750-35, Para 2-5, DA Pam 710-2-1, Para 6-3) e. Does the unit tool room have a copy of the tool room SOP available in the tool room for the custodian to utilize? (DA Pam 750-35, Para 5-2) f. Is the unit tool room SOP, being followed in tool room operations by the custodian? (DA Pam 750-35, Para 5-2) g. Are the tools signed out utilizing DA Forms 5519-R, 2062, 3161, by national stock number IAW DA Pam 710-2-1, Para 6-3? <p>Utilization</p> <ul style="list-style-type: none"> h. Are authorized tools, sets, kits and outfits (SKOs) and or special tools on hand for each assigned vehicle type or on a valid funded request? (DA Pam 710-2-1 Para 6-2, DA Pam 750-35, Para 2-5) i. Are tools used in an unsafe manner, are altered tools utilized, or used in a way that will cause damage to the tool? (TM 9-243, Chap 2) j. Are supply catalogs, TMs, TBs, and instruction manual of tools and TMDE on hand/current in tool room? (TM 9-243, DA Pam 750-35, Para. 2-3)? 		

Accountability / Hand Receipts

- k. Are excess tools on hand? (DA Pam 710-2-1, Para. 6-2)
- l. Are any tools on hand that are not authorized at organizational level? (AR 710-2-1, Para 6-2)
- m. Are all SKOs and special tools and equipment sub-hand receipted to the user on a component list? (AR 710-2-1, Para 6-2)
- n. Are locally produced forms used instead of forms authorized by supply regulations and pamphlets? (DA Pam 710-2-1, Para 6-2)
- o. Does the units hand receipts have errors (i.e. not signed, dated, white-out used, strike overs, open entries) in the on-hand columns of master copy or the user's copy? (DA Pam 710-2-1, Para 6-2)
- p. Are headings filled out on the hand receipt pages? (DA Pam 710-2-1, Para 6-2)
- q. Do soldiers have their copy of hand receipts for equipment they are signed for? (Copy #2) (DA Pam 710-2-1, Para 6-2)
- r. Are all component listings available for equipment on hand? (DA Pam 710-2-1, Para 6-2)
- s. Are all component listings signed by the current commander and sub-hand receipt holders? (DA Pam 710-2-1, Para 6-1,6-2)
- t. Is the motor sergeant signed for all on hand equipment, SKOs and special tools? (DA Pam 710-2-1, Para 6-2)
- u. Are required inventories conducted IAW DA Pam 710-2-1, Para. 9-5 on equipment and SKO on hand?

Security / Care of Tools

- v. Are the units SKOs, special tools segregated in the unit's tool crib locations? (DA Pam 710-2-1, Para 6-3)
- w. Are tools stored IAW TM 9-243, Chap 2 to prevent damage, rust, nicks, and to ensure safe handling of cutting edges?
- x. Do drill chucks have required chuck key to operate them correctly? (TM 9-243, Chap 52)
- y. Do electrical tools with grounding prongs; have the 3rd prong cut off? (TM 9-243, Chap 2)
- z. Are tools and SKOs secured IAW AR 190-51, Para. 3-22?
- aa. Are any open-faced hasp or hinges mounted on entrance with exposed nails, screws or cap screws? (AR 190-51, Para. 3-22)

TMDE

- * bb. Is all equipment listed in TB 43-180 enrolled in the units calibration program?
- * cc. Is a current calibration printout on hand at the unit level? (AR 750-43, Para 6-21)
- dd. Are those items listed as CBU (calibrate before use) stored separate from other tools? (TB 750-25, Para. 3-2)
- * dd. Is a unit calibration coordinator appointed in writing? (AR 750-43, para.6-4))
- ee. Is a copy of DA Form 5988-E stored with the tool truck hand receipts, for items that require the form, (STE-ICE/R, etc)? (ULLS End Users Manual)
- ff. Do tools labeled as "CBU" exist, when only (1) one tool of that type is on hand? (TB 750-25, Para. 3-2)
- * gg. Are tools requiring calibration labels (DA Label 80 or 163) over due calibration? (TB 750-25, Para. 3-2)
- hh. Is there any DA label 80 or 163 missing from tools requiring calibration? (TB 750-25, Para. 3-2, TB 43-180)
- ii. Are there any TMDE items that have been coded "H" that are on hand at the unit and are not turned in through supply channels (90 days or more)? (DA Pam 710-2-1, para 3-2)

4. AMSS Reporting

- * a. Are all reportable items / systems which are on the units SPBS-R print out listed on the units AMSS authorization report? (ULLS End Users Manual, AR 700-138, App b)
- b. Are all authorized quantities, required quantities accurately reflected on the unit's authorization report? (ULLS EUM)
- c. Does the authorization report match the units MTOE authorizations and units SPBS-R print out? (ULLS End Users Manual)
- * d. Are all end items requiring sub-systems configured correctly in the ULLS computer IAW AR 700-138, Table B2? (ULLS EUM)
- e. Is all equipment shown with SUB-LIN numbers on the units SPBS-R print out shown as an IN-LIEU- OF (ILO) on the unit's 2715 feeder report? (ULLS End Users Manual, AR220-1, Para. 5-4)
- f. Do all of the ILO equipment serial numbers entered in the ULLS computer; match the ILO (SUB-LIN) serial numbers shown on the SPBS-R print out? AR 220-1, Para. 5-4.
- g. Do the serial numbers that are entered in the ULLS system match the vehicle data plates and the SPBS-R printout? (ULLS End Users Manual)
- h. Do the serial numbers, that are entered in the ULLS system (correct national stock number (NSN) from the SPBS-R printout)? (ULLS End Users Manual)
- i. Do the equipment readiness code(s) (ERC), which are entered in the ULLS system for reportable equipment, match the ERCs listed on the current unit MTOE? (AR 220-1, App B)
- j. Is equipment, on loan / hand receipt reported by other than the owning UIC / Unit? (AR 220-1, Para. 5-8)
- k. Is all unit equipment, which has been identified as reportable IAW AR 700-138, table B1, entered into the ULLS-G computer with the material condition status code of "Y"?
- * l. Are AMSS reports on file (6 months)? I.E, (130 & 131 DAT) (AR 700-138, App C)
- * m. Are equipment readiness goals being met? (AR 700-138, App C)
- * n. Are commanders reviewing material conditions status reports before forwarding to appropriate material readiness activities? (AR 700-138, App C)

Items denoted with (*) are required checks IAW the Management Control Plan (MCP)

Rating Standard - Maintenance Management

- **Commendable - 90% and above**
- **Satisfactory - 70% - 89%**
- **Needs Improvement - 69% and below**

- 1. Personnel & Training - 100 possible points -9.09 points apiece.**
- 2. Shop Operations - 100 possible points - 7.14 points apiece.**
- 3. Tools / Accountability - 100 possible points - 2.77 points apiece.**
- 4. AMSS Reporting - 100 possible points - 7.14 points apiece.**

Inspector's Comments Mandatory for all NO GO items. (Attach additional sheets if necessary.)

