



Maintenance

***MAINTAINING/AFFIXING AFTO FORMS
244 AND 245 ON EQUIPMENT**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction establishes guidance to be followed for maintaining/affixing AFTO Forms 244, **Industrial/Support Equipment Record** and 245, **Industrial/Support Equipment Record** (continuous) or automated forms on industrial/support equipment. It implements AFPD 21-1, *Managing Aerospace Equipment Maintenance*. References T.O. 00-20-7, *Inspection System, Documentation, and Status Reporting for Support and Training Equipment*, and T.O. 34-1-3, *Machinery and Shop Equipment*. This instruction is applicable to all personnel assigned to 419th Logistics Group and 419th Operations Group.

SUMMARY OF REVISIONS

*This document is substantially revised and must be completely reviewed. An * indicates revision from the previous edition.

1. Responsibilities:

1.1. **Flight Supervisor.** Ensures each section supervisor follows the guidance of this instruction for maintaining/affixing AFTO Forms 244 and 245 (continuous) or automated forms on industrial/support equipment.

1.2. Section Supervisor:

1.2.1. Ensures the documentation of equipment delayed discrepancies and corrective actions, record service, periodic and special inspections, record inspection status, historical data and forms are reviewed.

1.2.2. Ensures when equipment does not have AFTO Forms 244 and 245 Cards or automated forms attached to the equipment, an equipment forms location listings will be maintained on the local server.

1.2.3. Ensures equipment forms location listing is updated annually in the month of March.

1.2.4. Ensures equipment forms are accompanied with equipment when deployed, whether on the equipment itself or in a separate binder.

2. Procedures.

2.1. AFTO Forms 244 and 245 or automated forms (Core Automated Maintenance System (CAMS) products do not meet this requirement) are maintained on or attached to all support, locally manufactured, and procured equipment for which recurring inspection and maintenance requirements have been determined necessary. *Exception* is when size or use of equipment makes it hazardous or impractical for the forms to accompany the equipment.

NOTE: Forms that are attached to equipment are kept in a waterproof envelope, container or compartment and be readily available to the user and maintenance personnel. The automated forms (if used) contain the same data (as a minimum) described in the manual AFTO Forms.

2.2. Government standard (YYYYMMDD) dates will be used on all 00-20 series prescribed forms.

2.3. Local work cards, indicating inspection criteria are established for all equipment that does not have inspection requirements published. Inspections are in a 180 day intervals.

2.4. Operator/servicing inspections are accomplished on all support equipment. Operator inspections do not need to be documented on the AFTO Forms 244 and 245. Servicing inspections are performed in conjunction with servicing and documented. Defects discovered are recorded on applicable forms.

2.5. Machinery, shop equipment and locally manufactured or procured equipment, for which periodic recurring inspections or maintenance are not required, and require only a operator inspection, is categorized as on-conditioned maintenance equipment. The equipment is tagged with the appropriate DD Form 1500 series tags. Serviceable equipment requiring correction of minor discrepancies, delayed discrepancies and backordered parts are listed on the back of the DD Form 1574, **Serviceable Tag - Material**, and attached to the equipment.

3. Procedures for Not Maintaining AFTO Forms 244 and 245 Cards on Equipment.

3.1. AFTO Forms 244 and 245 (or automated form) on support equipment that meet the requirements of the exception above are authorized to be maintained in a specific separate (central) file. The equipment forms location listing will be updated on the wings local server under //hifnt05/shareduse/244_245Cards.

3.2. Equipment in this category are identified by type, part and serial number, and clearly state the actual location of the AFTO Forms 244 and 245.

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