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**Maintenance**

**PROCEDURES FOR MISSING TOOLS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements and extends the guidance of AFRCI 21-101, *Aircraft Maintenance Guidance and Procedures*. It establishes procedures for notifying a pilot when a tool is discovered missing after an aircraft has taxied or taken off. The provisions of this instruction apply to maintenance and operations personnel located at General Mitchell IAP-ARS WI.

**1. Procedures:**

- 1.1. The 440 Logistics Group Maintenance Coordination Function (MCF) will be contacted immediately when a tool is discovered missing after an aircraft has taxied or taken off. The controller will be informed of the last known location where the tool was used.
- 1.2. The MCF will then contact the 440 AW Command Post when a tool has been identified as missing. The command post will contact the aircraft commander and relay the message concerning the missing tool. If the aircraft has taxied and not taken off, the aircraft will be notified to return to the 440 AW ramp.
- 1.3. When an aircraft has taken off, the aircraft commander will be notified by the Command Post of the last known location of the tool.

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