

**20 June 1997**



**Maintenance**

**MANAGEMENT OF QUALITY ASSURANCE  
MAINTENANCE READ FILES**

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Pages: 4

Distribution: F

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This 926th Fighter Wing Instruction (FWI) implements AFD 21-1, *Managing Aerospace Equipment Maintenance*, and establishes procedures and responsibilities for Read File compliance. The 926FW Maintenance Read File is designed to inform all maintenance personnel of items of operational significance and /or policy. It applies to all personnel in the 926 FW who repair and maintain aerospace equipment.

**1. Responsibilities:**

1.1. Quality Assurance (LGQ):

1.1.1. Maintain the Master Maintenance Read File.

1.1.2. Review new/updates to Technical Orders (T.O.s)/Job Guides (JG) for significant maintenance or operational changes as well as Safety Supplements and Urgent Action items. Any mandated T.O. items along with LGQ Flash items will be incorporated into the Master Read File located in the LGQ office.

1.1.3. Determine which maintenance sections will receive Read File items. Publish and distribute Read File items to appropriate Flight Chiefs. Distribution may be accomplished through E-Mail.

1.1.4. Distribute an updated Read File Record, to applicable sections, and Disposition List (Attachment 1), for insertion into Read File, regardless of whether sections are on distribution to receive the latest Read File item.

1.1.4.1. Read File Distribution List:

Plans & Scheduling	MAFD
Flight Line	MAOC
Inspection Flight	MAFI
Specialist Flight	MAOS

Weapons Flight	MAOW
Accessory Flight	LGMC
Fabrication Flight	LGMF
AGE Flight	LGMG
Propulsion Flight	LGMP
Avionics Flight	LGMV
Munitions Flight	LGMW
Life Support	DOL

1.1.5. Conduct random inspections to ensure Read File compliance.

1.2. Flight Chief Responsibilities:

1.2.1. Ensure Read File items and Record and Distribution Lists are distributed to their appropriate personnel.

1.2.2. Ensure personnel are briefed on all Read File items prior to start of work shift.

1.3. Supervisor Responsibilities:

1.3.1. Ensure Read File items and/or Record and Disposition Lists are posted to Read File (See Example, Attachment 2).

1.3.2. Ensure all personnel are briefed on Read File items at the beginning of the work shift. Maintain documentation acknowledging personnel were briefed. Ensure Individuals who are absent will be briefed or will individually read the item(s) and acknowledge.

1.3.3. Bring to the attention of LGQ any items which may be candidates for the Read File.

1.4. Individual Responsibilities:

1.4.1. Review and acknowledge all recent Read File items at the start of their shift, in order to ensure proper guidance is followed.

1.4.2. Bring to the attention of their supervisor any items which may be candidates for the Read File.

ROBERT E. LYTLE, Colonel, USAFR  
Commander

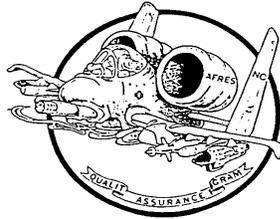


**Attachment 2****READ FILE ITEM****(Sample)**

EXAMPLE

**QA FLASH**

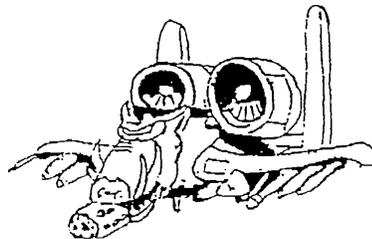
QUALITY ASSURANCE PROGRAM

**SUBJECT: HANGAR 4 FIRE LANE**

Fire lane should be kept clear of all objects ( bikes, tool boxes , equipment, etc.)  
Whenever it is necessary to cross the fire lane with power cords, air hoses or  
water hoses they should be covered by a trip guard or have caution markers ( cones,etc)  
Whenever equipment in the fire lane is no longer in use , it should be removed.  
At the end of the duty day any remaining objects in the fire lane should be removed.

**PLEASE ATTACH TO READ FILE.**

DIRECT ANY QUESTION TO  
QUALITY ASSURANCE  
EXT. 83373



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