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Maintenance

**AIRCRAFT DOCUMENT REVIEW
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 21-3, *Technical Orders*, AFI 21-101, *Maintenance Management of Aircraft*, and establishes procedures for the review of aircraft AFTO 781 series forms for accuracy and proper documentation. This instruction applies to maintenance activities within the 944th Fighter Wing.

SUMMARY OF REVISIONS

This revisions updates text format, changes Office of Primary Responsibility (OPR), revises para 1, 3.1.1, 3.1.2, 3.2.2, 3.3, 3.4.3, adds para 3.1.3. Removes obsolete publications and updates short publication titles in Attachment 1. A (I) indicates revisions from previous edition.

1. Responsibilities . The 944th Logistics Group Commander (LG/CC) and 944th Operations Group Commander (OG/CC) will ensure that supervisors and personnel involved with document reviews are thoroughly familiar with these procedures. The 302 Fighter Squadron Maintenance (FSM) Officer/Superintendent will periodically review records for accuracy.

2. Document Reviews . Document reviews will be performed every 30 days or for the following reasons:

- 2.1. Prior to and after completion of each phase inspection, periodic inspections, or other major programs such as programmed depot maintenance, analytical condition inspections, and fatigue test.
- 2.2. Prior to deployment and upon return of aircraft to home station if aircraft will be away from home station beyond the next scheduled document review date.
- 2.3. Before any functional check flight.

3. The sequence of the review actions will be accomplished as follows:

3.1. Plans, Scheduling, and Documentation (PS&D):

- 3.1.1. Publish and track scheduled aircraft document reviews in the weekly maintenance plan.
- 3.1.2. Print automated records check (ARC) background products prior to the document review.
- 3.1.3. Review and validate accuracy of Current Operating Time (COT) inspections and Time Compliance Technical Order (TCTO) inputs.

3.2. Crew Chief, Assistant Crew Chief, Flight Chief, or the Dock Chief:

- 3.2.1. Check CAMS screen No. 380 on a weekly basis to ensure accuracy of delayed discrepancies.
- 3.2.2. Compare AFTO Forms 781J, Aerospace Vehicle – Engine Flight Document and the ARC report prior to review by the following personnel:
- 3.2.3. Coordinate with host NDI Lab for review of correct engine serial number and oil change data.

3.3. Engine tracking personnel will review modular engine flying hours and engine manual cycles for accuracy.

3.4. FSM Support Section personnel:

- 3.4.1. Verify document numbers in the AFTO Forms 781.
- 3.4.2. Check for parts in tail number bin (TNB) for delayed discrepancies.
- 3.4.3. Annotate changes, additions, and deletions on their copy of the ARC and give copy to crew chief and 302 FS Plans and Scheduling (PS&D).

CRAIG S. FERGUSON, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFRCI 21-101, *Aircraft Maintenance Guidance and Procedures.*

AFCSM 21 Series, *Core Automated Maintenance System (CAMS) (various numbers/volumes)*

944 FWI 21-101, *F-16 Functional Check Flights.*

944 FWI 21-125, *Joint Oil Analysis Program (JOAP)*

T.O. 00-20-2, *Maintenance Data Collection.*

T.O. 00-20-2-2, *On-Equipment Maintenance Documentation for Aircraft, Air-Launched Missiles, Ground-Launched Missiles, except ICBMs, DRONES, and Related Training Equipment.*