

Agenda

- Objective
- Responsibility
- Area Control
- Tool Identification
- FOD Critical Zone/Area

Objective

- The Primary Objective of a Tool Control Program Is the Prevention of Aircraft Damage Which May Result From Lost Tools, Hardware, and Miscellaneous Debris

Responsibilities

- The Primary Responsibility for the Control of Tools Is With the User
- Management Should Ensure Adequate Procedures Are in Place to Assist With the Control of Company and Personal Tools:
 - Document Procedures
 - Record Logs
 - Inventory Methods

Area Control Helps Tool Control

- Areas Where Tool Control Is Implemented Should Be Designated by Appropriate Signs, Floor Striping and Access
- Limited to Personnel Required to Perform Task
- All Items Entering or Removed Must Be Accounted for

Area Control Methods

- Employee Awareness
 - Training - Tool Control Courses
 - Know The Rules- Flow It Down
 - Constant Reminders: Daily & Weekly Meetings
- Signs Posted
 - Entering Tool Control Area - Contract Supervisor
- Tool Identification
- Temporary Log Sheets

Identification Of Tools

- Only Tools That Have Been Permanently Marked/Identified Should Be Allowed or Used in a Tool Control Area
 - Company Furnished Tools
 - Employees Personal Tools

Company Furnished Tools

- All Tool Within the CTK are Accounted for Prior to the Beginning and End of Shift, Prior to Engine Run, System Checks and Movement to New Location
- Results of the Inventory is Documented on Record Log

Tool Chits

- Employees Issued Photo Identification Tool Chits
- Chit Exchanged For Tool
- Chits Are Controlled
 - Inventoried Before And After Shift And Documented In a Record Log
 - Lost Chits Replaced One for One

Employees Personal Tools

- Employees Tools Should Be Permanently Marked or Etched With the Last Four Digits of Their Social Security Number, Employee Number or First and Last Name
- Results of Inventory in Documented in Record Log

Temporary Tool & Equipment Log

- Items Brought Into Area Recorded in Log
- Items Left in the Area at the End of Shift Is Account for in the Log

FOD Critical Zone/Area

- Inside or the Surface of the Aircraft
- Area Designated Around Aircraft (A/C)
 - In The Shadow of the A/C
 - 20 Feet Around the A/C

Control In FOD Critical Zone

- All Items Taken Into FOD Critical Zone Must Be Accounted for
- Items From CTK Are Chitted
- Employees Personal Tools Should Be Documented on a “Tool List”
- Tool Should Be Transported in Bag or Small Case

Control Prevents FOD

Awareness

+

Prevention

=

Compliance