



HSAC – RP – 2009-01 **Tool Inventory Control**

Background

Tool inventory control is an essential component of aviation safety practices. Each operator should have policies in place that describe the procedures and methods that ensure that tools and equipment utilized in maintenance performed on aircraft are fully accounted for prior to releasing the aircraft to service.

Recommended Practices

1. Define Tool Control Requirements

The following guidelines cover areas which may be considered when developing a tool control program

Recommendations

- Planning / Organization - A defined outlined tool control policy and program
- Develop a list of tools or have a customized tool kit designed for specific tasks and maintenance requirements.
- Identify all tools that are authorized to be used in your operation
- Inventory policy and procedures for tools provided by individual maintenance personnel
- A tool control inventory system that addresses facility tools, as well as tools used when conducting line maintenance e.g. tool kit program for tracing tool issuance
- Assign tools to specific locations
- Organize tools utilizing foam inserts, or other methods to aid in the inventory of tools
- Policies and procedures to address missing tools prior to releasing aircraft to service

- Tool identification methods – consider inventory control by bar coding, laser etching 2D Data Matrix Etching
- Provide training and guidance to employees on company policies related to tool control
- Periodic audits to confirm the tool control program is functioning as planned or prescribed

2. Useful informational links for supplemental information

- a. <http://www.nafpi.com/index.html> - National Aerospace FOD Prevention Inc.
- b. <http://www.amtonline.com/index.jsp> - Aviation Maintenance Technology
- c. <http://www.stanleyproto.com/> - Stanley Tools
- d. <http://www1.snapon.com/23754.nws> - Snap-on Tools