



# Checklist a Tool for Tool Accountability

I HAVE A CHECKLIST HERE THAT CAN HELP YOU STRAIGHTEN THIS TOOL ROOM OUT.

YOU DA MAN! I'VE GOT AN INSPECTION COMING UP AND I NEED ALL THE HELP I CAN GET.

HEY, DID YOU GET PUT ON THE CHECKLIST?

NO, WHAT CHECKLIST?

I WANNA BE ON THE CHECKLIST, TOO!

CHECKLIST! CHECKLIST! CHECKLIST!!

Dear Editor,  
Part of our job with the Ft Stewart command maintenance training team (COMET) is to inspect tool rooms. We've developed this checklist to help units keep their tools organized, maintained, and accounted for:

## A. Responsibilities

1. Has the responsible officer provided:
  - a. Tool room custodian appointment orders?
  - b. List of personnel authorized to draw tools?
  - c. Current supply catalog for each tool SKO?
  - d. User copy of hand receipts?
2. Are the following publications on hand?
  - AR 190-51
  - AR 710-2
  - AR 735-5
  - AR 750-1
  - AR 750-43
  - DA PAM 710-2-1
  - DA PAM 750-3
  - TB 43-0142
  - TB 43-0156
  - TB 43-180 (online)
  - TB 750-25
  - TM 9-243
  - TM 9-4910-783-13&P (SATS only)
  - TM 9-4940-568-23-1, -2, and -24P (FRS only)

## B. Standard Operating Procedures

1. Is the unit maintenance SOP:
  - a. Published?
  - b. Followed?
  - c. Updated and signed by the commander annually?
2. Do the tool room procedures contain the following requirements at a minimum?
  - a. Procedures for tools issued for one day or less, for more than one day but less than 30 days, and for 31 days or longer.
  - b. Requirements for inventories and inspections.
  - c. Key control.
  - d. Procedure for lost, damaged or destroyed tools.
  - e. Lifting and holding device servicing.

## C. Accountability

1. Are tools and SKOs:
  - a. Hand-receipted to the tool room custodian?
  - b. Inspected, inventoried and documented semiannually?
  - c. Secured with keys properly controlled?
2. Are tools that are lost, damaged or destroyed accounted for?
3. Are temporary hand receipts (DA Form 3161) used for tools issued for fewer than 31 days? Are permanent hand receipts (DA Form 2062) used for tools issued longer than that? Is tool sign out log (DA Form 5519) used?

## D. Maintenance/Serviceability

### 1. Are all tools:

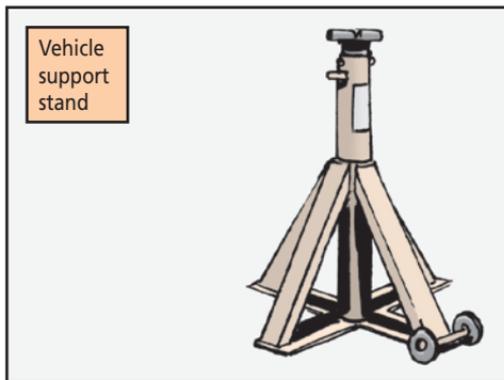
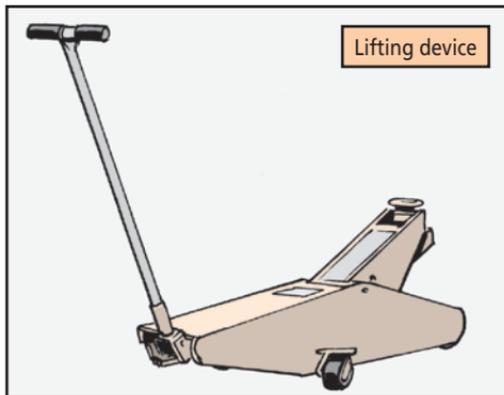
- Cleaned, protected and serviceable?
- Stored within their own SKO?
- Authorized by MTOE and TMs on hand or on a valid request?

### 2. Are lifting devices:

- Scheduled for inspection in logistics information systems according to TB 43-0142?
- Stenciled or marked with load rating and next inspection date?
- Numbered and marked for identification?

### 3. Vehicle support stands:

- Does the unit maintain a copy of the certificate of conformance (COC) with load testing requirements for locally-purchased stands or a proof of load test if no certificate is available?
- Are support stands numbered and marked for identification?
- Are support stands entered into SAMS with a semiannual service schedule?
- Is there an Army data plate affixed to the vehicle support stand with rated capacity, original manufacturer and date of manufacture stamped on a securely attached data plate?
- Are there any signs of bends, separated welds, cracks, corrosion, or loose or missing parts and teeth?



We think this checklist will keep tool problems in check.

Ricky Sammons  
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COMET  
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*Editor's note: A great checklist for a tool room checkup! This is a condensed version of the COMET checklist. If you would like the complete checklist, which includes AR and DA PAM references, write PS at:*

[half.mast@us.army.mil](mailto:half.mast@us.army.mil)

*Remember, this is a suggested checklist. You are welcome to come up with your own.*

