

FORT WORTH DISTRICT

MANAGEMENT CONTROL EVALUATION CHECKLIST FOR THE MATERIEL MAINTENANCE PROGRAM

1. **PURPOSE:** The purpose of this checklist is to assist District Maintenance Managers with evaluating and helping their activities/projects to comply with and adhere to the Maintenance Programs as outlined in ER 750-1-1, EP 750-1-1, DP 750-1-1 (Fort Worth District Maintenance Plan) and Activity/Project Maintenance Plan.
2. Answers must be based on actual testing of the Management Controls (i.e., touching, seeing, and analyzing) each item concerned. These Management Controls should be evaluated at least semi-annually and the results should be kept on file until the next evaluation is completed.
3. Enclosed are Evaluation Questions. All questions should be answered. In some cases the answer may be “Not Applicable” (N/A). All questions answered “NO” show a weakness that needs work. This checklist is an indicator of the state of your Maintenance Management Program and may not be all-inclusive.
4. Any problems, questions, or assistance required should be referred to Ms. Rose Dawson, District Maintenance Officer (DMO), (817) 886-1002 or Email to angela.r.dawson@swf02.usace.army.mil.

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MAINTENANCE PLAN

1. PURPOSE: Determine if all applicable Maintenance Plans are on hand and current.
2. RISK: Consistency in accomplishment of assigned missions will be in jeopardy if a comprehensive Maintenance Plan is not developed and followed.
3. OBJECTIVE: To ensure that an effective Maintenance Plan is written, kept current, is on hand and followed.
4. TECHNIQUE: Review and analyze Maintenance Plans for adequacy.
5. TEST QUESTIONS:

a. Is the District Maintenance Plan on hand? (EP 750-1-1, para 1-6e(8), ER 750-1-1, para 6-2)

Response: Yes _____ No _____ N/A _____
Remarks:

b. Is the Activity Maintenance Plan on hand? (EP 750-1-1, para 1-6f(3), para 2-2d, ER 750-1-1, para 6-2)

Response: Yes _____ No _____ N/A _____
Remarks:

c. Are the Maintenance Plans current? (EP 750-1-1, Table 1-1)

Response: Yes _____ No _____ N/A _____
Remarks: Date of Maintenance Plans District _____ Activity _____

d. Are all personnel familiar with the contents of the Maintenance Plans? (EP 750-1-1, para 2-2c)

Response: Yes _____ No _____ N/A _____
Remarks:

e. Has the Maintenance Plan been reviewed and updated at least annually? (EP 750-1-1, para 1-6e(8))

Response: Yes _____ No _____ N/A _____
Remarks:

MAINTENANCE REGULATIONS AND REFERENCE BOOKS

1. PURPOSE: Determine if all applicable maintenance regulations and references are available for use.
2. RISK: Consistency in accomplishment of mission will be degraded if regulations and reference books are not available.
3. OBJECTIVE: To ensure that activity maintenance procedures are effective and within policy guidelines.
4. TECHNIQUE: Review and analyze activity maintenance regulations and reference library.
5. TEST QUESTIONS:

a. Are all required regulations on hand or on order? (ER 750-1-1, EP 750-1-1, EM 385-1-1) (EP 750-1-1, Appendix A)

Response: Yes _____ No _____ N/A _____

Remarks:

b. Does the activity have a maintenance/repair manual for each type of equipment? (ER 750-1-1, para 6-3c)

Response: Yes _____ No _____ N/A _____

Remarks:

MAINTENANCE MANAGEMENT BUSINESS PROCESS

1. PURPOSE: Determine if the Maintenance Management Business Process guidelines are being followed in accordance with ER 750-1-1.
2. RISK: Scheduled maintenance and services may not be performed or documented properly.
3. OBJECTIVE: To ensure all maintenance for personal property is scheduled (manual or automated) and performed to prevent degradation of equipment and mission accomplishment.
4. TECHNIQUE: Review and analyze the Maintenance Operation Business Process to find out if equipment maintenance and services are performed.

5. TEST QUESTIONS:

a. Are maintenance services scheduled in accordance with the manufacture's recommendations? (ER 750-1-1, para 6-3)

Response: Yes _____ No _____ N/A _____
Remarks:

b. Are services annotated and scheduled at least one month or one service in advance? (EP 750-1-1, Appendix C)

Response: Yes _____ No _____ N/A _____
Remarks:

c. Are scheduled services preformed on time or within the prescribed variance (10%)? (EP 750-1-1, Appendix C, ER 750-1-1, para 6-3)

Response: Yes _____ No _____ N/A _____
Remarks:

d. Is there a scheduled Maintenance Form (manual or automated) (checklist) kept on all applicable equipment? (EP 750-1-1, Appendix C)

Response: Yes _____ No _____ N/A _____
Remarks:

e. Are all deferred maintenance actions corrected during scheduled services? (ER 750-1-1, Chapter 6 and Appendix E)

Response: Yes _____ No _____ N/A _____
Remarks:

f. Has equipment under warranty been identified and maintained in accordance with the warranty terms? (ER 750-1-1, para 3-7)

Response: Yes _____ No _____ N/A _____

Remarks:

g. Does the activity participate in the Oil Analysis Program for selected equipment and equipment listed in Table 4-2 through 4-7 of DA Pam 738-750 and EP 750-1-1? (ER 750-1-1, para3-9)

Response: Yes _____ No _____ N/A _____

Remarks:

h. Are all oil samples collected and mailed on time? (EP 750-1-1, Appendix E)

Response: Yes _____ No _____ N/A _____

Remarks:

i. Does the activity participate in the Test, Measurement, and Diagnostic Equipment (TMDE) Programs (Calibration) for Special Tools and Test Equipment? (ER 750-1-1, para 3-11)

Response: Yes _____ No _____ N/A _____

Remarks:

j. Is re-refined oil being used in accordance with Executive Order 12873, dated 20 Oct 93 and the Resource Conservation and Recovery Act?

Response: Yes _____ No _____ N/A _____

Remarks:

k. Are retread tires used to the maximum extent possible as required by Public Law 99-272 and applicable OSHA regulations? (ER 750-1-1, para 3-13)

Response: Yes _____ No _____ N/A _____

Remarks:

l. Is the economic reparability of unserviceable personal property determined before actions are taken to restore the property to a serviceable condition? (ER 750-1-1, para 3-14)

Response: Yes _____ No _____ N/A _____

Remarks:

m. Are "History Jackets" files maintained for equipment on hand, assigned or attached, in accordance with EP 750-1-1, para 6-2 and ER 750-1-1, para 2-1d(1)?

Response: Yes _____ No _____ N/A _____

Remarks:

n. Has Controlled Exchange authority been approved, in writing, before the exchange is made of parts, when the criteria in ER 750-1-1 have been met? (ER 750-1-1, para 3-3)

Response: Yes _____ No _____ N/A _____

Remarks:

o. Are controls adequate enough to ensure the maintenance can be completed prior to mission requirements for the equipment? (ER 750-1-1, Appendix E)

Response: Yes _____ No _____ N/A _____

Remarks:

p. Is there a Quality Assurance Program in effect for "completed or in-process maintenance"? (Including contracted, GSA, or in-house) (ER 750-1-1, Appendix E)

Response: Yes _____ No _____ N/A _____

Remarks:

WATERCRAFT-ORIENTED MAINTENANCE

1. **PURPOSE:** Determine if watercraft equipment is systematically scheduled for services and cycle maintenance.
2. **RISK:** Consistency in comprehensive maintenance for floating equipment, boats/vessels, may not be performed and could be over-looked by maintenance managers.
3. **OBJECTIVE:** To ensure that authorized maintenance is performed and official maintenance records are used (manual or automated) for documentation in accordance with ER/EP 750-1-1.
4. **TECHNIQUE:** Review and analyze maintenance policy and procedures for adequacy and provide periodic inspection record for the supervisory personnel.
5. **TEST QUESTIONS:**

a. Does watercraft undergo on-condition cycle maintenance in accordance with the intervals established in Table 4-1, ER 750-1-1, and para 4-1?

Response: Yes _____ No _____ N/A _____

Remarks:

b. Does the vessel master maintain required maintenance records for the watercraft?
(EP 750-1-1, Chapter 7)

Response: Yes _____ No _____ N/A _____

Remarks:

EQUIPMENT MANAGEMENT

1. PURPOSE: Determine if equipment management guidelines are being followed in accordance with ER/EP 750-1-1.
2. RISK: Consistency in accomplishment of equipment management is not followed.
3. OBJECTIVE: To ensure all required equipment management records and procedures are maintained during life cycle of the equipment.
4. TECHNIQUE: Inspect, review, and analyze all maintenance records.

5. TEST QUESTIONS:

a. Are usage reports maintained on personal property that is listed in Table 1-4, EP 750-1-1, and Chapter 9?

Response: Yes _____ No _____ N/A _____

Remarks:

b. Is documentation on file for personal property that is usually exempt from meeting minimum usage tracking standards? (ER 750-1-1, table 5-2)

Response: Yes _____ No _____ N/A _____

Remarks:

c. Does the supervisor do walk through reviews of personal property that are not usage reportable to ensure there is still a valid need for the equipment and if not it is turned in as excess? (ER 750-1-1, Appendix E)

Response: Yes _____ No _____ N/A _____

Remarks:

d. Is a control record completed for equipment listed in Table 5-1, ER 750-1-1 (DA 2401) (Dispatch), Eng. Form 3662, or an automated form filled out and maintained by the activity in accordance with EP 750-1-1, chapter 3?

Response: Yes _____ No _____ N/A _____

Remarks:

e. Is the equipment record folder complete and properly maintained when equipment is used? (EP 750-1-1, para 3-3)

Response: Yes _____ No _____ N/A _____

Remarks:

f. Does equipment on extended utilization (dispatch) cycle have a valid requirement for the extension? (ER 750-1-1, Appendix E)

Response: Yes _____ No _____ N/A _____

Remarks:

g. Does the utilization (dispatch) cycle terminate when the equipment becomes non-operational? (ER 750-1-1, Appendix E)

Response: Yes _____ No _____ N/A _____

Remarks:

h. When services are due is the equipment taken out of service until services are accomplished? (ER 750-1-1, Appendix E)

Response: Yes _____ No _____ N/A _____

Remarks:

MAINTENANCE PROGRAM

1. **PURPOSE:** Determine if the maintenance manager has established a maintenance program that follows the District Maintenance Plan and includes the operators.
2. **RISK:** Consistency in maintenance programs are not developed nor followed.
3. **OBJECTIVE:** To ensure that deficiencies and work request for maintenance are documented and processed through the Maintenance Manager/Coordinator.
4. **TECHNIQUES:** Inspect, review, analyze and interview equipment operators and maintenance personnel to determine if proper equipment maintenance is being performed.

5. Test Questions:

a. Are Equipment Maintenance Checks and Services (EMCS) performed prior to use? (EP 750-1-1, Table 1-1 and EM 385-1-1, Section 16)

Response: Yes _____ No _____ N/A _____
Remarks:

b. Does the operator report equipment shortcomings and deficiencies, which cannot be corrected on the spot, to the Maintenance Coordinator? (EP 750-1-1, Table 1-1 and EM 385-1-1, Section 16)

Response: Yes _____ No _____ N/A _____
Remarks:

c. Are operators/users knowledgeable on maintenance and operating characteristics of their assigned equipment? (ER 750-1-1, Appendix E and EM 385-1-1, Section 16)

Response: Yes _____ No _____ N/A _____
Remarks:

d. Are controls in place to ensure that work order request numbers are recorded when received? (ER 750-1-1, Appendix E)

Response: Yes _____ No _____ N/A _____
Remarks:

e. Have work orders been prepared per the Maintenance Plan? (ER 750-1-1, Appendix E)

Response: Yes _____ No _____ N/A _____
Remarks:

f. Are controls adequate to ensure that sufficient repair parts are on hand, or on order for each work order request? (ER 750-1-1 para 6-7)

Response: Yes _____ No _____ N/A _____
Remarks:

g. Are controls adequate to ensure that appropriate tool and test equipment are on hand? (ER 750-1-1 para 6-3b)

Response: Yes _____ No _____ N/A _____
Remarks:

h. Are procedures in place to ensure that the standard man-hour rates for the task to be performed are used for determining labor cost? (ER 750-1-1 para 5-3)

Response: Yes _____ No _____ N/A _____
Remarks:

i. Are both direct and indirect labor cost included in the total for labor? (ER 750-1-1 para 5-3)

Response: Yes _____ No _____ N/A _____
Remarks:

j. Are procedures in place to ensure that all parts, labor and materials are charged to the appropriate work order? (ER 750-1-1 para 5-3)

Response: Yes _____ No _____ N/A _____
Remarks:

k. Are Quality Control procedures in place to ensure that all repairs are properly completed and deferred work promptly annotated? (ER 750-1-1 Appendix E)

Response: Yes _____ No _____ N/A _____
Remarks:

l. Are procedures in place to ensure that repair parts consumption data are reported to the appropriate Maintenance Coordinator? (ER 750-1-1 para 6-7)

Response: Yes _____ No _____ N/A _____
Remarks:

m. Are repair parts located in a single area readily accessible to maintenance personnel and properly secured? (AR 190-13)

Response: Yes _____ No _____ N/A _____

Remarks:

n. Is repair part history reviewed periodically for identification of equipment maintenance trends and the adjustment of stocked quantities? (ER 750-1-1 Appendix E)

Response: Yes _____ No _____ N/A _____

Remarks:

o. Is an equipment repair cost record (manual or automated) maintained on each specific item of equipment for its life or until the equipment is disposed of or transferred? (EP 750-1-1 para 9-4)

Response: Yes _____ No _____ N/A _____

Remarks:

p. Are historical records maintained for each item of equipment? (EP 750-1-1 Chapter 6)

Response: Yes _____ No _____ N/A _____

Remarks:

q. Does the Maintenance Manager conduct semi-annual reviews and follow up to ensure proper corrective action is taken? (ER 750-1-1 Appendix E)

Response: Yes _____ No _____ N/A _____

Remarks:

SAFETY

1. PURPOSE: Determine if safety requirements for personal property are in place.
2. RISK: Consistency in comprehensive Maintenance Plan is not developed and unchecked safety violations will cause injury to personnel or damage property.
3. OBJECTIVE: To ensure that management identifies safety violations, directs corrective action and record results.
4. TECHNIQUE: Review and analyze safety and health programs, documents, signs, and communicate the results to employees.

5. TEST QUESTIONS:

a. Are all low and high pressure air compressors inspected and tested both mechanically and hydrostatically in accordance with TB 43-0151 and EM 385-1-1, Section 20 as required?

Response: Yes _____ No _____ N/A _____
Remarks:

b. Are air compressors marked and the results of all inspections recorded in accordance with EP 750-1-1, TB 43-0151, and District Maintenance Plan?

Response: Yes _____ No _____ N/A _____
Remarks:

c. Are battery handling, storage and charging accomplished in accordance with EM 385-1-1, Section 11?

Response: Yes _____ No _____ N/A _____
Remarks:

d. Have the requirements for safety inspections and testing of lifting devices been performed, to include, marking lifting devices, documenting the results, and scheduling the next periodic inspection? (This includes cranes, hoists, slings, forklifts, jacks, and safety stands) (TB 43-0142, EM 385-1-1, Section 16, District Maintenance Plan)

Response: Yes _____ No _____ N/A _____
Remarks:

e. Is hazardous material/waste stored and disposed of in accordance with applicable regulations? (EM 385-1-1, Section 6)

Response: Yes _____ No _____ N/A _____

Remarks:

f. Are compressed gas cylinders marked and stored in accordance with applicable regulations and guidelines? AR 700-68 and EM 385-1-1, Section 20)

Response: Yes _____ No _____ N/A _____

Remarks:

g. Are equipment operators retested or retrained periodically for proficiency on special equipment in accordance with AR 600-55, EM 385-1-1, Section 16, TB 600-1 and TB 600-2?

Response: Yes _____ No _____ N/A _____

Remarks:

h. Is personnel protection equipment being issued and utilized? I.e., safety shoes, hard hats, safety glasses, respirators, etc. (EM 385-1-1, Section 5)

Response: Yes _____ No _____ N/A _____

Remarks: