

CHAPTER 7

TOOL CONTROL

7000 INTRODUCTION

The range and depth of tools purchased and held by shore activities are governed by workload requirements and mission assignments. Since these tools represent a considerable expenditure of funds on a continuing replenishment basis, it is imperative that strict adherence to tool controls be maintained. It is Department of the Navy policy that all commands and components provide adequate administrative tool control procedures for enactment at shore activities under their management; suitable controls be developed, implemented, and periodically investigated to ensure compliance with naval policy; and necessary remedial action is effected when required.

7100 GENERAL GUIDANCE

An adequate system of issue and control must be maintained that will promote timely acquisition of tools and at the same time ensure knowledge of their location, with emphasis on expeditious return to the tool room. An inventory control system must reflect timely replenishment cycles as well as the prevention of excessive stocking. In keeping with the activity loss prevention program, part of the overall system shall include measures for the scrutiny of tool dispositions, surveillance of transactions, and the prevention of theft, pilferage, and hoarding excesses.

7200 ACCOUNTABILITY

The basic mandatory requirements of an acceptable tool control system must encompass the elements listed in reference (y). More sophisticated systems are desirable, especially when tailored to suit particular needs at specific activities.

7300 RESPONSIBILITIES

1. Commanding Officers/Officers-in-Charge are responsible for:
 - a. Designating a Tool Control Program Manager in writing.
 - b. Ensuring a wall-to-wall inventory is completed upon turnover of the CO/OIC or the Tool Control Program Manager. The CO should retain a hard copy of the CO's turnover inventory for the duration of his/her tour.
 - c. Informing COMOMAG Supply Department when tools are not available to complete the mission.

14 Aug 02

d. To ensure tools requiring phased replacement are included in the AFMP.

2. The Tool Control Program Manager is responsible for:

a. Ensuring a wall-to-wall inventory is completed within 21 days from the date he/she is designated in writing.

b. Maintaining a hard copy of their turnover inventory for the duration of their designated duty as program manager.

c. Ensuring a record is maintained that outlines a replacement program.

d. Ensure an inventory list and a shortage list is located in each tool box.

e. Etch tools with the command, serial number, and boxed assigned prior to initial issue.

f. Ensure all broken and/or worn tools are turned into supply for proper disposal.

g. Ensure proper security and control is maintained over all tools and equipment assigned. Positive key control of tool containers and tool rooms shall be maintained at all times.

h. Ensure all personnel are familiar with tool control procedures.

i. Ordering replacement tools.

3. The Supply Department Head shall:

a. Ensure all SERVMART lists and requisitions are screened prior to and at the completion of shopping or ordering to ensure purchases of tools are reported to the Tool Control Program Manager for incorporation into the inventory.

b. Ensure proper disposal of broken and/or worn tools. Ensure all etching is eradicated prior to disposal.

c. Ensure all tools that are disposed of are logged in the expenditure log with disposition annotated.

7400 INVENTORY CONTROL

An inventory information system must be established to:

1. Record individual tool value and available quantities, including locations.

2. Identify recipients of tools, track retention periods, and the amount of tools issued.
3. Identify broken or missing tools so that adjustments to inventory values and quantities can be made.
4. Effect a means of clearing members with outstanding tool issuances before separation or transfer.
5. Conduct periodic wall-to-wall inventories of the tools in the system. The maximum interval between inventories shall be three years. More frequent inventories of high value, pilferable, and high usage tools are recommended.
6. Conduct periodic random no-notice physical inventories of tools issued to members.
7. Provide a means of counterchecking and tracking tool movements within work centers.
8. Limit tool issues to standardized tools or standard tool box issues when feasible.

7500 DISPOSAL

An effective, carefully controlled means of tool disposition must be provided. When tools are no longer required by the user, the accountable officer should take the appropriate action to reutilize the tools to the fullest extent possible. After such efforts and following appropriate regulations, the tools should be returned to stock or turned in to the local Defense Reutilization and Marketing Office (DRMO). If the tools must be modified so as to preclude their reintroduction into the tool control system, then this must take place prior to turn in to the DRMO. Residual material resulting from this action will be turned into the DRMO as scrap. Caution must be exercised to ensure that tool loss or pilferage does not occur in this process.

7600 TOOL ROOM OPERATION

The prime function of the tool room is the provision of an efficient, effective service for the work force by making available all tools required. Of equal importance is the task of operating a prudent, business-like organization that not only caters to the customer's needs but also protects the activity's interests regarding costs, security of tools, and the expeditious retrieval thereof. Additionally, minimum impact upon worker productivity should be foremost in the execution of all tool room operations.

7700 MISSING/BROKEN/WORN/REPLACEMENTS

COMOMAGINST 4000.1P

14 Aug 02

Figure 7-1 shall be used each time a tool is found to missing or broken. Figure 7-1 should also be used for worn tools or those tools in need of replacement.

7701 TOOL CONTAINER SHORTAGES

A copy of Figure 7-2 should be in each container or tool box. Any item not currently in the container for any reason other than being checked out should be listed on the shortage sheet.

MISSING/BROKEN/WORN/REPLACEMENT TOOL REPORT

SECTION I

DATE/TIME:

REPORT ORIGINATOR: _____

SHOP: _____

JOB CONTROL NUMBER: _____

TOOL CONTAINER NUMBER _____

NOMENCLATURE/NSN OF TOOL _____

CIRCUMSTANCES OF REPORT _____

SIGNATURE/DATE

SECTION II

To be completed Tool Control Manager

Tool has/has not been replaced (CIRCLE ONE)

document number: _____

REQUISITION NUMBER: _____

TOOL ISSUED BY: _____

RECEIVED BY: _____

SECTION III

TO BE COMPLETED BY PRODUCTION OR QA

IS A WORK STOPPAGE DIRECTED? _____

INVESTIGATION IS REQUIRED/NOT REQUIRED (CIRCLE ONE)

DATE/TIME: _____

SIGNATURE/DATE

INVESTIGATOR'S
REPORT/RECOMMENDATIONS _____

Figure 7-1. Missing/Broken/Worn Tool Report

TOOL CONTAINER SHORTAGES

CONTAINER SHORTAGES

Tool Container No: _____

NOMENCLATURE DRAWER/PANEL/ITEM	TOOL REPORT NO.	DOCUMENT NO.	TOOL CONTROL REPRESENTATIVE INITIALS	DATE REPLACED	WC SUPERVISOR INITIALS

TOOLS INDUCTED FOR CALIBRATION

NOMENCLATURE DRAWER/PANEL/ITEM	DATE INDUCTED FOR CALIBRATION	TOOL CONTROL REPRESENTATIVE INITIALS	DATE REPLACED	WC SUPERVISOR INITIALS

Figure 7-2. Tool Container Shortage List