Standard Operating Procedure (SOP)
TMA Tool Inventory

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<th>SOP No.</th>
<th>AS-0020</th>
<th>Revision:</th>
<th>0</th>
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<td>Department</td>
<td>Admin. Support Services</td>
<td>Date:</td>
<td>3/9/2007</td>
</tr>
<tr>
<td>Dept. Head Approval:</td>
<td>[Signature]</td>
<td>3/28/07</td>
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<td>Director Approval:</td>
<td>[Signature]</td>
<td>4/2/07</td>
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Purpose:
The purpose of entering hand tools into TMA is to track each tool and keep inventory of what tools are issued to each individual technician.

Scope:
The scope of work includes but is not limited to the following:
Receiving information regarding tools from Maintenance
Entering Tools into TMA
Assigning tools to technicians, verifying and printing information

Responsibility:
It is the responsibility of Maintenance Supervisors to provide Work Control with a list of new, deleted tools and who they are currently assigned to so that this information can be entered into TMA. This information can be entered on the Tools Inventory Sheet.* It is the responsibility of Work Control to enter tool information into TMA for each Technician. Any updates need to be to Work Control for updating by the Supervisor with the following format.

Procedure:
1. **Information is received from the Maintenance Department**
   1.A. Information is to be provided on the Tool Inventory Sheet
   1.B. The following information is required:
       - Prepared By
       - Shop
       - Date
       - Tool Id Number
2. Entering information into TMA

2.A. Access Rights:

2.A.1. Person entering information into TMA needs Add/Edit access to Tools and Edit access to Technicians.

2.B. Prerequisite to entering Tools and assigning Technicians:

2.B.1. Tool Types and Sub Types must be entered into TMA prior to adding Tools

2.B.2. Technicians must be added into TMA prior to assigning tools to the technician.

2.C. Assigning New Tools ID #s

2.C.1. The first part of the Tool ID’s should start with the Technician number the tool is assigned to. Enter a dash after the technician number and enter a consecutive number for each tool assigned to the technician. Ex: technician number 2222-1, 6” wrench, 2222-2 claw hammer and so on. If tools are to be tagged, it will be the responsibility of the individual shop to do the tagging.

2.D. Entering Tools

Go to TMA->Materials->Tools
Click Add
Enter the following information:
Tool ID# assigned
Tool Name
Location ID
Type
Sub Type
Model
Serial Number
Click active
Enter all other pertinent information that may be provided by the maintenance department.
Click Check Out History Tab
Click Add
Enter Technician #
Enter Check out Date
Click OK

2.E. **Verifying Information**
2.E.1. Go to Organization>Technician
    Find Technician
    Click PPE&Tools Tab
    Click View Tools Tab
    Verify all tools have been assigned per list provided

2.F. **Printing Record**
2.F.1 Click Print while on the PPE&Tools screen
    Click Screen
    Select Issued Tools List for Current Record
    Click OK
    Click Print

3. *Exhibit I.*
3.A. **Tool Inventory Sheet** (attached)
# Tool Inventory Sheet

**Prepared By:**

**Shop:**

**Date:**

<table>
<thead>
<tr>
<th>Tool ID Number</th>
<th>Type</th>
<th>Description</th>
<th>Manufacturer</th>
<th>Model Number</th>
<th>Serial Number</th>
<th>Technician Name</th>
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