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MIL-C-9927A(USAF)
15 October 1969
SUPERSEDING
MIL-C-9927(USAF)
15 September 1961

MILITARY SPECIFICATION

CHECKLISTS: ORGANIZATIONAL MAINTENANCE
(For Aeronautical Weapons Systems)

1. SCOPE

1.1 This specification covers the requirements for preparation of checklists for organizational maintenance instructions for aeronautical weapons systems and support systems operations. Coverage includes Aerospace Vehicle Equipment (AVE) and Aerospeace Ground Equipment (AGE) in direct support of aircraft systems. This specification is also applicable to air launched missiles, rockets and drones.

2. APPLICABLE DOCUMENTS

2.1 The following documents, of the issue in effect on date of invitation for bids, or request for proposal, form a part of this specification to the extent specified herein:

SPECIFICATIONS

Military

MIL-C-38778	Checklists: Title Page, List of Effective Pages, Printing and Binders; General Requirements for Preparation of
MIL-M-38784	Manuals, Technical: General Requirements for Preparation of
MIL-P-38790	Printing Production of Technical Manuals: General Requirements for

(Copies of documents required by contractors, in connection with specific procurement functions, should be obtained from the procuring activity or as directed by the contracting officer.)

3. REQUIREMENTS

3.1 General. The applicable maintenance technical manuals shall be used as the source documents for obtaining the basic checklist data. Checklists shall be prepared with the intent to condense the tasks to the operational minimum; to standardize, control, integrate, and time phase the tasks. Tasks shall be listed in the most logical and convenient sequence of accomplishment. Checklists shall not contain instructions on how to accomplish the task. The emphasis should be placed on what needs to be done, rather than the technique of the task. Checklists shall be prepared when any of the following conditions for task performance exists:

a. Task sequence must be performed with time-phased limits: i.e., the task is performed in a specific sequence and also performed within specified time frames.

b. Communication between two or more individuals is necessary to control or accomplish the task.

c. Potential damage or degradation of equipment may occur which will preclude accomplishment of its intended function.

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d. Potential injury or loss of life to personnel unless prescribed procedures are adhered to.

e. Interaction occurs between two or more skilled specialists other than that involving a skilled worker being assisted by a helper.

3.2 Front matter. The front matter of the checklist shall be in accordance with MIL-C-38778.

3.3 Preliminary instructions. Preliminary instructions shall precede each checklist task and shall contain information pertinent to accomplishment of the task, such as applicable technical orders, mechanic, special tools, equipment required, etc.

3.4 Checklist contents. The checklist shall contain the tasks that must be performed. The checklists shall be presented in a demand-response format when practical: the demands at the left and the response at the right, separated by leaders (. . . . .). A line approximately 3/8 inch in length, shall be provided to the right of the each response as a check space. If insufficient space is available, the line shall be entered below each response. The method used shall be consistent throughout all the checklists for that system. All controls, such as switch names and switch positions, shall be in upper case letters as marked on the hardware. All other tasks shall have only the first letter of the first word capitalized . Normal readings (and tolerances, if applicable) shall be given in the response. The demand-response presentation need not consist of a complete sentence. Amplification of a response, when required, shall be in sentence form extending across the page, commencing on the second line below the task with a four space indentation. Applicable manuals may be referenced at the end of the task in order to provide additional information to accomplish, amplify, or clarify a procedure, or to correct a discrepancy or malfunction that may develop when accomplishing the task. Tasks shall be grouped into major functions, such as: Towing, Parking, Spotting of Aircraft, or Aircraft and AGE Static Grounding. The function title, in upper case letters, shall be underlined. Each new function within a checklist shall be started on a new page.

3.4.1 Aeronautical weapons system designation. When the checklist covers more than one aerospace vehicle or aerospace ground equipment item series and it is necessary to identify the series to which each page applies, the system series designator (example: F-111A) shall be placed in the upper inner corner of each applicable page.

3.4.2 Effectivity markings. Effectivity markings, such as asterisks, symbols, codes, and other indicators, shall be used to denote applicability, configurational deviations, instructional options, alternate actions, and other aerospace vehicle and aerospace ground equipment procedural differences. Markings shall be explained in the checklist introduction or within footnotes on each applicable page.

3.4.3 Illustrations. Illustrations will be included only when absolutely necessary to preclude continuous reference to critical data in applicable maintenance manuals. Normally, they will be limited to charts or graphs that contain information which is variable and cannot be included in the demand-response step, i.e., tire pressures, and engine trim charts.

3.4.4 Emergency procedures. Emergency procedures shall be included within the normal checklist pages, in applicable phases, and shall also be contained at the end of the checklist. If the same emergency is likely to occur in more than one phase, the emergency procedure shall be repeated for each phase. Emergency procedures pages at the end of the checklist shall be numbered separately and identified as required in MIL-C-38778.

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4. QUALITY ASSURANCE PROVISIONS

4.1 Quality assurance provisions shall be in accordance with MIL-M-38784 and MIL-P-38790.

5. PREPARATION FOR DELIVERY

5.1 Packaging, packing, and marking shall be in accordance with MIL-M-38784 and MIL-P-38790.

6. NOTES

6.1 Intended use. Checklists prepared to this specification are intended for use by Air Force organizational maintenance activities as an abbreviated guide for performing maintenance tasks, in logical sequence, on aeronautical weapon systems and support systems.

Custodian:

Air Force - 16

Review Activities:

Air Force -01, 10, 70, 71, 80, 82, 84

Preparing Activity:

Air Force - 16

Project TMSS-F319

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SPECIFICATION ANALYSIS SHEET

Form Approved
Budget Bureau No. 22-R255

INSTRUCTIONS: This sheet is to be filled out by personnel, either Government or contractor, involved in the use of the specification in procurement of products for ultimate use by the Department of Defense. This sheet is provided for obtaining information on the use of this specification which will insure that suitable products can be procured with a minimum amount of delay and at the least cost. Comments and the return of this form will be appreciated. Fold on lines on reverse side, staple in corner, and send to preparing activity. Comments and suggestions submitted on this form do not constitute or imply authorization to waive any portion of the referenced document(s) or serve to amend contractual requirements.

SPECIFICATION

ORGANIZATION

CITY AND STATE

CONTRACT NUMBER

MATERIAL PROCURED UNDER A

☐ DIRECT GOVERNMENT CONTRACT ☐ SUBCONTRACT

1. HAS ANY PART OF THE SPECIFICATION CREATED PROBLEMS OR REQUIRED INTERPRETATION IN PROCUREMENT USE?

A. GIVE PARAGRAPH NUMBER AND WORDING.

B. RECOMMENDATIONS FOR CORRECTING THE DEFICIENCIES

2. COMMENTS ON ANY SPECIFICATION REQUIREMENT CONSIDERED TOO RIGID

3. IS THE SPECIFICATION RESTRICTIVE?

☐ YES ☐ NO *(If "yes", in what way?)*

4. REMARKS *(Attach any pertinent data which may be of use in improving this specification. If there are additional papers, attach to form and place both in an envelope addressed to preparing activity)*

SUBMITTED BY *(Printed or typed name and activity - Optional)*

DATE

DD FORM 1 JAN 66 1426

REPLACES EDITION OF 1 OCT 64 WHICH MAY BE USED.

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