

# FY-18 FSMAO CHECKLIST



## FSMAO FY-18 MAINTENANCE CHECKLIST

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## Sample Size Chart

(Using Statistical Yamane (1967) Sampling Formula)

<u>Population Size</u>	<u>Sample Size</u>	
1 To 9	All	
10 To 14	9	
15 To 19	13	
20 To 24	17	
25 To 29	20	
30 To 34	23	
35 To 39	26	
40 To 44	29	
45 To 49	31	
50 To 54	33	
55 To 59	35	
60 To 64	38	
65 To 69	39	
70 To 74	41	
75 To 79	43	
80 To 84	44	
85 To 89	46	
90 To 94	47	
95 To 99	49	
100 To 124	50	
125 To 149	56	
150 To 174	60	
175 To 199	64	
200 To 224	67	
225 To 249	69	
250 To 274	71	
275 To 299	73	
300 To 349	75	
350 To 399	78	
400 To 449	80	
450 To 499	82	
500 To 749	83	
750 To 999	88	
1,000 To 1,499	91	
1,500 To 1,999	94	
2,000 To 2,999	95	
3,000 To 3,999	97	
4,000 To 19,999	98	
> 20,000	100	

### Formula Parameters

95% confidence level

10% level of precision

$$n = N / (1 + N * e)$$

n = sample size

N = population size

e = level of precision squared

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## MAINTENANCE PRODUCTION

1. Are authorized personnel approving all Service Requests? (MCO 4790.2, Enclosure (1), Appendix C, Paragraph 3; MCO 4400.16H, Paragraph 4 (b)9; UM 4000-125, Paragraph h [Page 516];  
LOE: Internal Controls
2. Are authorized personnel assigning proper Urgency of Need Designators (UND) on Service Requests? (MCO 4400.16H, Paragraph 4.b(9); MCO 4790.2, Enclosure (1), Chapter 3, Paragraph 2.a(1)(d); UM 4000-125, Part 4, Chapter 3, Paragraph 3.h)  
LOE: Internal Controls
3. Are acceptance inspections properly conducted and documented when equipment is turned in to the supporting maintenance activity?  
(MCO 4790.2, Enclosure (1), Chapter 3, Paragraph 2.a.(1) and Appendix C, Paragraph 3.c; UM 4000-125, Part 4, Chapter 3, Paragraphs 1.b(1) and 5.s(1)(a))  
LOE: Maintenance Production
4. Has the DRIS been established during the induction phase? (MCO 4790.2, Enclosure (1), Appendix C, Paragraph 4(a)(1).  
LOE: Maintenance Production
5. Do the commodity personnel use a Service Request (SR) in all instances where required in the performance of maintenance? References: (MCO 4790.2, Appendix B, Paragraph 5.c and Appendix C, Paragraph 2.a; UM 4000-125, Part 4, Chapter 3, Paragraph 1.b)  
LOE: Maintenance Information and Reporting
6. Is the operational status of "Deadline" for Readiness Reportable Ground Equipment, including SL-3, accurately reported? (Pertains to both Using Unit/Organic and IMA accounts) (MCBul 3000; MCO 4790.2, Enclosure (1), Chapter 1, Paragraphs 2.c(3) and 5; UM 4000-125, Part 4, Chapter 3, Paragraph 3 (Page 513))  
LOE: Maintenance Information and Reporting
7. Has a Task been created for each major defect? MCO 4790.2 Enclosure 1, Appendix C.3(f).; UM4400-125 Chapter 3, Paragraph 5(s)(2)(a) (pdf page 522).  
LOE: Maintenance Production
8. Did the commodity submit a PQDR when required?  
(MCO 4855.10; MCO 4105.2, MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 10 and Chapter 3, Paragraph 6; Applicable Supply Instructions and Fielding Plans)  
LOE: Maintenance Production

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9. Is the commodity following established warranty procedures?

(MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 10; MCO 4105.2; MCO 4855.10; Applicable Supply Instructions and Fielding Plans; MMSOP)

LOE: Maintenance Production

10. Are parts requisitions associated to the appropriate task? (MCO 4400.16H, Enclosure (1), Paragraphs 5 and 7; UM 4000-125, Part 4, Chapter 3, Paragraphs 4.c and 4.g (Page 525); UM 4000-125, Part 4, Chapter 9, Paragraph 3.a (Page 623))

LOE: Maintenance Information and Reporting

11. Is the Required Delivery Date (RDD) for repair parts requirements commensurate with the maintenance action being conducted? (MCO 4400.16H, Enclosure (1), Paragraphs 5 and 7; UM 4000-125, Part 4, Chapter 3, Paragraphs 4.c and 4.g (Page 525); UM 4000-125, Part 4, Chapter 9, Paragraph 3.a (Page 623))

LOE: Maintenance Information and Reporting

12. Does the maintenance activity assign the appropriate Job Status Codes to reflect the transition through the maintenance production process? (MCO 4790.2, Enclosure (1), Appendix C, Paragraph 3.e(2); UM 4000-125, Part 4, Chapter 3, Paragraphs 3.g (Page 516) and 4.b (Page 524); UM 4000-125, Appendix E)

LOE: Maintenance Information and Reporting

13. Is the unit following procedures for extension of maximum maintenance cycle time (MMCT)? (MCO 4790.2, Enclosure (1), Chapter 3, Paragraph 3)

LOE: Maintenance Production

14. Is the commodity debriefing parts, prior to the closure of the Service Request? (MCO 4790.2, Enclosure (1), Appendix C, Paragraph 6; UM 4000-125, Part 4, Chapter 3, Paragraph 5 (Page 525); UM 4000-125, Part 4, Chapter 3, Paragraph 7.c (Page 526))

LOE: Maintenance Production

15. Is the maintenance activity properly debriefing labor prior to the closure of the service request? (MCO 4790.2, Enclosure (1), Appendix C, Paragraph 6.a(2); UM 4000-125, Part 4, Chapter 3, Paragraphs 5.a, 7.c, and 10.c)

LOE: Maintenance Resource Management

16. Upon completion of maintenance actions, are assigned quality control personnel documenting final inspections? (MCO 4790.2, Enclosure (1), Chapter 3, Paragraph 2.c(4); UM 4000-125, Part 4, Chapter 3, Paragraph 3.s(3); Appropriate Commodity Chapters of TM 4700-15/1H)

LOE: Maintenance Production

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## **Preventive Maintenance Checks and Services**

1. Have equipment counters been updated? References: (MCO 4790.2, Enclosure (1), Chapter 3, Paragraph 4.b; UM 4000-125, Part 4, Chapter 3, Paragraph 6)  
LOE: Maintenance Information and Reporting
2. Has scheduled PMCS been performed? (MCO 4790.2, Enclosure (1), Chapter 3, Paragraph 4; TM 4700-15/1H, Paragraphs 2-2.d.38.c; UM 4000-125, Part 4, Chapter 4, Paragraphs 1.a, 1.b, and 1.e; Applicable Technical Publications)  
LOE: Maintenance Production
3. Has required PMCS been scheduled? (MCO 4790.2, Enclosure (1), Chapter 3, Paragraph 4.a(2)(b); TM 4700-15/1H, Paragraphs 2-4.b thru 2-4.c; UM 4000-125, Part 4, Chapter 4, Paragraph 1; Applicable Technical Publications)  
LOE: Maintenance Production
4. Has operator/crew PMCS been performed? (MCO 4790.2, Enclosure (1), Chapter 3, Paragraph 4; Applicable Technical Publications; MMSOP/MMPL)  
LOE: Maintenance Production
5. Was an SR initiated for defects identified during operator/crew PMCS? (MCO 4790.2, Enclosure (1), Chapter 3, Paragraph 4.a(2)(b); Applicable Technical Publications; MMSOP/MMPL)  
LOE: Maintenance Information and Reporting
6. Prior to closure of PMCS SR, were equipment records updated?  
(MCO 4790.2, Enclosure 1, Appendix C, Paragraph 6,d)  
LOE: Maintenance Information and Reporting

# FY-18 FSMAO CHECKLIST

## Parts Requirement

1. Are validations/reconciliations conducted between the commodities (supply, MMO, maintenance activity and supporting activities), and are corrective actions initiated by the commodity/IMA for requisitions? (MCO 4790.2, Chapter 1, Paragraph 4.b; UM 4000-125, Part 4, Chapter 3, Paragraph 5.s(5)(b), page 523)

LOE: Procurement

2. Does authorized DSI resident in GCSS-MC, match physical on-hand quantities and location? (MCO 4400.201, Volume 3, Paragraphs 021302 and 021303; MCO 4790.2, Enclosure (1), Chapter 1, Paragraph 4.d and Appendix B, Paragraph 4.b(2)(b)4.c; UM 4000-125, Part 4, Chapter 12, Paragraph 2.b and Chapter 13, Paragraph 2.a)

LOE: Maintenance Program and Resource Management

3. Are the commodity's stage sub-inventory and layette sub-inventory accurate? (MCO 4790.2, Enclosure (1), Chapter 1, Paragraph 4.b.1(b)1; MCO 4790.2, Enclosure (1), Appendix A, Paragraph 3.q(5) and Appendix B, Paragraph 4.b(2)4.e; UM 4000-125, Part 4, Chapter 12, Paragraph 2.b)

LOE: Maintenance Program and Resource Management

4. Are all repair parts/assemblies held in maintenance facilities associated with established DSI, Layette or Broken Unit of Issue (BUI) sub-inventories or reported to supply for disposition guidance? (MCO 4790.2, Enclosure (1), Appendix A, Paragraph 3.q(3); MCO 4400.201, Volume 3, Paragraph 0212; UM 4000-125, Part 4, Chapter 12, Paragraphs 2.b and 3; MMSOP and MMPL)

LOE: Maintenance Program and Resource Management

# **FY-18 FSMAO CHECKLIST**

## **Calibration Control**

1. Is all equipment requiring calibrations included in the Calibrations and Maintenance Program (CAMP)? (MCO 4733.1C, Paragraph 6.a; MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 5.d; TI 4733-OD/1, Paragraph 5; TI 4733-OD-11A; TI 4733-OD/21; UM 4000-125, Part 4, Chapter 6, Paragraph 1)

LOE: Maintenance Program and Resource Management

2. Does the information annotated on the calibration sticker or certificate for each calibrated item match the data on the calibration control form? (MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 5.b; TI 4733-OD/1; TI 4733-OD/10; UM 4000-125, Part 4, Chapter 6 and Appendix E; MMSOP/MMPL) LOE: Maintenance Program and Resource Management

3. Are any items requiring calibration past due? (MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 5; TI 4733-OD/1; TI 4733-OD/10; UM 4000-125, Part 4, Chapter 3, Paragraph 1.b and Chapter 6; MMSOP/MMPL) LOE: Maintenance Program and Resource Management

4. Is TMDE designated as Calibration Not Required (CNR) or INACTIVE used within its calibration status? (MCO 4733.1C; TM 4700-15/1H, Paragraph 2-7.d; UM 4000-125, Appendix E (Calibration Status Codes))

LOE: Maintenance Program and Resource Management

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## Modification Control

1. Are only authorized modifications applied to Marine Corps equipment?  
(MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 4.c)  
LOE: Internal Controls
2. Does all equipment requiring urgent modifications indicate that modifications have been applied? (MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 4; Applicable Modification Instructions)  
LOE: Maintenance Production
3. Does all equipment requiring normal modifications indicate that modifications have been applied? (MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 4; Applicable Modification Instructions)  
LOE: Maintenance Production
4. When the application of a modification changes data elements of military equipment (i.e., TAMCN, ID or NIIN), are requests for applicable changes submitted by the RO and the property records adjusted? (MCO 4400.201 Volume 3, Chapter 2, Paragraph 020603; MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 4; Applicable Supply Instruction Modification Instruction and Automated Message Handling System)
5. Have all modifications been recorded? (CMC Message 091558Z JAN 14; MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 4; TM 4700-15/1H, Paragraph 2-5; UM 4000-125, Part 4, Chapter 3, Paragraph 1.b; UM 4000-125, Part 4, Chapter 5)



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## **Inventory Control**

1. Are inventory records for sets, kits, outfits, and tools (SKOT) and Military Equipment established? (MCO 4400.201 Volume 3, Chapter 2, Paragraphs 021805 and 021402; MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 11; TM 10209-10/1; TM 4700-15/1H, Paragraphs 2-6 and 15-7; MMSOP/ MMPL)
2. Has the unit commander established allowances in writing, for Using Unit Responsibility Items (UURI) and Additional Authorization List (AAL) items? (MCO 4400.201 Volume 3, Chapter 2, Paragraph 021402 Update to Clarification 4-15 dtd 26 OCT 2015)
3. Are inventories conducted and documented for all SKOTS, SL-3, and TM components to end items? (MCO 4400.201, Volume 3, Chapter 2, Paragraph 0214)
4. Are component items requiring replacement, requisitioned or identified as an unfunded deficiency? (MCO 4400.201, Volume 3, Chapter 2, Paragraph 0214); UM 4000-125, Part 4, Chapter 3, Paragraph 1.b)

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## **Inspection, Testing, and Certification of Tactical Ground Load Lifting Equipment**

1. Has the unit Commander assigned in writing a Certifying Official for certification of tactical ground load lifting equipment? (MCO 11262.2B W/ADMIN CH, Enclosure (1), Chapter 1, Paragraph 2.j)  
LOE: Internal Controls
2. Has the load test Certifying Official designated, in writing, authorized test directors and inspection/test personnel? (MCO 11262.2B W/ADMIN CH, Enclosure (1), Chapter 1, Paragraph 2.j)
3. Do equipment records indicate a load test has been performed and documented on tactical ground load lifting equipment? (MCO 11262.2B W/ADMIN CH, Enclosure (1), Chapter 1, Paragraphs 2.d and 2.e; UM 4000-125, Part 4, Chapter 2, Paragraph 2)
4. Is the hook throat spread base measurement properly conducted and recorded? (MCO 11262.2B W/ADMIN CH, Enclosure (1), Chapter 3, Paragraph 4; UM 400-125, Part 4, Chapter 2, Paragraph 2)
5. Do equipment records indicate a “passing” Non-Destructive Test (NDT) of tactical ground load lifting equipment has been completed in the last five years? (MCO 11262.2B W/ADMIN CH, Enclosure (1), Chapter 4, Paragraphs 2.b(1) and 2.c; UM 4000-125, Part 4, Chapter 2, Paragraph 2)
6. Has an Annual Condition Inspection (ACI) been performed and documented for tactical ground load lifting equipment within the past 12 months? (MCO 11262.2B W/ADMIN CH, Enclosure (1), Chapter 3, Paragraph 8; UM 4000-125, Part 4, Chapter 2, Paragraph 2)