

## CHAPTER 3

### OPERATIONAL RECORDS

3-1. General. This chapter describes the maintenance plan requirements for equipment operations. Maintenance plans that meet these requirements satisfy ER 750-1-1.

3-2. Equipment Operation.

a. Equipment usage. In order to facilitate decision making related to maintenance and life cycle property management, and to properly allocate operating costs, each district shall describe in its maintenance plan a method for tracking personal property usage. Use of ENG Form 3662 is one means of satisfying this requirement (See Appendix B, Figure B-3).

b. Equipment control. The activity maintenance plan shall describe a method to identify the responsible party and the location of the personal property. Use of DA Form 2401 is one means of satisfying this requirement (See example in Figure B-1).

c. Checkout procedures. The activity maintenance plan shall describe the method to inspect and ensure personal property is ready for service, to identify faults found, and to inform the maintenance coordinator of inspection results. Use of DA Form 2404 is one means of satisfying the requirement (See example in Appendix B, Figure B-6).

3-3. Equipment Record Folders.

a. An equipment record folder will be maintained for each item of personal property managed in accordance with the maintenance plan. Use of the Army Equipment Record Folder (**National Stock Number, 7510-00-889-3494**), is one means of satisfying the requirement.

b. The equipment record folder should be available each time an item of personal property is operated and should contain the necessary forms required during operation, as specified in the maintenance plan.

c. The folder shall contain the following items:

(1) Preventive maintenance checks and services checklist.

(2) Accident report forms (using SF 91 and DD Form 518 is one way to satisfy this requirement). Please refer to Appendix B, Figure B-15 and Figure B-16.

- (3) Warranty information, if applicable.
- (4) An inspection report (for example, DA Form 2404, Appendix B, Figure B-6).
- (5) Usage record (for example, ENG Form 3662, Appendix B, Figure B-3).

#### 3-4. Equipment Identification Cards (EIC)

- a. The EIC may be used to tie an equipment record folder to an item of personal property.
- b. The EIC is located on the outside of each equipment record folder. The information on the card is used to identify the personal property and may be used to keep track of services due.
- c. The district maintenance plan will identify the EIC for local use, but DA Form 5823 is suggested (See Appendix B, Figure. B-13). The EIC shall contain the following information:
  - (1) Name of the Maintenance Coordinator.
  - (2) Bar code number.
  - (3) Administrative number assigned locally for property identification or license tag number.
  - (4) Make and model.
  - (5) Serial number.
- d. The maintenance plan may also specify recording the following information on the EIC:
  - (1) Next scheduled service and (or) lube date and the hours or miles when due (pencil entry).
  - (2) The date or hours the next OAP sample is due (pencil entry).

#### 3-5. Equipment Lists.

- a. Purpose. To assist Maintenance Coordinators in managing and maintaining their personal property and to help identify personal property for temporary reassignment during emergencies.

EP 750-1-1  
30 Nov 97

b. The equipment list will be maintained by all Maintenance Coordinators. Maintenance Officers will also arrange to have their own access to a consolidated list. The activity's property book records is one source for this list. The consolidated list shall contain these items:

- (1) Equipment bar code number.
- (2) Equipment administrative number or license tag number.
- (3) Equipment description.
- (4) Name or position of the Maintenance Coordinator responsible for each item of personal property.
- (5) Equipment location and organizational code, if applicable.