

## CHAPTER 4

### MAINTENANCE RECORDS

#### 4-1. General.

a. This chapter provides examples of maintenance forms. The information in this chapter is only provided for those that chose to use it.

b. The forms in this chapter help in scheduling, performing, recording, and managing maintenance actions on personal property.

c. The forms record the result of inspections, tests, and completed maintenance actions. They link related supply and maintenance actions, and also show results of diagnostic checks.

#### 4-2. DA Form 2404, Equipment Inspection/Maintenance Worksheet (Figure B-6 through B-9).

a. Purpose. DA Form 2404 has two major purposes. This form is the central record for managing and controlling maintenance as follows:

(1) It is a record of faults found during an inspection. Faults to record include those found during PMCS, maintenance activity inspections, diagnostic checks, and spot checks.

(2) It shows faults and repairs required to restore damaged property and may serve as an Estimated Cost of Damages (ECOD).

b. Use. As stated, the DA Form 2404 is used by personnel performing inspections, maintenance services, diagnostic checks, technical evaluations, and marine condition surveys on watercraft.

(1) It may be used to inspect an entire equipment system or all its components and (or) subsystems that join to make up one equipment system. For example, a truck mounted crane may use one form for the crane and one for the carrier.

(2) A single form may be used to inspect several like items of personal property.

(3) This form can be used as a temporary record of required and completed maintenance. In this case show needed services until they are transferred to DD Form 314 (Figure B-2). When property is inoperable, file a 2404 in the property's record folder to show the cause for this status.

(4) Operators may use this form to list problems that are fixed by replacing parts and those the operator is unable to repair.

(5) Activity maintenance personnel may use this form during periodic services to list faults found and repair actions taken to fix them. When used to inspect several like items, the DA Form 2404 will list all deficiencies, shortcomings, and corrective action taken.

(6) This may be used to record actions taken by maintenance personnel, to include documenting repair parts ordered and recording maintenance that is deferred until the next scheduled service.

(7) It may be used on initial inspections by support or contract maintenance shops to list faults. The initial inspection should be attached to the work order that will be given to the mechanic. The DA Form 2404 will be used as the worksheet for correcting faults found and reporting activity level faults not repaired. Results of maintenance actions will be entered on the work order. For contract maintenance policy, see ER 750-1-1, paragraph 1-2.

(8) It may also be used on final inspections by support or contract maintenance shops to list faults found. Attach the final inspection to work order that will be given to the mechanic that will correct final inspection faults.

c. General Instructions.

(1) The way some blocks and columns on the DA Form 2404 are filled in may vary with use. Make sure to read the instructions that apply to your circumstances. When you need more than one DA Form 2404 for inspection or service, print page number in the right side of the form's title block.

(2) Information on the form should be current, correct, and easily understood by all.

(3) A form used for PMCS on an item will be kept in the property's record folder until all actions are completed or no longer needed, or until a fault is found. (See Figure B-6).

(4) Parts on order or actions pending under anticipated not mission capable (ANMC) conditions may go on the inspection record with a diagonal status symbol.

d. Disposition.

(1) As mentioned, the DA Form 2404 will be kept in the equipment record folder or in a protective cover until it is completed. If faults are found during operator PMCS, the form will be

forwarded to the Maintenance Coordinator. The form is kept until uncorrected faults are moved to other forms, or until all faults are fixed and the required data transferred to historical records.

(a) Maintenance section leaders will review the DA Form 2404 prior to destruction to ensure all corrective actions have been completed.

(b) Faults that must be deferred or that cannot be fixed until a part is received, should be reflected on DA Form 2404, showing the requisition number as action taken.

(c) Transfer faults that must be fixed at higher echelons to a work order and attach DA Form 2404.

(d) Status symbol "X" faults can go on DA Form 2404. When there is a NMC deficiency on DA Form 2404, keep it until the deficiency has been repaired. This includes the form on equipment sent to support maintenance. The form will be kept in the equipment record folder (or some other local method) so that this personal property is not dispatched.

(2) The DA Form 2404 used for scheduled services will be kept on file for quality control until the next service is performed. All uncorrected faults will be moved to a new DA Form 2404 or work order and services will be recorded on the DD Form 314. Forms carrying an "X" status will be kept until faults are corrected.

(3) A form listing a fault that makes personal property inoperable, is kept until the item is repaired and fully operational. Record non-operational time on the reverse side of DD Form 314.

(4) Keep DA Forms 2404 that shows periodic service on personal property that does not have historical records or a DD Form 314. Destroy the earlier form only after later periodic service is done. Open faults at that time will go on the new DA Form 2404.

(5) When this form is used to evaluate or technically inspect property, the form will stay with the item until all maintenance is performed or the item is disposed of. A copy of the technical inspection will go with an item sent to support maintenance or depot for repair or overhaul.

(6) DA Form 2404 used for estimated cost of damage (ECOD) is handled as follows:

(a) Two (2) copies will be attached to copy four (4) of the work order that requested the ECOD. One copy will be returned with the work order that requests repair of the damage.

(b) File the third copy with copy five (5) of the work order, at the supporting activity.