Technical Airworthiness Authority Advisory (TAA Advisory)	
Title	**Tool Management Program**
TAA Advisory Number	**2006–02e–v6**
Effective Date	**1 DEC 06 (REVISED 15 JANUARY 2024)**
Reference	**TAM Part 3, Chapter 1, Section 2**
OPI / Telephone	**DTAES 4-6 / 819-939-4082**
RDIMS File	**2182D-1027-812-6 – VOL 1 AEPM 561872 (English) AEPM 587596 (French)**

1. Purpose

1.1 This Technical Airworthiness Authority (TAA) Advisory provides clarification and guidance regarding the requirements of the TAM pertaining to Tool Management.

1.2 This Advisory is not mandatory, nor does it constitute a regulation. It describes a means acceptable to the Technical Airworthiness Authority (TAA) but is not the only means to demonstrate compliance with the regulation(s). If you elect to use this advisory, then all the important aspects of it must be followed.

2. Applicability

2.1 The Advisory is applicable to all organizations seeking accreditation or recognition as an Acceptable Maintenance Organization (AMO) by the TAA. It applies to all tools owned by the organization or on temporary or permanent loan to the organization (i.e., Government Furnished Equipment), or tools owned by personnel employed within the organization used in the conduct of maintenance on Department of National Defence (DND) aircraft.

2.2 The advisory has been generated to assist organizations in the development of a system that ensures tools are actively controlled, to prevent tools from being left in a DND type-registered aircraft and to ensure that tools remain in good functioning condition. For organizations seeking accreditation that have an existing Tool Management System, this Advisory provides guidance on how the TAA will evaluate the existing system to ensure compliance to the regulatory requirement stipulated at references 3.2.1.a. and b.

3. Related Material

3.1 **Definitions:**

    a. Tool. A handheld device that aids in accomplishing a task.

3.2 **Regulatory References:**

3.2.1 Technical Airworthiness Manual (TAM)

    a. Part 1, Chapter 4, Section 2, standard S1 – *Organizational Authority*; and

    b. Part 3, Chapter 1, Section 2, standard S8 – *Verification of Maintenance*.

3.2.2 Additional Related Reference Material

    a. C-05-005-021/AM-001 – *Maintenance Policy Tool Control System.*

4. Discussion

4.1 An Acceptable Means of Compliance for a Tool Management Program must have as a minimum the following elements:

    a. Traceability of the tool to the owner (employee or organization). This can be achieved through etching or engraving the owner number, tool container (box, board,

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workbench, pouch) number, or tool crib identifier on the tool, which would provide traceability;

b. All tools in the organization are accounted for by their storage environment. This can be achieved through inventory lists, shadowing, or foam cutouts;

c. A procedure to account for all tools at the end of each shift and before aircraft release. This can be done through the use of a daily tool use checklist;

d. A means for reporting missing tools that ensures the aircraft's operational safety is not compromised. A means of achieving this would be a lost tool verification checklist;

e. A policy that ensures no hardware, parts, unrecorded tools or unapproved tools are stored in a tool stowage container;

f. A process for the recall of a measuring device, test equipment or test apparatus requiring calibration or verification;

g. A means to provide traceability of the calibrated measuring device, test equipment or test apparatus that was utilized on each specific maintenance task;

h. Periodic audits conducted to ensure personnel compliance with the Tool Control Management System remains; and

i. Tool Control records that provide evidence that the requirements of this advisory have been met.