



**Standard Operating Procedure (SOP)  
TMA Tool Inventory**

<b>SOP No.</b>	AS-0020	<b>Revision:</b>	0
<b>Department:</b>	Admin. Support Services	<b>Date:</b>	3/9/2007
<b>Dept. Head Approval:</b>	<i>[Signature]</i> 3/28/07		
<b>Director Approval:</b>	<i>[Signature]</i> 4/2/07		

**Purpose:**

The purpose of entering hand tools into TMA is to track each tool and keep inventory of what tools are issued to each individual technician.

**Scope:**

The scope of work includes but is not limited to the following:

- Receiving information regarding tools from Maintenance
- Entering Tools into TMA
- Assigning tools to technicians, verifying and printing information

**Responsibility:**

It is the responsibility of Maintenance Supervisors to provide Work Control with a list of new, deleted tools and who they are currently assigned to so that this information can be entered into TMA. This information can be entered on the Tools Inventory Sheet.\* It is the responsibility of Work Control to enter tool information into TMA for each Technician. Any updates need to be to Work Control for updating by the Supervisor with the following format.

**Procedure:**

1. **Information is received from the Maintenance Department**
  - 1.A. **Information is to be provided on the Tool Inventory Sheet**
  - 1.B. **The following information is required:**
    - Prepared By
    - Shop
    - Date
    - Tool Id Number

Type  
Description  
Manufacturer  
Model Number  
Serial Number  
Technician Name

## 2. Entering information into TMA

### 2.A. Access Rights:

2.A.1. Person entering information into TMA needs Add/Edit access to Tools and Edit access to Technicians.

### 2.B. Prerequisite to entering Tools and assigning Technicians:

2.B.1. Tool Types and Sub Types must be entered into TMA prior to adding Tools

2.B.2 Technicians must be added into TMA prior to assigning tools to the technician.

### 2.C. Assigning New Tools ID #s

2.C.1. The first part of the Tool ID's should start with the Technician number the tool is assigned to. Enter a dash after the technician number and enter a consecutive number for each tool assigned to the technician. Ex: technician number 2222-1, 6" wrench, 2222-2 claw hammer and so on. If tools are to be tagged, it will be the responsibility of the individual shop to do the tagging.

### 2.D. Entering Tools

Go to TMA>Materials>Tools

Click Add

Enter the following information:

Tool ID# assigned

Tool Name

Location ID

Type

Sub Type

Sub Type

Model

Serial Number

Click active

Enter all other pertinent information that may be provided by the maintenance department.

Click Check Out History Tab

Click Add

Enter Technician #

Enter Check out Date

Click OK

**2.E. Verifying Information**

2.E.1. Go to Organization>Technician

Find Technician

Click PPE&Tools Tab

Click View Tools Tab

Verify all tools have been assigned per list provided

**2.F. Printing Record**

2.F.1 Click Print while on the PPE&Tools screen

Click Screen

Select Issued Tools List for Current Record

Click OK

Click Print

**3. \* Exhibit I.**

**3.A. Tool Inventory Sheet (attached)**

Find Technician

Printing Record

