

TRAINER GUIDANCE

Line Item 1.9 *Vehicle Inspections*

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| Prerequisites: | A. Complete Aerial Port Vehicles Distance Learning (DL) Course // Basic Operations // Vehicle Licensing and Inspections https://amc.adls.af.mil |
| Training References: | A. AFI 24-302, Vehicle Management B. TC 21-305-20/AFMAN 24-306 (I), Manual for the Wheeled Vehicle Operator C. AF Form 1800, Operators Inspection Guide and Trouble Report D. Vehicle specific inspection attachments. |
| Additional Supporting References: | N/A |
| Training Support Material: | N/A |
| Specific Techniques: | This lesson plan is designed for hands-on (demonstration/performance). Trainers will demonstrate, document, and verify training using a variety of hands-on scenarios with actual missions or simulated training scenarios. |
| Criterion Objective: | <p>A. Upon completion of training, trainee will be able to:</p> <ol style="list-style-type: none"> 1. Identify the purpose of AF Form 1800. 2. Properly complete an AF Form 1800. 3. Identify required actions for discrepancies found during inspections. 4. Properly perform a vehicle inspection. <p>B. Trainee will:</p> <ol style="list-style-type: none"> 1. Review the training objective. 2. Review the training references. 3. Complete the prerequisites. 4. Complete the USAF EOS TTG Evaluation survey. https://www.usafecsurvey.com/se/251137455E5A907801 <p>C. Trainer will:</p> <ol style="list-style-type: none"> 1. Review the training objective. 2. Review the training references. 3. Ensure the trainee has met the prerequisites. 4. Comply with the duties outlines in AFI 24-605 Vol 5, Air Transportation Readiness and Resources 5. Complete the USAF EOS QTP Evaluation survey. 6. https://www.usafecsurvey.com/se/251137455E5A907801 |
| NOTES to Trainer: | <p>This lesson plan is designed for hands-on training (demonstration-performance). Aerial port missions are inherently different from station to station; training sessions may or may not easily lend themselves to hands-on training. Therefore, it is imperative that trainers demonstrate, document and verify training using a variety of hands-on and scenario-based techniques to achieve the desired proficiency prior to signing the Task Evaluation Checklist (TEC). Prior to accomplishing the practical application of this lesson, ensure the trainee has the necessary PPE; i.e., gloves, steeltoed boots, hearing protection, and reflective gear during hours of darkness. Use caution while maneuvering around the Mechanized Material Handling System (MMHS), if applicable.</p> <p>Brief the trainee to remain aware of vehicles/Material Handling Equipment (MHE) operating in the warehouse/pallet grid yard. Additionally, remind the trainee to remove all rings and exposed jewelry.</p> |

TASK STEPS**Line Item 1.9 Vehicle Inspections****Learning Objective 1 Identify the purpose of AF Form 1800:**

- A. AF Form 1800 is the Operator's Inspection Guide and Trouble Report for all Registered Vehicle Equipment, except refueling vehicles and equipment. AF Form 1800 is used to document mandatory daily and monthly vehicle inspections.
- B. A new AF Form 1800 is issued by the owning/using organization on the 1st duty day of each month. The previous month's form will be returned to the owning/using organization's Vehicle Control Officer (VCO).
- C. The AF Form 1800 must stay with the vehicle while it is in use.
- D. Disposition.
 - 1. Maintain prior month forms in accordance with the Air Force Records Disposition Schedule in the Air Force Records Information Management System.

Learning Objective 2 Properly complete an AF Form 1800:

- A. Heading Information.
 - 1. The owning/using organization enters the heading information on the 1st duty day of the month. This information should not change unless the vehicle or control officer gets reassigned.
- B. Operator's Signature.
 - 1. Each day is split into three shifts; use the top line for First Shift, middle for Second Shift, and bottom for Third Shift.
 - 2. During every shift, the operator who inspects the vehicle must input a legible signature, consisting of first initial and last name (ex: J. Doe), in the proper day and shift space. a). The operator's signature signifies accomplishment of inspection.
 - b). When an inspection was not performed (non-use days), leave the operator signature space blank.
- C. Operator's Monthly Requirement.
 - 1. At the beginning of the month, the operating miles/hours must be recorded, and the tire pressure checked (to include spare tire) and recorded.
 - a). Tire pressure checks must be completed and documented regardless if the organization utilizes the vehicle.
 - b). Vehicles equipped with electronic Tire Pressure Monitoring System, are not exempt from tire pressure checks.
 - c). Vehicles that are non-mission capable during the first 10 calendar days of the month do not require completion until released/picked-up from maintenance.
- D. Vehicle / Equipment Discrepancy and Maintenance Report

1. Operator Report.
 - a). This section is used for documenting vehicle discrepancies and reporting actions. It is recommended that this section be completed using a pencil.
 - b). In the “Item No.” column, use the number from the “Items to be checked” list corresponding to the discrepancy.
 - c). In the “Discrepancy” column, enter a brief/clear description of the discrepancy.
 - d). In the “Date Disc.” column, enter the date the discrepancy was discovered.
 2. Reported to Maintenance.
 - a). This section is used for reporting the date the discrepancy is reported and the time the vehicle or equipment was turned in for repair or support.
 - b). In the “Date/Time” column, enter the date and time the vehicle or equipment was turned in for repair or the request for maintenance support was received.
 - c). In the “Miles/Hours” column, enter the current hour meter/odometer reading next to the discrepancy.
 - d). In the “Name” column, the individual completing the “Reported to Maintenance” portion of the form prints their name legibly.
 3. Maintenance Report Status.
 - a). Maintenance personnel fill out this section of the form as they address the discrepancy.
 - b). On new monthly forms, all open discrepancies are transferred to the new form and “C/F” (carried forward) is entered in the blank “Date” block of the old form.
- E. Items to Be Checked.
1. A checklist of items requiring inspection at the start of every shift. The owning/using organization places an “X” in the column next to the specific area/item row of the specific areas/items requiring inspection.
 2. Not all items apply to every vehicle. Items not listed but relating to a specific vehicle may be added in lines 36-39 labeled “Other”.

| ITEMS TO BE CHECKED | |
|--|---|
| (Place "X" in block adjacent to items requiring Operator's inspection for the vehicle type only) | |
| 1 | <input type="checkbox"/> CLEANLINESS/DAMAGE/MISSING ITEMS (Interior/Exterior) UNUSUAL NOISE OR OCCURRENCE (During Operation) |
| 2 | <input type="checkbox"/> LEAKS/FLUID LEVELS (Visually check for any leaks/check oil/coolant/hydraulic/transmission/brake fluid) |
| 3 | <input type="checkbox"/> SAFETY DEVICES (Warning lights/horn/warning devices/mirrors/reflector/mirrors/side beta) |
| 4 | <input type="checkbox"/> BATTERIES (Fluid/damage/cleanliness/security/INSTRUMENTS/GAUGES (Operation & readings)) |
| 5 | <input type="checkbox"/> DRIVE BELTS (Fraying/cracking/tension) PULLY/MOTOR (Air/hydraulic/electrical) |
| 6 | <input type="checkbox"/> STEERING/SPRINGS/SHACKLES (Free play/excessive wear) |
| 7 | <input type="checkbox"/> EXHAUST SYSTEM/SPARK ARRESTORS (Damage/leaks) |
| 8 | <input type="checkbox"/> TIRES/ WHEELS (Lug nuts/cracks) TRACKS |
| 9 | <input type="checkbox"/> HEATER/DEFROSTER/AIR CONDITIONER/AUXILIARY GENERATORS/AUXILIARY HEATERS |
| 10 | <input type="checkbox"/> BRAKES (Servicing/Parking) CLUTCHES (Operation) ACCELERATOR PEDAL (Damage/worn) |
| 11 | <input type="checkbox"/> WINDSHIELD (Wipers/washer fluid/cracks) |
| 12 | <input type="checkbox"/> HYDRAULIC HOSES (Damage/frayed) CYLINDERS/VALVES (Damage/leaks) |
| 13 | <input type="checkbox"/> COLD WEATHER AIDS (Ether/alcohol injector/battery heater/oil-engine heater/coolant heater, etc.) |
| 14 | <input type="checkbox"/> POWER TAKE OFF (PTO) |
| 15 | <input type="checkbox"/> WINCH/TOW CONNECTIONS |
| 16 | <input type="checkbox"/> AIR TANKS (Drain daily or after operation) |
| 17 | <input type="checkbox"/> MAST TINES/ROLLERIZED TINES |
| 18 | <input type="checkbox"/> ROLLERS/POWER CONVEYORS/RAILS/LADDERS/CAT WALKS/CARGO BED |
| 19 | <input type="checkbox"/> BED (K-LOAD) TOP/HALF/LOWEST/ROLL/SHIFT/YAW (check position) |
| 20 | <input type="checkbox"/> LOWER LOBE CAB SHIFT (Operation) |
| 21 | <input type="checkbox"/> EMERGENCY STAND-BY SYSTEM |
| 22 | <input type="checkbox"/> MARKINGS-CHECK LEGIBILITY ("WATCH STEP" stencil IW36-1-191) |
| 23 | <input type="checkbox"/> CHUTES/AUGERS/FAN BLADES/WEAR SHOES |
| 24 | <input type="checkbox"/> DRUMS/CROWNS/FAIR LEADS |
| 25 | <input type="checkbox"/> BOOMS/OUTRIGGERS/BASKET/PLATFORM/TURNTABLE (Check for cracks and damage) |
| 26 | <input type="checkbox"/> BROOMS/SPROCKETS/CHAINS |
| 27 | <input type="checkbox"/> BLADES/REELS/SICKLE BARS/FAILS |
| 28 | <input type="checkbox"/> KETTLE/HOISTING MECHANISM/AGITATORS |
| 29 | <input type="checkbox"/> SHEAVES/BLOCKS/CABLES |
| 30 | <input type="checkbox"/> MOLDBOARDS/BOWLS/CUTTING EDGES/SKIDS |
| 31 | <input type="checkbox"/> PUMPS/PIPING/DISCHARGE VALVES FOR LEAKS, CORROSION/SPARE BARS |
| 32 | <input type="checkbox"/> FIREFIGHTING SPECIALIZED EQUIPMENT/SAFETY DEVICES (Axe, spanner wrench, power saw, ladder, pike trouble light, mega phone, generator, resuscitator, rescue tools, winch/buzzers, fire extinguishers, ropes, breathing apparatus, personal alert safety system, etc.) |
| 33 | <input type="checkbox"/> FIREFIGHTING SYSTEM OPERATION AND FOAM/WATER LEVELS |
| 34 | <input type="checkbox"/> AUXILIARY FIREFIGHTING SYSTEM (Nitrogen tank pressure, agent levels, etc.) |
| 35 | <input type="checkbox"/> HOSE/REELS/HANDLINES/TURRETS (Operational functions) |
| 36 | <input type="checkbox"/> OTHER (Specify) |
| 37 | <input type="checkbox"/> OTHER (Specify) |
| 38 | <input type="checkbox"/> OTHER (Specify) |
| 39 | <input type="checkbox"/> OTHER (Specify) |

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| OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT <i>(For use with all Registered Vehicle Equipment except Refueling Vehicles and Equipment)</i> | | | | DATE (MONTH/YEAR) <div> <div></div> <div></div> </div> | |
|---|-----------------|------------------|-----------------|--|-----------------|
| VEHICLE TYPE <div> <div></div> </div> | | REGISTRATION NO. | | | |
| ORGANIZATION <div> <div></div> </div> | | LOCATION/BASE | | PHONE NO. | |
| VEHICLE CONTROL OFFICER NAME | | | | PHONE NO. | |
| OPERATOR'S SIGNATURE SIGNIFIES ACCOMPLISHMENT OF CHECKS <i>(First Initial, Last Name)</i> | | | | | |
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Learning Objective 3 *Identify required actions for discrepancies found during inspections:*

- A. Discrepancies found during inspections must be annotated on the AF Form 1800. In the Vehicle / Equipment Discrepancy and Maintenance Report section, use the Operator Report and Reported to Maintenance columns to record any discrepancy requiring maintenance.
 - 1. Before entering a discrepancy, check the discrepancy list and status to avoid duplicate reporting and processing of discrepancies before entering a discrepancy.
 - 2. After annotating a discrepancy, notify your immediate supervisor and report the discrepancy to Vehicle Management.
 - 3. Even if discrepancies have been found and reported to Vehicle Management the operator needs to certify completion of inspection.
- B. Maintenance should not be delayed if you find a discrepancy that could adversely affect the safety of personnel or operation of equipment. The vehicle should be taken out of service immediately.

Learning Objective 4 *Properly perform a vehicle inspection:*

- A. This objective is covered in the Aerial Port Vehicles DL Course // Basic Operations // Vehicle Licensing and Inspections. Further details can be found in the referenced regulations.