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Maintenance

**PLANT MANAGEMENT QUICK
INSTALLATION PROJECTS (QIP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements *AFPD 21-1, Managing Aerospace Equipment Maintenance*. This instruction establishes policies and procedures for using the Quick Installation Projects (QIP) Program. It augments AFMCR 66-34, Depot Maintenance Plant Management. It applies to all production organizations within the Aircraft Directorate (OO-ALC/LA), Commodities Directorate (OO-ALC/LI), Silo Based ICBM System Program Office (OO-ALC/LM), and Technology and Industrial Support Directorate (OO-ALC/TI). It does not apply to the Air National Guard or United States Air Force Reserve units and members.

SUMMARY OF REVISIONS

This revision realigns this publication to the new numbering architecture and updates office symbols. A (|) indicates revision from previous edition.

1. POLICY. The purpose of the Quick Installation Projects (QIP) Program is for the Plant Management Division (OO-ALC/TIP) to provide a method for Product Divisions to react to production's changing needs in a timely manner when normal planning efforts are impossible. Installation, relocation, modification, or removal of non-real property facilities and equipment could be classified as a QIP project. All changes to the contents of this publication must be authorized with the QIP Manager in the Engineering Section (OO-ALC/TIPEE).

2. TERM. QIP Program Project. A QIP program project is small in scope requiring low manpower usage, no planning or design, and uses little or no material not readily available through OO-ALC/TIP benchstock.

3. RESPONSIBILITIES:

3.1. The QIP Program Manager is appointed by Engineering/Planning Branch (OO-ALC/TIPE). The QIP Program Manager will manage, coordinate, and will have final authority in all matters pertaining to QIP installation projects.

3.2. The customer, through their engineer, will:

3.2.1. Identify potential QIP by submitting a project letter and arranging an on site visit between the QIP Program Manager, the project engineer, and the customer production foreman.

3.2.2. Submit a complete check list (see Attachment 1). The customer engineer will also submit a completed *AFMC Form 299, Safety, Fire and Health Review*.

3.2.3. Cite all known hazards, chemical usage or unique features, giving all possible consideration to personnel safety.

3.2.4. If required, obtain approval from the 75th Civil Engineer Squadron (75 CES) on *AF Form 332, Base Civil Engineer Work Request*, and coordination from Environmental Management Directorate (OO-ALC/EM) on *AF Form 813, Request for Environmental Impact Analysis*, as well as coordination on any digging permits.

3.2.5. Provide a statement of work (SOW), complete with authorization, priority requested, building number, date, and a sequenced task list submitted on *AFMC Form 305, Plant Management Work Order*, or equivalent.

3.2.6. Assist in preparing a bill of material (BOM).

3.2.7. Provide prints, plans, layouts, and all other technical data.

3.2.8. The Product Directorates will perform final inspection of QIP projects.

3.3. The QIP Office in OO-ALC/TIPEE will:

3.3.1. Review the project for adequacy and advise the requesting customer of acceptance or rejection as a QIP project. Rejected projects may be submitted to the OO-ALC/TIPE for accomplishment, or the QIP Program Manager may suggest corrective actions to qualify the project for the QIP Program.

3.3.2. Prioritize QIP projects based on urgency of need, manpower availability, and date request was received.

3.3.3. Request assistance or consultation from the requester or OO-ALC/TIPE as required.

3.3.4. Enter the project into the OO-ALC/TIP Project Tracking segment of the G011 computer system.

3.3.5. Initiate a project folder and all necessary work documents.

3.3.6. Develop a BOM and may assist in pulling material and solving material problems.

3.3.7. Coordinate with OO-ALC/TIPM shop crewleader for all manpower requirements.

3.3.8. Close out the project in the G011 computer system upon completion.

3.4. Material Control in OO-ALC/TIPE will:

3.4.1. Pull all QIP project material identified on the BOM.

3.4.2. Input and update material status into the project tracking segment of the G011 Computer System.

3.4.3. Requisition all identified material which is not in benchstock.

3.4.4. Expedite material as required.

3.5. The production shops in OO-ALC/TIPE will work QIPs based on a priority system as manpower requirements become available.

HERBERT B. SCHERBINSKE, Colonel, USAF
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Attachment 1
EQUIPMENT REQUEST CHECKLIST

AFMC Priority _____

Customer Project Number (Optional) _____

1. Pre-construction conference attended by:

Customer Engineer _____ Phone _____ Bldg and Bay _____

Equipment Name _____ TIP Team Rep _____

Customer Foreman _____ Phone _____

TIP Shops

2. Do you have utility sources and ventilation identified on layouts? i.e., air, power, water, list details on attachments. Comments: such as adequate power to prevent over loaded circuits.

_____ Checkedby: _____

3. Does this request involve: a. Removal _____

b. Removal, reinstallation _____

c. Installation _____

d. Modification _____

4. Is a contractor going to be involved in any way? Yes _____ No _____

5. Will any portion of this request involve real property (CE)?

Yes _____ No _____ If yes, *AF Form 332* and *AF Form 813* are required.

6. TIP identify materials needed for this request on attached materials list.

7. If this request involves removal:

a. PCB checks been completed? Yes _____ No _____ Date _____

b. Are pallets or skids available? Yes _____ No _____

c. Have chemical residues (in ducts, pipes, tanks, etc.) been chemically analyzed? Yes _____ No _____

8. Do you have building layouts and exact locations attached? Yes _____ No _____

9. What date will your facility be available to work? Date _____

10. What is the delivery date of your equipment? Date _____

11. Do you have an *AFMC Form 299* attached? Yes _____ No _____

12. Has TIPM (PM) been notified of this change? Yes _____ No _____

13. Note any special instructions or comments on back of this sheet.

SIGNATURE _____ DATE _____