MEMORANDUM FOR ALL A-TEAM PERSONNEL

FROM: 97 AMW/MX

SUBJECT: “Time Out” and “Knock It Off” Policy

1. This establishes the policy for the Maintenance Directorate “Time Out “and “Knock It Off” authority and procedures. Anyone in the Maintenance Directorate has the right and obligation to make a “Time Out” or “Knock It Off” call. These are tools for workers to use in their daily operations to stop work processes that have become too dangerous. Both actions have the same affect in that they stop the related work process until the decision is made by the appropriate authority for the appropriate action to maintain work place safety.

2. When a worker or team member initiates a “Time Out”, they must immediately determine the answer to one question, do they have the authority to make the necessary corrections to bring the work process back into a safe operating condition? If they have this authority, (i.e. get additional help, correct tech data, proper equipment), then they can make the corrections and reinitiate the work. However, if the worker determines that the final decision will be above their authority to implement, then they must use the “Knock It Off” procedures.

3. The “Knock It Off” differs from the “Time Out” because the supervisor must be involved in the decision. The worker stops the work process the same as the “Time Out” but immediately notifies the supervisor that they are initiating a “Knock It Off” call. The supervisor will notify the Maintenance Operation Center that the call has been made and why. The immediate supervisor will consult with the Division Chief prior to final determination. The Division Chief or senior directorate leadership will make the determination to stop, delay, modify or continue the work process. All “Knock It Off” calls will be recorded in the monthly Quality Maintenance Evaluation Program and be available to all personnel for review.

4. This letter supersedes all previous letters same subject.

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