

DOCKET NO. **SA-516**

EXHIBIT NO. **21J**

**NATIONAL TRANSPORTATION SAFETY BOARD  
WASHINGTON, D.C.**

**Appendix 9: Hanger Floor Audit Procedure  
(4 pages)**

## **Appendix 9: Hangar floor audit procedure**

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**TWA 800 Tags System Procedure**  
**Tag Validation**  
**OTECH CAJ 11/5/96**

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**Applicability:**

This procedure applies to validating tag data for a topical debris group, such as the center fuel tank, seats, etc., and should only need to be performed one time per group.

**1. Preparation**

Generate reports from the Tags & Targets databases based on word searches for the debris topic of interest. Organize the data for quick manual searching, such as by log number, tag number, etc., and make a report of each.

In some cases, it can be very useful to make temporary reports exported to spreadsheet, to organize / comment on the information in a more flexible manner.

Print out blank floor audit forms (see attached).

Photocopy log book and other materials as necessary so as to have all applicable information at hand during step #3.

Have available the following:

- FBI log books
- Wreckage logs
- Diver logs
- Boeing part number printout (from Targets/Tags)

**2. Floor Audit**

For each debris item, fill in on the floor audit form the following information as found:

- tag number
- log number
- FBI lot number
- lat/long, part numbers, or other markings in lieu of the above
- description — use debris type codes to reduce writing

**3. Validation**

This process requires two or three people. One should be making minor corrections "on-the-fly" as found necessary; the other(s) checking documentation and preparing the Action Items list(s), organized by who will fulfill them. The object is to clearly identify what is to be done and by whom, and go through the effort only one time.

For a debris group associated with hanger log numbers, it is easiest to go through the associated log book in order of that number.

For every item with a tag number, go through all materials to validate the information, back to the deepest level possible. Update the Tags database administrative comments as necessary. Any changes of significance must be listed on the appropriate Action Item list, or (if the update is obvious and mandatory), delineated on an Updated Wreckage Log form.

For each 2000-series tag, confirm linkage to a source tag via a viable FBI lot number connection. Any connection found to be untenable will most likely be converted to white, and must be recorded on the action item list.

For each object without a tag, but having a valid FBI lot number connection to a potential source tag, complete an Updated Wreckage Log to tag the object in the 2000 series.

#### 4. Correction

Copy and disperse the Action Items list(s) to the persons responsible for their completion.

Make updates to the database as necessary as each Action Item is fulfilled.

Keep copies of all change instructions on file, along with adjunct supporting documentation.

