

11 SEPTEMBER 2003



Maintenance

**DROPPED OBJECT PREVENTION
AND REPORTING PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 21-1, *Managing Aerospace Equipment Maintenance* and AFI 21-101 *Maintenance Management of Aircraft*. It establishes procedures for the Dropped Object Prevention Program (DOPP). It is applicable to all personnel assigned to the 911 AW to ensure dropped objects are reported and identified.

SUMMARY OF REVISIONS

Paragraphs **2.1**, **2.5**, **3.1**, **4**, and **6.1** have been revised and must be reviewed for changes. A bar (|) indicates revisions from the previous edition.

1. Terms Explained:

1.1. **Dropped Object:** A dropped object is any aircraft component, cowling, door, and panel, part, surface or other items lost or inadvertently released during aircrew operations from the beginning of engine start through flight to engine shutdown and recovery.

2. Responsibilities:

2.1. The Quality Assurance Office (MXQ) is the Dropped Object Program Manager and the investigating office for the Dropped Object Prevention Program. MXQ will immediately investigate reports of aircraft parts or objects that have dropped from an aircraft in an effort to identify the cause. Ensure a Product Quality Deficiency Report (PQDR) is submitted (if applicable).

2.2. Ensure that if an object has fallen at home-station the Command Post Center is notified immediately. If it occurs while off station, the Command Post Center nearest the arrival destination will be notified immediately and the home-station command post center will be notified secondly.

2.3. Aircrew and/or maintenance personnel who observed or discover that an object has been dropped from an aircraft will make appropriate entries in the Aircraft 781 Form, Maintenance Discrepancy and Work Document (immediately upon landing). Reporting process is implemented immediately starting

with the Aircrew, Debriefers and/or Crew Chief, Expediter, Maintenance Operations Center (MOC), Command Post (if not notified earlier), Maintenance Quality Assurance (MXQ), Base Safety and the Airfield Manager.

2.4. It is the responsibility of all to immediately report objects that have inadvertently fallen from an aircraft. Maintenance will immediately notify 911 AW Command Post, Flight Safety, OG, OGV, and the DO when they find missing items.

2.5. An impoundment may be warranted when an item has been dropped from an aircraft. Refer to 911 LGOI 91-204 on Impoundment Procedures and AFI 21-101.

3. Prevention Procedures:

3.1. Ensure the Aircraft 781 forms are documented prior to removal and/or installation of aircraft components per TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*.

3.2. Individuals must ensure aircraft parts fit properly. Check serviceability of the hardware (i.e. nut plates or attaching devices). Also, ensure all panels, doors and cowlings are fastened upon completion of a task.

3.3. Special attention must be given to last minute maintenance actions.

4. MXQ Reporting Procedures.

4.1. Report to MAJCOM and NAF/LGMA Weapon System Manager immediately by telephone or e-mail whenever it occurs. Also, notify the Unit Safety Office.

4.2. A Formal Report must be sent to MAJCOM/LGMA and NAF/LGMA no later than **three duty days** after the incident.

4.3. Maintain the Dropped Object Reports for 2 years.

5. **Report Format.** See [Attachment 1](#), Dropped Object Format Report Worksheet report formatting.

6. Command Post Reporting Procedures.

6.1. The Command Post will report per AFI 10-207, *Command Post*, AFRCI 10-203, *United States Air Force Reserve Command and Control* and AFMAN 10-206, *Operational Reporting*. Command Post reports will be prepared and submitted (when required).

7. **Safety Reporting Procedures.** The 911th AW Safety Office will submit a report (when required).

8. Training Requirements.

8.1. Supervisors will ensure maintenance personnel are trained properly within their areas of responsibility and knowledgeable of command and unit requirements to prevent in-flight occurrence. Ensure they are made aware of all the references available and how to locate them. Also, ensure individuals are trained and understand the importance of proper documentation of the Aircraft 781 Forms.

9. Transient Aircraft Requirements.

9.1. The local unit will be responsible to investigate a dropped object from a transient aircraft. The local unit will then provide the home station with sufficient data to generate a report.

CARL E. VOGT, Colonel, USAFR
Commander

Attachment 1

DROPPED OBJECT FORMAL REPORT WORKSHEET

1	Dropped Object Report Number - Unit, Year and Month, followed by the sequence number (911AW 011201).	
2	Mission, design and series (MDS) (C-130H).	
3	Type mission and mission profile.	
4	Aircraft tail number (00-0000).	
5	Owning organization and base (911 AW ARS, Pa).	
6	Origin of sortie.	
7	Date of incident and discovery location (if different from origin of sortie).	
8	Geographical location of object, if known.	
9	Item, noun and description (Use information from the applicable -4 series Tech Order).	
10	TO, figure and index.	
11	Part Number and NSN (If available).	

12	Correct work unit code (WUC) (full five-digits).	
13	Date of last Phase, HSC and ISO Inspection.	
14	Last maintenance performed in the area and date.	
15	Investigative findings (cause).	
16	Cost in dollars to repair or replace as appropriate and cost in man-hours to repair.	
17	Actions to prevent recurrence.	
18	Deficiency report submitted?	
19	Unit Point of Contact Information.	
20	Other pertinent information.	
20.1	Enter the Qanttas number under Other Pertinent Information.	