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**Maintenance**

**DROPPED OBJECT PREVENTION AND  
REPORTING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(SMSgt Richard J. DeMarco)  
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This instruction establishes procedures and instructions for the Dropped Object Prevention and Reporting Program and applies to all personnel involved in operating, managing and maintaining aircraft for the 94th Airlift Wing at Dobbins ARB, Georgia. The prescribing directives for this publication are outlined in AFD 21-1, *Air and Space Maintenance*.

**SUMMARY OF REVISIONS**

This revision reflects a change of title for AFD 21-1, change of unit designation from LG to MXG, and changes the requirement for dropped object reporting from five days to three. Also changes references in paragraphs **1.** and **6.6.**, adds paragraphs **7.3.**, **7.9.**, **7.14.** and **7.15.**, and renumbers subparagraphs as necessary. A bar (|) indicates revision from the previous edition.

**1. Reference.** AFI 21-101, *Aerospace Equipment Maintenance Management*.

**2. Definition:** A dropped object is any Aircraft Component, Cowling, Door, Panel, Part, Surface, or other item, lost or inadvertently released during aircraft operations, from the beginning of engine start through flight, to engine shut down at recovery.

**3. Responsibilities:**

- 3.1. The MXG and OG Commanders have established this program to focus on preventing in-flight loss of objects.
- 3.2. The MXG Quality Assurance Activity (MXG/MXQ) is designated Program Manager and investigating office.

**4. Prevention:** Effective prevention begins with supervisors ensuring maintenance personnel are properly trained in their AFSC of responsibility. Additionally, all maintenance personnel must be knowledgeable of command and unit requirements to prevent dropped objects from occurring.

4.1. Dropped Object Prevention starts with proper AFTO Form 781A, **Maintenance Discrepancy and Work Document**, and AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance**, documentation prior to removal and after installation of an aircraft component, cowling, door, panel, or part. Document aircraft forms in accordance with T.O. 00-20-1, 00-20-5, and unit instructions.

4.2. Personnel must ensure doors, cowlings, and panels fit properly, place special emphasis on the condition and serviceability of all fasteners, nut plates, and latching devices, as they are prime contributors to dropped objects.

4.3. Special attention must be given to "Last Minute" maintenance actions.

**5. Investigation: MXG, Quality Assurance Office will:**

5.1. Investigate each dropped object thoroughly, as soon as the loss is discovered/reported. Every effort must be taken to determine the precise cause of the loss so permanent corrective action can be taken.

5.2. Where material failure or design deficiency is the cause, MXG/MXQ will ensure Product Quality Deficiency Reports (PQDR) are submitted according to T.O. 00-35D-54 with information copies to the MAJCOM and NAF/LGM.

5.3. MXG/MXQ will ensure dropped objects resulting from maintenance or operations malpractice are referred to the applicable MXG/OG Commander for action.

5.4. The Quality Assurance office will ensure Dropped Object incidents are included in the MXQ Monthly and Quarterly Summaries.

5.5. MXG/MXQ will analyze incidents for unit trends and ensure corrective actions are valid and complete.

**6. Reporting:**

6.1. Aircrews and maintenance personnel discovering a dropped object loss are to make the appropriate AFTO 781A entries.

6.2. Aircrew members are to debrief the loss to maintenance immediately after landing.

6.3. MXG/MXQ investigates all dropped object incidents.

6.4. MXG/MXQ reports them through the MXG/CC by message to HQ AFRC/LGMA and 22AF/LGM, regardless if the loss is reportable by AFI 91-204, Safety Investigations and Reports.

6.5. In addition to the above, MXG/MXQ will report Dropped Objects to the Base Command Post at ext 5-5106.

6.6. Dropped object reports are reported NLT three workdays after the loss, using the format in paragraph 18.23.11.5.2., AFI 21-101, *Aerospace Equipment Maintenance Management*.

6.7. Report the initial loss by telephone when practical to the NAF/MXM Weapon System Manager.

**7. Dropped Object Reporting Message Format.**

- 7.1. Dropped Object Report # (Unit, year, month, followed by sequence #) - "94AW 980901"
- 7.2. Mission, Design, Series - (C-130H)
- 7.3. Type mission and mission profile
- 7.4. Aircraft Tail Number - (81-0626)
- 7.5. Date of loss - (28 MAY 98)
- 7.6. Owning organization and base - (94 AW DOBBINS ARB GA)
- 7.7. Origin of Sortie
- 7.8. Discovery Location, if different from Origin of Sortie
- 7.9. Geographical location, if known
- 7.10. Item, Noun (use information in -4 series T.O.s)
- 7.11. T.O. Figure, Index
- 7.12. NSN & Part Number
- 7.13. WUC
- 7.14. Date of last Phase, HSC and ISO inspection
- 7.15. Last maintenance performed in the area and date
- 7.16. Cost of Item
- 7.17. Man-hours & cost to repair/replacement
- 7.18. Deficiency report submitted
- 7.19. Cause of Loss
- 7.20. Corrective Actions
- 7.21. Recommendations
- 7.22. POC Name, Phone Number

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