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**Maintenance**

**DROPPED OBJECT PREVENTION PROGRAM**

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This instruction establishes procedures and provides policy guidelines to implement the Dropped Object Prevention (DOP) Program at Pope AFB. This instruction applies to all squadrons, units, detachments, tenant units, and temporary duty organizations that maintain and operate aircraft. DOP Program procedures for the 23d Fighter Group are outlined in ACCI 21-101/23FG Sup 1, *23d Fighter Group Maintenance Management of Aircraft*. **Records Disposition:** Documentation created by this publication will be maintained and disposed of IAW AFMAN 37-123, *Management of Records* and AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. Introduction.**

- 1.1. General. Personnel must practice DOP during all aspects of maintenance and aircrew operations.
- 1.2. Program Objective. The DOP program is based on awareness and training with continuous individual and supervisory involvement. Professionalism is the key to any successful program. The overall program objective is "Zero Dropped Objects."

**2. Prevention.**

- 2.1. Prior to flight, enter a RED X in the aircraft AFTO Form 781A, **Maintenance Discrepancy and Work Document**, and annotate as follows: "DOP inspection due prior to flight."
  - 2.1.1. A certified inspector will perform the inspection IAW LWC-43MXG-01, *Work Cards Dropped Object Prevention (DOP) Inspection*, and sign off the "INSPECTED BY" block of the AFTO Form 781A.

2.1.2. The inspector will include a reference to any discrepancy that is discovered during the DOP inspection in the corrective action block of AFTO Form 781A.

2.2. Maintenance personnel will place special attention to the following items during aircraft inspections and maintenance actions.

2.2.1. Fasteners, latches, and nut plates for serviceability and correct length. Safety wiring of latches as a temporary fix is not permitted without WR-ALC/LBRA approval.

2.2.2. Proper fit of doors and panels, to include condition of hinges and hinge pins.

2.2.3. Quick release pins for proper locking.

2.3. Document exterior aircraft panel removal, access door opening, and component maintenance performed with a RED X symbol and clear the discrepancy according to written directives. All frequently opened exit doors and hatches, finger-latched panels, and main landing gear doors are exempt from this requirement.

### **3. Program management.**

3.1. The 43d Maintenance Group Commander is the DOP program manager under the authority of the wing vice commander.

3.2. Wing DOP program monitor.

3.2.1. The wing FOD prevention monitor will be designated in writing as wing DOP program monitor.

3.2.2. Briefs the FOD committee the status of the DOP program quarterly.

3.2.3. Ensures proper corrective actions are offered to the maintenance squadrons for all dropped objects.

3.3. Squadron program management.

3.3.1. Squadron commanders ensure all appropriate personnel receive dropped object prevention training and appoint a primary and alternate DOP monitor in writing.

3.3.2. Forward the name, grade, office symbol, and duty extension of these individuals to the wing DOP program monitor.

3.3.3. Squadron DOP monitors establish an active dropped object training, awareness, and prevention program in their respective squadrons.

### **4. Training.**

4.1. The 43d Maintenance Operations Squadron Training Flight provides DOP training annually. Training will include: definition of a dropped object, common causes of dropped objects, dropped object prevention, and dropped object reporting.

4.2. Squadron DOP monitors will ensure all DOP inspectors are properly trained on use of the DOP work cards.

4.3. 43d Operations Group squadron DOP monitors ensure Aircraft Commanders (AC) and flight engineers are familiar with DOP investigation and reporting procedures.

## 5. Investigation.

- 5.1. Each dropped object must be thoroughly investigated by the squadron DOP monitor/assigned squadron investigator with assistance from 43d Quality Assurance (QA) as soon as the loss is discovered. Make every effort to determine the precise cause of loss and extent of damage, so permanent corrective actions can be taken.
- 5.2. Any pictures or exhibits collected must be forwarded to the wing DOP program monitor.
- 5.3. When the quality of workmanship or material is determined to be the cause of the dropped object, maintenance will submit a deficiency report IAW TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*.
- 5.4. The wing DOP monitor will coordinate the investigation findings and corrective actions with squadron supervision.

## 6. Reporting.

### 6.1. Home Station.

- 6.1.1. Immediately upon discovery of a dropped object, the discoverer will notify his/her supervision.
- 6.1.2. Supervision will immediately notify the Maintenance Operations Center (MOC) of the dropped object.
- 6.1.3. MOC will immediately notify the 43 MXG/CC or designated representative, wing DOP program monitor/QA, the Wing Safety Office, Airfield Management, and the last location the aircraft departed from. A thorough search of the runway and taxiways will be accomplished as applicable.
- 6.1.4. Command Post will notify MOC of dropped objects reported by flight crews and MOC will immediately notify Command Post of any suspected dropped objects reported by maintenance. When possible, the squadron DOP monitor/assigned squadron investigator will debrief flight crews to obtain all pertinent information.
- 6.1.5. Command post will report all dropped objects IAW AFMAN 10-206, *Operational Reporting*.
- 6.1.6. The squadron DOP monitor/assigned squadron investigator will send a completed Pope Form 20, **Dropped Object Investigation Report**, to the wing DOP program monitor within 1 duty day of the incident.
- 6.1.7. The wing DOP program monitor will submit a follow-up report IAW AFI 21-101, *Aerospace Equipment Maintenance Management*. Informational copies are sent to 43 AW/SE, 43 MXG/CC, and the owning squadron.
- 6.1.8. The 43 MXG/CC or authorized representative is the release authority for all Pope AFB dropped object messages.

### 6.2. En Route and Transient Locations.

- 6.2.1. The AC will report all dropped objects through the transient location Command Post/MOC upon discovery.

6.2.2. If not on an Air Force installation, the AC will ensure the POPE Form 20, is filled out, aircraft investigated IAW Section 5, and the dropped object is reported through the home station MOC.

6.2.2.1. The follow-up report will be completed within 3-duty days of the aircraft's return to home station IAW Section [6.1.7](#).

WINFIELD W. SCOTT III, Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, *Aerospace Equipment Maintenance Management*

AFI 91-204, *Safety Investigations and Reports*

AFI 21-101 AMC Sup 1, *Aerospace Equipment Maintenance Management*

AFMAN 10-206, *Operational Reporting*

ACCI 21-101/23FG Sup 1, *23d Fighter Group Maintenance Management of Aircraft*

Technical Order 00-35D-54, *USAF Deficiency Reporting and Investigating System*

***Abbreviations and Acronyms***

**AC**—Aircraft Commander

**ACCI**—Air Combat Command Instruction

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFTO**—Air Force Technical Order

**AW**—Airlift Wing

**CC**—Commander

**DOP**—Dropped Object Prevention

**FG**—Fighter Group

**FOD**—Foreign Object Damage

**MOC**—Maintenance Operations Center

**MXG**—Maintenance Group

**QA**—Quality Assurance

**TO**—Technical Order

**WR-ALC/LBRA**—Warner Robins Air Logistics Center/C-130 System Program Office C-130 Airframe Team

***Terms***

**Aircraft Inspections**—Applicable –6 required inspection.

**Certified Inspector**—A 7-level or waived 5-level that is certified to perform a specific maintenance task. Qualification and certification is documented on POPE AFB FORM 525, Request for Placement on Special Certification Roster.

**Dropped Object**—A dropped object is any aircraft part, component, surface, or other item lost during

aircrew operations, unless intentionally jettisoned from engine start to engine shutdown. Inadvertently released munitions or munitions released in excess of the quantity selected by the aircrew, or a multiple release, are not considered dropped objects and will be reported IAW AFI 91-204, *Safety Investigations and Reports*.

**Maintenance Actions**—Specific component maintenance including removal, installation, and 7-level supervisory inspection.