

**BY ORDER OF THE  
INSTALLATION COMMANDER**

**SCOTT AFB INSTRUCTION 21-101**

**21 SEPTEMBER 2001**



**Maintenance**

**FOREIGN OBJECT DAMAGE (FOD)  
PREVENTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 375 LG/QA (MSgt Derion)

Certified by: 375 AW/LG (Col Melchor)

Pages: 7

Distribution: F

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This instruction establishes policies and outlines reporting procedures for the Foreign Object Damage Prevention Program (FODPP). This instruction explains responsibilities pertaining to all personnel who perform maintenance, operations, and base support functions that work in, around or drive through aircraft-operational areas. Individual involvement in the FODPP will reduce the number of incidents involving FOD. Send comments and suggested improvements to this instruction on an AF Form 847, **Recommendation for Change of Publication**, to 375 LG/QA, 351 Hangar Road, Room 223, Scott AFB IL 62225.

**1. Program Objective.** The objective of the FODPP is the elimination of FOD potential on Scott AFB. *Air Force Instruction 21-101, Maintenance Management of Aircraft*, lists potential causes of FOD and practices that will eliminate damage. Personnel must become aware of FOD causes and prevention measures and work closely with the FOD manager to ensure potential FOD hazards are immediately reported and corrected.

**2. General.** *Air Mobility Command Instruction 21-101, Maintenance Management Policy*, outlines the AMC program for FOD prevention. The primary purpose of this instruction is to provide guidance and outline procedures for an effective FOD Prevention Program (FODPP) on Scott AFB. Effective prevention of FOD to aircraft and equipment depends upon support from every individual who has any contact with aircraft or equipment. Individual involvement in the program will improve readiness and save material, manpower, money, and lives.

2.1. Practice good housekeeping and hardware accountability at all times. Drawstring-parts bags will be used to contain hardware and small parts at all times and will be attached to the associated component or area as applicable.

2.2. Metal insignia/badges will not be worn with the battle dress uniform, flight suit or cold weather parka (Gortex) on the flight line or in aircraft maintenance areas. Metal insignias/badges may be worn

on flight suits only if they are enclosed in plastic. The plastic cover must provide a complete seal around the insignia.

2.3. Earrings, cell phones, and beepers/pagers will not be worn on the flight line; however, they may be kept in pockets.

2.4. Throttle quadrant covers must be installed immediately after each flight, and they will remain installed while the aircraft is on the ground. They may be removed to accomplish an engine run or maintenance in the throttle quadrant area, and will be reinstalled immediately thereafter.

2.5. Accomplish FOD walks and thoroughly inspect work areas during and after completion of maintenance tasks to ensure all tools and equipment are stored in a designated location.

2.6. When aircraft parts or hardware are removed from an aircraft for maintenance, the statement **“Tool and Foreign Object Check complied with”** will be entered below the corrective action narrative in the “Corrective Action Block” of AFTO Form 781A, **Maintenance Discrepancy and Work Document**. After accounting for all tools and removing any foreign objects from the work area, the individual signing the “Corrected by Block” will initial beside the statement to verify that the check has been accomplished.

2.7. Aircraft hangars and immediate maintenance areas will have FOD containers in areas where aircraft maintenance is performed.

2.8. Foreign object damage walks will be performed weekly. The 375th Maintenance Squadron (375 MXS) will address procedures for periodic FOD walks and identify areas of responsibility around the maintenance complex and flight-line area. Prior to aircraft block-in and after block-out, the marshaller will inspect the parking spot for any foreign objects (FO).

2.9. Vehicles entering the flight line area from any street or off-road area must stop and perform a complete tire foreign-object check. Only those vehicles that remain in the **aircraft generation equipment yard or immediately behind Bldg 450 are exempt from tire FO checks**. If exempt vehicles enter streets or any off-road area, an FO check will be performed.

2.10. Intake and exhaust inspections will be accomplished before and after each engine start using a bright, luminous light. Engine intake plugs will be installed immediately after maintenance engine operations and after the last flight of the day or if more than 4 hours ground time exists between flights.

### 3. Responsibilities.

3.1. The 375th Logistics Group Commander (375 LG/CC) (or equivalent) maintains overall control of the FODPP, identifies a wing FOD manager, and chairs quarterly FOD meetings to fulfill requirements outlined in AMCI 21-101, Chapter 3.

3.2. The 375 LG/CC has designated the 375 LG Quality Assurance (QA) as the FODPP manager IAW AMCI 21-101, Chapter 4. The LG/QA will comply with the guidance provided in AMCI 21-101, Chapter 3, and brief observations made on the effectiveness of the FODPP at meetings.

3.3. The following base agencies comprise the Scott AFB FODPP committee. One member from each agency will attend all FODPP meetings and assist with reports as outlined in AMCI 21-101, Chapter 3.

375 ASF	375 MXS	375 TRANS	Transient Alert QAE
375 OSS	375 SFS	375 AMDS	375 AW/SE
375 CES	375 LSS	375 LG/CC	375 AES
458 AS/QAR	932 MXS	932 LG/CC	73 AS
932 AW/SE	11 AS		

3.4. Squadron commanders will identify, in writing, a primary and alternate FOD monitor and forward a copy of the appointment letter (including name, rank, duty phone, functional address, and E-mail address) to the 375 LG/CC and FODPP manager (LG/QA).

3.5. Units are required to provide at least one person to attend quarterly FODPP meetings.

3.6. The Aircraft Generation Flight will brief tire changes due to FOD at FODPP meetings IAW AMCI 21-101, Chapter 3.

3.7. The 375th Civil Engineer Squadron (CES) will brief sweeper status at FODPP meetings IAW AMCI 21-101, Chapter 3.

3.8. The base agencies listed in paragraph 3.3, this instruction, will develop a unit FOD Training and Prevention Program to ensure compliance with the overall FODPP IAW AMCI 21-101.

3.9. Maintenance activities will include practices listed in AMCI 21-101, Chapter 3.

3.10. Requests for apron sweeping outside scheduled times will be submitted to the Military Flight Service Section, 256-1861, for coordination with 375 CES.

#### 4. FOD Reporting and Investigative Procedures.

4.1. FOD reporting and investigations will be accomplished IAW *AFI 91-204, Safety Investigations and Reports*, and *AFOOSH STD 91-100, Aircraft Flight-Line Ground Operations and Activities*. Upon discovery of suspected FOD to any aircraft belonging to or recovered by the 375th Airlift Wing (AW), the following reporting procedures apply:

4.1.1. Personnel discovering the condition will immediately contact the Production Superintendent (Pro Super) and provide preliminary details (**Attachment 2**). The Pro Super will investigate the condition and determine if it is FOD. Upon a positive determination, Pro Super will notify the Maintenance Aircraft Coordination Center (MACC), who will contact 375 AW/SE and 375 AW/LG/QA offices to investigate the incident.

4.1.2. In the event that a 375 AW aircraft sustains FOD away from home station, the aircraft commander will immediately notify the Scott AFB Command Post and MACC of the aircraft's condition. The MACC will notify the Pro Super and the 375 LG/QA so preparations for investigation can be made upon the aircraft's return to home station.

**5. Foreign Object Damage Prevention Awareness.** Unit FOD prevention monitors will ensure that all assigned personnel who work in, around or drive through operational areas receive an initial FOD prevention briefing. The briefing will include, as a minimum, subjects covered in AFI 21-101.

JOHN L. STRUBE, Colonel, USAF  
Vice Commander, 375th Airlift Wing

## ATTACHMENT 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***References***

*AFI 21-101, Maintenance Management of Aircraft*

*AFI 91-202, The US Air Force Mishap Prevention Program*

*AFI 91-204, Safety Investigations and Reports*

*AFOSH Standard 91-100, Aircraft Flight-Line Ground Operations and Activities*

*AMCI 21-101, Maintenance Management Policy*

AFTO Form 781A, **Maintenance Discrepancy and Work Document**

***Abbreviations and Acronyms***

**AF**—Air Force

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFOSH**—Air Force Occupational Safety and Health

**AFTO**—Air Force Technical Order

**AMCI**—Air Mobility Command Instruction

**AW**—Airlift Wing

**AW/SE**—Airlift Wing Safety Office

**CES**—Civil Engineer Squadron

**FO**—Foreign Object

**FOD**—Foreign Object Damage

**FODPP**—Foreign Object Damage Prevention Program

**LG/CC**—Logistics Group Commander

**LG/QA**—Logistics Group Quality Assurance

**MACC**—Maintenance Aircraft Coordination Center

**PQDR**—Product Quality Deficiency Report

**Pro Super**—Production Superintendent

**QA**—Quality Assurance

**ATTACHMENT 2**

**FOREIGN OBJECT DAMAGE WORKSHEET**

REPORT NUMBER (Assigned by LG/QA office): \_\_\_\_\_.

MDS: \_\_\_\_\_.

TAIL NUMBER: \_\_\_\_\_.

WING ORGANIZATION: \_\_\_\_\_.

DATE & TIME OF INCIDENT: \_\_\_\_\_.

DATE & TIME MACC WAS NOTIFIED: \_\_\_\_\_.

DISCOVERY LOCATION: \_\_\_\_\_.

PROBABLE CAUSE (TYPE OF FO): \_\_\_\_\_.

ITEM DAMAGED: \_\_\_\_\_.

DESCRIPTION OF INCIDENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISPOSITION OF DAMAGED ITEMS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REPORT SUBMITTED BY:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

Bring this report to a QA inspector as soon as possible so the FOD manager can begin the investigation and process the preliminary reports to higher headquarters.

Quality Assurance (QA use only)

PQDR Action Required? YES: \_\_\_\_ NO: \_\_\_\_ Submitted by: \_\_\_\_\_