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**Maintenance**

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

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This instruction is mandated by Air Force Instruction (AFI) 21-101\_Air Mobility Command Supplement (AMCSUP), *Aircraft Equipment Maintenance Management*. It establishes the 374 AW's policy on FOD prevention and directs compliance with host 374 AW FOD instructions. Commanders and supervisors will ensure all personnel comply with this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command.

**1. Prevention Policy.** FOD and dropped objects are costly and have a negative impact on mission accomplishment. Every effort will be made by all 374 AW personnel to ensure dropped object prevention (DOP) and prevent FOD. Supervisors at all levels will ensure everyone within their span of control is trained on, and implements, FOD/DOP prevention procedures at all times.

**2. General Procedures:**

2.1. **"FOD Elimination"** is the standard. Attention to detail, coupled with a proactive approach at all levels, will result in a zero FOD rate. FOD prevention is everyone's responsibility. All supervisors will ensure that proper FOD prevention procedures are strictly enforced.

2.1.1. “**ZERO TOLERANCE**” is the standard for all FOD prevention measures as well as for 374th Maintenance Group Quality Assurance (374 MXG/MXQ) assessments on aircraft, work areas directly in or around aircraft, tool boxes, and work areas that support aircraft systems and Aerospace Ground Equipment (AGE) equipment.

2.1.2. Assessments on hangar inspections, vehicles, and FOD walk follow-ups will be subjective.

2.1.3. FOD found within one half hour of a FOD walk or hangar sweep will constitute a fail against the performing organization. FOD found, including FO discovered later than one hour after a FOD walk or hangar sweep, will be subject to investigation by 374 AW FOD Monitor or QA inspectors.

2.1.4. The “**clean-as-you-go**” concept will be strictly followed. On the flight line and in the hangars, it is important to stress that proactive housekeeping procedures will be initiated throughout **every** task. The task is not complete until the area is cleaned up. Strict use of parts bags will be enforced.

**3. Compliance.** The 374 AW FOD Program is defined by a combination of published guidance. Compliance with the applicable portions of *Tool and Equipment Management and Control of 374 MXG*, and the FOD section of AFI 21-101\_AMCSUP constitute compliance with the 374 AW FOD/DOP Prevention Program.

#### **4. FOD Prevention.**

4.1. FOD prevention is the responsibility of all personnel working in, on, around, or traveling through areas near aircraft, munitions, AGE, engines or components. Personnel working in or transiting the aforementioned areas will comply with this instruction.

4.2. Practice good housekeeping and hardware accountability at all times. Parts bags will be used at all times and will be attached to the associated component or area as applicable. Use attached tag to indicate types and totals of items inside, aircraft/equipment number with parts safely secured. Plastic “Ziploc” type bags may be used as parts bags, provided they have a listing included on paper or have the contents annotated on the package with permanent ink. Locally produced part accountability kits may also be used to account for component hardware (e.g., engine mount bolt kit).

4.3. Hardware and shop stock control. Hardware and shop stock (acid brushes, paint pens, razor blades, etc.) will be issued on a one-for-one basis. When obtaining these items from the Consolidated Tool Kit (CTK), turn in item to receive like item. For instances where a turn-in part is not available, CTK personnel will annotate a locally produced log with the following minimum information: Name, rank, bin number, quantity, date, aircraft tail number, and job control number. Contracted maintenance operations will follow these guidelines, except in areas where their statement of work exempts them from it due to contractual FOD prevention requirements.

4.4. While maintenance is being performed on aircraft, uninstalled engines, and AGE; properly cover openings, plug or cap ports, lines, hoses, electrical connections, pitot tube covers, and ducts to prevent FOs from entering these systems. Ensure plugs fit snugly and properly and that securing hardware is serviceable. Test equipment and equipment in parts

lockers will have receptacles capped and cable ends protected with a cap or bag when not in use.

4.4.1. Streamers. "REMOVE BEFORE FLIGHT" streamers will be used on ground wires and any external cover applied to the aircraft on the ground.

4.4.2. Clothing restrictions. Hats may not be worn on the flight line and in engine test cell areas. They must be removed within 50 feet of an operating engine intake or within an operating engine's exhaust/propeller blast area as defined by the aircraft specific technical order (TO). All personnel performing ground observer duties for engine start to include engine test cell personnel must clear pockets of foreign objects (pens, pencils, etc.) prior to engine operation.

4.4.3. Wear of the winter watch cap is authorized and may be worn during aircraft launch or recovery when using the following procedures:

4.4.4. Ear defender/communication headset devices must be worn over the watch cap.

4.4.5. Watch caps must be firmly set on individual's head and pulled down over ears to prevent it from inadvertently coming off, thus posing a FOD hazard.

4.5. Flight deck FOD inspections. All 374 AW aircrafts flight deck FOD prevention inspection will be accomplished no earlier than 4 hours prior to flight and annotated in the aircraft AFTO Form 781A, *Maintenance Discrepancy and Work Document*. Check for foreign, loose, or missing items (light lenses, covers, bulbs, and hardware) on all instrument, control, and circuit breaker panels. Pay particular attention to areas around seat tracks, flight control inputs, and openings in the throttle quadrant and floor.

4.5.1. All 374 AW aircraft throttle quadrant covers will be installed immediately after each flight and will remain installed while the aircraft is on the ground to include sealed spare and training aircraft. When removed to accomplish an engine run or maintenance in the throttle quadrant area, covers will be re-installed immediately after maintenance.

4.6. All aircraft hangars, maintenance production areas, and vehicles that frequent flight line/maintenance areas will have approved area FOD containers readily accessible to workers. An area FOD container is defined as a sturdy receptacle. Flight line vehicle containers must be lidded type containers. Shops may fabricate or procure small portable FO containers (coffee cans, FOD bags, etc.) for use where area collection points are not feasible such as on maintenance stands.

4.6.1. Containers will be stenciled with the word "FOD" in contrasting letters no smaller than two inches. "FOD" stickers may be used on FOD containers and are available from the 374 AW FOD Monitor's office.

4.6.2. All FOD containers will be emptied when full or at the end of each shift, whichever comes first.

4.7. Base FOD walks. FOD walks are mandatory to remove FO from the flight line parking ramp, access road, and adjacent areas.

4.7.1. 374 MXG-level FOD walks are conducted once a week at a time dependent on mission requirements to maximize participation. Squadrons will assemble at designated flight line area spots. Maximum participation is required for 374 MXG FOD walks.

Attendance will be taken and reported to group leadership and quarterly at the Wing FOD committee meeting. The following will attend 374 MXG FOD walks: 374 AMXS, 374 MOS, 374 MXS, 374 OG, 374 OSS, 459 AS, 36 AS, and 730 AMS.

4.7.2. The Wing FOD Monitor may adjust FOD walk times to meet mission requirements when necessary. FOD walks may be terminated by the Wing FOD Monitor (with approval from MXG/CC) during inclement weather (e.g., heavy fog [near zero visibility], severe temperatures, or when the Maintenance Operations Center (MOC) announces lightning inside five nautical miles warnings). FOD walks will be rescheduled accordingly if cancelled.

4.7.3. Aircraft maintenance units (AMUs) should conduct their own FOD walks on each duty day when group-level FOD walks are not accomplished. Individuals will conduct walks around individual aircraft prior to start of and after completion of any maintenance on that aircraft. The alternative procedure is for units to assemble a structured line once a day in their area and conduct a FOD walk. Either method is acceptable.

4.7.4. FOD walk procedures. All participants will assemble prior to FOD walk for a safety briefing. For safety reasons the FOD walk supervisor has ultimate authority in controlling procession of the line and personnel will disperse evenly as directed. Movement will be at a slow pace, paying special attention to ground points, expansion joints, and cracks in pavement. If hardware (safety wire, rivets, nuts, washers, etc.) is discovered, inform the FOD walk supervisor of the parking spot where the item was found.

4.7.4.1. Maximum participation from all members is essential to a successful FOD walk.

4.7.4.2. "Golden Bolt" is a bolt that the FOD monitor places in the FOD Walk area. Its intent is to heighten awareness of the participants by rewarding the person that finds it with a certificate from the 374 AW Vice Commander (374 AW/CV) during the quarterly FOD/DOP meeting. The bolt is clearly tracked by the FOD monitor to preclude its loss during the FOD walk.

4.8. Aircraft parking spots will be FOD walked prior to parking and after moving aircraft from the spot. The spot will be FOD walked no sooner than 30 minutes prior to parking on and no later than 30 minutes after moving from the spot. Tow supervisors will ensure the spot is FOD walked prior to pulling onto the spot.

4.8.1. Towed FOD sweepers and airfield sweeper vehicles will be used for base FOD prevention efforts.

4.8.2. Vehicles towing a FOD sweeper will not perform expediter/dispatch duties or pick up/deliver parts. Focus additional attention on parking spots recently vacated by aircraft.

4.8.3. Areas requiring airfield sweepers will be coordinated through the airfield manager.

4.9. Airfield inspection and monitoring.

4.9.1. Representatives from 374 OSS Airfield Operations (374 OSS/OSAM) and/or the FOD monitor will conduct random ramp inspections. The FOD monitor will document the inspections of damaged pavement, flight line construction, and other FOD hazards in or near aircraft parking ramps, taxiways, and access roads.

4.9.2. Results of these inspections will be tracked on a locally developed worksheet and briefed quarterly to the 374 AW/CV at a minimum at the Wing FOD Prevention committee meeting.

4.10. Engine/propeller maintenance. Aircraft engine/propeller maintenance is a FO/FOD critical area. All personnel will exercise caution when performing maintenance in these areas. Strict tool and hardware control practices will be enforced during engine/propeller maintenance. All new and old hardware will be accounted for at all times.

4.10.1. Covers (e.g., engine inlet, pitot tube(s), and protective covers) will not be removed more than 4 hours prior to flight and will be installed within 30 minutes following engine shutdown. Engine inlet covers will be installed for any maintenance accomplished on the engine/propeller forward of the engine firewall. All covers will be inspected after any severe weather condition to ensure serviceability and inventory. These requirements are also applicable to all training aircraft.

4.10.2. All engine inlet maintenance, to include inlet/exhaust inspections prior to/after each engine operation and blade blending, will be annotated on a Red X symbol in the AFTO Form 781A. Inlet/exhaust inspections before and after operation or maintenance will be conducted by a qualified 7-level or red-X qualified 5-level as identified on the unit's Special Certification Roster (SCR) for that task.

4.10.3. Blade damage. Upon discovery of blade damage, annotate AFTO Form 781A on a red dash and notify the MOC and 374 AW FOD Office prior to any rework of blades.

4.10.3.1. A propulsion 7-Level (2A671B) will determine if damage is repairable/non-repairable by conducting a thorough visual inspection of the engine inlet, 5th and 10th stage bleed air port, and turbine exhaust areas. Air Force or field-level engineering experts may also be contacted to assist in determining repair limitations.

4.10.3.2. When damage has been previously blended with no rework required, the applicable areas will be recoated with blue layout dye and annotated in the AFTO Form 781A.

4.10.3.3. When blending is required; the damage will be measured using a borescope. At this time, upgrade the original discrepancy to a Red-X symbol.

4.10.3.4. Only qualified personnel that have attended a formal blade-blending course conducted by a qualified blade blending instructor will perform blade blending. This qualification will be documented on the unit's SCR.

4.10.3.5. An all systems Red X certified or an Field Training Detachment (FTD) trained and certified propulsion 7-level, as documented on the unit SCR, will inspect the blending and clear the Red-X discrepancy from the aircraft forms.

4.10.3.6. Blade blending (installed engines). Notify Wing FOD Monitor (374 AW/QA FOD monitor for AMC aircraft) prior to any blade blending on installed engines. Complete a *Blade blending worksheet* or approved work package tracking sheet and forward by fax or e-mail to applicable 374 AW FOD monitor and the engine management branch (EMB). EMB will document this data in the AFTO Form 95, *Significant Historical Data*, IAW TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures*.

- 4.10.3.7. Blade blending (uninstalled engines). Notify Wing FOD monitor of any blade blending. Complete a Blade blending worksheet or approved work package tracking sheet and forward by fax or e-mail to applicable 374 AW FOD monitor and the engine management branch (EMB). EMB will document this data in the AFTO Form 9, IAW TO 00-20-1 upon review of the work package.
- 4.10.3.8. Non-repairable blade damage. When damage is verified by the previously mentioned methods and is confirmed as non-repairable, notify the applicable unit supervision and initiate impoundment procedures IAW AFI 21-101\_AMCSUP and applicable operating instructions. Also, ensure the MOC and affected FOD monitor are updated with this information.
- 4.11. For FOD prevention and safety reasons the AF Form 1199, *Restricted Area Badge*, will be removed from the outer garment during engine inlet maintenance and secured on their person. Badge will be secured to the member by use of a plastic armband or quick release nylon/cotton cord. A metal clip may be used for securing the badge and cord by passing the cord through the hole to prevent loss. The badge will be replaced on the outer garment upon termination or when not in the immediate area where the engine inlet maintenance is conducted.
- 4.12. Vehicles. Vehicles are potential FO/FOD hazards. All vehicles will be maintained FO-free at all times. Vehicles and FOD bars will be checked for cleanliness prior to initialing the AF Form 1800, *Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)*. Each subsequent operator will ensure the vehicle and magnetic bar are FO free. All vehicle/equipment tires and magnetic bars will be checked and cleared of debris prior to entry or just inside the flight line. During hours of darkness, a bright flashlight will be used for this inspection. Vehicles involved in an actual emergency response are exempt from these tire checks.
- 4.12.1. Magnetic FOD bars may be installed on all "high use" Transit Alert/dispatch/expediter vehicles. Vehicles exempt from this requirement are as follows: Crash/recovery vehicles, mules/golf carts, tow vehicles, Grove crane, forklifts, other special purpose vehicles, to include temporary vehicles due to maintenance being performed, and any vehicles not operated frequently on the flight line.
- 4.12.2. If used, FOD bars will be installed either on the front or back bumper of the vehicle approximately 3"- 5" off the ground. All FOD bars will be removed prior to turn in to vehicle maintenance and reinstalled immediately upon return.
- 4.12.3. Approved FOD containers will be installed on all multi or special purpose vehicles (Kawasaki mules, deicers, tow vehicles, etc.) which frequent flight line/maintenance areas. Due to safety concerns, Grove cranes and forklifts are exempt from this policy.
- 4.13. Tool Management. All personnel working in, on, around, or traveling through areas near aircraft, munitions, AGE, engines or components, (including aircrew) will account for all tools and/or equipment used in performance of their duties. Comply with all requirements in AFI 21-101\_AMCSUP.

## 5. Dropped Object Prevention (DOP).

5.1. DOP is the responsibility of all aircraft operators and maintainers. Prevention begins when aircraft panels are removed, access doors opened, or when maintenance is performed on an exterior component. All personnel working in, on, and around aircraft must comply with the requirements of this instruction.

5.2. General. When installing/operating aircraft panels, doors, and components, place special emphasis on the condition of latches, fasteners, hinge pins, and hinge lobes. Ensure panels, doors, and components fit properly and are attached securely.

5.2.1. During the launch sequence, maintenance personnel will perform a secondary structure and panel inspection no sooner than 4 hours prior to flight and after all maintenance actions are completed. Yokota C-130 aircraft will be inspected IAW the AFI 21-101\_AMCSUP ADDENDA A, *C-130 Dropped Object Prevention Program Dopp Checklist*. A certified inspector (see paragraph 5.2.3.) will perform the inspection and document the AFTO Form 781A using a Red “-” symbol.

5.2.2. If a portion of the inspection cannot be accomplished for any reason (i.e., adverse weather or conditions), document the areas not inspected on the AFTO Form 781A on a “Red Dash” symbol, IAW TO 00-20-1, paragraph 4.2.6.3.2.

5.2.3. A certified inspector for these purposes will be a qualified 7-level or DOP qualified 5-level as identified on the unit’s SCR for that task, identified with a course code in the G081 Maintenance Management Information System.

## 6. Reporting and Investigations.

6.1. FOD/DOP reporting and investigations will be accomplished IAW AFI 91-204, *Safety Investigations and Reports*, and AFI 21-101\_AMCSUP as applicable. Informational copies of the reports will be sent to the applicable flight safety office as requested. The FOD/DOP monitor will notify 374 AW Public Affairs officials if large objects are lost in-flight or incidents are likely to cause adverse publicity.

6.2. When a FOD or dropped object incident is discovered, unit supervision will immediately notify the MOC. The MOC will notify the applicable FOD/DOP Monitor and QA office. Impound aircraft/engine, if required, IAW AFI 21-101\_AMCSUP and applicable operating instructions.

6.2.1. Do not perform maintenance in the affected area of the aircraft/equipment until cleared by the investigator. Save all evidence of the incident for turn-in to the applicable FOD/DOP office.

6.2.2. The 374 AW FOD/DOP Monitor or QA offices will accomplish all FOD and dropped object investigations. The unit responsible for the incident will complete the FOD/DOP worksheets; 374 AW Form 70, *Dropped Object Investigation Worksheet*, 374 AW Form 71, *Cost Estimate Worksheet*, and 374 AW Form 72, *Foreign Object Damage (FOD) Incident Investigation*. The investigation and cost estimate worksheets will be submitted the next duty day to the 374 AW FOD/DOP monitor or QA office as applicable. Consult the Air Force Safety Center website at <http://afsafety.af.mil/> “Hourly Labor Rates” chart for current rates. When possible, crewmembers will be interviewed prior to leaving debrief. This time allotment ensures timely reporting to headquarters as required per AFI 21-101\_AMCSUP.

6.2.3. The 374 AW FOD/DOP monitor, located in the 374 MXG QA office, is responsible for any HQ AMC reporting requirements outlined in AFI 21-101\_AMCSUP.

6.2.4. When material deficiency is determined to be the cause, or a suspected cause, the owning unit will submit a material deficiency report IAW TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*, (even when an exhibit is not available) within 5 working days to the 374 MXG/MXQ.

6.2.5. For compressor FOD investigations where the impacting item is not easily identifiable, the privately contracted forensic metal sampling process from Failure Analysis Service Technology or "FAST" sampling may be used. This will be at the request of the owning unit or the applicable FOD monitor; however, the unit is responsible for the cost of this service.

## **7. Training.**

7.1. Initial FOD prevention training for aircraft maintenance personnel will be conducted during maintenance orientation briefing and will include results from previous FOD/DOP investigations.

7.2. Recurring FOD/DOP prevention training for aircraft maintenance personnel will be conducted during maintenance block training.

7.3. Unit and flight FOD/DOP representatives will receive training on requirements associated with their position from the applicable FOD/DOP monitor.

## **8. FOD/DOP Program Management.**

8.1. The 374 AW/CV is the Wing FOD/DOP Program Manager.

8.2. The FOD/DOP program manager will appoint and assign all duties and responsibilities to the Wing FOD Monitor. The minimum responsibilities of the Wing FOD/DOP Monitor are:

8.2.1. Ensure personnel accessing the flight line and maintenance areas enforce program directives.

8.2.2. Conduct all FOD and dropped object investigations and ensure sound corrective actions.

8.2.3. Inform units of potential FOD/DOP trends and hazards.

8.2.4. Perform duties of 374 MXG QA augmentee; Conduct and document spot checks and FOD assessments in/around the flight line and maintenance areas.

8.2.4.1. FOD assessments will be determined by the 374 MXG QA Routine Inspection Listing.

8.2.4.2. Spot inspections and assessments will cover, but are not limited to, the following areas: FOD continuity book/awareness board (content and condition), prevention (sweeper utilization and condition), housekeeping (shop, aircraft, tool control, hardware control, etc.), CTK (FOD in tool boxes, support equipment electrical receptacles capped/plugged, sweeper log (if applicable) and lost tool log), vehicles (FOD bars, cleanliness, and FOD containers), and aircraft (use of intake

plugs, tubing, and electrical caps/plugs, pitot tube covers, streamers, and throttle quadrant covers).

8.2.4.3. Spot inspections and assessments will be annotated in the 374 MXG QA database and incorporated into the 374 MXG QA Maintenance Standardization and Evaluation Program (MSEP) briefing.

8.2.4.4. All inspection documentation will be kept on file with the applicable QA office.

8.2.5. Organize Wing FOD walks and analyze recovered FO.

8.2.6. Develop and monitor FOD/DOP training programs with necessary changes.

8.2.7. Brief the quarterly or monthly FOD/DOP Program Committee meetings as required.

8.2.8. Maintain dropped object historical data.

8.3. FOD/DOP assistant. A FOD/DOP assistant from the 374 MXG QA will be assigned in writing to the FOD/DOP monitor. The FOD/DOP assistant will perform all 374 AW FOD/DOP duties and responsibilities in the absence of the FOD/DOP monitor.

8.3.1. The FOD/DOP assistant will be approved by the 374 AW/CV.

8.4. Unit FOD representatives. The following units are required to have FOD representatives: 374 AMXS, 374 AW/SE, 374 CES, 374 LRS, 374 MOS, 374 MXS, 374 OSS, 374 SFS, 374 OG, 374 OSS, 459 AS, 730 AMS/QA, 730 AMS, and 36AS.

8.5. Unit commanders will appoint primary and alternate FOD/DOP representatives and forward the name, grade, office symbol, and duty extension of those individuals in the form of an appointment letter to the 374 AW FOD office. Additional flight FOD representatives are required for units/flights with geographically separated sections (Aero Repair [A/R], support section, inspection docks, fuels maintenance section, wash rack, corrosion, etc.) and will be appointed in writing by the unit commander.

8.5.1. Inform sections within unit of potential FOD/DOP hazards, trends, and prevention practices.

8.5.2. Maintain current FOD/DOP awareness board which is subject to spot inspections IAW AFI 21-101\_AMCSUP.

8.5.2.1. Required awareness board items:

8.5.2.1.1. 374 AW FOD/DOP Monitor Picture Sheet.

8.5.2.1.2. Unit/Flight FOD/DOP Representative.

8.5.2.1.3. Current Quarterly FOD/DOP Grams (In color if available).

8.5.2.1.4. FOD Posters (On board and in work area).

8.5.2.1.5. Optional awareness board items include but are not limited to:

8.5.2.1.5.1. Photos (Wing/Squadron/Flight incentive program award winners, FOD/DOP incidents).

8.5.2.1.5.2. FOD Walk collection slides.

8.5.2.1.5.3. FOD/DOP related news/magazine articles.

8.5.3. Conduct and document a minimum of one FOD/DOP unit/flight briefing per month on updated or significant information (i.e., FODs, DOs, instruction changes) located on the 374 AW FOD/DOP Community of Practice (COP) web pages.

8.5.3.1. Monthly FOD/DOP briefings will be documented on an AF Form 3131, *General Purpose Form*, and at a minimum contain the following information: Name and rank of briefer, date, time, briefing subject, and amount of individuals briefed. This form will be kept by the unit FOD/DOP monitor for the current fiscal year and replaced with a new form at the start of each new fiscal year. Units will forward the previous months briefing document to the 374 AW FOD office via e-mail by 1600 on the first duty day of the month.

8.5.4. May develop unit level FOD/DOP prevention and recognition programs as required.

8.5.5. Monitor unit FOD sweeper usage (if applicable).

8.5.6. Assist Wing FOD/DOP Monitor with investigations as requested.

8.5.7. Conduct and document a minimum of one spot-check per duty week within the unit/flight. Unit representatives will also be provided a copy of any spot inspection results conducted by the Wing FOD/DOP Monitor. Unit/flight monitors are responsible for briefing their squadron/flight supervision.

8.5.8. Attend quarterly and/or monthly the FOD/DOP Program Committee meetings as required.

**9. FOD/DOP Program meetings.** FOD/DOP prevention program committee meetings will be conducted quarterly or monthly as required. The committee chairperson will be the 374 AW/CV. In the 374 AW/CV's absence, the 374 MXG/CC will chair the meeting.

## **10. Prescribed Forms.**

374 AW Form 70, *Dropped Object Investigation Worksheet*

374 AW Form 71, *Cost Estimate Worksheet*

374 AW Form 72, *Foreign Object Damage (FOD) Incident Investigation*

## **11. Adopted Forms.**

AFTO Form 95, *Significant Historical Data, Comprehensive Engine Management System (CEMS)*

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 1199, *Restricted Area Badge*

AF Form 1800, *Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)*

FRANK J. EPPICH, Colonel, USAF  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, *Aircraft Equipment Maintenance Management*

AFI 21-101\_AMCSUP, *Aircraft Equipment Maintenance Management*

AFI 21-101\_AMCSUP\_ADD-A, *C-130 Dropped Object Prevention Program Checklist*

AFI 91-204, *Safety Investigations and Reports*

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

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures*

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

TO 1C-130H-2-10JG-00-1, *Ground Handling Parking and Mooring*

***Abbreviations and Acronyms***

**AFI**— Air Force Instruction

**AFTO**— Air Force Technical Order

**AG**— Airlift Group

**AGE**— Aerospace Ground Equipment

**AMC**— Air Mobility Command

**AME**— Alternate Mission Equipment

**AMU**— Aircraft Maintenance Unit

**AMXS**— Aircraft Maintenance Squadron

**A/R**— Aero Repair

**AW**— Airlift Wing

**CEMS**— Comprehensive Engine Management System

**CTK**— Composite Tool Kit

**CV**— Vice Commander

**DOP**— Dropped Object Prevention

**EMB**— Engine Management Branch

**ERRC**— Engine Regional Repair Center

**FO**— Foreign Object

**FOD**— Foreign Object Damage or Foreign Object Debris

**FTD**— Field Training Detachment

**IAW**— In Accordance With

**LCL**— Local Checklist

**MAJCOM**— Major Command

**MOC**— Maintenance Operations Center

**MOS**—Maintenance Operations Squadron

**MSEP**—Maintenance Standardization and Evaluation Program

**MXG**— Maintenance Group

**MXS**— Maintenance Squadron

**OG**— Operations Group

**QA**— Quality Assurance

**QAP**— Quality Assurance Program

**SCR**— Special Certification Roster

**TO**— Technical Order

***Terms:***

**Aircraft Impoundment**— Isolation of an aircraft due to an unknown malfunction or condition making it unsafe for flight.

**Bench Stocks**— Stores of expendability, recoverability, reparability coded XB3 items kept on-hand in a work center to enhance maintenance productivity.

**Composite Tool Kit**— A controlled area or container used to store tools or equipment and maintain order, positive control, and ease of inventory. CTKs are assembled as a kit and designed to provide quick, easy visual inventory and accountability of all tools and equipment. CTKs may be in the form of a toolbox, a shadow board, shelves, system of drawers (Stanley Vidmar, Lista, etc.), cabinets, or other similar areas or containers. The CTK contains tools and equipment necessary to accomplish maintenance tasks, troubleshooting, and repair.

**Quality Assurance**— Office responsible to the 374 MXG Commander for monitoring compliance in all facets of military and contract aircraft/equipment maintenance on a daily basis.

**Foreign Object**— Any item that is external or alien to an aircraft, major end item, or component.

**Foreign Object Damage**— Any damage to an aircraft engine, structure, system, or tire caused by FO that may or may not degrade the required safety and/or operational characteristics of the engine, aircraft structure, or tire.

**Foreign Object Debris**— Any item foreign to an aircraft engine, structure, system, or tire which has the potential to cause damage to said system. Items liberated from an aircraft system may be considered foreign when detached during operation. Examples include but are not limited to: failed compressor rotor blades and/or stator vanes.

**Dropped Object**— Any object dropped or inadvertently released from an aircraft during aircrew operations. Examples include but are not limited to: aircraft components, issued or personal tools and Alternate Mission Equipment (AME) items (guillotine knives, cargo straps, etc.).