

**BY ORDER OF THE COMMANDER
403D WING**

403D WING INSTRUCTION 21-104

25 NOVEMBER 2013



Maintenance

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 21-1, *Air and Space Maintenance*, AFI 21-101, *Aerospace Equipment Maintenance Management*, AFI 91-204 *Safety Investigations and Reports*, AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, Keesler AFB Instruction 21-103 *Foreign Object Damage and Dropped Object*. This instruction establishes the Foreign Object Damage (FOD) Prevention Program. It applies to all units within the 403rd Wing (WG), at Keesler Air Force Base. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://afirms.amc.af.mil>.

SUMMARY OF CHANGES

This instruction establishes the Foreign Object Damage (FOD) Prevention Program.

1. Procedures: All personnel must be aware of and practice the following basic methods of FOD prevention:

- 1.1. All personnel will be familiar with Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*, including AFRC Supplements.
- 1.2. Diligently practice picking up all foreign objects and discard or stow them in the proper place. FOD containers will be provided in all vehicles that normally access the flightline. All FOD containers will be as prescribed in AFI 21-101.

1.3. Ensure all tools, test equipment and hardware are accounted for and secured prior to aircraft engine operation.

1.4. Flight crews and aircraft maintenance personnel will always implement requirements listed in 403 WGI 21-105, *Consolidated Tool Control Program*, Chapter 5.

1.5. Prior to entering the flightline all vehicles will be checked to ensure the vehicle is free of FOD. This includes tires and areas of the surface or internal portion of the vehicle where FOD can be introduced to the aircraft parking area or taxiways.

1.6. All aircraft flight decks will be cleared of foreign objects after flight by flight crews and prior to flight IAW -6 inspection requirements.

1.7. Spot checks of parking ramp and adjacent areas will be performed by Quality Assurance and documented in Qantas.

2. Personnel Items:

2.1. All personnel assigned duties requiring access to aircraft must account for all equipment and personal items prior to flight or maintenance to ensure foreign objects which becomes loose, damaged or lost is documented in the aircraft AFTO Form 781A, Maintenance Discrepancy and Work Document. A "Red X" will be entered for all equipment not found. The aircraft will remain in a "Red X" condition until every effort has been made to recover the lost item.

2.2. The wearing of hats on the flightline is authorized due to the severe weather at this location. Hats with chin straps will have the chin strap stowed or removed unless the chin strap is a functional part of Personnel Protective Equipment (i.e. hard hats). Hats will not be worn in the immediate vicinity of aircraft while engines are operating. Immediate area is defined as 25 feet from any aircraft intake. Metal insignia are not authorized on the uniforms, hats or jackets while working on the flightline. Wigs, hairpieces, metal hair fasteners, earrings, or any other jewelry that may fall off, are not authorized on the flightline. Personal items such as hat pins, personal tools to include personal flashlights and multi tools, present a FOD hazard and are not authorized on the flightline. When working around aircraft intakes, dry bays, horse collars or inside panels remove all loose items (pencils, coins, keys etc.).

2.3. Affix line badges to clothing with either a nylon/cotton cord, manufactured break away lanyard or worn inside a plastic arm band to prevent loss.

3. Responsibilities:

3.1. The Vice Wing Commander (CV) is responsible for ensuring an effective FOD prevention program is established. All work centers performing duties on or around the flightline, including but not limited to Aircraft Maintenance, Operations and Security Forces are responsible for compliance with the following outlined responsibilities.

3.2. The FOD Prevention Program Manager and the FOD Prevention Monitor are responsible for overall management of the Wing FOD Prevention Program. All other work centers are responsible for total program compliance within their areas of responsibility.

3.3. The duties of FOD Prevention Monitor are assigned to the 403d Maintenance Quality Assurance Office (MXG/MXQ).

3.4. Work centers will assign and identify by appointment memorandum an individual to be section FOD monitor. A copy of the appointment memorandum will be forwarded to the Wing FOD monitor (403 MXG/MXQ).

3.5. Work centers with flightline responsibilities will conduct monthly inspections of all work areas, ensuring all sources of FOD are identified and steps are taken to correct practices generating FOD and sources causing a FOD potential.

3.6. 403 MXG will provide people to participate in weekly FOD walks of the aircraft parking ramps and all adjacent areas as requested (other work centers are welcome to participate).

4. Reporting:

4.1. All actual or potential instances of FOD damage (engines, bird strikes, etc.) to aircraft or equipment will be immediately reported to the Maintenance Operations Center (MOC) at 377-4220 or 377-4224. Instances occurring on the flightline will be reported to the Maintenance Expediter. The MOC will notify the FOD Monitor (QA) for investigation to determine cause and recommendations to prevent reoccurrence. Personnel involved in reporting procedures will use guidance contained in 403WG Instruction 21-103 *Aircraft Impoundment Program*, AFI 21-101 and advise all personnel receiving notification that an "impoundment" situation exists.

4.2. Quality Assurance (MXG/MXQ) and Wing Safety (WG/SE) will be notified to ensure proper documentation and reporting procedures are followed.

4.3. Report all transient aircraft with FOD related damage to the 81st Wing Safety, with the exception of transient aircraft that are the responsibility of the 403 WG.

5. Training:

5.1. All military, civilian and contract employees assigned on or around aircraft or on the flightline, will be trained in FOD prevention within 30 days of assignment.

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Commander