

**BY ORDER OF THE COMMANDER
440 AIRLIFT WING**

**440TH AIRLIFT WING INSTRUCTION
21-103**



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Maintenance

**DROPPED OBJECT PREVENTION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements AFPD 21-1, *Air and Space Maintenance* and AFI 21-101_AFRC_I, *Aircraft and Equipment Maintenance Management*. This publication establishes procedures and instructions for the Dropped Object Prevention Program (DOPP) and applies to all personnel involved in operating, managing and maintaining aircraft for the 440th Airlift Wing at Pope AFB NC. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. 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*, directly to 440 MXG/CC, 2541 Surveyor Street, Room 101, Pope Army Air Field NC 28308-2409.

1. Definition.

1.1. 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.

2. Responsibilities.

2.1. The MXG and OG Commanders established this program to focus on preventing in-flight loss of objects.

2.2. The MXG Quality Assurance Activity (MXG/MXQ) is the designated program manager and investigating office. Investigation assistance shall be provided by 440 OG/OGV as required.

2.3. The responsible workcenter will gather all required information as listed in AFI 21-101_AFRC_I, Chapter 14 and forward it to the Maintenance Operations Center (MOC) and Quality Assurance (QA) so that the Dropped Object Prevention (DOP) report can be completed and forwarded out to the appropriate agencies within the required 72-hour period.

3. Prevention.

3.1. 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.

3.2. DOP 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.

3.3. 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.

3.4. Special attention must be given to “last minute” maintenance actions.

3.5. A second look DOP inspection annotated as, “Prior to flight DOPP inspection required” will be accomplished prior to each flight in accordance with AFI 21-101_AFRC_I and Local Work Card LWC-440MXG-10-1.

4. Investigation.

4.1. **MXG Quality Assurance Office and 440 OG/OGV will:**

4.2. 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.

4.3. 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.

4.4. MXG/MXQ and 440 OG/OGV will ensure dropped objects resulting from maintenance or operations malpractice are referred to the applicable MXG/OG Commander for action.

4.5. The quality assurance office will ensure dropped object incidents are included in the MXQ monthly and quarterly summaries.

4.6. MXG/MXQ and 440 OG/OGV will analyze incidents for unit trends and ensure corrective actions are valid and complete.

5. Reporting:

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

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

5.3. MXG/MXQ and 440 OG/OGV investigates all dropped object incidents.

5.4. MXG/MXQ reports them through the MXG/CC by message to HQ AFRC/A4M and 22AF/A4M, regardless if the loss is reportable by AFI 91-204, Safety Investigations and Reports.

5.5. In addition to the above, MXG/MXQ will report dropped objects to the Base Command Post at ext 4-9000.

5.6. Dropped object reports are reported NLT three workdays after the loss using the format in AFI 21-101_AFRC_I, Chapter 14.

5.7. Report the initial loss by telephone when practical to the NAF/MXM Weapon Systems Manager.

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Commander