

**BY ORDER OF THE COMMANDER  
908TH AIRLIFT WING**

**908th AIRLIFT WING INSTRUCTION  
21-104**



**20 NOVEMBER 2015**

**Maintenance**

**DROPPED OBJECT PREVENTION AND  
REPORTING PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Managing Aerospace Equipment Maintenance*. It also establishes procedures for the Dropped Object Prevention Program (DOPP). It is applicable to all maintenance/operations personnel assigned to the 908th Airlift Wing (908 AW) in order to ensure dropped objects are identified and reported. 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* as prescribed by AFI 11-215, *USAF Flight Manual Program (FMP)*. Route AF Form 847 to the 908 MXG/MXG at Maxwell AFB AL. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

**SUMMARY OF CHANGES**

This revision updates all references to AFI 21-101 AFRC I to read AFI 21-101 AFRC SUP, *Aircraft and Equipment Maintenance Management* and AFMAN 10-206 to read AFI 10-206 *Operational Reporting*. Paragraph **1.1** is deleted due to AFI 21-101 AFRC I, *Aircraft and Equipment Maintenance Management*, stating that the WG/CV will serve as the Dropped Object Program Manager. The Dropped Object Monitor appointment is changed from the senior Aircraft Maintenance Craftsman to any Aircraft Maintenance Craftsman (paragraph **1.2**). The 22AF office symbol is changed from LGMA to A4M in paragraph **3.1** and **3.2**

## 1. Responsibilities.

1.1. Deleted.

1.2. An Aircraft Maintenance Craftsman assigned to the Quality Assurance Office (MXQ) will serve as the Dropped Object Monitor and MXQ will be the investigating office for the Dropped Object Prevention Program. MXQ will immediately investigate reports of aircraft parts or objects that have dropped from an aircraft in an effort to identify the cause. Ensure a Product Quality Deficiency Report (PQDR) is submitted.

1.3. Maintenance or aircrew personnel will ensure that, if an object is missing from the aircraft at Home-station, the Maintenance Operations Center (MOC) is notified immediately and DOP checklist is completed.

1.4. Aircrew and/or maintenance personnel who observe or discover that an object is missing from an aircraft will make appropriate entries in the Aircraft 781 Form, *Maintenance Discrepancy and Work Document* (immediately upon landing). The reporting process is also implemented immediately beginning with the Aircrew, and continuing with the Debriefing and/or Crew Chief, Expediter, MOC, Command Post (if not notified earlier), Maintenance Quality Assurance (MXQ), Wing/Base Safety, and the Airfield Manager.

1.5. Any maintenance or aircrew member having knowledge of an object that inadvertently fell from an aircraft will notify the Expediter or Production Supervisor who, in turn, will notify the MOC of a possible Dropped Object condition.

1.6. An impoundment may be warranted when an item has been dropped from an aircraft. Refer to AFI 21-101 AFRC SUP, *Aircraft and Equipment Maintenance Management* and 908 MOI 21-19 *Aircraft/Equipment Impoundment*, for Impoundment Procedures.

## 2. Prevention Procedures.

2.1. Ensure the Aircraft 781 forms are documented prior to removal and/or installation of aircraft components per TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*.

2.2. Individuals must ensure aircraft parts fit properly. Check serviceability of the hardware (i.e. nut plates or attaching devices). Also, ensure all panels, doors and cowlings are fastened upon completion of a task.

2.3. Prior to the first flight of the day, accomplish a complete panel inspection and document the inspection in the aircraft AFTO Form 781A, *Maintenance Discrepancy and Work Document*.

2.4. Special attention must be given to last-minute maintenance actions to ensure proper documentation is accomplished for the actions completed.

2.5. Special care must be taken to ensure correct type fasteners, nut plates and latching devices are used.

## 3. MXQ Reporting Procedures.

3.1. Report to 22 AF/A4M Weapon System Manager immediately by telephone or e-mail whenever a dropped object incident occurs. Also, notify the Wing Safety Office.

3.2. A Formal Report must be sent to 22 AF/A4M no later than three duty days after the incident.

3.3. Dropped Object Reports will be maintained for two years and will be located in the Quality Assurance Office file plan Table 21-09, Rule 02.00, Item 20-D.

**4. Report Format.** See [Attachment 2](#), Dropped Object Format Report Worksheet for proper report for- matting.

**5. Command Post Reporting Procedures.** The Command Post will report dropped objects per AFI 10-207, *Command Post* and AFI 10-206, *Operational Reporting*. Command Post reports will be pre- pared and submitted (when required).

**6. Safety Reporting Procedures.** The 908 AW Safety Office will submit a report in the Air Force Safety Automated System (when required).

#### **7. Training Requirements.**

7.1. Maintenance supervisors must ensure the following: all personnel are aware of this operating instruction; stress the importance of panel security; and provide the proper notification upon discov- ery of a lost/missing panel or other aircraft component following flight.

7.2. Maintenance supervisors must ensure individuals are trained and understand the importance in proper documentation of the Aircraft 781 Forms.

7.3. Every technician must be made aware of reporting procedures for dropped objects. Time con- straints for reporting must be followed as indicated in AFI 21-101 AFRC SUP, *Aircraft and Equipment Maintenance Management*.

7.4. All personnel assigned to the Maintenance (MXS) and Aircraft Maintenance (AMXS) Squadrons will be qualified under G081 course code ACFT 000650.

**8. Transient Aircraft Requirements.** The 908 MXQ office will be responsible for investigating dropped objects from all transient aircraft. If it is determined that a Dropped Object incident has occurred, the QA office will complete the worksheet on [Attachment 2](#), and forward a faxed copy to the home sta- tion for the purpose of generating a Dropped Object Report.

ADAM B. WILLIS, Col, USAFR  
Commander

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

AFPD 21-1, *Managing Aerospace Equipment Maintenance*.

AFI 21-101 AFRC SUP, *Aircraft and Equipment Maintenance Management*.

***Terms***

**Dropped Object**—A dropped object is any aircraft component, cowling, door, panel, and part, surface or other item(s), lost or inadvertently released during aircrew operations from the beginning of engine start, through flight, until engine shutdown.

## Attachment 2

**DROPPED OBJECT FORMAL REPORT WORKSHEET**

<b>1</b>	Dropped Object Report Number - Unit, Year and Month, followed by the sequence number (908 AW 011201).	
<b>2</b>	Mission, design and series (MDS) (C-130H).	
<b>3</b>	Type mission and mission profile.	
<b>4</b>	Aircraft tail number (00-0000).	
<b>5</b>	Owning organization and base (908 AW ARS, PA).	
<b>6</b>	Origin of sortie.	
<b>7</b>	Date of incident and discovery location (if different from origin of sortie).	
<b>8</b>	Geographical location of object, if known.	
<b>9</b>	Item, noun and description (Use information from the applicable – 4 series Tech Order).	
<b>10</b>	TO, figure and index.	
<b>11</b>	Part Number and NSN (If available).	
<b>12</b>	Correct work unit code (WUC) (full five-digits).	
<b>13</b>	Date of last Phase, HSC and ISO Inspection.	
<b>14</b>	Last maintenance performed in the suspected area and date.	
<b>15</b>	Investigative findings (cause).	
<b>16</b>	Cost in dollars to repair or replace as appropriate and cost in man-hours to repair.	
<b>17</b>	Actions to prevent reoccurrence.	
<b>18</b>	Deficiency report submitted?	
<b>19</b>	Unit Point of Contact Information.	
<b>20</b>	Other pertinent information.	
<b>20.1</b>	Enter the Qanttas number under Other Pertinent Information.	