

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

911 AIRLIFT WING INSTRUCTION 21-102

26 AUGUST 2014



Maintenance

**DROPPED OBJECT PREVENTION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Dale C. Andrews)

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This instruction implements Air Force Policy Directive, **AFPD** 21-1, *Air and Space Maintenance*, and Air Force Instruction, **AFI** 21-101, *Aircraft and Equipment Maintenance Management*, Air Force Reserves Command Supplement (**AFRCSUP**) 1. It establishes procedures for the Dropped Object Prevention and Reporting Program. This instruction applies to all 911th Airlift Wing (**AW**) personnel assigned to Pittsburgh IAP-ARS. 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 Air Force Records Information Management System (**AFRIMS**) Records Disposition Schedule (**RDS**) located at https://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm.” Refer recommended changes and questions about this publication to the Office of Primary Responsibility (**OPR**) using Air Force (**AF**) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional’ s chain of command. See **Attachment 1** for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

Changes made were due to the transfer of responsibility of this publication to new personnel, the updating of references, the revision of Paragraph 1, the revision of Paragraph 2.1, the addition of paragraph 2.4, the addition of Paragraph 3.4 to Prevention Procedures, the revision of Section 4,

the addition of Paragraph 10, the addition of Attachment 1, and the expansion of the Reporting Worksheet (Attachment 2).

1. Terms Explained: A dropped object is any aircraft part, component, surface, or other item lost during aircrew operations, unless intentionally jettisoned, from engine start to engine shutdown. Inadvertently released munitions or munitions released in excess of the quantity selected by the aircrew, or a multiple release, are not considered dropped objects and will be reported **IAW** AFI 91-204. (**Note:** Missing Chaff/Flare end-caps are not reportable dropped objects).

2. Responsibilities:

2.1. The **WG/CV** will appoint the Dropped Object Prevention Program Monitor (**DOP** monitor); an individual assigned to **MXQ** (Maintenance Quality Assurance). The individual should be a **NCO** possessing integrity and trustworthiness, with no misconduct involving dishonesty or any other history of misconduct that would bring into question their ability to perform this function. That individual will be assigned to report/coordinate Dropped Object investigations. Each dropped object must be thoroughly investigated by the unit **MXQ** as soon as the loss is discovered/reported. Every effort must be taken to determine the root cause for the loss so trend analysis can be performed and permanent corrective action can be taken. The goal is to make every possible effort to identify root cause. Dropped object incidents resulting from maintenance malpractice are referred to the applicable **GP/CC** for action. Ensure a Product Quality Deficiency Report (**PQDR**) is submitted (if applicable).

2.2. Ensure that, if an object has fallen at home-station, the Command Post Center is notified immediately. If it occurs while off station, the Command Post Center nearest the arrival destination will be notified immediately and the home-station command post center will be notified secondly.

2.3. It is the responsibility of all to immediately report objects that have inadvertently fallen from an aircraft. Aircrew and/or maintenance personnel who observe or discover that an object has been dropped from an aircraft will make appropriate entries in the Aircraft 781 Forms, Maintenance Discrepancy and Work Document (immediately upon landing). Reporting process is implemented immediately starting with the Aircrew, Debriefed and/or Crew Chief, Expediter, Maintenance Operations Center (**MOC**), Command Post (if not notified earlier), Maintenance Quality Assurance (**MXQ**), Safety, **OG**, and the Airfield Manager.

2.4. The authority to clear the **DOP** Investigation write-up in the Aircraft 781 Forms shall be limited to no lower than the **MOO/MX SUPT**.

2.5. An impoundment may be warranted when an item has been dropped from an aircraft. Refer to 911 **MXG MOI** 21-137 on Impoundment Procedures and **AFI** 21-101.

3. Prevention Procedures:

3.1. 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*.

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

3.3. Special attention must be given to last minute maintenance actions.

3.4. Accomplish a "Second Look Panel Inspection" (**DOPP/FOD** Inspection) prior to the first flight of the day **IAW LCL911AW40-2**.

4. MXQ Reporting Procedures.

4.1. Report to **MAJCOM/A4 (AFRC/A4M Maintenance)** and **NAF/A4M (22 AF A4/7 Workflow)** immediately (within 24 hours) by telephone or e-mail whenever it occurs. Also, notify the Wing Safety Office. If it involves casualties, property damage, or if adverse publicity is likely, report **IAW AFI 10-206** and **AFI 10-206 AFRCSUP**. The wing **DOP** monitor notifies the base/wing safety office of all dropped objects.

4.2. A follow-up final report must be sent to **MAJCOM/A4** and **NAF/A4M** no later than ***three duty days** after the incident.

4.3. Maintain the Dropped Object Reports for 2 years.

5. Report Format. See **Attachment 2** Dropped Object Formal Report Worksheet and **AFI 21-101 AFRCSUP Attachment 11, Dropped Object Program (DOP) Reporting Format**.

6. Command Post Reporting Procedures. The Command Post will report per **AFI 10-207, Command Post**, and **AFI 10-206, Operational Reporting**. Command Post reports will be prepared and submitted (when required).

7. Safety Reporting Procedures. The 911th **AW** Safety Office will submit a report (when required).

8. Training Requirements. Supervisors will ensure maintenance personnel are trained properly within their areas of responsibility and knowledgeable of command and unit requirements to prevent in-flight occurrence. Ensure they are made aware of all of the references available and how to locate them. Also, ensure individuals are trained and understand the importance of proper documentation of the Aircraft 781 Forms.

9. Transient Aircraft Requirements. The local unit will be responsible to investigate a dropped object from a transient aircraft. The local unit will then provide the home station with sufficient data to generate a report.

10. Tracking. Quality Assurance will enter all dropped object reports in the Quality Assurance Tracking and Trend Analysis System. Dropped Object data will be included in **QA** summaries and reviewed for trends, future prevention, and opportunities for product improvement.

JEFFREY A. VAN DOOTINGH, Col, USAFR
Command

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

AFPD 21-1, Air and Space Maintenance, 25 Feb 2003

AFI 10-206, Operational Reporting, 11 Jun 2014

AFI 10-206 AFRCSUP 1, Operational Reporting, 01 Feb 2013

AFI 10-207, Command Posts, 11 Jun 2014

AFI 21-101, Aircraft and Equipment Maintenance Management, 26 Jul 2010,

AFI 21-101 AFRCSUP 1, Aircraft and Equipment Maintenance Management, 13 Jan 2011

AFI 91-204, Safety Investigations and Reports, 12 Feb 2014

AFMAN, 33-363, Management of Records, 29 Aug 2013

TO 00-20-1, Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures, 01 Apr 2013, AFRCSUP, 5 Jun 2013

Adopted Forms

AF Form 847, Recommendation for Change of Publication, 22 Sep 2009

Abbreviations and Acronyms

AF—Air Force

AFDP—Air Force Policy Directive

AFGM—Air Force Guidance Memorandum

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRCSUP—Air Force Reserve Command Supplement

AFRIMS—Air Force Records Information Management System

DOP—Dropped Object Prevention/Program

FOD—Foreign Object Damage/Debris

GP/CC—Group Commander

IAP-ARS—International Airport-Air Reserve Station

IAW—In Accordance With

LCL—Local Checklist

MOC—Maintenance Operations Center

MOI—Maintenance Operating Instruction

MXG/CC—Maintenance Group CC

MXQ—Maintenance Quality Assurance

OG—Operations Group

OPR—Office of Primary Responsibility

PQDR—Product Quality Deficiency Report

QA—Quality Assurance

RDS—Records Disposition Schedule

TO—Technical Order

Attachment 2

DROPPED OBJECT FORMAL REPORT WORKSHEET**Table A2.1. Dropped Object Formal Report Worksheet.**

1	Dropped Object Report Number - Unit, Year, and Month, followed by the sequence number (911AW 130901)	
2	Mission, design and series (MDS) (C-130H)	
3	Type Mission and Mission Profile	
4	Aircraft tail number (00-0000)	
5	Owning organization and base (911 AW ARS, Pa)	
6	Origin of sortie	
7	Date of Incident and Discovery location (if different from origin of sortie)	
8	Geographical location of object (if known)	
9	Item, noun and description (Use information from the applicable -4 series Tech Order)	
10	TO, figure, and index	
11	Part Number and NSN (If available)	
12	Correct work unit code (WUC) (full 5-digits) or Logistics/Maintenance Control Number (full 7-digits)	
13	Last PH, PE, PDM, HSC, or ISO inspection	
14	Last maintenance performed in the area and date	
15	Investigation Findings (Cause)	

16	Cost of item being replaced (Only give cost associated with item(s) that are required to be replaced) and cost of any collateral damage	
17	Man-hours and Cost to repair/ replace (Give man-hours and dollar figure)	
18	Deficiency Report submitted? (Ensure a deficiency report is initiated for items that are defective) If yes, enter DR Control #	
19	Circumstances (Give details of circumstances surrounding why the item was lost)	
20	Cause of loss (Assign one of the following causes; Human Error, Material Failure, Non-preventable, or Under Investigation), if unknown/undetermined is assigned as a cause, complete item 17	
21	Investigation: List steps taken to determine cause of lost item and agencies involved in the investigation (e.g., Structural, NDI, QA, Flightline or Safety)	
22	Corrective Action (What is your unit doing to prevent recurrence, be specific)	
23	Recommendations (What does your unit recommend for preventing another dropped object in the area, be specific)	
24	POC name and phone number (Self explanatory)	

25	Other pertinent information	
26	Enter the Qantas number	