

**BY ORDER OF THE COMMANDER
934TH AIRLIFT WING**

**934TH AIRLIFT WING INSTRUCTION
21-107**



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Certified Current on 1 December 2015
Maintenance

**DROPPED OBJECT PREVENTION (DOP)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col. Brett Newman)

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*, Air Force Instruction (AFI) 11-2C-130, Volume 3, *C-130, Operations Procedures*, AFI 21-101_AFRC SUP1, *Aerospace Equipment Maintenance Management*, and AFI 91-204, *Safety Investigations and Reports*. Its purpose is to establish procedural guidance for the identification and subsequent reporting of dropped objects from unit aircraft. It applies to all 934th Airlift Wing (AW) personnel involved in the maintenance and operation of aircraft. 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 847s directly to the 934MXG/MXQ at Minneapolis - St. Paul ARS, MN. 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. The reporting procedures now include specific positions to be notified. Training must now be documented by supervisors. Training DVD tracking number is now incorporated in Airlift Wing Instruction (AWI) and aircrew awareness is written in. Procedures for second look inspections are now a local checklist listed within this AWI.

1. General.

1.1. Procedures in AFI 21-101_AFRCSUP1, *Aerospace Equipment Maintenance Management*, will be followed in addition to the guidance outlined in this AWI.

2. Responsibilities.

2.1. The Wing Dropped Object Prevention (DOP) monitor and/or alternate will:

2.1.1. Submit DOP agenda items to the Wing Foreign Object Damage/Debris (FOD) monitor, attend all FOD meetings, and presenting issues with potential for downstream FOD.

2.1.2. Document DOP incidents in the Quality Assurance Tracking and Trend Analysis System (QANTTAS) and forward a copy of the final report (QANTTAS-generated) to 22nd Numbered Air Force (NAF) and Major Command (MAJCOM).

2.2. Airframe & Power plant General (APG) personnel will conduct a post-recovery visual inspection for loose or damaged components/panels of all aircraft that have performed landings on unimproved/substandard airfields, regardless of whether or not a Thruflight Inspection is required.

2.3. Any aircrew or maintenance personnel who discovers an item has possibly been dropped from an aircraft, will make the appropriate entries in the aircraft AFTO Form 781A, *Maintenance Discrepancy and Work Document*, (or AMC Form 97, *AMC In-Flight Emergency and Unusual Occurrence Worksheet*, if required) immediately following discovery.

3. Prevention.

3.1. All personnel will ensure that all items removed from the aircraft are accounted for using Technical Order (T.O.) 00-20-1 procedures for documentation of such actions.

3.1.1. Installation/reinstallation of removed items will always involve the use of the applicable maintenance directives, appropriate hardware/fasteners, and the required fit tolerances specified.

3.2. APG personnel will perform a 2nd look inspection in accordance with Local Checklist (LCL) 934AW-10-2, *Dropped Object Prevention Checklist*.

4. Training.

4.1. In conjunction with Career Field Education and Training Plan (CFETP) requirements, applicable Maintenance Group work centers will ensure personnel review the Dropped Object Prevention program training video, PIN Number 612672, during initial training by supervisor.

4.1.1. DOPP training will be documented by supervisors.

4.2. Aircrew personnel will incorporate DOP awareness and prevention into their applicable training programs, with particular emphasis placed on the reporting process.

5. Reporting.

5.1. Immediately following discovery of a dropped object the following personnel will be notified:

- 5.1.1. Expediter and/or Production Superintendent
- 5.1.2. Maintenance Operations Center (MOC), who will then run the appropriate emergency checklist.
- 5.1.3. Wing DOP monitor, who will crosscheck with command post for MAJCOM notification.
 - 5.1.3.1. The local wing DOP monitor will be responsible to investigate dropped objects from a transient aircraft. The wing DOP monitor will provide the home station DOP monitor with sufficient data to generate a report for trending and tracking purposes.
- 5.1.4. Command Post, who will report IAW AFI 10-206, *Operational Reporting*, if it involves casualties, property damage, or if adverse publicity is likely.
- 5.1.5. Flight Safety Officer, who will accomplish reporting requirements if the incident meets the criteria for reporting IAW AFI 91-204, *Safety Investigations and Reports*.
- 5.1.6. Airfield Manager (if the incident occurred during any portion of the flight sequence involving operations at Minneapolis-St Paul International Airport).

DARRELL G. YOUNG, Colonel, USAFR
Commander

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

AFPD 21-1, *Air and Space Maintenance*, 29 October 2015

AFI 10-206, *Operational Reporting*, 11 June 2014

AFI 11-2C-130, Volume 3, *C-130, Operations Procedures*, 23 April 2012

AFI 21-101_AFRCSUP1, *Aerospace Equipment Maintenance Management*, 24 August 2015

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

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 10-206, *Operational Reporting*, 11 June 2014

LCL 934AW-10-2, *Dropped Object Prevention Checklist*, 31 February 2009

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures*, 15 October 2015

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

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

AMC Form 97, *AMC In-Flight Emergency and Unusual Occurrence Worksheet*

AF IMT 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

APG—Airframe & Power Plant General

AW—Airlift Wing

AWI—Airlift Wing Instruction

CFETP—Career Field Education and Training Plan

DOP—Dropped Object Prevention

FOD—Foreign Object Damage/Debris

IAW—In Accordance With

LCL—Local Checklist

MAJCOM—Major Command

MOC—Maintenance Operations Center

NAF—Numbered Air Force

OPR—Office of Primary Responsibility

QANTTAS—Quality Assurance Tracking and Trend Analysis System

RDS—Records Disposition Schedule