

**BY ORDER OF THE COMMANDER
65TH AIR BASE WING (USAFE)**

LAJES FIELD INSTRUCTION 91-103

17 JUNE 2014

Safety

**FOREIGN OBJECT DAMAGE (FOD)
PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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This publication implements Air Force Instruction (AFI) 21-101 Combat Air Forces Supplement 1, *Aircraft and Equipment Maintenance Management*, Air Force Instruction (AFI) 91-203 Air Force Consolidated Occupational Safety Instruction, Air Force Instruction (AFI) 91-204, *Safety Investigations and Reports*. It establishes program guidelines and procedures for the 65 ABW and tenant units. This instruction is applicable to all activities on and around the airfield. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publications*; route AF Form 847s from the field through the Lajes Field publications/forms manager. Ensure 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/gcss-af61a/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Changing verbiage from Foreign Object Elimination (FOE) to Foreign Object Damage (FOD).

1. Foreign Object Damage Program (FOD).

1.1. The purpose of the FOD Program is to reduce the hazard of Foreign Object (FO) damage to aerospace equipment and aircraft. It is the direct responsibility of all personnel to ensure FOD is practiced during all aspects of local and deployed maintenance, flight operations and supporting functions.

1.2. The Wing FOD Monitor is located in building T-810 in the 65 OSS Maintenance Supervision office.

2. Composite Tool Kits (CTK).

2.1. All wing agencies dispatching to aircraft parking, runway, taxi areas, and maintenance areas will:

2.1.1. Account for all tools prior to and after the completion of each job using the tracking system required by your unit's governing AFI or regulation. Personnel will also account for all tools, hardware, and consumable items whenever the work area is left unattended. A housekeeping inspection will also be performed upon completion of the task.

2.1.2. Remove and replace all unserviceable, broken, worn, or excessively corroded items in the CTK. Keep hardware, etc., not in use in a container and place FO in a properly identified container.

2.1.3. Follow guidelines in AFI 21-101_COMBATAIRFORCESUP_I, paragraph 10.8 when a tool is lost on the flight line. After the Combat Air Force (CAF) IMT 145, Lost Tool/Object Report, is closed out, CTK custodians will inform the wing FOD Program Monitor when the lost tool on the flight line was found. The CTK custodian will retain the CAF IMT 145 for no less than 1 year or until the tool is found.

3. Aircraft Inlet/Intake/Exhaust Maintenance.

3.1. Aircraft requiring intake/inlet maintenance will coordinate jobs through their home base and use the 65 ABW FOD monitor approved intake/inlet maintenance checklist.

3.1.1. For all blade blending notify the 65th Operations Support Squadron (OSS) Quality Assurance (QA) office before and after the task.

3.1.2. For Air Mobility Command (AMC) aircraft, 65 OSS/QA will be notified before and after the task by the individuals performing the work.

4. Foreign Object Damage Prevention.

4.1. The following steps will be taken to prevent FO damage:

4.1.1. Personnel recovering or towing fighter aircraft will execute a visual tire roll over FO check.

4.1.2. Fighter Aircraft in transit will have the proper -21 equipment installed if accessible (F-16, F-15, A-10, etc.)

4.1.3. Maintenance personnel will ensure all pockets are secured and emptied prior to entering all fighter aircraft cockpits.

4.1.4. The Air Force Common Access Card will be double secured to the uniform by using the metal clip along with a nylon-cotton cord at all times. If the armband card holder is used double securing is not required. *Warning:* Cording will not be worn around the neck unless it is of the break-a-way design.

4.1.4.1. Stow the Air Force Common Access Card when within 25 feet of running aircraft engines, unless using the armband card holder.

4.1.5. All vehicles normally driven on the flight line must be equipped with secured and lidded FO containers and stenciled with the word "FOD" in contrasting letters no smaller than two inches.

4.1.5.1. All FO containers, regardless of location, will be emptied when full or once a day, whichever comes first.

4.1.6. Primary airfield entry control points will be clearly marked stating: "Perform a vehicle FO and tire check before entry to airfield."

4.1.6.1. Vehicle operators will perform a visual FO inspection on all equipment and tires to include a roll over check prior to entering the flight line areas.

4.1.6.2. All vehicles leaving paved portion of airfield must perform a tire FO check, to include a roll over check, prior to returning onto the airfield.

5. FOD Walks.

5.1. FOD walks will be conducted every Thursday at 0830.

5.1.1. Any change to the date and time of the FOD walk must be coordinated through AB4/HAAZ

5.1.2. The 65 OSS will be responsible for Echo, Golf North, and Golf South parking aprons.

5.1.3. If an area has an excessive amount of FO a sweeper will be requested to clean the area.

5.1.4. The 65 OSS will report all information from FOD walks to include weight of FOD collected and number of personnel attending to the wing FOD monitor.

5.2. A FOD walk will be conducted by transient alert personnel prior to each Coronet movement and all Department of Defense (DoD) and allied fighter aircraft arrivals.

5.3. Dead animals discovered on any portion of the airfield, are considered potentially hazardous. Coordinate removal through 65 OSS Airfield Management.

6. Foreign Object Reporting.

6.1. Wing FOD Monitor will notify the following wing agencies and tenant units via e-mail of any FO hazards.

6.1.1. 65th Air Base Wing Vice Commander (ABW/CV)

6.1.2. 65th Air Base Wing Safety (ABW/SE)

6.1.3. 65th Mission Support Group Commander (MSG/CC)

6.1.4. 65th Operations Support Squadron Commander (OSS/CC)

6.1.5. 65th Operations Support Squadron Quality Assurance (OSS/QA)

6.1.6. 65th Security Forces Squadron Commander (SFS/CC)

6.2. When suspected or confirmed FO damage is discovered, the 65 ABW/CV along with the 65 OSS/CC will be immediately notified along with 65 OSS/QA.

6.2.1. All aircraft sustaining FO damage from an unknown cause will be considered for impoundment.

6.2.2. 65 ABW must make every attempt to determine root cause of FO damage related mishaps. If a deficiency is detected a Deficiency Report will be completed and sent to the appropriate functional for review. Mark container or package in RED with the following statement, "FO damage mishap investigation required".

6.2.3. 65 ABW FOD Program Monitor will review all FO damage investigations and report all FO damage incidents to major command FOD manager by telephone, fax or e-mail as soon as the damage is known, but NLT 24 hours after occurrence.

6.3. 65 OSS/QA will incorporate FO inspection results into the quarterly Maintenance Standardization and Evaluation Program, and brief the FO results at the quarterly Air Field Operations Board meeting to the FOD Prevention Committee.

6.4. FOD Prevention Committee Meeting.

6.4.1. The 65 ABW/CV is the committee chairperson.

6.4.2. IAW AFI 21-101, *Minimum attendee representation will be Group Commanders, director(s), and commanders of units with maintenance personnel, Wing Safety, CE, Airfield Management, Security Forces.* Membership at Lajes will comprise of the aforementioned personnel (and/or their representatives) and can be further defined as the following:

6.4.2.1. 65 ABW/SE

6.4.2.2. 65 CES

6.4.2.3. 65 CS

6.4.2.4. 65 LRS

6.4.2.5. 65 SFS

6.4.2.6. 65 OSS/OSAA (Commander, Airfield Operations)

6.4.2.7. 65 OSS/MXZ (Maintenance Superintendent)

6.4.3. Tenant units may establish their own unit FOD committee, but will still participate in the 65 ABW program and comply with program requirements.

6.4.4. The FOD Prevention Committee meeting will be held immediately following the quarterly Airfield Operations Board.

7. Recognition Programs.

7.1. All Recognition programs will be reviewed by 65ABW FOD Monitor located in the 65 OSS/QA office and approved by the 65 ABW/CV.

7.2. FOD Recognition programs will be locally developed at each unit. (i.e. Golden Bolt program FOD poster contests).

CHRIS BARGERY, Colonel, USAF
Commander, 65th Air Base Wing

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

AFI 21-101 Combat Air Forces Supplement 1, *Aircraft and Equipment Maintenance Management*, 26 July 2012

Air Force Instruction (AFI) 91-203 Air Force Consolidated Occupational Safety Instruction, 15 June 2012

AFI 91-204, *Safety Investigations and Reports*, 24 September 2008

Prescribed Forms

None

Adopted Forms

AF form 847, *Recommendation for Change of Publication*

CAF IMT 145, *Lost Tool/Object Report*

Abbreviations and Acronyms

AB4—Air Base 4

AFOSH—Air Force Occupational Safety and Health

AMS—Air Mobility Squadron

CAF—Combat Air Forces

CAT—Category

CTK—Composite Tool Kit

FO—Foreign Object

FOE—Foreign Object Elimination

HAAZ—Headquarters, Azores Air Zone

MIL—Master Inventory List

QA—Quality Assurance

RDS—Records Disposition Schedule SE Safety

SUP—Supplement

TAS—Tool Accountability System