

**BY ORDER OF THE COMMANDER
94TH AIRLIFT WING**

94TH AIRLIFT WING INSTRUCTION 21-103

25 OCTOBER 2012



Maintenance

**DROPPED OBJECT PREVENTION AND
REPORTING**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction implements AFD 21-1, *Air and Space Maintenance*; AFI 21-101, *Aircraft and Equipment Maintenance Management*; T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation Policies and Procedures* and T.O. 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution*. This publication establishes procedures and instructions for the Dropped Object Prevention and Reporting Program and applies to all personnel involved in operating, managing and maintaining aircraft for the 94th Airlift Wing at Dobbins ARB, GA. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF) AF Form 847, Recommendation for Change of Publication; route AF 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with the 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://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes were made to paragraphs 1, 2.3, 4.2, 5.4, 5.5 and paragraph 5.7 is deleted.

1. Definition. 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, *Safety Investigations and Reports*.

2. Responsibilities.

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

2.2. The MXG Quality Assurance Activity (MXG/MXQ) is designated Program Manager and investigating office.

2.3. The responsible work center will gather all required information as listed in AFI 21-101, **Section 14.11** and forward it to the MOC and QA so that the DOPP report can be completed and forwarded out to the appropriate agencies within the required 72-hour period.

3. Prevention. 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.

3.1. Dropped Object Prevention 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, and unit instructions.

3.2. 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.

3.3. Special attention must be given to “Last Minute” maintenance actions.

3.4. A second look DOPP inspection annotated as, “Prior to flight DOPP inspection required” will be accomplished prior to each flight IAW AFI 21-101_AFRC Sup 1 and LWC-94MXG-10-11.

4. Investigation: MXG, Quality Assurance Office will:

4.1. 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.

4.2. 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/A4M.

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

4.4. The Quality Assurance office will ensure Dropped Object incidents are included in the MXQ Monthly and Quarterly Summaries.

4.5. MXG/MXQ 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 investigates all dropped object incidents.
- 5.4. MXG/MXQ reports them through the MXG/CC by message to HQ AFRC/A4M and 22 AF/A4M, regardless if the loss is reportable by AFI 91-204.
- 5.5. In addition to the above, MXG/MXQ will report Dropped Objects to the Base Command Post at 655-5106 and the Base Safety Office at 655-5051.
- 5.6. Dropped object reports are reported NLT three workdays after the loss, using the format in AFI 21-101, paragraph **14.11.1.5.2**.

TIMOTHY E. TARCHICK, Colonel, USAFR
Commander

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

AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

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

AFMAN 33-363, *Management of Records*, 4 June 2012

AFI 91-204, *Safety Investigations and Reports*,

T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation Policies and Procedures*, 15 June 2011

T.O. 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution*, 1 November 2011

Adopted Forms

AF Form 847, Recommendation for Change of Publication

LWC-94MXG-10-11, Dropped Object Prevention (DOP) Inspection

AFTO Form 781A, Maintenance Discrepancy and Work Document

AFTO Form 781H, Aerospace Vehicle Flight Status and Maintenance

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

DOPP—Dropped Object Prevention Program

OPR—Office of Primary Responsibility

PQDR—Product Quality Deficiency Report

RDS—Records Disposition Schedule