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**Maintenance**

**DROPPED OBJECT PREVENTION &  
REPORTING PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction is to establish procedures for the Dropped Object Prevention and Reporting Program. It is applicable to all personnel assigned to the 910 Airlift Wing to ensure dropped objects are reported and identified. It carries out tenet AFRCI 21-101, *Aircraft Maintenance Guidance and Procedures* and AFI 91-204, *Safety Investigations and Reports*.

**1. Definition:**

1.1. A dropped object is any aircraft component, cowling, door, panel, part, surface or other items lost or inadvertently released during aircrew operations from the beginning of engine start through flight to engine shutdown at recovery.

**2. Responsibilities:**

2.1. The Quality Assurance Office (LGQ) is the Dropped Object Program manager and the investigating office for the Dropped Object Program. LGQ will immediately investigate reports of aircraft parts or objects that have dropped from an aircraft in an effort to identify the cause. Ensure a Material Deficiency Report (PQDR) is submitted (if applicable).

2.1.1. Ensure that, if an object has fallen at HOMESTATION, the Base Airfield Manager is notified immediately.

2.2. 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 or an AMC Form 97 (**USAF Aircraft Mishap Report Worksheet**) (if required) immediately upon landing. Reporting process is implemented immediately starting with the Aircrew, Debriefing and/or Crew Chief, Expediter, Debrief/Dispatch (DDS), Maintenance Control Function (MCF) and LGQ.

2.2.1. It is the responsibility of all to report objects that have fallen from an aircraft. If the item is found missing by maintenance, Flight Safety, OG, OGV and the DOs have to be contacted immediately for debriefing purposes.

2.3. 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. Also, ensure individuals are trained and understand the importance of proper documentation of the Aircraft 781 Forms.

### **3. Prevention Procedures:**

3.1. Ensure the Aircraft 781 Forms are documented accordingly prior to removal and/or installation of aircraft components.

3.2. Individuals must ensure aircraft parts fit properly. Check serviceability of the hardware (i.e., nut plates or attaching devices).

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

### **4. LGQ Reporting Procedures.**

4.1. Report to NAF/LGM by telephone to the Weapon System Manager when it occurs.

4.2. A report must be sent to HQ AFRC/LGMA and NAF/LGM not later than five workdays after the incident.

### **5. Report Format:**

5.1. Dropped Object Report Number - unit, year and month, followed by the sequence number (910AW 981201).

5.2. Mission, design and series (C-130H).

5.3. Aircraft tail number (90-0000).

5.4. Date of loss (03 March 98).

5.5. Owning organization and base (910AW YMA ARS, Ohio).

5.6. Origin of sortie.

5.7. Discovery location, if different from origin of sortie.

5.8. Item, noun (Use information in -4 series Tech Order).

5.9. TO, figure and index.

5.10. NSN and part number.

5.11. WUC.

5.12. Cost of item.

5.13. Man-hours and cost to repair/replace.

5.14. Deficiency Report submitted?

5.15. Cause of loss.

- 5.16. Corrective action.
- 5.17. Recommendations.
- 5.18. POC name and phone number.

**6. Command Post Reporting Procedures:**

6.1. The Command Post will report per AFI 10-207, AFRCI 10-203 and AFMAN 10-206. Command Post Reports will be prepared and a report submitted (when required).

**7. Safety Reporting Procedures:**

7.1. The safety office will submit a report (when required).

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