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Maintenance

**DROPPED OBJECT AND REPORTING
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRPD 21-1, *Managing Aerospace Equipment Maintenance, and Air Force Reserve Command* procedures for preventing, investigating, and reporting in-flight loss of objects from aircraft. It applies to aircraft maintenance personnel and aircrew members of the 920th Rescue Group.

SUMMARY OF REVISIONS

This revision changes the unit designation throughout the document, updates office symbols, position titles, and references. A (I) indicates revisions from the previous edition.

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

2. Responsibilities. The Quality Assurance (LGQ) activity is designated program manager and primary investigating office.

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 Document**, 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, *Aerospace Equipment Maintenance General Policies and Procedures*, and T.O. 00-20-5, *Aerospace Vehicle Inspection and Documentation*, and this instruction.

3.2. Personnel must ensure doors, cowlings and panels fit properly. Place special emphasis on the condition and serviceability of all hinges, fasteners, nutplates, and latching devices as they are prime contributors to dropped objects.

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

4. Investigation . Each dropped object must be thoroughly investigated by the Quality Assurance and Flight Safety (SE) offices as soon as possible after the loss is discovered and reported. Every effort must be taken to determine the precise cause of the loss so permanent corrective action can be taken.

4.1. Where material failure or design deficiency is the cause, ensure deficiency reports (DR) are submitted according to TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*, with information copies sent to HQ AFRC/LGM and 10 AF/LGM.

4.2. Dropped objects resulting from maintenance malpractice are referred to the 920 MXS Commander (CC) for action.

4.3. Dropped objects resulting from aircrew malpractice are referred to flying squadron commanders or directors of operations for action.

4.4. Analyze incidents for unit trends and ensure corrective actions are valid and completed.

5. Reporting . Aircrews and maintenance personnel discovering a dropped object loss make appropriate AFTO Form 781A entries.

5.1. Aircrews debrief the loss to maintenance immediately after landing.

5.2. Quality Assurance investigates all dropped object incidents and the CC reports them to HQ AFRC/LGMA and 10AF/LGM regardless of whether or not the loss is reportable by AFI 91-204, *Safety Investigations and Reports*.

5.3. Dropped object investigations are reported not later than five workdays after the loss, using the format in paragraph 6.

5.4. Report the initial loss by telephone when practical to 10 AF/LGM weapon system manager.

6. Dropped Object Reporting Message Format:

6.1. Dropped object report number: unit, year, and month, followed by sequence number (e.g., 920MXS 990201).

6.2. Mission, design, series (e.g., HC-130N).

6.3. Aircraft tail number (e.g., 69-5824).

6.4. Date of loss (e.g., 28 Jan 99).

6.5. Owning organization and base (e.g., 920 MXS, Patrick AFB, FL).

6.6. Origin of sortie.

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

6.8. Item nomenclature (use information in -4 series technical order).

6.9. TO, figure, and index.

- 6.10. National stock number and part number.
- 6.11. Work unit code.
- 6.12. Cost of item.
- 6.13. Man-hours and cost to repair or replace.
- 6.14. Deficiency report submitted?
- 6.15. Cause of loss.
- 6.16. Corrective actions.
- 6.17. Recommendations.
- 6.18. POC name, phone number (DSN).

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Commander

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

AFPD 21-1, *Managing Aerospace Equipment Maintenance*

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

AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance Document**

TO 00-20-1, *Aerospace Equipment Maintenance General Policies and Procedures*

TO 00-20-5, *Aerospace Vehicle Inspection and Documentation*

TO 0035D-54, *USAF Deficiency Reporting and Investigating System*

AFI 91-204, *Safety Investigations and Reports*

Abbreviations and Acronyms

LGQ—Quality Assurance Activity

DR—Deficiency Reports

CC—Commander