

**Perform Air International Inc.**  
**Administrative System Manual**  
**Procedure III.07: Foreign Object Debris/Damage Prevention Procedure**

Revision	Revision Date	Revision Change
N/I	08/02/10	Initial Release
1	12/31/10	Revision to 3.0 – Clarification of procedure, 5.5- Grammar error and 6.1 and 6.2 – Removal of Location.
2	07/01/13	Pagination of 3.1 thru 3.5 for consistency of format. Revision to procedure for clarification of responsibility and grammar.
3	03/31/14	Revision to 3.1 for change in title. Revision to 4.1 for better wording of definition.
4	03/31/15	Moved previous 5.4 to 5.1 resulting in repagination of 5.1 thru 5.4.
5	07/31/17	Revision to 5.1 for clarification of procedure. Removal of 6.1 resulting in repagination of 6.1.
6	11/30/17	Revision to 3.1 for title

**1.0 Purpose:**

To define the process for identifying, and eliminating potential damage to aircraft/aircraft parts caused by foreign/loose objects debris (FOD).

**2.0 Scope:**

All components received for maintenance will be reviewed for FOD prior to returning units to customer.

**3.0 Responsibility:**

- 3.1** The maintenance of this procedure is the responsibility of the Director of *Operations*.
- 3.2** All Perform Air International Inc. employees are responsible for ensuring every effort is taken to identify, prevent and eliminate FOD. Maintenance personnel shall ensure the finished product is free from foreign debris such as shavings, loose hardware, and any other objects not applicable to the assembly.
- 3.3** Quality Control Inspectors are responsible for visual inspection of parts/assemblies to ensure they are free of foreign debris, loose hardware or tools that constitute FOD.
- 3.4** Shipping/Receiving Personnel are responsible to ensure parts are placed in clear plastic, when applicable, and packaging materials that will not contribute to the generation of FOD.

**4.0 Definitions:**

- 4.1 FOD** (Foreign Object Debris or Damage) - Any damage attributed to a foreign object that may be expressed in physical or economic terms, which may or may not degrade the product's required safety and/or performance characteristic.

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**5.0 Procedure:**

- 5.1** If FOD is found, it will be documented in the Teardown Report (Form PAI2001).
- 5.2** Maintenance Personnel will ensure items being assembled are free from debris or other factors which may cause FOD. This includes verification that no FOD such as tooling, hardware or any other foreign object was present.
- 5.3** Quality Control Inspectors verify the overall condition of the parts ensuring all hardware is securely attached, and that no FOD is present.
- 5.4** Shipping Personnel individually package parts in clear plastic bags, where applicable, before placing them in boxes/containers for shipment. When required, bubble wrap or foam padding will be utilized for additional protection to avoid part damage.

**6.0 Records:**

- 6.1** Teardown Report (Form PAI2001)