



Appendix I

Foreign Object Damage (FOD) Prevention Policy

Revision Record

Revision	Date	Changes
3	15/01/2021	Policy re-written.



Scope

This policy defines the FOD prevention & detection requirements for FSL Aerospace Ltd (FSL) written in line with AS9146.

Policy Direction

Foreign Objects are a major cause of aircraft damage and unscheduled maintenance. Damage can result in anything from minor repairs to catastrophic events. Preventing FOD is everyone's responsibility. FOD includes loose hardware, tools, parts, swarf, broken hardware parts, floor debris, paper clips, rags, rubbish, paperwork and even wildlife. Any foreign object that can find its way into an aircraft or engine can initiate events which can lead to service failure, injury, or catastrophic failure. FOD covers three main areas namely:

FO = Foreign Objects

Fod = Foreign Object debris

FOD Foreign Object Damage

Policy Management

The Foreign Object Damage (FOD) Prevention Policy owner and representative is the Quality Manager, who is responsible for establishing, implementing and periodic maintenance of the policy.

It is the responsibility of all managers to support and ensure the success of the FSL FOD prevention policy, however, everyone is responsible for day-to-day management and execution of FOD prevention in their areas. All employees in the organisation are regulated by the policy.

FOD non-conformances are captured within the PM05 (Non-Conformance) process and retained within our record retention period stipulated in PM05; section 3.

Risk Assessments shall be conducted on all new/amended processes that could lead to the introduction of FOD.

All non-conformances including but not limited to FOD non-conformances are reviewed during the Management Review Board. Notice of escapes are issued where necessary.

Non-conformances and/or policy effectiveness will be communicated to relevant stakeholders.

The Foreign Object Damage (FOD) Prevention Policy is pertinent to the Quality Management system and defined as a Quality controlled document and therefore, reviewed on an annual basis.

The results and effectiveness of this policy will be included in the Monthly Quality report (MQR).

It is emphasised that the requirements specified in this policy are complementary (not alternative) to client's, and applicable statutory and regulatory requirements. Should there be a conflict between the requirements of this policy and applicable statutory or regulatory requirements, the latter shall take precedence.



Operations

FSL shall ensure that the implications of FOD are taken into consideration whenever introducing/amending processes.

Area Designation

FSL has identified and signposted areas of the business, which pose a risk of FOD introduction. Areas which pose a risk to the introduction of FOD will be visually managed with either of the following, based on the severity of the risk imposed in that area.

FOD AWARENESS AREA (YELLOW)



Defined as an area where product is received or transported, during which it could pick up FOD from dropped, discarded, or misplaced items which could potentially result in contaminated product being sent to a client.

FOD CRITICAL AREA (RED)



Defined as an area where product packaging is being opened, for picking, counting, or repackaging and has a greater risk of exposure to foreign objects that could potentially cause the item to be contaminated.

5S audits and best practice images of work areas ensure that FSL are conducting regular housekeeping duties.

All equipment is managed on an equipment register and physically stored against the respective equipment number.

All visitors to FSL will be required to read and sign off, the Site Visitors Foreign Object Control notice which provides explicit instructions as to how to operate around FOD designated areas.



Training and personnel Access

All staff are trained in accordance with this FOD Policy, including operating in both FOD awareness and critical zones. Induction training is given to individuals operating in both zones and additional training (including refreshers sessions) are provided to individuals operating in a FOD critical area.

Visitors shall be given sufficient training to ensure their compliance to this Policy.

Product protection

All Hardware at FSL is packaged in either a bag or box, eliminating the risk of introducing FOD outside of a FOD critical area. Hardware is individually stored in Bin locations to prevent cross contamination.

Hardware is inspected during Goods-In and Inspection to mitigate the risks of FOD.

Housekeeping and Clean-As-You-Go

Housekeeping is an integral part of controlling FOD and as a result, 5S audits are conducted bi-monthly and best practice images of work areas ensure that FSL conducting regular housekeeping duties. Periodic 5S checks will ensure that workstation areas are compared to their respective best practice photographs.

Housekeeping is part of the 5S activity "SHINE" at the end of each job, and staff are required to clean their work area of any items left over from the previous job as this will help reduce the migration of FOD into client deliveries.

No personal items are permitted in the FOD critical zone.

All incidents of FOD need to be reported to the Quality Department. The Quality Team will investigate the incident and implement any corrective and/or preventative actions necessary. This will also build up a history of incidents to identify any trends.

Consumables, Hardware, and personal items accountability and control

Lockers are available to individuals operating and traveling within the critical zone. This prevents personal items from being stored in a FOD critical area. These lockers are located outside of both FOD Awareness and FOD Critical zones.

Consumables are stored centrally in a storage cupboard and issued when required. Due to the nature of the organisation, consumables used are mostly limited to packaging items such as boxes, bags, box cutters and tape which poses little to no risk.

Tools accountability and control

All equipment is managed on an equipment register ensuring all equipment is accountable and controlled. The equipment register allows FSL to track and identify our equipment inventory. This also permits FSL to manage the calibration/maintenance requirements set out on the equipment.



Lost tools are reported to the Quality Department, which is controlled by PM05 as a non-conformance.

Periodic 5S checks will ensure that workstation areas are compared to their respective best practice photographs. This will ensure tools are adequately stored.

Risk Management

Risk Management is the process of identifying risks, evaluating their potential consequences, determining, and implementing the most effective way of controlling and monitoring them to ensure that opportunities are maximised, and threats minimised.

Risk Management is about being risk aware, not risk averse. If risks are identified, evaluated, and managed, better quality decisions will be made to improve delivery of the FSL Aerospace Ltd (FSL) priorities. This strategy provides a structured process for identifying and evaluating risks and implementing measures to manage them.

The Aim of Risk Management is to ensure that decisions made within FSL are based on an appropriate evaluation of risks.

Implementation

Risk Management will promote good practice, provide advice and information, and coordinate relevant training and other support.

Risk Assessment

Risks should be assessed using the Risk Register Template– A spreadsheet version is available on Jostle under Risk Management. Additional material can be found in the Corporate Risk Register.

Incidence reporting

FOD incidents (operational/component failures directly related to FOD) shall be reported to the Quality Department to be documented and investigated. An Incident report is controlled by PM05 as a non-conformance.