Acceptable Means of Compliance

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Management

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5. Scope & Applicability

5.1 This document provides information on the prevention of Foreign Object Damage (FOD).

5.2 The scope of this document is all products, assemblies, sub-assemblies and parts on site at LMUK Ampthill, or under the control of LMUK Ampthill staff at customer or supplier premises.

5.3 This document is a detailed breakout o640(d)8( )-11(p)8(a)8(r)10(t)20(s)-15( )-11(o)8(n)40( )-11(s)16(i

Test

Inspection

Clean as you go

Consumable Control

Tool Control

Housekeeping

Material Handling

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5.4 This document is applicable but not limited to the following functions:

- Quality;
- Production Operations
- Engineering;
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Documentation - raising a QN Item with Foreign Objects Item

When FOs are found in the product, a non-conformance must be raised to record the event. Non-conformances are managed using the 1QA099-D01 process.

When FOs are found in the product, a QN is to be raised in SAP of type Q3 (shop floor defect). See ECC6-044 for how to raise a QN.

Within the QN an Item shall be recorded per incident of FO as below: (see Table 2 on page 7 for examples of each type of item)

The Item shall record the location of the Item and as much detail as possible to aid with root cause analysis and corrective action.

6.7 FOD Prevention training

FOD Prevention Training is provided during initial job orientation and recurring as appropriate.

Table 3

FOD Prevention Training Matrix			
Course	**Attended by**	**Frequency**	**Instruction method**
MFC Foreign Object Damage Course # 101927WPL00	All staff regularly entering or working in a FOD controlled area	Annual Compliance	Atlas Training
FOD overview discussion	All new starters	On starting	As part of new starter induction process
Project specific FOD overview	All staff (including contractors and unescorted visitors) regularly entf315.91 22		

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6.8 Foreign Object Prevention Awareness and Communications

There are four main communications objectives for the LMUK Ampthill FO Prevention Programme:

1. Develop the awareness of how important FOs prevention is to the site;

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Development of the whole site responsibility for Foreign Objects

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FPA Designations		
FPA Designation	**Work Performed in/or Supported by Area**	**Work Area Requirements**

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6.16 FO Migration

Prevention

The emphasis shall be on prevention over all other elements in order to provide the highest degree of risk mitigation. A fully capable FO Prevention system would leave no foreign object debris at retrieval or detection steps. If full prevention is not possible or practical, additional steps must be included in the process to adequately mitigate risk. Prevention measures commensurate with the defined area risk mitigation level include:

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- Maintain organisation and cleanliness for storage within the production areas using the housekeeping processes.
- Take only the minimum amount of items required to complete the individual task into the immediate work area.
- Keep consumables, expendables, and hardware contained to prevent spillage.
- Do not place items directly on the outer skin of the product. Use protective mats/covers/devices as required.
- Items will be removed from the product at breaks, lunch/dinner, reassignment of task, or end of shift.
- Items in use may remain within the shadow of the product until work is completed or end of shift.
- Properly segregate container contents to prevent co-mingling.
- Properly identify and use appropriants tn4tted le ra-3(e)40(s)-15(,)20(8(t)-11(eo[m)-5)-11(p)8(r)10(e

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- Open Consumable bins / Point of Use shall not be stored or pre-positioned in the FOD Critical area.
- Immediate processing of used items to include packaging or protective coverings (e.g. disposal, return to source, storage).
- Give special consideration to containment methods for capturing and disposing of

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Intermediate Tool Control - FOD Control Area

In addition to Basic, Intermediate Tool Control includes the following techniques:

- Tools shall be transported to and from the product in an appropriate container determined by the environment and type of tools to be transported.
- Tools shall remain contained when placed on the product and not in use to prevent damage.

Advanced Tool Control - FOD Critical Area

In addition to Basic and Intermediate, Advanced Tool Control includes the following techniques:

- Tool design considerations. Use tools designed to mitigate FO; tools made of materials that bend rather than fracture when placed under stress; design tools with minimal parts and/or parts that are not easily removed; tools with details (parts) that are loose or designed to be removed shall be encapsulated or tethered to the tool.
- Tool logging using Sponge Count - Control Entry Log MFC-0403:
    - Supervisors or designees are responsible to ensure all personnel comply with procedures for logging.
    - All Personnel entering information on any logs are responsible for following the form instructions.
    - Areas, positions, departments will have a designated centralised location for completing logs.
    - All Tools/Items logged on forms into the FOD Critical Areas remain in the area until accounted for and logged out as removed or used in process.

6.21 Lost Tools/Items (LTI) Process

When a tool/ item is reported lost by the employee, immediate notification to supervision ioinon..0.000000.02

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- If performing operations on product, the LM Ampthill representative overseeing contractors is responsible to ensure compliance with the terms of the contract, purchase order or other authorizing documents relevant to FOD Prevention procedures and will coordinate with the FOD Prevention Program Site Lead to ensure all elements of the FOD Prevention and Tool Control Plan are approved prior to commencing work. A FOD Prevention and Tool Control Plan must include the following elements:
    - Identify a contractor POC for all FOD Prevention control issues.
    -

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cans, cups are not allowed on the product). Food consumption shall be restricted to designated areas.

6.27 Material Handling Control

Basic Control - FOD Awareness

Control measures shall be applied where products are fabricated, machined, inspected, assembled, or tested, and debris-producing processes are still in use such as machining, coating, shot-

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