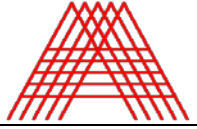


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1. Purpose

The purpose is to establish a program to effectively prevent the introduction of foreign object debris (FOD) into Advanced Composites, Inc. products and shipments.

2. Scope

This procedure applies to product manufactured by ACI.

3. Responsibilities and Authorities

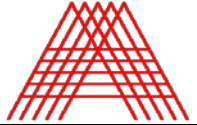
Every employee is responsible for FOD prevention at every stage of Product Realization, including design, production and inspection. ACI Quality Manager is responsible for administering the FOD program.

Changes may take place by following the ACI Engineering Change Management procedure and only the VP of Engineering or Company President are authorized to approve or reject Engineering Change Requests or to issue Engineering Orders.

4. Procedure

4.1. FOD Prevention

- 4.1.1. **Design and Manufacturing Processes** - As part of the design review, all designs shall be reviewed to identify and eliminate any potential FOD entrapment areas. The manufacturing process shall be reviewed to ensure that any potential FOD will be not become entrapped and will be removed by subsequent processes.
- 4.1.2. **Tooling and Supplies Accountability** - It is the responsibility of the manufacturing operator to ensure that broken, dropped or misplaced tools, supplies and other items are accounted for so that they do not become mixed with saleable product.
- 4.1.3. **Hardware Accountability** - It is the responsibility of the manufacturing operator and material handlers to account for all hardware and components for assemblies to ensure that they do not become FOD. This includes review for entrapped components, or components inadvertently packaged with the assemblies.
- 4.1.4. **Housekeeping** - All work areas, parts holding areas, inspection areas, and inventory areas must be kept in orderly condition and free from potential sources of FOD contamination. No food or drink is allowed in the production area.
 - 4.1.4.1. **Examples of potential FOD might include:**
 - 4.1.4.1.1. Tools, hardware, or debris left in the vicinity, or in a path in the product assembly and manufacturing areas
 - 4.1.4.1.2. Debris from packaging materials not properly contained and disposed of
 - 4.1.4.1.3. Construction debris
 - 4.1.4.1.4. Contaminated or dirty service assembly equipment
 - 4.1.4.1.5. Contaminated or dirty work surfaces where items are assembled and/or held for storage
 - 4.1.4.1.6. Improperly installed or secured operational or test equipment

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4.1.4.1.7. Fluid leaks

4.1.4.1.8. Personal items such as badges, hats, pins, pens, pencils, cell phones, keys, etc. that may be carried loose on a person or in their pockets

4.1.5. **Material Handling and Parts Protection** - All parts shall be appropriately protected during material movement and handling to prevent the introduction of FOD. Parts and components in inventory shall be suitably packaged to prevent FOD contamination. If, for any reason, an employee suspects that parts have been subjected to potential FOD contamination they shall report this to the manufacturing manager or quality manager for review and disposition.

4.1.6. **FOD Sensitive Area** - If for certain projects it is deemed necessary by management, the company may decide to setup a 'FOD Sensitive Area'. These areas will have access restricted to specific employees and to specific articles that are allowed in the area. This may be deemed necessary for certain projects that are considered highly sensitive or susceptible to FOD.

4.1.7. **Supplier FOD Prevention** - The applicable requirements of this procedure shall be flowed down to all suppliers engaged in any work where the potential exists for FOD contamination of saleable product. FOD contamination identified during receiving inspection shall be handled in accordance with *870000 ACI Control of Nonconforming Product Procedure*.

5. FOD Program Management

5.1. **Training** - Training on FOD prevention shall be conducted annually for all affected employees. Training records shall be maintained.

5.2. **Performance Measurement** - ACI shall review the effectiveness of this program on a periodic basis. The review shall include data on FOD incidents, any corrective or preventive measures that have been implemented or are required to be implemented, and the effectiveness of FOD prevention training.

5.3. **Corrective Action**- Any FOD identified will be controlled per *870000 ACI Control of Nonconforming Product Procedure*. The root cause must be determined and corrective action implemented and documented as appropriate.

6. Records

6.1. Records will be maintained per document *753002 ACI Records Control Procedure*.

7. Definitions

7.1. FOD – Foreign Object Debris

8. Related Documents


8.1. *870000 ACI Control of Nonconforming Product (current revision)*

8.2. *753002 ACI Records Control Procedure (current revision)*

8.3. *102000 ACI Corrective Action Procedure (current revision)*

9. Safety Requirements

9.1. NA

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10. Housekeeping Requirements

10.1. See 4.1.4

End of Document.