

CAPPS MANUFACTURING

F.O.D. & AWARENESS
TRAINING



F.O.D.

FOREIGN OBJECT DEBRIS (F.O.D.) IS ANY OBJECT, MATERIAL, OR SUBSTANCE THAT COULD DAMAGE EQUIPMENT, PRODUCTS, OR HARM PERSONNEL.

What is F.O.D.?

F.O.D. includes items like tools, hardware, personal belongings, or debris (e.g., screws, pens, paper, dust) that does not belong in work areas.

F.O.D. can cause equipment failure, production delays, or safety hazards.

Preventing F.O.D. is critical to ensuring safety, quality, and operational efficiency at our facility.

F.O.D. Prevention Rules : *Personal Items* – Leave loose items (phones, jewelry, badges) outside of manufacturing areas.

SUPPLIERS – SPECIFIC:

① Tool and Material Control

- Log all tools and materials you bring onsite. Use tethered tools (as required) to prevent drops.
- Verify items before and after service.

② House Keeping

- Keep work areas clean. Remove debris immediately.
- Participate in F.O.D. sweeps before and after your visit.

③ Restricted Areas

- Only enter F.O.D.-Free zones with an escort.
- Follow all signage and barriers.

④ Reporting

- If you see or lose something that could be F.O.D., report it immediately to the F.O.D. coordinator.
- Do not attempt to retrieve it from hazardous areas.

⑤ Why It Matters

- F.O.D. can lead to costly damage, delays, or injuries.
- Your vigilance protects our products, our team, and your safety.

⑥ Expectations & Consequences

- Compliance is mandatory. Non-compliance may result in restricted access or removal from the site.
- Work with us to maintain a F.O.D.-free environment.



GUIDELINES & EXPECTATIONS

WHAT IS F.O.D?

Foreign Object: A substance or article (e.g., tools, consumables, hardware, product protective devices, personal items, product process debris, operations debris, environmental debris) that could potentially enter and/or migrate into/on the product or system if not removed and controlled.



CHECKING IN & OUT

Please check in / out of Capps by utilizing the Sign In sheet at the front desk.

ENTRY ON CAMPUS

Capps security is tight; Always inform Capps employee upon entry with reason of current visit.

DO'S

- EXECUTE JOB DUTIES WHEN ON CAPPS CAMPUS AS INTENDED.
- ACCOMPANIED BY CAPPS PERSONNEL AT ALL TIMES.
- ASK FOR MANAGEMENT WHEN NEEDED.
- MANOUVER RESPECTFULLY UPON ENTRY AND AROUND MANUFACTURING PARTS AND MACHINERY.

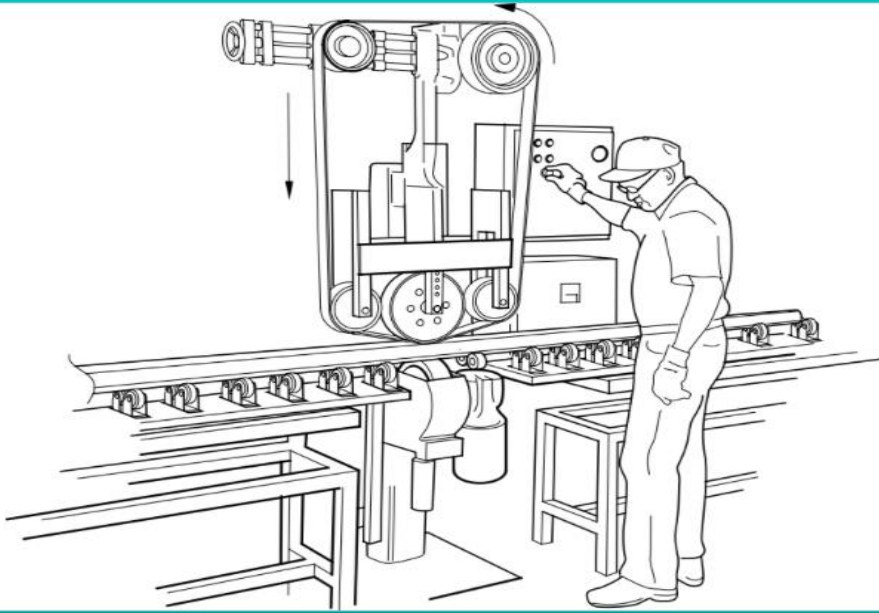
DON'TS

- WONDER AROUND THE FACILITY ALONE.
- BRING ANYTHING INTO CAPPS THAT WILL CONTRIBUTE F.O.D.
- TAKE PHOTOS OF ANYTHING. CAPPS CONTRIBUTES TO AMERICA'S DEFENSE - DON'T RISK IMPORTANT INFORMATION GETTING INTO WRONG HANDS.

CAMPUS DOORS & ENTRY WAYS

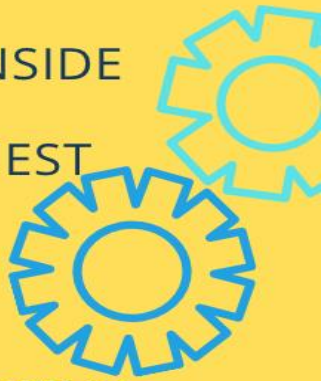
Capps utilizes garage and main doorways at all times. Most are open during business hours for Capps employee's convenience and use only, **UNLESS** outside sources are authorized and supervised by Capps employee for:

Visit, Delivery, and Shipment.



SAFETY CHECK

- EYE PROTECTION IS REQUIRED WHEN INSIDE ALL BUILDINGS OF CAPPS MFG.
- GLOVES CAN BE PROVIDED UPON REQUEST IF NEEDED.
- BE AWARE OF SURROUNDINGS:
EX.)
 - MACHINERY IN PROCESS
 - MANUFACTURED PARTS DISPLAYED AND BEING MOVED
 - FORKLIFTS BEING DRIVEN
 - SHARP EDGES OF PARTS



**Do you have any questions
about F.O.D. prevention?**

Thank you for helping us
keep Capps Manufacturing
F.O.D. free

Contact Andre Anderson at
andre.anderson@cappsmfg.com
with any concerns.

