

FOD Collection and Findings Log

Record every finding during the walk. Complete one row per item.

Walk Date		Walk Leader	
Area / Zone			

Findings

#	Time	Location	Item Found	Qty	Category	Probable Source	Action Taken	Owner

#	Time	Location	Item Found	Qty	Category	Probable Source	Action Taken	Owner

Classification and Disposition Rules

Category codes: HARD, TOOL, CONS, PACK, PERS, NAT, FAC, HAZ, PART, UNKN, UNASSESSED/UNKNOWN. Use UNKN only when a qualified person has assessed the item as non-hazardous but its identity or origin remains unclear. Use UNASSESSED/UNKNOWN for an item awaiting assessment. Do not handle an unassessed item; isolate it and escalate it as suspected HAZ.

Disposition codes: D1-Disposed, D2-Returned to tool control, D3-Held for investigation, D4-Work order, D5-Safety/quality escalation, D6-Customer/authority notification