

2 MAY 2003



Safety

HANGAR DOOR OPERATION

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Pages: 4

Distribution: F

This wing instruction establishes procedures for the safe and proper operation of the large hangar, protective aircraft shelters (PAS) and hush house doors on Kadena Air Base, Japan as prescribed by AFOSH-STD 91-100, *Aircraft Flight Line-Ground Operations and Activities*. It implements AFDPO 91-3, *Occupational Safety and Health*. This instruction is applicable to all 18 Wing and U.S. Navy/Marine tenant personnel .

1. Responsibilities. Personnel assigned to the 18th Wing and all U.S. Navy/Marine tenant personnel should become familiar with this wing instruction, *Hangar Door Operations*, CAMS course codes for the appropriate facilities where available, ensure strict compliance and provide maximum safety to personnel, prevent damage to equipment and promote conservation of energy .

1.1. Each individual is responsible for notifying the facility manager of any maintenance problems in each building.

1.2. Squadron Commander.

1.2.1. Authorizes individuals in writing to operate Hangar, PAS, and Hush House doors.

1.2.1.1. May delegate authorization to AMU OIC/Flight Commanders designated in writing.

1.2.2. Authorizes individuals in writing to operate as trainers for the operation of Hangar/PAS doors.

1.3. Facility Managers.

1.3.1. Ensures facilities are in compliance with AFOSHSTD 91-100.

1.3.2. Notifies the base civil engineering (CE) trouble desk when discrepancies exist.

1.3.3. Maintains a log of required maintenance and follow-up actions until repair is completed.

1.3.4. Maintains appropriate operational checkout checklist and a record of accomplished operational checkout of doors and safety features.

1.3.4.1. Users or facility managers will check as a minimum, doors and safety features every 30 days. Accomplishment of checks should be documented on AFTO Form 244, block III, Scheduled inspections.

1.3.4.1.1. Facility managers will ensure forms are available to users, are current and are being documented every 30 days .

1.3.5. Determines if hangar doors are safe to operate; if not, the power is turned off and lockout and tag-out procedures apply. If power is turned off the fire department is immediately notified.

1.3.6. Creates and maintains list of qualified trainers.

1.3.7. Maintains a copy of CE documentation for normal and emergency operation of Hangar doors.

1.3.7.1. Documentation will be posted near hangar door controls.

1.3.8. Authorizes users to initiate emergency operation procedures.

1.3.8.1. Blanket authorization may be granted during emergency situations only, and will not cover more than 24 hours.

1.4. Trainers:

1.4.1. Perform on the spot training and demonstrates all safety related items including:

1.4.1.1. Warning signs and their meanings.

1.4.1.2. Door Switches.

1.4.1.3. Declutching and manual movement of the hangar doors where applicable in the event of no power, an inoperative door or an emergency situation.

1.4.1.4. Lockout tag-out procedures IAW AFOSHSTD 91-45.

1.4.2. Shows where minimum open door floor markings are painted (where utilized) and explains their purpose.

1.4.3. When training is completed submit CAMS Course Code for the appropriate facility and selected maintenance personnel on an AF Form 2426, **Training Request and Completion Notification**. Where CAMS is unavailable, utilize appropriate agency training forms.

1.5. Base Civil Engineering Squadron:

1.5.1. Coordinate and perform annual preventive maintenance for all 18 WG Hangar/PAS doors, to include those facilities utilized by 18 WG tenant units.

1.5.2. Annual inspections will include safety and operability checks as a minimum.

2. Procedures for Operating Hangar Doors.

2.1. Normal Conditions.

2.1.1. Only qualified personnel authorized in writing by their Squadron Commander or his/her designated representative can operate hangar doors.

2.1.2. Door warning bells for all facilities must be in operation for approximately five seconds prior to door motion. If the warning bell malfunctions during any phase of the operation, the operator will notify the facility manager concerning the malfunction.

2.1.2.1. Door use may continue, but a spotter will be posted outside the facility to ensure personnel do not enter the door travel area.

2.1.3. Hangar doors are required by AFOSHSTD 91-100 to be opened to a minimum of 10 feet while opened.

2.1.3.1. Doors required to be opened less than the required 10 feet will be electrically locked and tagged out in accordance with AFOSHSTD 91-45.

2.1.3.2. Facility managers may implement painted floor markings showing 10 foot minimum opening.

2.2. Adverse Weather Conditions:

2.2.1. When Kadena Air Base is under TCCOR 1E, operation of Hangar, PAS, and Hush House doors are prohibited except by emergency response personnel while responding to an emergency.

2.3. Operation Under Other Than Normal Conditions:

2.3.1. Authorization for use of alternate operating procedures for facilities that have specific procedures outlined by 18 CEG must be obtained from the Facility manager prior to execution.

Warning: Hangar doors will not be operated in any way that is not a specific function of their design.

3. Training.

3.1. Door Operator Training: Only personnel selected by their squadron commanders, or their flight commanders as delegated in writing, are authorized to operate the hangar/PAS doors. Those selected as trainers give individuals hands on safety briefings on operational procedures from a lesson plan and annotate training on AF Form 2426 for training management to enter into Core Automated Maintenance System (CAMS).

3.2. Door Operator Training Plan Will Consist of:

3.2.1. Each selected person must read this instruction Hangar Door Operations, and become familiar with its contents.

3.2.2. Reading AFOSHSTD 91-100, Chapter 7 for standard requirements

3.2.3. A hands on training program developed by facility manager and approved by 18th Maintenance Group Quality Assurance.

3.3. Door Operator Certification:

3.3.1. Course codes are maintained in CAMS and training accomplished annually by trainers.

3.3.1.1. Individuals showing overdue status will not operate hangar doors until recertified by a trainer.

3.4. Other Agencies:

3.4.1. Non Air Force personnel required to utilize Air Force facilities will document training in appropriate agency database or individual training documents .

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