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**Safety**

**CONFINED SPACE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This is an initial instruction. This instruction implements AFD 91-2, *Safety Programs*, and is used in conjunction with 29 CFR 1910.146, *Permit-Required Confined Spaces*, and AFOSH Standard 91-25, *Confined Spaces*, and Occupational Safety and Health Administration (OSHA) and Air Force Occupational Safety and Health (AFOSH) requirements for confined space entry. This instruction is applicable to all personnel assigned to the 341st Space Wing, and all collocated active duty units. It establishes procedures for the identification and entry into all confined spaces located on Malmstrom AFB. Air Force operations or tasks that require entry into confined spaces, will comply with requirements in AFOSH Standard 91-25, 29 CFR 1910.146 and this instruction. You may use explicit procedures or technical orders (TO) incorporating the requirements of AFOSH Standard 91-25 for permit-required confined spaces entry in lieu of this instruction.

**1. Description.** Standard terminology for the Confined Spaces Program is contained in AFOSH Standard 91-25, Attachment 1.

1.1. The 341 SW Confined Spaces Program Team (CSPT) will consist of:

1.1.1. The 341 SW/SEG, Ground Safety.

1.1.2. The 341 MDOS/SGOAB, Bioenvironmental Engineering.

1.1.3. The 341 CES/CEF, Fire Department.

1.1.4. Functional managers of areas with confined spaces. The unit commander will appoint the functional managers of confined spaces in writing.

**2. Responsibilities:** (additional responsibilities to those listed in AFOSH Std 91-25)

2.1. CSPT: Review program at least annually with each supervisor. Include review of all MEPs, training, rescue procedures, and qualifications of personnel in program. Must include review of both permit and non-permit required confined spaces. Report program findings to Quarterly Combined Safety Council at least annually.

2.2. 341 CES/CEF: Approve AF Form 592, **USAF Welding, Cutting, and Brazing Permit**, prior to accomplishing hot work in confined spaces. Coordinate with 341 MDOS/SGOAB to avoid the introduction of health hazards into the confined space.

2.3. 341 MDOS/SGOAB: Coordinate on AF Form 592, **USAF Welding, Cutting, and Brazing Permit**. Make recommendations to reduce exposures as required.

### 3. Identification and Classification:

3.1. Identification of Confined Spaces. Supervisors will, in coordination with the CSPT, identify all confined spaces within their area of responsibility. Evaluate existing locations as well as new construction, remodeling, or changes in use for the possibility of confined spaces. Trenching operations may result in a confined space depending on the depth of the trench and type of soil.

3.1.1. Use a Confined Space Assessment worksheet (see **Attachment 1**) to document each confined space. The supervisor will complete the evaluation, attach additional documents as required by the evaluation worksheet, and submit the package to 341 SW/SEG. The 341 SW/SEG, 341 MDOS/SGOAB, and 341 CES/CEF will review the assessment and complete the confined space assessment certification (see **Attachment 2**).

3.1.2. Submit one evaluation package for numerous confined spaces as long as the spaces are similar in type and hazards (i.e. fuel pits, sewer manholes), provided you describe the specific location of each space. Accomplish a separate evaluation on each activity in the confined space if the activities are significantly different.

3.2. Review of Confined Space Assessment Worksheet. The CSPT will review the evaluation package and if any of the following conditions are present, classify the space as PERMIT-REQUIRED.

3.2.1. Any actual or potential atmospheric hazards.

3.2.2. Materials present which could cause engulfment.

3.2.3. Any actual or potential entrapment or asphyxiation hazard.

3.2.4. Any other condition that renders the space immediately dangerous to life or health (IDLH).

3.2.5. Other serious physical hazards.

3.3. Securing Permit Areas. Confined spaces meeting the definition of PERMIT-REQUIRED will be secured to prevent inadvertent entry. If this is not possible, post signs in accordance with AFOSH Standard 91-25, paragraph 3.5.

3.4. Contractor Work. The responsible organization in accordance with the requirements in AFOSH Standard 91-25, Chapter 7, will brief contractors who are required to perform work in confined spaces controlled by the 341 SW. Maintain a written record of the briefing signed by both the supervisor and the contractor or designated representative for one year after entry and work is complete (see paragraph 4.4., this instruction).

### 4. Documentation:

4.1. Permit-Required Confined Spaces - Occasional Entry:

4.1.1. Permit-required confined spaces which are entered occasionally (three or fewer times per year) will require an individual AF Form 1024, **Confined Spaces Entry Permit**, for each entry.

The supervisor should use the completed Confined Spaces Assessment as guidance for the AF Form 1024.

4.1.2. The AF Form 1024 must be completed by the entry supervisor and coordinated by 341 SW/SEG, 341 MDOS/SGOAB, and 341 CES/CEF on-site prior to entry. Contact 341 SW/SEG, 341 MDOS/SGOAB, and 341 CES/CEF at least 24 hours in advance (if possible) to ensure availability. DO NOT ENTER into permit-required confined spaces until the CSPT approves the permit.

4.1.3. If any conditions have changed since the space was evaluated and certified by the CSPT, a new evaluation worksheet must be submitted along with the AF Form 1024.

4.1.4. After review and approval by the CSPT, the authorized entry may proceed. The supervisor will maintain completed AF Form 1024s on file for one year after the date of entry (see paragraph 4.4., this instruction). Send a copy of the completed AF Form 1024 to 341 SW/SEG for review, within 7 calendar days of the date of entry.

#### 4.2. Permit-Required Confined Spaces - Frequent Entry:

4.2.1. Consider a *Master Entry Plan* (MEP) (see [Attachment 3](#)) for routinely recurring work in permit-required confined spaces (four or more entries per year).

4.2.2. The Master Entry Plan will be developed using information from the Master Entry Plan Assessment, (see [Attachment 4](#)), personnel tasked to enter the confined space, sampling conducted and corporate knowledge of the CSPT members. Issuance of a Master Entry Plan authorizes the entry supervisor to issue individual entry permits into the confined space as required, provided all conditions set in the Master Entry Plan are met. 341 SW/SEG, 341 MDOS/SGOAB, 341 CES/CEF will certify each MEP. The Ground Safety Manager issues the MEP.

4.2.3. Using the Master Entry Plan, the supervisor prepares a **Confined Space Entry Permit**, AF Form 1024 for each entry. Entries under a MEP relieve the requirement for 341 SW/SEG, 341 MDOS/SGOAB, and 341 CES/CEF to sign the AF Form 1024 (as long as there no deviations from the MEP). *You must still use the AF Form 1024 to track and document the entry.*

4.2.4. Supervisors will maintain copies of the Master Entry Plan (including all AF Form 1024s issued by the supervisor during the effective period) on file for one year after expiration of the permit. Send a copy of completed AF Form 1024s to 341 SW/SEG for review, within 7 calendar days of the date of entry.

4.2.5. Supervisors will complete a new Confined Space Assessment Worksheet annually and submit their Master Entry Plan annually for re-certification by the CSPT. December is the review month for all MEPs. MEPs are then re-issued 1 January and are effective for one year.

#### 4.3. Non-Permit-Required Confined Spaces:

4.3.1. The supervisor will submit the *Confined Spaces Assessment* (see [Attachment 1](#)) to 341 SW/SEG annually for review by the CSPT. If any circumstances change which affect the utilization, condition, or environment of the space, the supervisor will submit a new evaluation package to 341 SW/SEG.

4.3.2. Supervisors will maintain a copy of the *Confined Spaces Assessment* package on file for one year after CSPT certification (see paragraph 3.4., this instruction).

4.4. Confined Spaces Program File. Supervisors will maintain a Confined Space Program file or binder containing the following items:

4.4.1. A current copy of AFOSH Standard 91-25, *Confined Spaces*.

4.4.2. A current copy of 29 CFR 1910.146, *Permit Required Confined Spaces*. (available from 341 SW/SEG, also available on the World Wide Web at [www.osha.gov](http://www.osha.gov))

4.4.3. A copy of this instruction.

4.4.4. A copy of the organization's MEP(s).

4.4.5. Confined Space Assessments (as required, see paragraph 4.3.2., this instruction)

4.4.6. Written briefing between contractors and owning organization on the contents of the space and the known hazards that make the space permit-required (see paragraph 3.4., this instruction).

4.4.7. A copy of all confined spaces entry permits (AF Form 1024) will be maintained in this file for one year after the date of entry.

4.4.8. Copies of CSPT meeting minutes (last 2 years)

4.5. Organization Training Program. This structured and effective training program is to establish safe work practices and techniques. Base this program on organizational specific hazards encountered. Coordinate the Organizational Training Program through 341 SW/SEG, 341 MDOS/SGOAB, and 341 CES/CEF prior to implementation, for changes, and for MEP renewal.

4.5.1. Approved Confined Spaces Entry Permits for all permit-required confined spaces. This will include Master Entry Permits along with associated individual entry permits (AF Form 1024) issued by the supervisor.

4.5.2. Completed Confined Space Assessment package for all identified non-permit-required confined spaces.

4.5.3. Training outline or lesson plan (see paragraph 4.2., this instruction).

4.5.4. Maintain these documents on file for one year.

## 5. Training and Emergency Procedures:

5.1. The 341 SW/SEG Responsibilities. The 341 SW/SEG will provide Confined Spaces training to entry supervisors. Document training on the AF Form 55, **Employee Safety and Health Record**.

5.2. Supervisors Responsibilities. Supervisors will prepare, for each permit-required confined space, a written training outline or lesson plan for entrants and attendants, which complies with the requirements of AFOSH Standard 91-25, Chapter 5.

5.2.1. Document all confined space entry training on the AF Form 55, **Employee Record of Safety and Health Training**. Provide a list of trained individuals to 341 SW/SEG.

5.3. The 341 CES/CEF Responsibilities. The Malmstrom AFB Fire Department will serve as the centrally located rescue team. Contact the Dispatch Center (3895) prior to entry and upon exiting a confined space.

5.4. The 341 MDOS/SGOAB Responsibilities. Bioenvironmental Engineering will provide local training on the use, calibration (user), and care of atmosphere testing and monitoring equipment, if it

is the same as that used by SGOAB. Certify organizational personnel, as required, to test confined spaces. Document on-site training on the member's AF Form 55 and the AF Form 1024 (block 4—include name of trainer/certifier) if warranted.

## 6. Atmospheric Testing/Monitoring:

6.1. Atmosphere Testing and Monitoring Equipment. Units will purchase, maintain and calibrate equipment. Consult Wing Safety and Bioenvironmental Engineering before purchasing new equipment.

6.1.1. Supervisors will ensure verification testing is accomplished prior to entry into permit-required confined spaces. A qualified and certified worker will accomplish classification testing in accordance with AFOSH Standard 91-25, paragraph 5.6. A bioenvironmental engineering technician will normally test permit-require areas not included in an MEP.

6.1.2. Supervisor will ensure confined spaces are tested for oxygen, flammability, and toxicity, in accordance with Table 3.1, *Confined Spaces Classification--Atmospheric Conditions in AFOSH Standard 91-25*.

## 6.2. Atmospheric Monitoring of Confined Spaces:

6.2.1. Supervisors will conduct atmospheric monitoring to maintain safe conditions. See AFOSH Standard 91-25, paragraph 3.9.

6.2.2. List atmospheric monitoring requirements on the MEP and include on the permit (AF Form 1024).

## 7. Confined Space Assessment, MEP, and AF Form 1024 Coordination:

### 7.1. Confined Spaces Assessment:

7.1.1. Functional Managers, or commanders, will ensure all confined spaces under their control are evaluated annually using a Confined Space Assessment package ([Attachment 2](#)).

7.1.2. Supervisors will ensure the completed confined space assessment package is coordinated through 341 CES/CEF and 341 MDOS/SGOAB, and then sent to 341 SW/SEG.

### 7.2. MEPs:

7.2.1. Functional Managers, or commanders, requesting MEPs, will designate an entry supervisor and point of contact to assist Fire Department, Bioenvironmental Engineering, and Ground Safety in creating the MEP. 341 SW/SEG will provide a template MEP to the unit for use in developing an organizational specific MEP.

### 7.3. Confined Space Entry Permit, AF Form 1024:

7.3.1. Coordination of AF Form 1024 is required for occasional entry into a Permit-Required Confined Space (see paragraph [3.1.2.](#), this instruction).

7.3.2. The AF Form 1024 must be completed by the supervisor and reviewed by 341 SW/SEG, 341 MDOS/SGOAB, and 341 CES/CEF 24 hours in advance of the required entry (if possible).

THOMAS F. DEPPE, Colonel, USAF  
Commander

**Attachment 1**

**CONFINED SPACES ASSESSMENT WORKSHEET**

**A1.1.** Does the size and shape of this space allow a person to enter and perform work?

YES/NO If yes, describe or explain:

**A1.2.** Are there limited or restricted openings making entry and egress difficult?

YES/NO If yes, describe or explain:

**A1.3.** Is the space designed for continuous human occupancy?

YES/NO If no, describe or explain:

If you answered yes to questions 1 and 2, and no to question 3 above, the space is classified as a Confined Space. Go on to question 4.

If you answered NO to questions 1 or 2, or yes to question 3, do not classify the space as a Confined Space. STOP HERE.

**A1.4.** Does the space contain or have the potential to contain a hazardous atmosphere?

**NOTE:** See AFOSH Standard 91-25, Attachment 1, for the definition of a hazardous atmosphere.

YES/NO If yes, describe the type of hazardous atmosphere.

**A1.5.** Does the space contain or have the potential to contain a liquid or finely divided solid material such as sand or sawdust that could surround or engulf an entrant?

**NOTE:** Trenching operations may result in confined spaces.

YES/NO If yes, describe the type of material.

**A1.6.** Does the space have an internal shape (such as inwardly converging walls or a floor that slopes downward and tapers to a smaller cross section) that could trap or asphyxiate an entrant, or does the space contain a threat that would interfere with an entrant's ability to escape unaided from it?

YES/NO If yes, describe the configuration or threat.

**A1.7.** Does the space contain any other characteristic recognized as serious safety or health hazards?

YES/NO If yes, describe or explain the characteristic.

If you answered YES to any one of questions 4, 5, 6, and 7 above, the space is a PERMIT-REQUIRED CONFINED SPACE. Go to question 8.

If you answered NO to all of questions 4, 5, 6, and 7 above, the space is a non-permit-required confined space. Submit this evaluation worksheet to 341 SW/SEG for certification.

**A1.8.** Can you lock or seal the space to prevent entry?

YES/NO If yes, what method will you use?

LOCK COVER      FENCE      GUARDRAIL      OTHER

If no, post signs. See AFOSH Standard 91-25, paragraph 3.5. Go to question 9.

**A1.9.** Is it possible to eliminate all the hazards without anyone entering the space?

YES/NO If yes, how?

It is possible to reclassify the space as a non-permit-required confined space. Submit this evaluation package to 341 SW/SEG for certification.

If no, go to question 10.

**A1.10.** Is the space entered three or fewer times per year?

YES/NO

If yes, complete AF Form 1024 (see AFOSH Standard 91-25, Attachment 2,) and attach it to this evaluation.

If no, complete a Master Entry Plan (see [Attachment 2](#)) and attach it to this evaluation.

**SUBMIT THIS ASSESSMENT PACKAGE TO 341 SW/SEG WITH APPLICABLE ATTACHMENTS**

**Attachment 2**

**341 SPACE WING CONFINED SPACES ASSESSMENT CERTIFICATION**

CONTROL NUMBER: CERTIFICATION DATE:  
(Assigned by 341 SW/SEG) (Assigned by 341 SW/SEG)

SQUADRON: OFFICE SYMBOL:

ADDRESS:

SUPERVISOR'S NAME AND GRADE: TELEPHONE:

LOCATION AND DESCRIPTION OF SPACE:  
(Attach separate list with specific locations and descriptions if more than one space of this type)

PURPOSE OF ENTRY:

TASKS OR OPERATIONS INVOLVED:

\_\_\_\_\_  
DATE OF ASSESSMENT

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR

**CONFINED SPACES ASSESSMENT CERTIFICATION**

The space described above has been determined to meet the criteria in 29 CFR 1910.146 and AFOSH Standard 91-25 for classification as shown below.

PERMIT-REQUIRED (Occasional Entry - Submit AF Form 1024 to 341 SW/SEG for each required entry). Concur/Non-concur

PERMIT-REQUIRED (Frequent Entry - AF Form 1024 issued by supervisor in accordance with Master Entry Plan). Concur/Non-concur

NON-PERMIT-REQUIRED (See AFOSH Standard 91-25, paragraph 6.5 for entry considerations). Concur/Non-concur

Concur/Non-concur  
341 MDOS/SGOAB (Bioenvironmental Engineering)

Concur/Non-concur  
341 CES/CEF (Fire Department)

Concur/Non-concur  
341 SW/SEG (Ground Safety)

### Attachment 3

#### MASTER ENTRY PLAN ASSESSMENT

##### A.3. General comments on MEP:

Identify the types and locations of spaces and the types of tasks or operations.

Either list by reference or direct statement in MEP the procedures to be used for entry.

Ensure supervisor briefs on the hazards of entry, including health impacts, prior to entry.

Calibrate monitoring equipment by Testing, Measurement, Diagnostic, and Evaluation (TMDE) Lab at intervals established by Technical Orders (TOs) or manufacturer's instructions.

##### A3.1. HAZARDS. Mark the actual or potential hazards present in the confined space:

Oxygen Deficiency (less than 19.5% oxygen)

Oxygen Enrichment (greater than 23.5% oxygen)

Flammable Gases, Vapors, or Mists

Airborne Combustible Dust

Materials Harmful to Skin

Toxic Air Contaminants -- What Type? \_\_\_\_\_

Engulfment -- ex. Liquid, Water, Powder or Dirt \_\_\_\_\_

Mechanical Hazards

Electrical Hazards (shock)

Heat or Burn Hazards

Chemical Hazards -- What Type? \_\_\_\_\_

Noise Hazards

Other (describe)

##### A3.2. Controls Needed to Eliminate or Control Hazards:

Initial Testing of Atmosphere

Continuous Monitoring of Atmosphere

Atmospheric Ventilation

Purge/Clean

Inert

Blank/Blind Pipes, Lines, or Ducts

Double Block and Bleed

Electrical Lockout/Tagout

Mechanical Lockout/Tagout

Other (specify)

**A3.3. Atmospheric Testing and Monitoring:**

A3.3.1. Type of Hazard monitored (mark all that apply):

Oxygen  
Flammability  
Carbon Monoxide  
Hydrogen Sulfide  
Chlorine  
Sulfur Dioxide  
Other Toxic Contaminant (specify)  
Heat  
Other (specify)

A3.3.2. State acceptable conditions for entry:

A3.3.3. Describe the testing method:

Who will test the atmosphere?

Describe equipment:

Make/Model Number

Required pre-calibration before equipment is used to monitor space

Calibration Schedule

When and how will equipment condition be verified?

A3.3.4. Is continuous monitoring of atmosphere required?

YES/NO Explain:

**A3.4. Reclassification of Confined Space.** State conditions under which the space may be reclassified as non-permit-required by the entry supervisor (Ref AFOSH Standard 91-25, paragraph 6.4.11).

Are chemicals authorized for use in this confined space? State type, quantities, and expected exposure levels based on air sampling results.

Will hot work permits be required?

YES/NO Explain: (If yes and reclassification is in process, terminate permit and consult CSPT)

Will employees be required to enter this space during non-duty hours?

YES/NO If yes, explain non-duty hour entry procedures

**A3.5.** Equipment Required for Entry and Work. List all that apply and describe conditions under which it will be used and how condition of each will be verified before entry.

A3.5.1. Personal Protective Equipment (PPE):

A3.5.2. Respiratory Protection Equipment:

A3.5.3. Rescue Equipment:

A3.5.4. Other:

**A3.6.** Communications. Describe communications procedures and list equipment.

**A3.7.** Rescue and Emergency Service (Identify who will provide emergency rescue and what procedures will be used for each confined space entry):

A3.7.1. Primary Rescue Agency:

Phone Number:

Method of Contact:

A3.7.2. Alternate Rescue Agency:

Phone Number:

Method of Contact:

A3.7.3. Rescue Procedures. Describe self-rescue and attendant rescue procedures.

**A3.8.** Emergency Termination of Entry. Describe hazardous conditions that will immediately terminate the entry.

**A3.9.** Emergency Entry Provisions. Describe provisions for entry under emergency conditions.

**A3.10.** Preparation for Entry. Identify pre-entry actions prior to entry into this confined space.

A3.10.1. Preparations:

Notification of service interruption to affected areas

Blank/Blind Lines

Purge/Clean

Inert

Double Block and Bleed

Testing of Atmosphere

Other (specify)

A3.10.2. Hazardous Energy Isolation:

Electrical Lockout/Tagout

Mechanical Lockout/Tagout

Atmospheric

Other (specify)

A3.10.3. Ventilation:

Mechanical

Natural

A3.10.4. Communications:

Visual

Voice

Tug Rope

Radio

Other (specify)

A3.10.5. Additional Permits Required:

Obtain an AF Form 592, **USAF Welding, Cutting, and Brazing Permit** from 341 CES/CEF prior to performing hot work in a confined space. Coordinate with 341 MDOS/SGOAB to ensure health hazards are not introduced into the confined space.

Other (specify)

A3.10.6. Equipment (PPE, monitoring, respiratory, rescue, tools):

Available

Inspected

A3.10.7. Personnel Awareness/Notification:

Pre-entry briefing to entrants and attendants covering:

Specific Hazards

Work to be performed

Control Methods and Equipment

Emergency Egress

Signs Posted as required

Pedestrian and Vehicle Barriers

Emergency Rescue Agency Notified

Other (specify)

**A3.11.** Authorized Entry Supervisors (List all personnel who will be authorized to approve entry under this permit):

GRADE      NAME (Last, First, MI)

**A3.12.** Authorized Personnel. (List all personnel who will be entrants [E] or attendants [A]. Individuals cannot perform both functions at the same time).

GRADE      NAME (Last, First, MI)      E/A

**A3.13.** Confined Spaces Program Team (CSPT):

341 SW/SEG, Ground Safety:      632-6719

341 MDOS/SGOAB, Bioenvironmental Engineering 632-4406

341 CES/CEF, Fire Department Dispatch 632-3895

Functional Manager for the Organization Listed on page 1

**A3.14.** Amendments to Master Entry Plan/Permit. Submit requests for changes or additions to the areas covered in this plan/permit to 341 SW/SEG. (The CSPT is the approval authority).

**A3.15.** Approvals. Once the CSPT approves a Master Entry Plan, the supervisor maintains a copy along with the originals of all individual entry permits (AF Form 1024). Resubmit MEPs prior to the expiration date shown on page 1 for review and re-certification.

341 SPACE WING MASTER ENTRY PLAN

CONFINED SPACES ASSESSMENT CONTROL NUMBER:  
(Assigned by 341 SW/SEG)

MASTER PERMIT NUMBER: EXPIRATION DATE:  
(Assigned by 341 SW/SEG) (Assigned by 341 SW/SEG)

SQUADRON: OFFICE SYMBOL:

ADDRESS:

SUPERVISOR'S NAME AND GRADE: TELEPHONE:

IS THERE A POSSIBILITY THAT PERSONNEL OTHER THAN 341 SW PERSONNEL WILL REQUIRE ENTRY TO THIS SPACE? YES/NO If yes, who?

WHAT ARRANGEMENTS WILL BE MADE TO COORDINATE AND CONTROL ENTRY BY OTHERS?

DATE OF APPLICATION: SIGNATURE:

**Attachment 4****MASTER ENTRY PLAN CERTIFICATION**

The Master Entry Plan (MEP) for the confined spaces described in the Confined Spaces Assessment Control Number has been determined to meet the criteria in 29 CFR 1910.146 and AFOSH Standard 91-25 for frequent and regular entry when the same conditions and entry requirements described in the plan are present.

The entry supervisors listed in Item A4.11 are authorized to issue individual entry permits (AF Form 1024) in accordance with the requirements in AFOSH Standard 91-25 and 341 Space Wing Instruction 91-25. Do not issue permits when unexpected conditions exist not anticipated or allowed for in the MEP. If hazardous conditions develop after entry, terminate the entry, revoke the permit, and retain it for 1 year. Contact the Confined Space Program Team (CSPT) before proceeding.

Concur/Non-concur  
341 MDOS/SGOAB (Bioenvironmental Engineering)

Concur/Non-concur  
341 CES/CEF (Fire Department)

Concur/Non-concur  
341 SW/SEG (Ground Safety)