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**Safety**

**HANGAR DOOR OPERATION**

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This instruction implements Occupational Safety and Health Administration (OSHA), Air Force Occupational Safety and Health (AFOSH) requirements, and Headquarters Pacific Air Forces (HQ PACAF) Hangar/Shelter Door message. This instruction is applicable to all personnel assigned to the 374th Airlift Wing (374 AW). It establishes procedures for the safe operation of mechanically and electrically operated hangar doors controlled by the 374 AW and all collocated active duty units. Air Force operations or tasks that require entry into hangars will comply with the requirements in AFOSHSTD 91-100, *Aircraft Flight Line-Ground Operations and Activities*, and AFOSHSTD 91-501, *Air Force Consolidated Occupational Safety Standard*. Specific procedures or technical orders, which incorporate the requirements of AFOSHSTD 91-100, must be referenced during hangar door operation. Local Check List (LCL)-374 AW-2, **Hangar Door Operation**, must also be used during all aspects of hangar door operation and training. Tenant units will meet the training requirements of their major commands. Group commanders, squadron commanders, building custodians, supervisors, and trainers are responsible for ensuring the contents of this instruction and other related documents are strictly complied with.

## **1. General.**

1.1. This instruction is designed to prepare 374 AW personnel to safely and effectively perform hangar entry. Hangar Door Operation Qualification Training is mandatory for all personnel who operate hangar doors or require access through hangar doors, not personnel doors, in the performance of routine duties, (work in hangar facilities, supply/equipment deliveries, aircraft cargo loading, 374th Civil Engineer Squadron Fire Protection Flight [374 CES/CEF], 374th Security Forces Squadron [374 SFS], 374 CES Maintenance, etc.). Hangar Door Awareness Training is given to those who need familiarization training as required. All personnel who routinely work in hangar/shelter facilities, regardless of Air Force Specialty Code (AFSC) or duties, must receive awareness training. Hangar Door Operation Qualification Training is required for personnel permanently assigned to a work center.

1.2. The 374th Maintenance Group Technical Order Distribution Office (374 MXG/MXQ) is responsible for publishing and distributing LCL-374 AW-2. A checklist must be posted at each electric hangar/shelter door control panel or hangar door for manual doors.

1.3. Waiver Request. Units are not permitted to deviate from this instruction without receiving written approval from 374 MXG Commander (374 MXG/CC).

## 2. Requirements.

2.1. Only qualified personnel approved by the squadron commander or designated representative will be authorized to operate hangar doors. Operators will be thoroughly familiar with operating instructions and precautions necessary for safe operation of hangar doors in accordance with (IAW) AFOSHSTD 91-100, paragraph 7.2.3.4.

2.2. Operational checkout of doors and safety features: squadron commanders will ensure all building custodians periodically check door operations IAW AFOSHSTD 91-100, paragraph 7.2.3. Contact 374 CES and/or 374 AW Safety Office (374 AW/SE) if unsure of requirements. Submit 374 CES work orders for all discrepancies noted during door operational checkout. Additionally, a 374 CES preventive maintenance/inspection program should include annual inspections at a minimum.

2.3. Ensure minimum signage requirements outlined in AFOSHSTD 91-100 and AFOSHSTD 91-501 are maintained. **NOTE:** Signs must be in English and local language.

2.3.1. Ensure “DANGER” sign is mounted next to all hangar/shelter door controls.

2.3.2. All sign dimensions and lettering must be IAW AFOSHSTD 91-501, paragraph 21.4.4.5. and table 21.2. Overall sign dimensions will be at least 7 inches by 10 inches. “DANGER” must be printed on top in 1 7/16 inch white font. Additional requirements are as follows: message below “DANGER” must contain the following statement using black font, “Only qualified personnel authorized by their squadron commander may operate hangar doors.” The bottom of the sign must have reference to AFOSHSTD 91-100, “IAW AFOSHSTD 91-100, paragraph 7.2.3.4.”

2.3.3. Ensure all hazards are identified. All areas that pose a potential pinch point or crush area must be marked to ensure no one enters the area during door operation.

2.3.4. Overhead hangar doors will be fully opened before aircraft are moved through the door entrance. Horizontal sliding doors will be opened to permit a minimum 10-foot clearance at each wingtip. If the construction of the hangar does not permit such clearance, the doors will be opened to the maximum limit. Under normal conditions, powered hangar/shelter doors will always be opened to a width of at least 10 feet. For special operations, such as during extreme weather conditions, the door may be opened less than 10 feet only if the door control switch is locked off or out and remains locked out until the door can be opened to 10 feet or more or be closed. (See AFOSHSTD 91-66, *General Industrial Operations*, for lockout requirements.)

2.3.5. A 10-foot clear zone must be outlined on the floor with a 3-inch yellow and black-striped line IAW AFOSHSTD 91-501, paragraph 7.3.1.1.1. All sides visible when approaching hazard area must have a 14 inch by 20 inch “DANGER” sign painted on the floor just outside the lined area IAW AFOSHSTD 91-501, paragraph 21.4.4.5. and Table 21.2. The sign must be placed so that it can be read when approaching the hazard area. “DANGER” must be printed on top with 2 7/8 inch white font. The message below “DANGER” must contain the following statements, “HAZARDOUS AREA—STAND CLEAR DURING DOOR OPERATIONS.”

2.3.6. Ensure door control panels are marked appropriately. Directional arrows must be present and understandable IAW AFOSHSTD 91-100, paragraph 7.2.3.2. Luminescent or reflective directional arrows will be placed adjacent to each switch and on horizontal sliding doors to indicate the direction of door travel for each corresponding switch.

### **3. 374 AW Hangar Types.**

3.1. The 374 AW has two hangar types:

3.1.1. Electrical Hangar Doors.

3.1.2. Manual Hangar Doors.

3.2. Personnel must receive general awareness training followed by on the job training (OJT) from a qualified/appointed trainer before operating any hangar door. Personnel must be qualified on each hangar they operate.

### **4. Hangar Door Training Course Descriptions.**

4.1. Hangar Door Training is broken down into two categories:

4.1.1. Hangar Door Awareness Training – For personnel who work in hangar facilities, but who are not required to operate electric or manual doors. As a minimum, awareness training will be recurring (annually) and will include hangar door hazards and emergency procedures (nearest phone and 24-hour contact numbers).

4.1.2. Hangar Door Operation Qualification Training – For all personnel who operate electric or manual hangar doors. As a minimum, operation training will be conducted recurring (annually) and will include hangar door hazards, emergency procedures, and hangar door operations.

### **5. Training.**

5.1. Supervisor's responsibilities. Shop supervisors will prepare a written training plan for operating hangar doors, which comply with the requirements of AFOSHSTD 91-100, Chapter 7. The LCL-374 AW-2 will be used in conjunction with all classroom and hands-on training as a minimum. All training plans must be approved by the training flight, 374th Maintenance Operations Squadron Maintenance Operations Training Flight (374 MOS/MXOT).

5.2. All hangar/shelter door operation trainers will be identified in writing by the respective squadron commander. A signed copy of the letter will be kept in the work center.

### **6. Documentation.**

6.1. Three local Core Automated Maintenance System (CAMS) course codes will be used to identify and track hangar door training:

6.1.1. Hangar Door Awareness: 010353.

6.1.2. Hangar Door Operation Qualification Training, Electric: 010122.

6.1.3. Hangar Door Operation Qualification Training, Manual: 010123.

6.2. Personnel will document hangar door training on AF Form 797, **Job Qualification Standard Continuation/Command JQS**, AF Form 55, **Employee Safety and Health Record**, or locally developed computer product. Maintenance personnel will document hangar door training in CAMS.

6.3. The respective squadron commander will forward a letter to 374 AW/SE and 374 MXG/MXQ with a listing of all qualified personnel, stating what type of training they have received.

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Commander