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Safety

HANGAR DOOR OPERATION

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(MSgt Richter)/932 MXG/MXQ

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This instruction establishes policies and procedures for the use of hangar doors. It is applicable to all personnel who work in and around hangars, to include active duty, Air Reserve Technician, Reserve, civilian, and contractor personnel. Only qualified personnel will operate 375 AW Hangar Doors. This instruction is applicable to Buildings 433 (Hangar One), 506 (Hangar Three), 742 (Fuel Cell Hangar), and 3200 (CE/ Aero Club Hangar) on Scott AFB. **This is a joint 375 AW and 932 AW Instruction.**

1. Policy.

- 1.1. The following local policy is established in cooperation with Wing Safety and Civil Engineering Squadron personnel.
- 1.2. Squadron commanders and contractor site supervisors have the overall responsibility; however, individuals must strive to maintain safe practices through common sense and good judgment.
- 1.3. All 375 AW organizations that own hangars on Scott AFB will comply with the following procedures:
 - 1.3.1. Identification of Hazards:
 - 1.3.1.1. Areas that pose a potential pinch point or crush area must be marked to ensure no one enters the area during hangar door operation. Proper signs must be posted and meet the minimum requirements outlined in Air Force Occupational Safety and Health Standards (AFOSH STD) 91-100, *Aircraft Flight Line - Ground Operations and Activities*, AFOSH STD 91-501, *Air Force Consolidated Occupational Safety Standard*, and HQ AMC/CV message, DTG 121445ZJUL02.
 - 1.3.1.2. A 7-inch high by 10-inch wide danger sign must be vertically mounted next to all hangar door controls. The words "DANGER" must be printed on top of the sign in 1 7/16 inch white letters, followed by the words "ONLY QUALIFIED PERSONNEL AUTHORIZED BY THEIR SQUADRON COMMANDER MAY OPERATE HANGAR DOORS" in black letter-

ing. The sign must also contain a reference to AFOSH STD 91-100.

1.3.1.3. A 5-foot clear zone must be outlined on the floor with a 3-inch wide yellow and black striped line. The area inside the clear zone must have identical diagonal lines. When approaching the hazard area, all visible sides must have 14-inch high by 20-inch wide "DANGER" signs painted on the floor just outside of the lined area. The sign must be placed so that it can be read when approaching the hazard. The sign must be painted over a continuous piece of concrete, not over a seam or crack. "DANGER" must be printed on top with 2 7/8 inch white letters. Below the word "DANGER" the following message will appear: "HAZARDOUS AREA - STAND CLEAR DURING DOOR OPERATIONS."

1.3.2. Checklists: Develop hangar door operating checklists and post them at each hangar door control panel.

1.3.3. Control Panel Markings: Ensure directional arrows are present and understandable IAW AFOSH STD 91-100.

1.4. Training:

1.4.1. Operator Training:

1.4.1.1. All commanders and site supervisors must enforce annual hangar door training requirements IAW AFOSH STD 91-100, paragraph 7.2.3.4. which states, "Only qualified personnel approved by the squadron commander or designated representative will be authorized to operate the hangar doors. Operators will be thoroughly familiar with operating instructions and precautions necessary for safe operation."

1.4.1.2. Develop a standardized hands-on on-the-job (OJT) training program for all personnel who operate electric and manual hangar doors. As a minimum, qualification training will include hangar door hazards, emergency procedures, and hangar door operations.

1.4.1.3. In addition to the qualification letter, personnel will carry AF Form 483, **Certificate of Competency**, signed by their respective squadron commander, Director of Operations, or superintendent (for military or civilian government employee personnel) or contractor site supervisor (for contractor personnel). The AF Form 483 will identify which hangar doors they are qualified to operate. Multiple hangars may be added to the form. Annual training will be documented on the back of the form until all the blocks are used.

1.4.1.4. Maintenance Group personnel will be trained through OJT, which will be documented with AF Form 2426, **Training Request and Completion**, for GO81 tracking. The training will also be documented on the individual's AF Form 55, **Employee Safety and Health Record**.

1.4.1.5. Operations Group personnel will be trained through OJT, which will be documented with AF Form 2426 for AFORMS tracking. The training will also be documented on the individual's AF Form 55.

1.4.1.6. Hangar door operators who are not in upgrade training status will be identified on a letter signed by their commander (for military or civilian government employees) or site supervisor (for contractor employees). The letter will also bear the signatures of the personnel to indicate they have been trained to the minimum requirements stated in paragraph 5.1.2. The letter will be maintained in an accessible place in the member's/employee's respective work

center. The training will also be documented on the individual's AF Form 55 (for military personnel and civilian government employees).

1.4.1.7. Squadron commanders and site supervisors will forward a copy of the letter to the 375 MXG/CC by the 7th duty day of the first month of the new quarter, listing qualified and authorized door operators for each type of hangar door.

1.4.2. Awareness Training:

1.4.2.1. All personnel who require access through the hangar doors (not personnel doors) in the performance of routine duties (maintenance, supply/equipment deliveries, etc.) must meet minimum training requirements. All personnel who routinely work in hangar facilities, regardless of AFSC or duties, must receive awareness training (admin personnel, etc.). As a minimum, awareness training will include hangar door hazards and emergency procedures. Document hangar door training on AF Form 55 (for military personnel and civilian government employees), or on a training log book signed by the site supervisor and the respective contractor employee for non-maintenance group personnel (i.e., personnel not tracked in GO81).

1.4.2.2. Maintenance Group personnel who will not operate doors will receive awareness training through OJT, which will be documented with an AF Form 2426 for GO81 tracking. A local course code will be generated for this training. The training will also be documented on the individual's AF Form 55.

1.4.2.3. Operations Group personnel who will not operate doors will receive awareness training through OJT, which will be documented with an AF Form 2426 for AFORMS tracking. The training will also be documented on the individual's AF Form 55.

1.5. Hangar Listings:

1.5.1. Hangar numbers and points of contact are depicted in [Table 1](#). Procedures for operation will be located next to the open and close buttons on the main doors for all hangars belonging to the 375 AW.

Table 1. 375 Airlift Wing Hangars.

Hangar 1 (Bldg 433)	Point of Contact: 375 MXS
Hangar 3 (Bldg 506)	Point of Contact: 458 AS
Fuel Cell Hangar (Bldg 742)	Point of Contact: 375 MXS
CES Hangar/Aero Club (Bldg 3200)	Point of Contact: 375 CES

2. Forms Adopted . AF Form 55, Employee Safety and Health Record; AF Form 483, Certificate of Competency; AF Form 2426, Training Request and Completion.

DARREN W. McDEW, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFOSH Standard 91-100, *Aircraft Flight Line – Ground Operations and Activities*

AFOSH Standard 91-501, *Air Force Consolidated Occupational Safety Standard*

HQ AMC/CV Message, DTG 121445ZJUL02

Abbreviations and Acronyms

AFOSH—Air Force Occupational Safety and Health

AW—Airlift Wing

CES—Civil Engineering Squadron

MXG—Maintenance Group

OG—Operations Group

OJT—On-the-Job Training