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Safety

HANGAR DOOR OPERATION

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This instruction implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs*. It provides safety guidelines and designates responsibility for training, qualification, and documentation for personnel who operate hangar doors. It applies to all personnel on Westover Air Reserve Base who operate hangar doors.

SUMMARY OF REVISIONS

This revision references publications pertinent to this instruction (paragraph **1.**); identifies coordination procedures for operating checklists (paragraph **3.1.**); clarifies training for hangar door operators (paragraph **5.**); defines clearance markings (paragraph **6.**); and identifies Civil Engineering (CE) requirements (paragraph **7.**). A bar (|) indicates a revision from the previous edition.

1. Publications. AFOSH Std 91-100, *Aircraft Flightline/Ground Operations and Activities*; AFOSH Std 91-501, *Air Force Consolidated Occupational Safety Standard*; and AFI 21-101/AFRC Sup 1, *Aerospace Equipment Maintenance Management*.

2. Responsibilities. Supervisors will ensure only properly trained and qualified personnel operate hangar doors.

3. Procedures. The following items must be thoroughly understood and accomplished by personnel authorized to operate hangar doors.

3.1. Operating checklists will be posted at each hangar door control panel (reference AFI 21-101/AFRC Sup 1, paragraph 18.31.12). Checklists will require coordination through the Maintenance Group Quality Assurance or the Base Safety office prior to posting.

3.2. Prior to door movement the operator will check both inside and outside of doors for obstructions or equipment. The door operator will warn all nearby personnel. The operator will ensure that vehicles and equipment are not moved through the doorway when the door is in motion.

3.3. Doors will be operated only after the operator ascertains that it is safe to do so. The operator will ensure that the door-warning signal is working properly. **NOTE:** Warning devices will sound for a minimum of five seconds before door begins to move. Doors will remain fully closed or opened to a minimum of ten feet.

3.4. The operator will immediately stop the procedure whenever improper door operation or any unsafe condition is observed or suspected. Unsafe or improper door operation must be immediately reported to your supervisor, squadron safety officer/noncommissioned officer or the facility manager.

3.5. Hangar doors will remain closed during adverse weather.

4. Roll-Up and Overhead Doors. (Applies to doors used for vehicle and/or pedestrian traffic).

4.1. These doors will remain closed or opened to a minimum height of ten feet.

4.2. When equipment is being moved through these doors a minimum clearance of at least one foot will be maintained above and on both sides of the vehicles or equipment. Spotter(s) will be used if the one-foot minimum clearance cannot be maintained for any reason.

4.3. The doorways will be marked with a highly visible stripe identifying the minimum opening (above ten feet) for the largest vehicle or equipment normally moved through that doorway.

4.4. Doors equipped with automatic openers will have a placard indicating, "AUTOMATIC DOOR OPENER – DO NOT BLOCK DOORWAY".

5. Training. (Reference AFI 21-101/AFRC Sup 1, paragraph 18.31.12.) Hangar door operators will be trained and certified prior to operating hangar doors. Supervisors will document training and forward certification to the appropriate training activity for input to the unit tracking system. As a minimum, the training will include hangar door hazards, emergency procedures and normal door operation. Building custodians will develop course outlines used to train personnel to operate the specific type(s) of doors installed. Trainers will use the course outline to ensure personnel are adequately trained. Personnel who do not operate doors but have duties requiring them to routinely work in hangar facilities with operable doors, must receive annual awareness training, regardless of AFSC or duties.

5.1. Documentation/certification of training for Maintenance Group personnel who operate doors in Hangars 1, 3, or 9; ISO/Fuel-Cell or the Pull-Thru Hangars will be tracked in the GO-81 system using locally developed course codes.

5.2. Documentation/certification of training for personnel other than those in the Maintenance Group, who operate horizontal, roll-up and overhead doors in hangars 1 and 3, will document training on the AF IMT 55, **Employee Safety and Health Record.**

6. Clearance Markings. In addition to the minimum signage and markings outlined in AFI 21-101/AFRC Sup 1, the hangar floors will be marked with a six-inch wide by three-foot long red stripe located ten feet from the door's closed position. The stripe will have the words "MINIMUM DOOR OPENING" painted in two-inch high white lettering.

| 7. CE Requirements.

7.1. CE will be responsible for the installation and repair of signage, floor safety markings, and repair of hangar doors including electrical; mechanical; and all warning devices.

7.2. The CE Facility maintenance section will conduct annual inspections to ensure all signage, markings, and warning devices meet prescribed directives.

7.3. For door maintenance issues, building custodians will call CE Work-Order desk at extension 3575.

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