



**THE US AIR FORCE MISHAP PREVENTION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AFI 91-202, AMCS1, Pages: 8
24 January 2000 Distribution: F

AFI 91-202, 1 August 1998, is supplemented as follows: This publication does not apply to the Air National Guard (ANG). Reporting requirements of this supplement are exempt from licensing IAW AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.4.2.1. The ground and weapons safety staff and civil engineering (CE) functions ensure explosives-related planning, construction, and repair work are accomplished IAW AFMAN 91-201, *Explosives Safety Standards*. Wing Safety Offices will coordinate with local CE during preparation of AFOSH Council meetings or "Base to Command" briefings to ensure projects to abate RAC 1/2/3 items are included when possible.

1.6.11.16. (Added) Advise the commander on environmental matters that may have a safety impact. Ensure HQ AMC/SEG is kept informed of any conditions that may result in higher headquarters involvement or a multi-service impact.

2.1.1. Wing and flying Group Chiefs of Safety (COS) will be rated officers. The tour for COS duty at wing level should be a minimum of 1 year. Pilots who hold the COS position for units with a flying operation should be, at a minimum, qualified as an aircraft commander in a Unit Equipped (UE) aircraft. Navigators should be highly experienced. Wing and Group COS will have demonstrated superior performance, continued growth potential, and possess outstanding managerial and leadership abilities. Wing COS should be squadron commander eligible. Wing and Group COS should have a minimum on-station retainability of 12 months from date of selection. Newly appointed COS will notify HQ AMC/SE upon assignment using email or memorandum. AMOG COS minimum grade/skill level will be MSgt/

7-level. AMS COS minimum grade/skill level will be TSgt/7-level. Enlisted COS do not require Chief of Safety Course (WCIP05B).

2.1.2. Each wing FSO will be a graduate of the Flying Safety Officer Course (WCIP 05C). Pilots who hold the FSO position for units with a flying operation should be qualified as an aircraft commander in a Unit Equipped (UE) aircraft. Navigators should be highly experienced. At the discretion of the wing commander, squadron-assigned FSOs can work in the wing safety office on an on-loan basis. The primary duty of the on-loan safety officer is to manage the wing's flight safety program as directed by the Chief of Safety.

2.1.2.1. (Added) Each flying squadron will appoint a safety officer from existing squadron resources. The squadron safety officer should be a mission ready crewmember and, ideally, a trained FSO. The wing chief of flight safety will ensure that squadron safety officers are properly trained in the protection of privileged safety documents. The primary duty of the squadron safety officer is to manage the squadron's internal flight safety program as directed by the squadron commander; however, they may assist the wing Chief of Flight Safety in the overall management of the flight safety program. Squadron safety officers should not be assigned full-time flying related additional duties unless it is necessary. Examples of full-time duties include mobility officer, training officer, squadron scheduler, or standardization/evaluation pilot. **NOTE:** Other recurring periodic duties such as supervisor of flying, duty instructor pilot, and one-time duties such as summary court officer are not exemptions and can be performed as manning and scheduling requirements dictate. All FSOs are deployable assets within the wing once they are trained.

2.1.8. Career enlisted safety personnel (AFSC 1SOX1) assigned to authorized UMD (one deep) safety positions at the 715 AMOG, 721 AMOG and en route air mobility squadron (AMS) positions will serve as the single source point of contact (POC) for all flight, ground and weapons issues concerning their unit.

2.1.9. (Added) In support of the AEF construct, all military (COS, FSO, FSNCO, WSM, and Ground Safety) wing safety positions will be postured against an AEF window. It is their responsibility to be available as a deployable safety asset for the duration of that AEF window.

2.4.2.2. AMC full time safety offices will have access to a Pentium or similar laptop computer with CD write capability, plus direct access to an Internet and World Wide Web to meet mission requirements for TDYs, deployments and mobilizations.

2.4.3. Units will follow guidance in AFPAM 91-211, Attachment 2, to the maximum extent practical in assembling mishap investigation kits.

2.6.1.2.1. (Added) AMC policy directives, instructions, pamphlets, and supplements to Air Force publications.

2.7.2. Units may elect to conduct a combined Environmental, Safety, and Occupational Health Council (ESOHC) in lieu of the AFOSH Council. The ESOHC must continue to comply with the basic intent and charter of the AFOSH Council.

3.1. **Safety Inspection.** Air Mobility Squadrons (AMSs) and GSUs will forward a copy of their annual safety inspection report to their respective Air Mobility Operations Group (AMOG)/wing as appropriate.

3.1.3.2. Safety staffs that choose not to conduct annual inspections at remotely located units must provide the supervisor or unit safety representative with appropriate inspection training and detailed inspection safety checklists. The affected unit must conduct an annual inspection and send a copy of the report to the host safety staff and to the parent unit. The unit may use an AMC Form 480, **Safety Inspection Report** to

document the inspection. Significant safety problems should be resolved with the responsible safety staff, to include onsite assistance and assignment of risk assessment codes (RAC), if applicable.

3.1.4.3. The HQ AMC Safety Program Evaluation Checklist, located on the AMC Safety Unit Visit Schedule website, will be used to measure compliance with safety program requirements during scheduled AMC Safety Program Evaluation Visits (PEVs).

3.1.4.4. Safety staffs may use a locally generated product, AMC Form 480, or AMC Form 481, **Safety Inspection Report (Continuation)** to document annual inspections. Send the inspection report to unit after performing the inspection. Follow-up actions on open items are required every 30 days to ensure corrective action is taken or until they are entered into the installation hazard abatement program. RAC 4 and 5 hazards and deficiencies not corrected after 30 days can be tracked on the RAC 4 and 5 Hazard Log.

3.2.1. HQ AMC/SE, in partnership with HQ AMC Bioenvironmental Engineering personnel, will conduct scheduled Safety and Occupational Health (SOH) Program Evaluation Visits (PEVs) at AMC wings and independent (flying) groups at least once every 40 months. PEVs assess and measure wing/group SOH program compliance. The "Answer Required" findings will need a written response from the unit within 60 days of the formal out briefing and every 30 days thereafter until the deficiency is closed.

3.3. **Assessments.** Wing safety staffs will assess the following safety program management items during scheduled annual flight, ground, and weapons inspections: Commander, functional manager, supervisor, and employee safety support; compliance with USAF and HQ AMC safety program directives; mishap reporting and notification procedures; mishap response plan and reporting procedures; personal protective equipment availability and use; employee safety training; worker awareness of hazard reporting; internal crosstell of safety information; hazard reporting and abatement procedures; BASH Reduction Program compliance and implementation; and MACA Program compliance and implementation. Group level units and lower will only assess those programs that fall under their direct control.

3.4. **Staff Assistance.** HQ AMC will conduct scheduled safety Staff Assistance Visits (SAVs) to each AMC unit on a recurring basis. SAV scheduling will be coordinated through the gatekeeper process. SAVs will generally encompass all safety disciplines with the primary focus on "assistance" vice inspection. SAV reports will not be accomplished unless requested by the unit commander or if significant issues require cross-functional staffing/follow-on tracking by AMC/SE. Unit Commanders may request unscheduled SAVs due to unique/specific safety situations, mission changes, etc., or AMC/SE may direct unscheduled SAVs when programmatic/management indicators warrant on-site assistance. SAVs will not be used as a preparatory (primer) for the PEV.

3.6.1. (Added) Conduct monthly high interest inspections on the following areas as a minimum: (1) all base-training exercises involving munitions, (2) munitions residue turn-in and procedures. Include in the inspections: ammunition issue, receipt, turn-in, and segregation involving pyrotechnics, ball and blank munitions, and (3) hangar doors using the AMC Hangar Door Tiger Team checklist.

3.7.2.8. (Added) Confined Space Entries.

4.4.2. Send hazard reports to HQ AMC/SE for evaluation and processing.

4.5. **Promoting the Program.** Supervisors must ensure AMC Form 15, **Report All Mishaps and Hazards**, is posted in a location where all workers have reasonable access.

5.1.1. The unit safety office will maintain a list of everyone who has access to privileged safety information and the date they were briefed on the proper handling procedures.

5.3.3.1. (Added) AMC publishes the Mobility Forum safety magazine and the Daily AMC Safety Mishap Update.

5.4.1.1. (Added) Each wing should hold wing-level flying safety meetings quarterly. The wing FSO will ensure the wing flight surgeon or a suitably qualified aerospace physiologist briefs human performance topics at each meeting.

5.6. **Standard Mishap Rates.** HQ AMC/SE uses the following formulas for calculating mishap rates. These may differ from the methods used by the Air Force Safety Center and other MAJCOMs for determining their composite rates, therefore adjustments may be necessary when comparing rates to units outside AMC.

5.6.3. On-Duty Ground Mishap Rates. The formulas below are for calculating on-duty ground mishap rates. The 168 hours is based on one worker's average exposure time on duty each month.

Military Disabling Injury (MDI) Rate:
$$\frac{(\# \text{ Injuries } \times 200,000)}{(\text{Military strength } \times 168 \text{ hrs})}$$

Military Fatal Rate:
$$\frac{(\# \text{ Fatals } \times 200,000)}{(\text{Military strength } \times 168 \text{ hrs})}$$

Civilian Disabling Injury (CDI) Rate:
$$\frac{(\# \text{ Injuries } \times 200,000)}{(\text{Civilian strength } \times 168 \text{ hrs})}$$

Civilian Fatal Rate:
$$\frac{(\# \text{ Fatals } \times 200,000)}{(\text{Civilian strength } \times 168 \text{ hrs})}$$

Government Motor Vehicle (GMV) Rate:
$$\frac{(\# \text{ GMV mishaps})}{(\text{Miles } \times 1,000,000)}$$

5.6.4. Off-Duty Ground Mishap Rates. The formulas below are for calculating off-duty military rates. The 312 hours is based on one military member's off-duty time, minus 8 hours sleep.

Off-Duty MDI Rate:
$$\frac{(\# \text{ Injuries } \times 200,000)}{(\text{Military strength } \times 312 \text{ hrs})}$$

Off-Duty Military Fatal Rate:
$$\frac{(\# \text{ Fatals } \times 200,000)}{(\text{Military strength } \times 312 \text{ hrs})}$$

5.10. (Added) **AMC Form 97, AMC In-Flight Emergency and Unusual Occurrence Worksheet.** Units may use the AMC Form 97 for initial information gathering for a mishap. This information should be compiled locally for trend analysis purposes. Units will notify AMC/SEF if any identifiable trends exist.

6.1.4. HQ AMC's goal is for all eligible AMC rated O-6 (select) and above to be trained as a safety/accident board president.

6.2. **Unit Safety Representatives (USR).** Unit commanders and functional managers without a full-time safety position will designate in writing a primary and alternate Unit Safety Representative (USR) for ground and weapons safety (if the unit has a weapons or explosive operation).

6.4. **Annual Reporting of Training Requirements for AFSC Managed Courses.** Units' training requirements for AFSC Managed Courses must be forwarded to HQ AMC/SE, NLT 15 June for screening and reporting to AFSC/SEME. Use Report Format, para 6.4.2. to submit the requirements to AFSC/SEME.

7.1. **Program Management.** All aircrew members will be briefed annually on mishaps, hazards, HATR, reporting, midair collision avoidance (MACA), seasonal weather hazards, bird hazards, and the concept and handling of privileged information. Annotate the completion of these requirements in the appropriate safety meeting minutes. Safety meeting minutes should be placed in the Flight Crew Information File (FCIF). An FSO will monitor adverse trends in unit training and flight evaluation programs. The FSO should participate in resolving operational problem areas. Squadron FSOs will attend aircrew certification boards. Flight safety meetings will be held quarterly, at a minimum, and minutes will be published and posted.

7.1.3. (Added) Squadron safety officers shall maintain relevant safety information in either the squadron FCIF or the aircrew read file. Procedures will be implemented to ensure all aircrews review the information. Content will be determined locally. Recommended minimum items include Blue Four News, MDS-specific and other pertinent safety mishap report information, safety meeting minutes, seasonal flying information, BASH, MACA, and other local flying safety awareness topics.

7.2.1. A copy of the assessment report will be forwarded to HQ AMC flight safety offices, when requested.

7.3.2.3. Include helicopter landing pads, auxiliary fields, and landing zones used on a regular basis.

7.3.3.7. A wing flight safety representative will attend aero club safety meetings (if applicable).

7.6. **Mishap Board Training.** Units will conduct and document Safety Investigation Board (SIB) training at least once each calendar year. Participation in a safety investigation as an interim or formal board member fulfills this annual training requirement. Potential SIB presidents must be graduates of the Air Force Safety Center's (AFSC) SIB Board President's Course (BPC). All rated colonels or colonels (select) assigned to the unit will attend the course. Wing safety offices will send a list of all colonels and colonels (select) and the date of their BPC training to AMC/SEF semi-annually (15 Jan and 15 Jun). An updated list will be sent anytime a colonel or colonel (select) in-processes or out-processes the unit. Wing safety offices will determine if inbound colonels and colonel (selects) are BPC trained when they in-process.

7.10.11. (Added) AMC host units will develop, publish, and maintain an internet-based MACA web page. This page will be accessible by the public (i.e. outside the ".mil" domain). Typical content may include detail on the local flying area and procedures, local and common transient aircraft operating char-

acteristics, general aviation "see and avoid" concepts, as well as the unit MACA POC. The wing's MACA pamphlet will be available on the web page. Send web addresses to AMC/SEF when completed/changed.

7.11.1.3.2. The on-site review of the BASH program will be accomplished as part of HQ AMCs safety program evaluations during the scheduled AMC safety visit.

7.11.1.4.1. Each AMC flying unit will review their BASH plan annually. After completion of the annual review, forward the BASH plan to HQ AMC/SEF electronically NLT 1 Oct each year. The BASH plan will be published on the unit safety web page. Send the address to AMC/SEF when completed/changed.

7.11.1.4.4. AMC flying units will identify airfields that are used for local transition work and will conduct a wildlife threat assessment of those airfields that do not have BASH plans. In most cases, the same BASH rules that apply at home base shall be used at local airfields.

7.11.1.4.5. **SEVERE:** AMC has further defined the AFSC Bird Watch Condition (BWC) Code for Severe as: **SEVERE:** High bird population [more than 15 large birds (waterfowl, raptors, gulls, etc.) or 30 small birds (terns, swallows, etc.)] on or immediately above the active runway or other specific locations (taxiways, in-field areas, departure or arrival routes, etc.) that represents a high potential for strike.

7.11.1.4.5.1. (Added) **SEVERE:** It cannot be overstressed that the use of numbers ("5-15 large birds") in the definition of a BWC is intended as a guide. Personnel responsible for establishing and maintaining a BWC must assess myriad factors when establishing BWCs. One bird in any given location can drive a BWC of Severe, Moderate or Low.

7.11.1.4.6. **MODERATE:** AMC has further defined the AFSC Bird Watch Condition (BWC) Code for Moderate as: **MODERATE:** Increased bird population (5 to 15 large birds or 15 to 30 small birds) in locations that represent an increased potential for strike.

7.11.1.4.7. **LOW:** AMC has further defined the AFSC Bird Watch Condition (BWC) Code for Low as: **LOW:** Normal bird activity (fewer than 5 large birds or fewer than 15 small birds) on or above the airfield with a low probability of hazard.

7.11.1.4.8. For AMC units, the Phase I and Phase II start/end dates should be entered into the Global Decision Support System (GDSS) Airfield Data Base (AFD) as a planning remark in the Temporary Restrictions/Planning Remarks section. Additionally, each base will advise units of the actual Phase II period by message. This will include both implementation and termination messages. As a minimum, address messages to Address List 8367 (All AMC Flying Units), HQ AMC SCOTT AFB IL//SE/A3//, HQ AMC TACC SCOTT AFB IL//XOO/XOC/XOG/XOP/XOZ//, HQ ACC LANGLEY AFB VA//SE/A3//, HQ AETC RANDOLPH AFB TX//SE/A3//, HQ AFSC KIRTLAND AFB NM//SEFW//, NAVSAFECEN NORFOLK VA, and any other frequent users of the airfield. Use of Address List 8367 is authorized for Phase II message traffic for all Address List 8367 addressees.

7.11.2.3. Grass Height. HQ AMC/A7V has determined that 11 inches is an optimum height to set mowing equipment to maintain the 7-14 inch standard. This takes into account grass lying over from winds, snow, etc.

8.2.11. (Added) The safety staff is responsible for training all assigned AMC USRs to perform their unit additional duties. The USR may be an officer, enlisted, or civilian, and will administer a safety program that complements the Air Force Mishap Prevention Program. USRs will successfully complete the Air Force Safety Center (AFSC) Web Based Training Course, OSHA 600 Collateral Duty Safety and Health Course, located on the AFSC Ground Safety Training Homepage within 60 days of being assigned. Units are also encouraged to send their collateral duty (part time) USRs to the formal OSHA Collateral Duty

Course for Other Federal Agencies. For training purposes, units are encouraged to provide 3 and 5-level manning assistance for contingencies and big package exercises. Coordination between wings will help facilitate training efforts.

9.7. **SSEA.** HQ AMC/SEG is the command focal point for system safety engineering analyses involving aircraft ground servicing operations.

10.1.1. Unit commanders with explosives or munitions operations will designate a primary and alternate additional duty weapons safety representative. The appointees will receive weapons safety training from the host weapons safety manager. The training acquaints the person with duties and responsibilities of the position.

10.1.2. AMC host bases will develop a base directive outlining procedures and delineating functional responsibilities of the base-wide explosives safety program.

10.4.9. The Weapons Safety Manager will brief the wing and other appropriate commanders on the following: Risk assessment process for explosives operations, existing quantity distance waivers, exemptions, and deviations, plus status of corrective actions; use of event waivers, contingency parking plans for explosives loaded aircraft; support for deployed forces (AFMAN 91-201, para 1.4) and the Department of Defense Explosives Safety Board (DDESB) survey process. Conduct briefing as soon as possible after assumption of command, but NLT 90 days, and annually thereafter.

10.4.10.14. (Added) Weapons safety personnel will also include aerial port explosives operations, small arms ranges and field training exercise areas where explosives are used.

10.9. **Department of Defense Explosive Safety Board (DDESB).** When receiving notification of a DDESB survey visit, notify HQ AMC/SEW of the upcoming visit. Usually, an AMC headquarters representative will accompany the DDESB member during the survey. Request the board member in brief and out brief the wing commander or designated representative. For the out brief, specify that the board member address all findings and observations.

10.10.2. Weapons safety managers review and coordinate on unit developed training plans that address weapons, explosives and hazardous cargo. The weapons safety training includes the following subjects, as appropriate, but is not limited to these items: Individuals' roles and responsibilities in the unit weapons safety program; purpose of the hazard abatement and reporting programs; explosives planning for mobility operations; use of simulators and smoke-producing munitions; policies and procedures for transporting explosives in GMVs on and off the installation; storage and compatibility requirements; and disposal of munitions.

10.10.3. (Added) AMC host weapons safety managers train all additional duty weapons safety personnel within 30 days of appointment. These individuals will assure initial and annual explosives safety training of unit personnel associated with explosive operations. Training agencies at base level are responsible for documenting and tracking all completed training. Non-AMC tenant additional duty explosives safety training will be conducted in the same manner.

10.12. (Added) **Explosives Siting Surveys.** Notify HQ AMC/SEW of a planned visit by another MAJ-COM, service, or federal agency for the purpose of explosives siting. This includes any proposed changes or additions to tenant unit mission that affects weapons safety responsibilities.

10.13. (Added) **Support Group and Squadron Explosives and Munitions Safety Responsibilities:** Monitor explosives and munitions operations involving temporary storage and handling with material handling equipment (MHE). Obtain a basic knowledge of explosives quantity-distance criteria as it relates

to AMC operations, and the explosives waiver, exemption, deviation, and risk assessment processes. Maintain a base explosives location map, which depicts AMC facilities and operating locations.

11.6. **Forms Prescribed:** AMC Form 480, **Safety Inspection Report**; AMC Form 481, **Safety Inspection Report** (Continuation); AMC Form 15, **Report All Mishaps and Hazards**.

11.7. (Added) **Forms Adopted:** AMC Form 97, **AMC In-Flight Emergency and Unusual Occurrence Worksheet**

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