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SUMMARY OF REVISIONS

This instruction implements Occupational Safety and Health Administration (OSHA) and Air Force Occupational Safety and Health (AFOSH) requirements for confined space entry.

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Chapter 1

GENERAL INFORMATION

1.1. Applicability. This instruction is applicable to all personnel assigned to the 92 Air Refueling Wing, and all collocated active duty units. It establishes procedures for the identification and entry into confined spaces controlled by 92 ARW and all collocated active duty units. Air Force operations or tasks that require entry into confined spaces, will comply with requirements in AFOSH Standard 91-25 and this instruction. Specific procedures or technical orders, which incorporate the requirements of AFOSH Standard 91-25 may be used, for permit-required confined spaces entry in lieu of this instruction.

1.2. References. 29 CFR 1910.146, *Permit-Required Confined Spaces*, and AFOSH Standard 91-25, *Confined Spaces*.

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

1.3.1. The 92 ARW Confined Spaces Program Team (CSPT) shall consist of:

1.3.1.1. 92 ARW/SEG, Ground Safety

1.3.1.2. 92 ADS/SGGB, Bioenvironmental Engineering

1.3.1.3. 92 CES/CEF, Fire Department

1.3.1.4. Functional managers of areas with confined spaces

Chapter 2

IDENTIFICATION, AND CLASSIFICATION

2.1. Identification of Confined Spaces. Supervisors will, in coordination with the CSPT, identify all confined spaces within their area of responsibility. Existing locations as well as new construction, remodeling, or changes in utilization must be evaluated 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 being trenched.

2.1.1. A Confined Spaces Assessment worksheet (**Attachment 1**) will be used 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 92 ARW/SEG.

2.1.2. One evaluation package will suffice for numerous confined spaces which are all the same type, for example, fuel pits, steam pits, etc., providing the specific location of each space described.

2.2. Review of Confined Space Assessment. The CSPT will review the evaluation package and if any of the following conditions are present, the space will be classified PERMIT-REQUIRED.

2.2.1. Any actual or potential atmospheric hazards.

2.2.2. Materials present which could cause engulfment.

2.2.3. Whether the space could cause entrapment or asphyxiation.

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

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

2.4. Contractor Personnel and Confined Spaces. Contractor personnel who must enter permit-required confined spaces to perform their work will abide by the following:

2.4.1. When possible, such entry will be identified as early as possible in the contracting process, preferably within the unit generating the requirement. The SOW (Statement of Work) or other contracting documents as appropriate will include AFOSH Standard 91-25, Chapter 7 applicable to the identified space.

2.4.2. 92 ARW/SEG will screen pre-construction briefings for contractor work potentially requiring work in confined spaces. If not previously addressed, SEG will identify the requirements of OSHA Standard 29 CFR 1910.146 at that point.

2.4.3. Contractors who work in permit required confined spaces shall have their own permit required confined space program, consistent with OSHA requirements. A written record of the briefing signed by both the supervisor and the contractor or designated representative will be maintained for one year after entry and work is completed (see para **3.4.8**).

Chapter 3

DOCUMENTATION

3.1. Permit-Required Confined Spaces - Occasional Entry.

3.1.1. Permit-required confined spaces which are entered occasionally (not more than four 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.

3.1.2. The AF Form 1024 must be completed by the supervisor and submitted to 92 ARW/SEG 48 hours in advance of the required entry to allow CSPT coordination. NO ENTRY will be made into permit-required confined spaces until the permit is approved by the CSPT.

3.1.3. 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.

3.1.4. After review and approval by the CSPT, the authorized entry may proceed. Confined Spaces Entry Permits will be maintained on file by the supervisor for one year after the date of entry (see para 3.4.).

3.2. Permit-Required Confined Spaces - Frequent Entry.

3.2.1. A *Master Entry Plan* (MEP) ([Attachment 2](#)) may be issued for routinely recurring work in permit-required confined spaces where the confined space must be entered on a regular basis (more than four times per year). Examples of this type of space are lateral fuel pits, steam pits, communication vaults, etc.

3.2.2. Functional managers or commanders may request a MEP be developed by the CSPT. The MEP will be developed using information from the Confined Space Assessment, personnel tasked to enter the confined space, and corporate knowledge of the CSPT members. Issuance of a MEP authorized the entry supervisor to approve individual entries into the confined space as required, provided all conditions in the MEP are met.

3.2.3. Using the MEP the supervisor prepares a *Confined Space Entry Permit*, AF Form 1024 for each entry. The AF Form 1024 will be annotated in Block 1 with the MEP Number and an entry control number beginning with 001 for the first entry under the MEP and continuing sequentially through the year for each subsequent entry.

3.2.4. Supervisors will forward the original expired permits (AF Form 1024) to 92 ARW/SEG within thirty days after expiration.

3.2.4.1. The Safety office will maintain the permit on file for one year. Any problems encountered during an entry operation will be noted on the applicable permit so that creditable revisions to the confined space permit can be made.

3.2.4.2. Supervisors will maintain copies of MEP's (including all AF Forms 1024 issued by the supervisor during the effective period) on file for one year after expiration of the permit (see para 3.4.).

3.2.5. Supervisors will review and submit their MEP annually for re-certification by the CSPT to insure conditions have not changed.

3.3. Non-Permit-Required Confined Spaces.

3.3.1. The supervisor will submit the *Confined Spaces Assessment* to 92 ARW/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 92 ARW/SEG.

3.3.2. Supervisors will maintain a copy of the *Confined Spaces Assessment* package on file for one year after CSPT certification (see para 3.4.).

3.4. Confined Spaces Program File. Supervisors will maintain a Confined Spaces Program binder containing the following items:

3.4.1. Tab A: Appointment letter.

3.4.2. Tab B: AFOSH Standard 91-25, Confined Spaces.

3.4.3. Tab C: 29 CFR 1910.146, Permit Required Confined Spaces.

3.4.4. Tab D: FAFBI 91-25.

3.4.5. Tab E: Unit Operating Instruction. Before implementing an OI, ensure unit Operating Instructions is coordinated through Safety, Fire Department and Bioenvironmental.

3.4.6. Tab F: Training outline or lesson plan. Before implementing new or changed training outlines or lesson plans, ensure they are coordinated through Safety, Fire Department and Bioenvironmental.

3.4.7. Tab G: Documented Training (AF Form 55, or computer generated product or database)

3.4.8. Tab H: Contractor briefing records.

3.4.9. Tab I: Confined Spaces Locations.

3.4.10. Tab J: Completed Confined Space Assessment

3.4.11. Tab K: Master Entry Plan (approved annually, or more frequently when conditions change, by all members of CSPT)

3.4.12. Tab L: Approved Confined Spaces Entry Permits (AF Form 1024). These documents will be maintained on file for one year. A review/update of information contained in this file will be performed as part of the annual review.

3.4.13. Tab M: Correspondence

3.4.14. Tab N: Maps, showing the locations of all the units confined spaces.

Chapter 4

TRAINING AND EMERGENCY PROCEDURES

4.1. 92 ARW/SEG Responsibilities. 92 ARW/SEG will provide Confined Spaces training videos to entry supervisors. Training will be documented on the AF Form 55, Employee Safety and Health Record.

4.2. 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.

4.2.1. All confined space entry training will be documented on AF Form 55, Employee Safety and Health Record or in an approved electronic format or database. A list of individuals trained will be provided to 92 ARW/SEG by the trainer or supervisor.

4.2.2. Supervisors will ensure that an organizational rescue team (as defined in AFOSH Standard 91-25, Chapter 4) is identified, properly trained, and available when required.

4.2.3. Supervisors shall coordinate annual rescue training with 92 CES/CEF for possible inclusion of the fire department rescue team in the annual rescue exercise.

4.3. 92 CES/CEF Responsibilities. 92 CES/CEF will serve as the centrally located rescue team and will provide rescue services for Fairchild AFB confined spaces.

4.3.1. Supervisors will ensure that an organizational rescue team (as defined in AFOSH Standard 91-25, Chapter 4) is identified, properly trained, and available when required.

4.4. 92 Bioenvironmental Engineering Responsibilities. 92 Bioenvironmental Engineering will perform all of their responsibilities as described in section 2.9 and 2.10 (CSPT) of AFOSHSTD 91-25.

Chapter 5

ATMOSPHERIC TESTING/MONITORING

5.1. Atmosphere Testing and Monitoring Equipment. Units will purchase, maintain and calibrate equipment. Fire Department and Bioenvironmental Engineering will be consulted during the selection process. All new monitoring device purchases must be “approved” by Bioenvironmental Engineering.

5.1.1. Supervisors will ensure verification testing is accomplished prior to entry into permit-required confined spaces. A qualified person who is trained will accomplish testing and certified according to guidance in AFOSH Standard 91-25, paragraph 5.6. Testing for classification is accomplished by qualified member of the CSPT; which is normally the BE.

5.1.2. Supervisors, through coordination with BE, will determine what atmospheric testing is required, for the particular space and work being done in the space (such as oxygen, flammability, and toxicity, per *Table 3.1. Confined Spaces Classification—Atmospheric Conditions in AFOSH Standard 91-25 page 11*). *These requirements will be listed on the Master Entry Plan and included on the permit (AF Form 1024). It's the supervisor's responsibility to ensure this monitoring is accomplished prior to, and during the confined space entries.*

5.2. Atmospheric Monitoring of Confined Spaces

5.2.1. Supervisors will conduct atmospheric monitoring to ensure safe conditions are maintained. *See AFOSH Standard 91-25, paragraph 3.9.*

Chapter 6

CONFINED SPACE ASSESSMENT, MASTER ENTRY PLAN, AND AF FORM 1024 COORDINATION

6.1. Confined Spaces Assessment

6.1.1. Functional Managers or commanders will ensure all confined spaces under their control are evaluated annually through use of a Confined Space Assessment package ([Attachment 1](#)).

6.1.2. Supervisors will ensure the confined space assessment package has been completed. It shall be taken to 92 ARW/SEG and evaluated by Fire Department, Bioenvironmental Engineering, and Ground Safety as a group.

6.1.3. Appropriate agencies (Fire Department and Bioenvironmental) will ensure coordination is made within five duty days and forward the package to the Safety Office.

6.2. Master Entry Plans

6.2.1. Functional Managers or commanders requesting MEP's, will designate an entry supervisor and point of contact to assist Fire Department, Bioenvironmental Engineering, and Ground Safety in creating the MEP.

6.3. Confined Space Entry Permit, AF Form 1024

6.3.1. Coordination of AF Form 1024 is required for occasional entry into a Permit-Required Confined Space (see para [3.1.1](#).)

6.3.2. AF Form 1024 must be completed by the supervisor and submitted to 92 ARW/SEG 48 hours in advance of the required entry to allow CSPT coordination.

ERWIN F. LESSEL III, Colonel, USAF,
Commander

Attachment 1

92 AIR REFUELING WING CONFINED SPACES ASSESSMENT

CONTROL NUMBER (To be assigned by 92 ARW/SEG)	CERTIFICATION DATE: (To be assigned by 92 ARW/SEG)
SQUADRON:	OFFICE SYMBOL:
ADDRESS:	
SUPERVISOR'S NAME AND GRADE:	TELEPHONE:
LOCATION AND DESCRIPTION OF SPACE TO BE ENTERED: (Attach separate list with specific locations and descriptions if more than one space of this type)	
PURPOSE OF ENTRY:	
TASKS OR OPERATIONS TO BE PERFORMED:	

DATE OF ASSESSMENT

SIGNATURE OF SUPERVISOR



CONFINED SPACES 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 92 ARW/SEG for each required entry)
- PERMIT-REQUIRED (Frequent Entry - AF Form 1024 issued by supervisor in accordance with Master Entry Plan)
- NON-PERMIT-REQUIRED (See AFOSH Std 91-25, para 6.5 for entry considerations)

92 ARW/SEG (Ground Safety)



Concur Non-concur

92 ADS/SGGB (Bioenvironmental Engineering)

92 CES/CEF (Fire Department)



Concur Non-concur

Concur Non-concur

Attachment 2

CONFINED SPACES ASSESSMENT WORKSHEET

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

YES NO If yes, describe or explain:

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

YES NO If yes, describe or explain:

3. Is the space DESIGNED for continuous human occupancy?

YES NO If no, describe or explain:

If you answered YES to questions 1 & 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, the space is not classified as a Confined Space. STOP HERE.



4. Does the space contain or have the potential to contain a hazardous atmosphere? In other words, is there ANY contaminant present, or will work processes be done using ANY chemicals/hazardous materials (to include welding, brazing, or soldering fumes)?

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

YES NO

If yes, describe the type of hazardous atmosphere.

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.

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 cause an entrant to be trapped or asphyxiated, or does the space contain a threat that would interfere with an individual's ability to escape unaided from it?

YES NO

If yes, describe the configuration or threat.

7. Does the space contain any other characteristic that is recognized as a serious safety or health hazard?

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 92 ARW/SEG for certification.

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8. Can the space be locked or sealed to prevent entry?

YES NO

If yes, what method will you use?

LOCK COVER FENCE GUARDRAIL OTHER

If no, signs must be posted. See AFOSH Standard 91-25, para 3.5. Go to question 9.

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

YES NO

If yes, how?

It is possible that the space may be reclassified as a non-permit-required confined space. Submit this evaluation package to 92 ARW/SEG for certification.

If no, go to question 10.

10. Will the space be entered less than four times per year?

YES NO

If yes, complete AF Form 1024 (see Attachment 2, AFOSH Std 91-25) 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 92 ARW/SEG WITH APPLICABLE ATTACHMENTS.

Attachment 3

92 AIR REFUELING WING MASTER ENTRY PLAN

CONFINED SPACES ASSESSMENT CONTROL NUMBER _____
 (Assigned by 92 ARW/SEG)

MASTER PERMIT NUMBER (To be assigned by 92 ARW/SEG)	EXPIRATION DATE: (To be assigned by 92 ARW/SEG)
SQUADRON:	OFFICE SYMBOL:
ADDRESS:	
LOCATION AND DESCRIPTION OF SPACE TO BE ENTERED: (Attach separate list with specific locations and descriptions if more than one space of this type)	TELEPHONE:
SUPERVISOR'S NAME AND GRADE:	
IS THERE A POSSIBILITY THAT PERSONNEL OTHER THAN 92 ARW PERSONNEL WILL REQUIRE ENTRY TO THIS SPACE? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, who?	
WHAT ARRANGEMENTS WILL BE MADE TO COORDINATE AND CONTROL ENTRY BY OTHERS?	

DATE OF APPLICATION

SIGNATURE OF SUPERVISOR



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 15 are authorized to issue individual entry permits (AF Form 1024) in accordance with the requirements in AFOSH Standard 91-25 and FAFBI 91-25. Permits will not be issued when unexpected conditions exist that have not been anticipated or allowed for in the MEP unless the condition can be eliminated or controlled. If hazardous conditions develop after entry that cannot be eliminated or controlled, the entry will be terminated, the permit revoked and retained for 1 year, and the Confined Spaces Program Team (CSPT) will be contacted before proceeding further.

92 ARW/SEG (Ground Safety)

=====

Concur Non-concur

92 ADS/SGGB (Bioenvironmental Engineering)

92 CES/CEF (Fire Department)

=====

Concur Non-concur

Concur Non-concur

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)

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)

3. ATMOSPHERIC TESTING AND MONITORING

a. Type of Hazard to be Monitored (mark all that apply)

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

b. Is pre-entry testing required? YES NO Explain:

c. State acceptable conditions for entry:

d. Describe the testing method to be used.

Who will test the atmosphere?

What equipment will be used?

Make/Model Number

Calibration Schedule

When and how will equipment condition be verified?

e. Is continuous monitoring of atmosphere required?

YES NO Explain:

f. Describe the monitoring method to be used.

Who will test the atmosphere?

What equipment will be used?

Make/Model Number

Calibration Schedule

When and how will equipment condition be verified?

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, para 6.4.11).

5. Will any work be done using chemicals, or performing welding, brazing, or soldering, in this confined space? If so, specify (provide listing) identifying product name, FSN, part number, quantity to be used during entry (in ounces, pints, etc), and the volume of the space (length, width, and height)..

6. Will hot work permits be required?

YES NO Explain:

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

YES NO Explain:

8. EQUIPMENT REQUIRED FOR ENTRY AND WORK. List all that apply and describe conditions under which it will be used.

a. Personal Protective Equipment (PPE):

b. Respiratory Protection Equipment:

c. Rescue Equipment:

d. Other:

9. COMMUNICATIONS. Describe communications procedures and list equipment that will be used.

10. RESCUE AND EMERGENCY SERVICE (Identify who will provide emergency rescue and what procedures will be used for each confined space entry):

a. Primary Rescue Agency:

Phone Number:

Method of Contact:

b. Alternate Rescue Agency:

Phone Number:

Method of Contact:

c. Rescue Procedures - Describe self-rescue and attendant rescue procedures to be followed.

11. EMERGENCY TERMINATION OF ENTRY. Describe hazardous conditions under which entry must be terminated immediately.

12. EMERGENCY ENTRY PROVISIONS. Describe provisions for entry under emergency conditions.

13. PREPARATION FOR ENTRY. Identify pre-entry actions that must be accomplished prior to entry into this confined space.

a. Preparations

- Notification of service interruption to affected areas
- Blank/Blind Lines
- Purge/Clean
- Inert
- Double Block and Bleed
- Testing of Atmosphere
- Other (specify)

b. Hazardous Energy Isolation

- Electrical Lockout/Tagout
- Mechanical Lockout/Tagout
- Atmospheric
- Other (specify)

c. Ventilation

- Mechanical
- Natural

d. Communications

- Visual
- Voice
- Tug Rope
- Radio
- Other (specify)

e. Additional Permits Required

- AF Form 592, Welding Permit
- Other (specify)

