BY ORDER OF THE COMMANDER
926TH FIGHTER WING

926TH FIGHTER WING INSTRUCTION 91-211

26 JUNE 2003

Safety

HANGAR DOOR OPERATION TRAINING, HANGAR DOOR AWARENESS TRAINING AND HANGARING OF AIRCRAFT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 91-2, *Safety Programs*, and establishes procedures for safe hangaring of aircraft and hangar door operation. Personnel of the 926th Fighter Wing must be familiar with this regulation and all directives associated with such operations.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision changes group and office symbols due to the Maintenance Group reorganization. A (|) indicates revisions from the previous edition.

1. Policy and Responsibilities:

1.1. No one operates the main hangar doors without authorization. All personnel who routinely work in Hangar 4 or Building 195 (fuel cell hangar) will (as a minimum) receive annual Hangar Door Awareness Training regardless of AFSC or normal duties. This includes security personnel and administrative personnel. Selected personnel will receive annual Hangar Door Operation Training.

1.2. Each maintenance supervisor is responsible for selecting and scheduling assigned personnel for Hangar Door Operation Training. Training will be accomplished on an annual basis.

1.2.1. As a minimum, Hangar Door Operation Training and Hangar Door Awareness Training will include hangar door hazards, emergency procedures, hangar door operations and familiarization with this instruction.

1.2.2. Hangar Door Operation Training is conducted in two parts. The first part is accomplished via a computer based training program and will accomplish the objectives outlined in paragraph **1.2.1.** The second part will be "hands on" training conducted by a supervisor who is fully qualified

in hangar door operations. Building 195 (fuel Cell) and Hangar 4 “hands on” certifications are separate and will be tracked and documented by separate training entries for an individual.

1.2.3. Hangar Door Awareness Training is accomplished via a computer based training program. A five-question test is then administered by maintenance training with a required 80% pass rate to receive credit for training.

1.3. Hangar Door Awareness Training and Hangar Door Operation Training is documented in Core Automated Maintenance System (CAMS) and Air Force (AF) Form 55. Document training on AF Form 797**, Job Qualification Standard Continuation/Command JQS,** and AF Form 55**, Employee Safety and Health Record,** for non-maintenance personnel who do not have access to CAMS.

1.4. Training must be conducted using the hangar door operation course out-line, see **Attachment 2**.

1.5. No one operates hangar doors until training is accomplished by qualified trainers.

2. Procedures for Hangaring Aircraft:

2.1. Maintenance Operations Center (MOC): Requests the armament status of the aircraft and begins coordination action to ensure weapons are downloaded before an aircraft is towed.

2.2. The Tow Team Chief:

2.2.1. Is responsible for a safe operation, ensures all directives/tasks are completed, and signs the **Hangar Entry/Removal Check Sheet**, after all required tasks are completed.

2.2.2. Will ensure the weapons stations are downloaded of impulse cartridges before an aircraft is towed into the hangar.

2.2.3. Will ensure gun pin is installed/gun downloaded, if the maintenance to be accomplished requires such action; visually checks weapons, carts, ammo, pins, etc.; checks Core Automated Maintenance System, (CAMS) for work order generation, or AFTO Form 349, **Maintenance Data Collection Record**, for manual mode new jobs.

2.2.4. Will initiate a local checklist for aircraft to be hangared and will complete the **Aircraft Preparation** portion of the checklist as directed by the MXG/CC. The checklist will be attached, in a protective sleeve, to the aircraft on the left hand side of the fuselage just below the cockpit, see **Attachment 1**.

2.2.5. Will brief all personnel on their responsibilities related to the position assigned on the tow team; wing/tail walker, etc. A means of communication is established at that time. Six personnel are required to tow aircraft into a hangar.

2.2.6. Will make an area foreign object inspection in front of the hangar door and parking location before towing aircraft.

2.2.7. Will comply with the **In Hangar** portion of the checklist.

2.2.8. Will Notify MOC, before towing an aircraft from hangar, when aircraft is hangared and the **In Hangar** portion of the checklist is completed.

2.3. The Tow Team Supervisor: Will Comply with the **Hangar Entry/Removal Check Sheet**, see **Attachment 1**, before leaving the hangar and reports to the expediter upon completion.

2.4. The Flight line Expediter: Will Notify MOC when the aircraft is parked in the hangar or back on the flight line at the parking spot.

3. Special Procedures :

3.1. Aircraft Entering Bldg. 195, Fuel Cell Area:

3.1.1. Aircraft towed for fuel cell maintenance will be defueled, (if required for fuel cell maintenance), before entering Bldg. 195. The fuel systems supervisor is responsible for ensuring all items on the checklist and task listed in T.O. 1-1-3, *Inspection and Repair of Aircraft Integral Tanks and Fuel Cells*, are complied with at the time of entry.

3.1.2. No aircraft will be moved into Bldg. 195 without approval of the fuel systems supervisor or his/her alternate.

3.2. Removing Aircraft from Fuel Cell:

3.2.1. Tow Team Supervisor:

3.2.1.1. Will ensure the area around the aircraft is clean prior to removing the aircraft from the Fuel Cell.

3.2.1.2. Will initial the **Hangar Entry/Removal Check Sheet,** see **Attachment 1**. Check Sheets will be retained by OPR for one year.

3.2.2. Fuel Systems Supervisor or his/her designated representative:

3.2.2.1. Will confirm that the area around the aircraft is clean prior to removing the aircraft from the Fuel Cell.

3.2.2.2. Will initial the **Hangar Entry/Removal Check Sheet,** see **Attachment 1**. Check Sheets will be retained for one year by the OPR.

3.3. Aircraft Entering Hangar 4:

3.3.1. Hangar 4 doors will be fully open before movement of aircraft into/out of hangar.

3.3.2. At the end of the duty day, the AMXS supervisor/production superintendent, or his/her designated representative, ensures all hangared aircraft have protective covers installed; support equipment stowed, canopies closed and hangar doors are closed.

3.4. Removing Aircraft from Hangar 4:

3.4.1. Tow Team Supervisor:

3.4.1.1. Will ensure the area around the aircraft is clean prior to removing the aircraft from the Hangar.

3.4.1.2. Will initial the **Hangar Entry/Removal Check Sheet,** see **Attachment 1**. Checklist will be retained by the OPR for one year.

3.4.2. Phase Dock Supervisor or his/her designated representative:

3.4.2.1. Will confirm that the area around the aircraft is clean prior to removing the aircraft from the Hangar.

3.4.2.2. Will initial the **Hangar Entry/Removal Check Sheet,** see **Attachment 1**. Check

Sheet will be retained by the OPR for one year.

4. Adopted Forms. AFTO Form 781A, AFTO Form 349, AF Form 797, AF Form 55.

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Commander

Attachment 1

HANGAR ENTRY/REMOVAL CHECK SHEET

AIRCRAFT SERIAL #	DATE	TOW TEAM SUPERVISOR SIGNATURE

MANDATORY PROCEDURES FOR HANGAR ENTRY AND REMOVAL

ITEM	DESCRIPTION	INITIALS	EMPLOYEE NUMBER
1	ALL MUNITIONS DOWN LOADED OR SAFED IAW APPLICABLE TECHNICAL DATA (Including impulse carts removed and gun safety pin installed)		
2	AIRCRAFT MADE SAFE IAW APPLICABLE TECHNICAL DATA		
3	AIRCRAFT CHOCKED		
4	AIRCRAFT GROUNDED		
5	ENSURE AIRCRAFT IS FAR ENOUGH BACK TO REMOVE SEAT/CANOPY IF REQUIRED		
6	781A FORMS ON AIRCRAFT		
7	DRIP PANS/FUEL BOWSERS INSTALLED AS REQUIRED		

ITEM	DESCRIPTION	INITIALS	EMPLOYEE NUMBER
8	INSTALL ORANGE CONES TO MARK POWER CORDS OR HYDRAULIC HOSES COMING FROM OUTSIDE THE HANGAR (IF REQUIRED)		
9	THOROUGHLY CLEAN UP AREA AROUND AIRCRAFT PRIOR TO REMOVING AIRCRAFT FROM HANGAR		
10	(DOCKS CHIEF OR FUEL CELL SUPERVISOR) ENSURE AREA AROUND AIRCRAFT IS CLEAN PRIOR TO REMOVING AIRCRAFT FROM HANGAR		

NOTE: **DISCONNECT EXTERNAL POWER CORD DAILY**

Attachment 2

HANGAR DOOR OPERATION LESSON PLAN

A2.1. Objective: Train all personnel responsible for operating the hangar doors. Ensure personnel know the correct procedures for opening the doors and the safety procedures involved. Another objective is to give awareness about hangar door dangers to all personnel working in and around Hangar 4 and Building 195.

A2.2. ALL PERSONNEL: Shall be trained in the operation of the hangar doors before operating them.

A2.3. Hangar Door Hazards:

A2.3.1. Check for foreign objects along the inside and bottom of the doors.

A2.3.2. Check outside of the doors to ensure they are clear (no vehicles, people, etc.). The doors swing outward while they are going up.

A2.3.3. Close the small doors located in the large doors. **A2.3.4.** Check to ensure that hangar door is not locked out or tagged out. If there are any questions, check with the dock chief before operating the doors.

A2.3.4. When operating just one door use the switches located closest to the door being opened.

A2.3.5. When the door switches are activated, a warning bell rings for 10 rings or 10 seconds and outside lights flash before the door moves. The bell continues to ring and lights flash during door movement, either opening or closing. ***NOTE:*** Fuel Cell only has warning bell not flashing lights.

A2.3.6. CAUTION--WHEN HANGAR DOORS ARE MOVING, NO PERSON SHOULD ENTER OR LEAVE THE HANGAR UNDER THE MOVING DOOR OR ADJACENT HANGAR DOOR OR THROUGH ADJACENT HANGAR DOOR WALK-THROUGH DOOR.

A2.4. Emergency Procedures:

A2.4.1. If while attempting to open or close a hangar door, the door becomes stuck in an elevated position, notify MOC, supervision, and the building custodian. The door should be locked out/ tagged out immediately and coned off with signs warning personnel not to enter the area. Place warning signs on both the exterior and interior approach to malfunctioning door. The building custodian for hangar 4 is the Phase Dock Chief. The building custodian for building 195 (fuel cell) is the Fuel cell Supervisor.

A2.4.2. If a door appears to slip from its “up” position, qualified personnel should attempt to lower the door as soon as possible providing the area is clear and it is safe to do so. Immediately lock out/tag out the door, notify MOC, supervision and the building custodian.

A2.5. Routine Procedures:

A2.5.1. Hangar doors must not be opened for movement of bicycles in or out of the hangar during winter months. Bicycles must be moved through the shops.

A2.5.2. Demonstrate the operation of the door switches.

A2.6. After the completion of training, update the AF Form 55, CAMS product, or AF Form 797 (whichever applies).