

**BY ORDER OF THE COMMANDER
374TH AIRLIFT WING**

**374TH AIRLIFT WING INSTRUCTION
91-101**



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Safety**

**HANGAR DOOR SAFETY AND OPERATION
(PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*; Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*; AFI 21-101 Air Mobility Command Supplement (AFI 21-101_AMCSUP), *MAF Aircraft and Equipment Maintenance Management*; *Air Force Occupational Safety and Health Standard* (AFOSHSTD) 91-100, *Aircraft Flight Line – Ground Operations and Activities*, and AFOSHSTD 91-501, *Air Force Consolidated Occupational Safety Standard*. It establishes procedures and responsibilities to ensure standardization in qualification and certification of individuals who operate or enter or exit through hangar doors. This instruction will be used in conjunction with established AFOSHSTDs. This instruction applies to all personnel assigned or attached to Yokota Air Base. This publication requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and maintain the records prescribed in this publication is 10 U.S.C., Chapter 40; 37 U.S.C., Chapter 9, and Executive Order 9397. Principal Purposes are for documentation of occupational safety, fire protection, and health training. Use to create a record of training and to retrieve record of safety, fire protection, and health training. Disclosure of this information is voluntary. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

1. General.

1.1. This instruction is designed to prepare personnel to safely and effectively operate or enter and exit through hangar doors. Hangar Door Operation Qualification Training is mandatory for all personnel who operate hangar doors or require access through hangar doors in the performance of routine duties (work in hangar facilities, supply/equipment deliveries, aircraft cargo loading, 374th Civil Engineer Squadron Fire Emergency Services [374 CES/CEF], 374th Security Forces Squadron [374 SFS], 374 CES Maintenance, etc.).

1.2. Following table identifies hangars on Yokota AB and the responsible agency:

Table 1. Hangars on Yokota AB and the Responsible Agency.

Hangar	Owning Agency
Bldgs 1, 75, 103, 510, 906, 907, 1503, 1505, 1587	374th Maintenance Squadron
Bldg 95	Det 2, PACAF Air Postal Squadron
Bldg 96	730th Air Mobility Squadron
Bldg 97	374th Security Forces Squadron
Bldg 102	374th Civil Engineer Squadron
Bldgs 400, 800	374th Logistics Readiness Squadron
Bldg 702	459th Airlift Squadron
Bldg 1504	374th Force Support Squadron

2. Policies. Personnel are not authorized to operate or perform hangar door procedures until all provisions, including documentation of certification and proficiency training, have been completed.

3. Responsibilities.

3.1. Squadron commanders (through their respective operations officers, superintendents and supervisors as needed) will:

3.1.1. Ensure all personnel comply with this instruction.

3.1.2. Identify personnel who are required to operate hangar doors in the performance of routine duties, ensure these personnel are properly trained to perform hangar door operations, and ensure the training is properly documented. This requirement applies to all organizations and is not limited to the 374th Maintenance Group (374 MXG) or maintenance Air Force Specialty Codes (AFSC).

3.1.3. Identify personnel who routinely work in hangars (regardless of AFSC or duties). Ensure these personnel receive proper hangar door awareness training, and ensure the training is properly documented.

3.1.4. Brief their respective group commander on hangar doors rendered inoperative, repair status, and the expected completion date for corrective actions at least once a month.

3.2. Building custodians will:

3.2.1. Be responsible for ensuring hangar door serviceability in accordance with AFOSHSTD 91-100, paragraph 7.2.3.

3.2.2. Ensure requirements outlined in AFOSHSTD 91-100 and AFOSHSTD 91-501 are maintained.

3.2.3. Ensure a DANGER sign is mounted next to all hangar door controls. Overall sign dimensions will be 7 inches by 10 inches. "DANGER" must be printed on top in 1 7/16-inch red lettering. Message below "DANGER" must contain the following statement using black lettering: "Only authorized personnel may operate hangar doors." This sign must be in English and Japanese.

3.2.4. Maintain luminescent or reflective directional arrows adjacent to each switch and on horizontal sliding doors to indicate the direction of door travel for each corresponding switch.

3.2.5. Ensure all hazards are identified. All areas that pose a potential pinch point or crush area must be marked with 2 to 3-inch yellow and black hash-mark lines to ensure no one enters these areas during door operation. Additionally, all hangar door pocket areas will have a 14-inch by 20-inch "DANGER" sign painted on the floor. "DANGER" must be in red with 3-inch letters. The message below "DANGER" must contain the following statement in black with 3-inch letters: "HAZARDOUS AREA-STAND CLEAR DURING DOOR OPERATION." The sign will be placed so that it can be read when approaching the hazard area and must be in English and Japanese.

3.2.6. Ensure door control panels are marked appropriately.

3.2.7. At a minimum, conduct a monthly review to identify and document conditions where hangar doors, signs, or other related items do not conform to established AFOSH requirements, and initiate a CE work order (AF Form 332, *Base Civil Engineer Work Request*) for any discrepancies requiring 374 CES action to resolve. Document this inspection in the Facility Manager continuity binder.

3.2.8. Brief their squadron commander on hangar door discrepancies, repair status, and the expected completion date for corrective actions at least once a month.

3.2.9. Maintain hangar door operating checklists for their respective hangars and post the checklists at each hangar door control panel (electrically controlled) or on the most entered door for manually operated doors.

3.3. Hangar door operators will:

3.3.1. Operate only those hangar doors for which they are trained and certified.

3.3.2. Operate powered electrical doors using the Powered Hangar Door Operation Procedures Checklist. Hangars with manual doors will be operated using the Manual Hangar Door Operation Procedures Checklist.

3.3.3. Ensure the hangar door tracks are free of foreign objects and debris before operating the doors.

3.3.4. Immediately notify their squadron supervision and CE customer service after discovering any hangar door discrepancy.

3.3.5. Report all hangar door discrepancies to the respective facility manager immediately.

3.3.6. Not operate any powered hangar doors in manual mode unless properly trained and authorized.

4. Training and Certification.

4.1. Personnel who routinely work in hangars (but are not required to operate hangar doors) must receive hangar door awareness training. Hangar door awareness training is provided by the member's work center and annual training completion will be documented on the member's AF Form 55, *Employee Safety and Health Record*.

4.2. Personnel who work in hangars or are required to operate hangar doors in the performance of routine duties must be trained and certified to perform hangar door operations. Maintenance personnel required to operate hangar doors will have the G081 course code for hangar door operation loaded as a work center training requirement (course code YOKP 0001 or YOKP 0005).

4.3. Hangar door operators in the 374 MXG will be identified on a special certification roster (SCR). Hangar door operators in other units will be identified in writing by their respective squadron commander.

4.4. Hangar door operation training will be accomplished by the operator's work center. Squadron Commanders will identify highly proficient hangar door operators as hangar door trainers. A completed AMC Form 64, *Request for Special Certification*, will be routed to the unit training manager (UTM) upon completion of training to document the training appointment. Maintenance group UTMs will update completion of training for MXG personnel in G081. Contractors who are required to operate hangar doors to fulfill their contractual duties will receive training from the government after award of the contract and prior to initiating work in hangar facilities. The Quality Assurance Evaluator (QAE) or Contract Officer Representative (COR) for the awarded contract is responsible for arranging this training.

5. Hangar Door Operation.

5.1. Only personnel identified in writing as hangar door operators by their respective commanders may operate hangar doors. Hangar door operators must be listed on the posted hangar door operators list for the hangar door being operated.

5.2. Hangar doors must be operated IAW the local checklist posted for the hangar door being operated. Only the checklist identified for that specific hangar door will be used to operate that respective hangar door.

5.3. All overhead hangar doors will be fully opened before aircraft are moved through the door entrance. Horizontal sliding doors will be completely opened for maximum clearance at each wingtip. Follow additional applicable guidelines in AFOSHSTD 91-100.

5.4. Manual hangar doors will be opened a minimum of 10 feet between adjacent door panels before equipment, vehicles, or personnel move through the entrance. Under normal conditions, powered hangar or shelter doors will always be opened to a width of at least 10 feet. For special operations, such as during extreme weather conditions, the door may be opened less than 10 feet only if the door control switch is locked off or out and remains locked out until the door can be opened to 10 feet or more or be closed.

5.5. If a powered hangar door fails to operate properly, the door operator will inform the respective squadron's supervision and the Maintenance Operations Center (MOC) of the problem and await assistance.

5.6. Powered hangar doors will be operated manually only by qualified personnel (CE, Fire Department or contractor) during routine maintenance or in the event of a facility ground emergency.

6. Adopted Forms.

AF Form 55, *Employee Safety and Health Record*

AF Form 332, *Base Civil Engineer Work Request*

AMC Form 64, *Request for Special Certification*

AF Form 847, *Recommendation for Change of Publication*

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