

**BY ORDER OF THE COMMANDER
507TH AIR REFUELING WING**

**507TH AIR REFUELING WING
INSTRUCTION 91-100**



6 SEPTEMBER 2013

Safety

HANGAR DOOR SAFETY OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 91-3 *Occupational Safety and Health*, Air Force Instruction (AFI) 91-203 *Air Force Consolidated Occupational Safety Instruction*. It provides guidelines and designates responsibility for training, qualification, and documentation for personnel operating, egress or ingress of hangar doors. This directive is applicable to all 507th Air Refueling Wing (ARW) personnel and to all 137 ARW personnel who maintain or operate ARC-Associated aircraft, systems, and equipment during periods of duty at (or deployed to) Tinker AFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with the AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

This is a new instruction that incorporates 507th MXGI 91-100, dated 15 March 2009 and applicability to Hangar 1053 at Tinker AFB, OK.

1. Responsibilities:

1.1. Facility Managers shall:

- 1.1.1. Ensure hangar door serviceability is in accordance with AFI 91-203, Paragraph 24.14.
- 1.1.2. Ensure warning and hazard identification signs are maintained as outlined in AFI 91-203, Para 24.14.

1.1.3. Ensure door control panels are marked clearly and appropriately.

1.1.4. Will develop and maintain door operating checklists and ensure checklists are posted at each hangar door.

1.2. The 507th Maintenance Squadron Maintenance Superintendent, (507MXS/MXM) shall be the POC for outlining responsibilities and procedures for safe operation of hangar doors.

1.3. Commanders of non-maintenance units shall forward a letter annually to 507 MXS/MXM, listing hangar door operator qualified personnel and their date of annual training.

1.4. Supervisors shall:

1.4.1. Ensure personnel receive hangar door awareness training within 60 days of return from technical training.

1.4.2. Provide annual hangar door awareness training to those personnel whose primary work center is in Hangars 1030, 1082 and 1053.

1.4.3. Schedule all hangar door operator training through the applicable Unit Training Manager.

1.5. Hangar Door Operators shall:

1.5.1. Be familiar with procedures outlined in AFI 91-203, Para 24.14.

1.5.2. Operate doors in accordance with local checklist posted on the hangar doors being operated.

2. Conducting Training:

2.1. The 507th Maintenance Group Maintenance Training Flight, 507 MOF/MXOT, will provide hands-on hangar door operator training annually for any 507 ARW/137 ARW personnel who have a requirement to operate any of the 507 ARW powered and manual hangar doors. As a minimum, annual operator training will include hangar door hazards, emergency procedures, and hangar door operations.

2.2. Hangar door awareness training will include hangar door hazards and emergency procedures.

2.3. Lesson plans will be maintained by the 507th Maintenance Operations Flight Training Office, 507 MOF/MXOT.

2.4. The hangar door operator training instructor will forward a class roster to the affected Unit Training Manager for input into the appropriate MIS.

2.5. The affected Unit Training Manager will document hangar door awareness training and hangar door operator training in the appropriate Management Information System (MIS) for maintenance personnel.

RUSSELL A. MUNCY, Colonel, USAFR
507 ARW Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, *Aerospace Equipment Maintenance Management*, 26 July 2010

AFI 21-101/AFRC Sup 1, *Aerospace Equipment Maintenance Management*, 13 January 2011

AFI 21-101/ANG Sup 1, *Aerospace Equipment Maintenance Management*, 27 April 2011

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

ARC—Air Reserve Component

ARW—Air Refueling Wing

ARWI—Air Reserve Wing Instruction

CC—Commander

MIS—Management Information System

MOF—Maintenance Operations Flight

MXG—Maintenance Group

MXGI—Maintenance Group Instruction

MXM—Maintenance Superintendent

MXOT—Maintenance Operations Training

MXQ—Maintenance Quality Assurance

POC—Point of Contact

RDS—Records Disposition Schedule

USAFR—United States Air Force Reserve