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Safety

**COMMANDER'S MISHAP PREVENTION
PROGRAM**

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This instruction establishes 62 Airlift Wing mishap prevention program requirements and contains specific safety program management information. It applies to all 62 AW units. It establishes the procedures for conducting inspections-both spot and annual at the squadron level, defines mishap notification procedures, and explains procedures for submitting personnel and squadrons for safety awards, and details requirements for maintaining a continuity book for each safety function (Ground, Flight, Weapons, and Nuclear Surety). This instruction also stipulates the duties and qualifications for the wing-level Flight Safety Officer (FSO). Use the AF Form 847, *Recommendation for Change of Publication*, for any suggested changes to this publication and e-mail to 62aw.se@us.af.mil. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

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Section A—General

1. Scope.

1.1. This instruction implements AFPD 91-2, *Safety Programs*. It outlines programs for Flying Safety, Ground Safety, and Weapons Safety. It is applicable to 62d Airlift Wing personnel. This instruction is designed to augment the master USAF and AMC Mishap Prevention Program. Units shall use AFI 91-202, *The USAF Mishap Prevention Program*, as the regulatory guidance for establishing and maintaining all disciplines of their safety programs.

2. Applicability.

2.1. **Section A** and **Section B** are applicable to all 62 AW agencies. is applicable to all units with a flying mission. deals with weapon safety and is applicable to all units who handle or possess munitions, firearms, explosives, and hazardous materials. references nuclear surety.

3. Wing Commander's Safety Policy. The 62 AW/CC will publish and distribute his/her personal "Commander's Safety Policy" and will ensure wide distribution throughout McChord Field. The 62 AW Chief of Safety will serve as the Commander's executive agent for publishing and distributing this policy. Unit commanders are encouraged to develop unit safety policies that both support and expand upon the Wing Commander's Safety Policy.

3.1. All 62 AW units will post the Wing Commander's safety policy on a bulletin board in a high-density traffic area, as well as maintain a copy for their safety program.

4. Councils.

4.1. **Air Force Occupational Safety and Health Council (AFOSH):** The council is a forum for discussing OSH problems, advising the commander on OSH-related matters, and recommending solutions of OSH problems to the commander. The council will be established and managed IAW AFI 91-301.

4.2. **62 AW Wildlife Hazard Working Group (WHWG):** The WHWG's mission is to identify and modify wildlife habitat and impose operational restrictions based on current and predicted wildlife hazards. It is chaired by the 62 AW/CV. Membership is as follows:

4.2.1. Primary Members:

446 AW/CV	62 OG/CD
62 OSS/OSAA /OSAB	62 AW/SEF
627 CES/CE	627 SFS/SFA
Falconer	

4.2.2. All organizations concerned with bird/wildlife hazards are welcome to attend.

5. Facility Inspections/Program Evaluations:

5.1. Annual Unit Safety Inspections.

5.1.1. The annual inspection schedule will be published by 62 Wing Safety and distributed to all applicable units prior to the first of each calendar year. A copy of this

schedule will also be located on the 62 AW Safety SharePoint located on the intranet. Revisions may be published when required.

5.1.2. The Unit Safety Representative (USR) will coordinate the inspection and accompany the inspector throughout the inspection. Civilian employee unions may receive a copy of the annual safety inspection schedule. Upon request from the Union Representative, a civilian employee assigned to the unit to be inspected may accompany the inspection team in areas where civilians are employed.

5.1.3. Within 10 workdays after completion of the inspection, a formal annual inspection report will be prepared by 62 AW/SEG/SEF/SEW/SEN in accordance with AFI 91-202.

5.1.4. Upon receipt of the report, the unit will have 30 days to implement corrective action and send a copy of the report, signed by the unit commander, back to wing safety. The unit is required to update open items every month until closure. A work order does not constitute closing action. Extensions may be given only with adequate justification and approval by the Chief of Wing Safety.

5.1.5. Copies of inspections/evaluations will be submitted to 62 AW/CC/CV and Group Commanders, at the discretion of the Chief of Wing Safety, upon completion of the report. Trends from inspections will be highlighted at the AFOSH Council quarterly meeting.

6. Safety Awards.

6.1. 62 AW Commander's Outstanding Unit Safety Award: This award is established to annually recognize the 62 AW units, which most aggressively implement the mishap prevention program. Selection for the award will not be based solely on the mishap rates. Evaluation will also include such items as safety program management, self-inspection programs, quality of safety meetings, bulletin boards, and program evaluations. Final selection will be made by the 62 AW Commander based on mishap statistics and recommendations from the 62 AW Safety Office. Nominations for this award are not required and selection will be at the end of each fiscal year.

6.2. AMC Distinguished Individual Safety Awards: This award program is established to recognize individuals for outstanding achievement in the area of safety. Squadrons should submit nominations through channels to 62 AW/SE IAW AFI 36-2833. This award can be submitted anytime during the year.

6.3. Annual Awards: USAF, AMC Unit and Individual Safety awards are IAW AFI 36-2833 and AMCI 36-2805, *Safety Awards Program*. The following awards are included in this category: Koren Kolligian, Jr. Trophy, AF Nuclear Surety Outstanding Achievement Award, Safety Career Professional of the Year Award, Unit Flying-Hour Milestone Award, Unit Mishap-Free Flying of the Year Award, Safety Officer and NCO of the Year Award (Primary and Additional Duty). Reference AMC Safety Awards Processing and Policy Guide.

6.4. Wing Safety Coin Award Program: At anytime, nominations may be received by wing safety for individuals accomplishing extraordinary acts of safety on or off duty. Additionally, units may nominate an individual for exceptional safety program management, use of risk management, or other areas involved with proactive and aggressive use of safety

knowledge. Normally, recognition for ground/weapon safety accomplishments will be recognized during the quarterly AFOSH Council meeting and flight safety accomplishments will be recognized during the quarterly Flight Safety Meeting. Awards for nuclear surety accomplishments will be presented during the quarterly Nuclear Surety Council. Awards may also be presented during Commander's calls and Wing Staff Meetings.

6.5. Award Submissions: All AMC annual awards will be tasked by the Wing Commander's support staff upon receipt of official message or when asked by wing safety. Wing safety is the OPR for all safety awards, and units submitting packages will route their correspondence through wing safety for consolidation and review. Wing safety will forward the document for Wing Commander approval. For all other awards (Distinguished Individual and Wing Coin Safety awards), units will submit their nominee package directly to wing safety for review.

7. Unit Safety Program.

7.1. Units must have strong, participative safety programs. Commanders are required to implement safety measures and ensure their unit has a proactive safety and mishap prevention program. In addition, all personnel must participate in mishap prevention efforts, including reporting hazards and safety violations, without fear of coercion or reprimand.

7.2. Organization and Structure:

7.2.1. Each commander is required to select, from the best-qualified personnel available, and appoint by letter, a Unit Safety Officer/NCO (including at least one alternate) to manage all safety activities. The letter will be forwarded to 62 AW/SEG/W/F/N within 10 days of naming a new safety representative.

7.2.2. Commanders are encouraged to select individuals who have a minimum of one-year of retainability. Replacements should be appointed at least 30 days prior to departure of out-going USR for proper change over and continuity.

7.2.3. USRs receive initial training through the safety office within 30 days of appointment. All USRs will complete a Risk Management (RM) Fundamentals Course within 90 days of assuming their duties if not previously RM trained. Computer based training link is located on the McChord Sharepoint. After completion, a copy of the certificate will be maintained in the Appointment Letter Tab of the respective USR Continuity Book. USRs are highly encouraged to complete the applicable safety training courses located on the Advanced Distributed Learning Services (ADLS) website.

7.2.4. Flying unit commanders will appoint, in writing, a current and qualified aircraft commander (as a minimum) as the squadron FSO (Flight Safety Officer).

7.2.5. Unit commanders will conduct seasonal safety campaigns in their units based on guidelines and assistance provided by JBLM Installation Safety Office (ISO) and 62 AW Safety Office. The program of separate mishap prevention campaigns throughout the year is tailored to meet mishap potential unique to different periods and seasons. Safety posters and other educational material can be used to enhance these campaigns. This material is available to all squadrons through JBLM ISO and 62 AW Safety Office.

7.2.6. The unit commander will determine the need for flight/work center representatives.

7.2.7. The unit commander will appoint a primary and alternate motorcycle safety representative (MSR) and forward an appointment letter to 62 AW/SEG. MSRs must coordinate with 62 AW/SEG to receive initial training within 30 days of appointment. In addition, they will identify all operators and brief them on the risks, standards of conduct, and proper protective equipment.

7.2.8. Motorcycle Safety Representative (MSR) Responsibilities

7.2.8.1. MSRs will input all motorcycle rider information using the Air Force Safety Automation System (AFSAS) via the Motorcycle Safety Tracking Tool (MUSTT). MSRs will review MUSTT monthly and document quarterly reviews.

7.2.8.2. MSRs will review and document their motorcycle safety program using the MSR responsibilities checklist (available from 62 AW Safety SharePoint) at least semi-annually.

7.2.8.3. MSRs will maintain an AMC form 91, "*Commanders Motorcycle Safety Interview*" for each rider. The document will then be uploaded into MUSTT.

7.2.8.4. MSRs will conduct and document semi-annual safety meetings with all riders in the unit. Include subject matter covered and attendance.

7.2.9. Squadron Safety Offices should meet with the Squadron Commander on a quarterly basis to discuss applicable safety issues that involve the unit. This meeting should be documented as required in paragraph 12.4.2.

8. Mishap Notification.

8.1. Mishaps involving serious injuries, hospitalization, or government property damage estimated to be greater than \$50,000 must be reported to wing safety immediately. After duty hours, wing safety can be contacted through Command Post. Less serious mishaps will be reported to wing safety not later than close of business the next duty day.

8.2. Mishaps to report: Report all on and off-duty military mishaps; report all on-duty mishaps involving civilian workers; report all mishaps involving government vehicles; and report all mishaps where government property was damaged e.g. aircraft, vehicles, buildings, and equipment.

8.3. Supervisors will ensure a AMC Form 441, "*Mishap Report of Injury/Illness and Treatment*" is submitted for all safety mishaps within two duty days. This form is not required to be signed, nor is Section II required to be completed. Not requiring a signed copy should expedite the processing time to safety in order to meet the two-day suspense. AMC Form 441s submitted past the two-day requirement must include an explanation of why they are late. Late reports submitted will be tracked and included as an inspection item during the wing safety annual unit inspection. Submission can be via email, fax or hand carry to the wing safety office. This is in addition to other reporting requirements (exception: flight safety mishaps will be reported on *AMC Form 97*).

9. Safety Publications.

9.1. Required publications must be readily available to personnel or cross-referenced to other files within the unit. See *Attachment 1* of this instruction for a complete publications list. Access to electronic publications may be substituted for hard copy when available.

Section B—Ground Safety

10. Scope. The squadron/unit ground safety program is the squadron commander's program and must be specifically oriented to their mission. The squadron/unit safety program should focus on the application of mishap prevention and Risk Management (RM) principles and procedures. It should also be designed to provide safety coverage in all unit ground activities involving Air Force personnel, material, equipment, and facilities, both on/off duty and on/off base.

11. Responsibilities.

11.1. USRs will:

11.1.1. Comply with unit inspection responsibilities as outlined in paragraph 5.

11.1.2. Accomplish spot inspections on at least one work center per month, to encompass the entire unit throughout the year. The inspections should encompass both program management and facility inspections. The wing safety sharepoint site has checklists that may be used for these inspections. All identified hazards requiring an IJO 4283 "Individual Job Order" will be routed through the Director of Public Works (DPW) by the facility manager. If a RAC is assigned, the IJO 4283 will be tracked using the hazard tracking log.

11.1.2.1. USRs will maintain documentation of these inspections and ensure follow-up is made when required. As a minimum, the inspection log must identify the date of inspection, area inspected, any discrepancies noted, corrective actions taken or initiated, and overall status of items (closed, or open pending stated action) and status date.

11.1.2.2. Deficiencies that cannot be corrected at the unit level should be directed to the 62 AW/SEG office for assistance.

11.1.3. Maintain a Hazard Tracking Log for all uncorrected hazards and deficiencies assigned a RAC not corrected within 30 days from the date of discovery. Follow-up will be conducted monthly until an estimated completion date (ECD) has been established. Once an ECD is known, follow-up will be conducted on a quarterly basis until the hazard is corrected.

11.1.4. The USR will coordinate with the unit or wing RM monitor to integrate risk management into safety. Ensure the principles of RM are actively implemented and used within the unit.

11.1.5. Disseminate safety information and assist supervisors in developing briefings. USR will conduct monthly safety briefings. A separate safety meeting is not required, however, the USR will maintain documentation of topics discussed at commander's call, work formations, staff meetings, etc.

11.1.6. Ensure mishaps are reported on a timely basis to 62 AW/SEG and ensure current mishap reporting procedures are posted on all safety bulletin boards.

11.1.7. Deleted.

11.1.8. Assist supervisors in preparation of job training guides which may include a Job Safety Analysis.

11.1.9. The USR will ensure all unit safety bulletin boards are current and maintained IAW this instruction. It is preferable to have a separate bulletin board for safety material; however, if this is not viable, then the safety material will be visibly separated from all other material posted on the board. The following will be posted on the safety bulletin board:

- 11.1.9.1. Wing Commander's Safety Policy Letter.
- 11.1.9.2. Unit Commander's Safety Policy Letter.
- 11.1.9.3. Current *AMC Form 15*.
- 11.1.9.4. *AFVA 91-307*, Air Force Occupational Safety and Health Program.
- 11.1.9.5. Unit Mishap Notification and Reporting Procedures.
- 11.1.9.6. Blank *AF Form 457 "USAF Hazard Report,"* and a sample 457 filled out.
- 11.1.9.7. Other safety-related material.

NOTE: BULLETIN BOARDS MAY BE SHARED BY MORE THAN ONE WORK CENTER WHEN THESE WORK CENTERS ARE COLLOCATED AND THE BULLETIN BOARD IS PLACED IN A COMMON AREA.

11.1.10. Maintain the USR Continuity Book IAW this instruction. All documentation (i.e. mishap reports, spot inspections, meeting minutes, etc.) will be kept from annual inspection to annual inspection.

12. USR's Continuity Guide.

12.1. TAB "A" Letter of Appointment

12.1.1. Unit Commanders will appoint by letter a primary and alternate safety representative including telephone numbers and office symbols. A copy of this letter and a copy of the training certification letter from wing safety will be filed in this tab.

12.1.2. Forward a copy of this letter to 62 AW/SEG.

12.2. TAB "B" Unit Commander's Safety Policy Letter

12.2.1. An updated Unit Commander's Safety Policy Letter should be published by each squadron. The policy letter should include the importance of safety both on and off-duty. A copy of this letter will be maintained in this section of the continuity guide and posted on each safety bulletin board.

12.3. TAB "C" Unit Mishap Reporting Procedures

12.3.1. File the Unit's Mishap Reporting Procedures Letter.

12.4. TAB "D" Unit Safety briefings and MEETING MINUTES

12.4.1. The USR will brief and disseminate to unit personnel the following information: safety concerns of the commander, a review of mishap trends, and the introduction of new OSHA or AF requirements. This may be in the form of a mass e-mail or part of monthly unit correspondence that is distributed to all work centers. A copy of the unit safety briefing will be filed in this tab.

12.4.2. A copy of the Quarterly Wing Safety USR meeting minutes will be maintained in this tab as applicable. A copy of the Squadron Commander's quarterly review will also be maintained in this tab.

12.5. TAB "E" MISHAP RECORD KEEPING

12.5.1. A copy of each *AMC Form 441*, "*Mishap Report of Injury/Illness and Treatment*" will be kept in this tab. The AMC Form 441 will be used to document all on or off-duty injuries involving military personnel who seek medical attention, on-duty civilian personnel, mishaps involving damage to real property and mishaps involving government vehicles. The USR will ensure that 62 AW/SEG is promptly notified of all mishaps and that the person involved in a mishap fills out an AMC Form 441. The form will be completed in enough detail to identify the synopsis of the mishap and coordinated through the supervisor for preventative actions for all mishaps and then sent to the wing safety office within 2 workdays. The form does not require signatures and can be submitted via email, fax or hand carry to the safety office. The USR will maintain these forms for trend analysis (one inspection year) and to keep the Unit Commander informed of all trends.

12.5.2. See paragraph 8.2 for the mishap categories to report.

12.5.3. Wing safety will inspect the AMC Form 441s during the units annual safety inspection to verify corrective actions have been documented and coordinated to prevent future occurrence and verify that notification between the unit and SEG has occurred.

12.6. TAB "F" Inspections

12.6.1. This tab will contain all inspections performed by the USR and wing safety. The USR will perform spot and monthly inspections. Wing safety will perform an annual inspection and may perform no-notice spot inspections.

12.6.2. See paragraph 5 for guidance on inspections.

12.7. TAB "G" HAZARD TRACKING LOG FOR RAC 4 & 5

12.7.1. The USR will maintain a log to track the status of all hazards assigned a RAC 4 or 5 until the hazard is abated. If IJO 4283 is submitted, it will be tracked using the hazard tracking log.

12.8. TAB "H" Listing of all Unit Work centers and Facilities

12.8.1. List all work centers assigned to the unit to include all building numbers and applicable room number if a shared facility. This list will be reviewed and updated prior to the scheduled annual safety inspection as required.

12.8.2. Provide a copy of this listing to the 62 AW/SEG.

12.9. TAB "I" BULLETIN BOARD

12.9.1. Include copies of applicable documents required per paragraph 11.1.10 of this publication or a cross-reference to applicable location for bulletin board documents.

12.10. TAB "J" AF FORM 55

12.10.1. The AF Form 55, (Employee Safety and Health Record) should be maintain by the supervisor; however if the unit commander determines the USRs maintain the forms, they can be filed in this tab. Otherwise, place a cross-reference to the location of the forms in this tab.

12.11. TAB “K” JOB SAFETY TRAINING

12.11.1. AFI 91-301, Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program, establishes the Air Force policy and designates organizations responsible for managing an Occupational Safety and Health Program. This program is required by Section 19 of the Occupational Safety and Health Act and Executive Order 11807. An important requirement of the AFOSH program is Occupational Safety, Fire Prevention, and Occupational Health training.

12.11.2. All personnel must have job safety training. The Job Safety Training Outline (JSTO) will be used by supervisors to train each newly assigned worker, and each worker who has not previously received this training. Additional training will be given if required by a change in assignment, equipment, procedures, process, or standards. Technical assistance and advice can be requested from wing safety, medical services, and the base fire prevention branch. Job safety, fire prevention, and health training will be of sufficient length and depth to ensure all workers are aware and understand the items listed on the attached checklist. The checklist and training material are provided by the wing safety office to assist supervisors in developing this training. USRs can file copies of the JSTOs under this tab or a cross-reference to the applicable location.

12.12. TAB “L” AWARDS PROGRAM

12.12.1. Your unit should establish a strong awards program to recognize personnel for accomplishments unique to your unit. Follow the guidance in paragraph 6 of this publication. File any awards documentation under this tab.

Section C—Flying Safety.

13. Duties of the Squadron Flying Safety Officer (FSO).

13.1. As a minimum, pilot FSOs will be aircraft commander-qualified. Experienced squadron FSOs should be selected to fill wing FSO vacancies. The 62 AW flight safety office is manned on a rotational basis by one member of each squadron. There are two attached positions augmented by an on-loan position from each flying squadron. Squadron personnel who have completed the FSO, ASPM or AMIC training courses may be required to augment Wing Safety if a shortfall in manning occurs. Squadron personnel may also be required to provide support for operational taskings (e.g. AEF, Large Package Exercises, etc.) that the Wing may be required to fill.

13.1.1. The Wing Safety office maintains a database identifying all individuals who have completed the FSO, ASPM and AMIC courses. Taskings for squadron augmentation to support mishap investigations will specifically identify whether a FSO, USR, ASPM, or AMIC-trained individual is needed.

13.1.2. Augmentee taskings will be forwarded from Wing Safety to the appropriate Group or Squadron Commander. Once identified, the individual will report to the Wing Safety office.

13.2. Unit FSOs will attend aircrew certification boards. Squadron Commanders and DOs may fulfill this requirement in the absence of the assigned FSO.

13.3. Squadrons will conduct monthly flying safety meetings, except during the month of the Quarterly Wing Flight Safety meeting. Squadrons are encouraged to invite Maintenance and Air Traffic Controllers to attend. The Squadron Commander should participate in monthly safety meetings.

13.3.1. Safety meetings should be planned with a safety prevention theme as well as a review of mishap reports. The use of guest speakers is encouraged. Mandatory annual safety briefing topics are listed in *AFI 91-202/AMCI Chapter 7.1*. Additional mandatory safety topics will be specified by 62 AW/SEF on an as needed basis.

13.3.2. Squadrons will maintain meeting minutes from their monthly safety meetings. These minutes will include the following as a minimum:

13.3.2.1. Summary of items discussed in sufficient detail so as to convey adequate safety lessons.

13.3.2.2. Squadron Commanders, Wing Commanders, DOs, or other DVs comments on flight safety.

13.4. The squadron flight safety office will maintain a continuity book (can be combined with USR's Continuity Guide (see paragraph 12). The book should contain sufficient data for collateral duty safety personnel to administer unit safety programs and aid in safety program continuity during absence or change of primary duty safety people. The book will contain as a minimum:

13.4.1. **(TAB A.)** Copy of commander's letter appointing flight safety personnel.

13.4.2. **(TAB B.)** Wing Commander's and Squadron Commander's safety policy letter.

13.4.3. **(TAB C.)** Mishap notification and reporting procedures.

13.4.4. **(TAB D.)** Unit safety meeting briefings, procedures, and latest minutes (can be located in a separate binder).

13.4.5. **(TAB E.)** Not used.

13.4.6. **(TAB F.)** Not used.

13.4.7. **(TAB G.)** Not used.

13.4.8. **(TAB H.)** Not used.

13.4.9. **(TAB I.)** Bulletin board (see paragraph 12.9.1.)

13.4.10. **(TAB J.)** Not used.

13.4.11. **(TAB K.)** Not used.

13.4.12. **(TAB L.)** Safety awards procedures. (see paragraph 12.12.1.)

13.4.13. **(TAB M.)** Required safety publications or location (see Attachment 1 for a complete list)

13.4.14. **(TAB N.)** Flight Safety assessment procedures, checklists, and schedule.

13.4.14.1. A copy of the most recent Wing Safety annual inspection.

13.4.14.2. Status reports for any deficiencies or discrepancies will be kept with the inspection.

13.4.15. **(TAB O.)** Current Newcomer's Briefing Guide (or location).

13.4.16. **(TAB P.)** Copies of blank flight safety reporting forms (or location):

13.4.16.1. AMC Form 97: *AMC IN-FLIGHT EMERGENCY AND UNUSUAL OCCURRENCE WORKSHEET.*

13.4.16.2. AF Form 853: *AIR FORCE WILDLIFE STRIKE REPORT.*

13.4.16.3. AF Form 651: *HAZARDOUS AIR TRAFFIC REPORT.*

13.4.17. **(TAB Q.)** Squadron certification board procedures.

13.4.18. **(TAB R.)** Lists of duties and responsibilities of Squadron Flight Safety personnel to include sufficient detail on how to complete them.

13.5. The squadron Flight Safety office will maintain a unit safety bulletin board (can be combined with ground (see section 11.1.10). The board will contain as a minimum:

13.5.1. AMC Form 15.

13.5.2. AMC Form 97: *AMC IN-FLIGHT EMERGENCY AND UNUSUAL OCCURRENCE WORKSHEET*

13.5.3. AF Form 853: *AIR FORCE WILDLIFE STRIKE REPORT*

13.5.4. AF Form 651: *HAZARDOUS AIR TRAFFIC REPORT*

13.5.5. Squadron commander's mishap prevention policy.

13.5.6. On duty safety personnel.

13.5.7. Mishap notification and reporting procedures.

13.6. Squadron Safety Offices 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. Recommended minimum items include Blue Four News, MDS-specific and other pertinent safety mishap reporting information, safety meeting minutes, seasonal flying information, BASH, MACA, and other local flying safety awareness topics. All privileged information will be secured and maintained IAW AFI 91-204.

13.7. The squadron 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.

14. Flight Safety Standby Duty.

14.1. The Wing Safety Office maintains a trained FSO on-call 24 hours a day to respond to any flight safety issues or incidents. While performing standby duty, the FSO's primary responsibility is mishap response.

14.1.1. The standby FSO will carry the Flight Safety cell phone and must respond to all notifications and be able to respond at the mishap site location with the necessary equipment to preserve perishable evidence.

14.1.2. Individuals carrying the Flight Safety cell phone will not concurrently be on any other alert status (e.g. A/B/C Alert).

14.2. If a flying squadron needs to use the standby FSO, during the scheduled duty, the squadron must supply an FSO trained augmentee to replace the outbound FSO. Time will be allotted to allow augmentees to receive a thorough inbrief by Wing Safety prior to assuming standby duty. The Chief of Wing Safety must approve any such changes.

15. Mobility Posture.

15.1. All FSO and AMIC trained individuals are on mobility status and can be tasked for deployment at any time for accident/incident investigations. AMC/SE will request an FSO or AMIC-trained member for Class A and B investigations through the Wing Safety office.

15.1.1. Upon request from AMC and through coordination between Chief of Safety and the appropriate Group Commander and Squadron Commander, names will be forwarded for deployment.

Section D—Weapons Safety

16. Program Scope.

16.1. The Wing Weapons Safety Office provides explosive site planning, facility licensing, and safety oversight for all assigned units. Additionally, the Wing Weapons Safety Office reviews all local operating instructions and training plans related to explosives operations.

16.2. All units with an explosive mission will establish an explosives safety program. The unit commander will appoint an Additional Duty Weapons Safety Representative (ADWSR). The Wing Weapons Safety Office will train and assist ADWSRs to manage their weapons safety programs.

17. Unit Commander Responsibilities.

17.1. Ensure compliance with this instruction and *AFMAN 91-201, AMC Supplement 1, Explosive Safety Standards* as it pertains to their unit's explosive operations.

17.2. Appoint a primary and alternate ADWSR in writing. A copy of the appointment letter must be forwarded to 62 AW/SEW within 10 duty days of appointment. Commanders are encouraged to select individuals who have a minimum of one year retainability. Replacements should be appointed at least 30 days prior to departure of outgoing ADWSR for proper change over and continuity. ADWSRs must receive initial training from 62 AW/SEW within 30 days of appointment.

17.3. Approve and sign all unit operating instructions (OIs) for explosive operations that are not covered by standard publications or technical orders.

17.4. Ensure all explosive related OIs are coordinated with the 62d Airlift Wing Weapons Safety Office.

17.4.1. Locally written OIs will include a pre-task safety briefing as part of the OI or as an attachment to the OI.

17.4.2. Pre-task safety briefings will include as a minimum, the items identified in the 62d AW ADWSR Guide, Attachment 7.

17.5. Request an AF Form 2047, **Explosives Facility License**, IAW AFMAN 91-201 Chapter 11, when mission essential quantities of explosives are required for daily operations in non-explosives operating buildings.

17.6. Perform a quarterly review of the unit's Weapons Safety program with the ADWSR. This review will be documented in the Commanders Review log provided by 62 AW/SEW. The log will be maintained in the unit's Program Management book under the squadron specific information tab. A copy of this log can be found on the 62 AW/SE CoP. Contact 62 AW/SEW for the current CoP location.

17.7. Approve and sign a list of high interest inspection areas for the unit. If trending data indicates that there are no high interest areas, acknowledge this in writing.

18. Unit Additional Duty Weapons Safety Representative (ADWSR) Responsibilities.

18.1. Implements unit weapons safety program in accordance with this instruction and listed references.

18.2. Requests initial weapons safety training from 62 AW/SEW within 10 days of appointment. Attends training within 30 days of appointment.

18.3. Accompanies 62 AW/SEW personnel during annual inspections.

18.3.1. Conducts a minimum of two quarterly spot inspections per shift. Conducts a minimum of one monthly high interest area spot inspection, as designated by the unit commander.

18.4. Briefs supervisors, flight chiefs, and unit commanders, on all explosive hazards and discrepancies which could affect the unit's capabilities.

18.5. Ensures that all directives needed for the unit's explosives operations are available and current.

18.6. Posts weapons safety information on the unit's safety bulletin board and disseminates mishap prevention information.

18.7. Assists the wing weapons safety manager investigate unit's explosives mishaps.

18.8. Ensures that OIs or unit directives are available for all explosive operations.

18.9. Promptly advises the unit commander and wing weapons safety office when weapons safety standards cannot be met.

18.10. Advises the unit commander and the wing weapons safety manager when explosive operations or facility changes require a new AF Form 2047.

18.11. Identify **high-interest areas** within your unit and submit a listing to the weapons safety office when required. If trending data indicates that there are no high interest areas, the commander should acknowledge this in writing.

18.12. Maintain a unit-tailored Weapons Safety Program Management Book. Book must include:

- 18.12.1. Copy of Commander's safety policy letter (Tab 1.)
- 18.12.2. Mishap notification and reporting procedures (Tab 2.)
- 18.12.3. Safety directives, including operating instructions, if applicable (Tab 3.)
- 18.12.4. Inspection checklists & ADWSR Guide (Tab 4.)
- 18.12.5. Hazard/Mishap Reporting Procedures (Tab 5.)
- 18.12.6. Copy of Commander's letter of appointment for ADWSRs (Tab 6.)
- 18.12.7. Documentation of training for ADWSRs (Tab 7.)
- 18.12.8. High interest inspection areas (Tab 8.)
- 18.12.9. Squadron Specific Information (Tab 9.)
- 18.12.10. Annual Inspection Reports (Tab 10.)
- 18.12.11. Spot Inspection Data (Tab 11.)
- 18.12.12. Unit Explosive Safety Training Program (Tab 12.)

18.13. Ensures that fire symbols are posted on unit owned buildings and that the most current fire prevention information is given to the Fire Alarm Communications Center (FACC) as soon as changes are made. Validate the fire symbols on unit owned structures quarterly with the FACC. This includes:

- 18.13.1. Fire and Chemical Symbol changes. Track changes and quarterly validations on the FACC log provided by 62 AW/SEW. This log will be posted in the unit's Program Management book under the squadron specific information tab. A copy of this log can be found on the 62 AW/ SE CoP. Contact 62 AW/SE for the current CoP location.
- 18.13.2. Changes to the facility explosive license.
- 18.13.3. Changes to locations of fire extinguishers or fire suppression systems.
- 18.13.4. Changes to evacuation routes or explosive footprints.

18.14. Attend mandatory meetings held by 62 AW/SEW. Meeting will be held periodically for the purpose of disseminating mishap prevention information and fine tuning program management practices. At least one ADWSR from each unit will attend these meetings when held. If attendance is not possible, contact 62 AW/SEW for direction.

19. Unit Supervisor Responsibilities:

19.1. Ensure that personnel who work with ammunition and explosives are properly trained and qualified.

19.2. Ensure initial and 15 month refresher weapons safety training is given to personnel prior to working with explosives.

19.3. Develop OIs when an explosive operation is not covered in a technical order or other publication. Ensure that OIs are routed through the weapons safety manager for coordination. Use AFMAN 91-201, Section 7B as a guide.

19.4. Ensure that all explosives operations are performed under the supervision of qualified personnel.

19.5. Conduct a pre-task safety briefing to dispense/assign emergency action procedures roles/responsibilities.

19.6. Ensure that all personal protective equipment is available when required.

19.7. Take prompt action to eliminate unsafe acts or conditions.

19.8. Take appropriate action in the event of an explosives mishap.

19.9. Advise unit weapons safety representatives when operational or facility changes require a new AF Form 2047.

19.10. Ensure that correct fire symbols and chemical hazard symbols are posted according to AFMAN 91-201, Section 10A.

19.11. Call the Fire Alarm Control Center each time there is a change in facility fire or hazard symbols.

19.12. Ensure RF emitters are not transmitted within 25 feet of munitions items.

19.13. Ensure wireless feature on laptop computers is disabled when within 25 feet of munitions items.

20. Individuals Responsibilities:

20.1. Ensure they have complete knowledge of the task before beginning explosive operations.

20.2. Comply with weapons safety standards, operating instructions, directives, and precautions.

20.3. Report unsafe acts, hazards, or conditions to their supervisors immediately.

20.4. Use required protective clothing and equipment.

20.5. Ensure RF emitters are not transmitted within 25 feet of munitions items. Ensure wireless feature on laptop computers is disabled when within 25 feet of munitions items.

21. Weapons Safety Training and Education:

21.1. Weapons Safety Education. Safety education is essential for a sound weapons safety program. *TIG Brief*, *The Mobility Forum*, *Countermeasure Magazine*, and *Wingman Magazine* are a good source of safety information. Mishap prevention information in the form of AMC Safety Newsletters as well as sanitized mishap reports and information received from the joint base installation safety office will be disseminated as available to prevent similar occurrences on Joint Base Lewis McChord.

21.2. Weapon Safety Training:

21.2.1. Additional Duty Weapons Safety Training. One-time training is given to ADWSRs within 30 days of appointment. Emphasis is placed on program management.

21.2.2. Training. Training administered by wing weapons safety personnel will be recorded and a copy will be maintained by wing weapons safety in unit program management binders. Unit weapons representatives will maintain a copy in their program management binders.

21.2.3. Recurring Explosive Safety Training. Unit ADWSRs will administer initial and 15 month refresher explosive safety training for all personnel who handle, transport, or maintain ammunition or explosives. Personnel who handle only Hazard Class/Division (HC/D) 1.4 small arms ammunition, cartridge actuated tools, or aircraft fire extinguisher cartridges in properly packed Department of Transportation (DOT) configured containers are exempt from initial and 15 month refresher explosives safety training. Individuals that exceed 15 months without receiving refresher explosive safety training will be removed from duties involving explosives until such time that they are trained.

21.2.4. Lesson Plans. Unit trainers and ADWSRs will prepare 62 AW/SEW approved lesson plans for initial and recurring explosive safety training. These lesson plans will contain basic explosive safety awareness and unit specific explosives operations. Upon completion of training, a written test will be administered to validate the training program.

21.2.5. Tests. Units will develop and maintain two explosives safety tests. Tests will be a minimum of 20 questions, developed from the information covered in the lesson plan they support; approved initially and annually thereafter for validity by the wing weapons safety office.

21.2.6. For more information regarding Weapons Safety Program Management, please see the 62 AW/SE CoP. Contact 62 AW/Sew for current CoP location.

22. General Explosives Transportation Safety Rules.

22.1. Authorized tools and personal protective equipment will be used and readily available during transporting, handling, loading, and unloading operations involving hazardous materials.

22.2. During loading and unloading operations involving hazardous materials, personnel and equipment not absolutely essential to the operation should be excluded from the location.

22.3. Serviceable fire extinguishers will be readily available for the hazard involved in the operation.

22.4. Only qualified personnel will accomplish hazardous materials loading and unloading operations.

22.5. Personnel, who have not satisfactorily completed a formal school or course in accordance with AFMAN 24-204, paragraph 1.3 and attachment 25 will not inspect, certify, or accept hazardous material shipments into the AMC transportation system.

23. Transportation of Hazardous Cargo by Vehicle:

23.1. Security Forces will provide an escort for movement of Hazard Class/ Division (HC/D) 1.1 and 1.2.1 explosives shipments transported to Kilo, Fox 40, and Lima pads.

23.1.1. DOT HC/D 1.1, 1.2 and 1.3 explosives transported on McChord Field will use the established primary or alternate explosive transportation routes as depicted on the installation Tab D-8 Map. **EXCEPTION:** Munitions movements within the 300 and 800 munitions storage areas, munitions transported to and from licensed storage locations; transportation of explosives in support of Military Working Dogs, and EOD training exercises, are not restricted to designated routes but should avoid populated areas as much as possible.

23.2. Primary and Alternate Explosives Routes: See Installation Tab D-8 Map for visual reference. **NOTE:** Alternate Delivery routes will be used as a last resort. If primary explosive delivery routes are blocked, the Weapons Safety Office will be contacted for approval to use the alternate explosives delivery route use. Coordination will be made with the Fire Department and Security Forces Law Enforcement Desk.

23.3. The Vehicle Inspection Station will be utilized for all inbound explosive shipments. This station is located at the commercial gate (Building 511) at the end of South Gate Rd. The 62d APS inspectors will conduct this inspection. Upon completion of inspection 62 APS TMO personnel will escort the vehicle to the loading dock inside the 800 MSA, where munitions maintenance personnel will up/download munitions assets.

23.3.1. During off duty hours and weekends, inbound munitions laden vehicles will be diverted to a secure vehicle holding area on Lewis Main until the next duty day, unless previously coordinated with Security Forces, APS and Munitions Personnel.

23.3.2. Suspect trucks **will not** be allowed on McChord Field. Suspect trucks will be rerouted off base or isolated at the contractor's gate until EOD has verified the truck is safe, or Security Forces has cleared it to proceed through the base.

23.3.3. Upon completion of upload/download, vehicles will be escorted to the main gate for egress off the installation. Security Forces personnel will provide escort for all HC/D 1.1 and 1.2.1 explosives. **EXCEPTIONS:** All vehicles will be escorted off the installation during heightened states of security.

23.4. Commercial explosives-laden vehicles will be licensed and certified IAW AFMAN 91-201 and Title 49, *Code of Federal Regulations (CFR)*.

23.5. Military explosives-laden vehicle operators will receive explosive safety training initially, and every 15 months thereafter. Document training using ancillary training programs. (e.g., G081, IMDS, or CFETPs). Personnel that do not have a task in their CFETP for explosive movement training will document this training on an AF Form 483.

23.6. Transport vehicle engine will not be left running during loading and unloading operations.

23.7. Smoking is not permitted in a vehicle hauling hazardous materials, nor is it permitted within 50 feet of a vehicle during loading or unloading operations.

23.8. Vehicles will be equipped with the prescribed number and type of serviceable fire extinguishers.

23.9. All loads will be secured to preclude shifting and transport damage. Loads will not be stacked higher than side rails if the transport vehicle is so equipped.

23.10. Transport vehicles will not exceed the posted speed limits, nor will they exceed 15 MPH on the flight line ramp, or more than 5 MPH when in the immediate vicinity of a parked aircraft.

23.11. Private motor vehicles will not be used to transport hazardous materials.

23.12. Hazardous materials will be properly identified with the appropriate size, color, and type of DoD/DOT hazardous materials placard prior to loading. Immediately after unloading, all placards will be removed.

23.13. Explosives-laden vehicles will maintain a vehicle separation distance of 300 feet when in a convoy.

24. Transportation of Hazardous Cargo by Airlift:

24.1. Primary and alternate hazardous cargo aircraft parking spots are designated as parking, loading and unloading spots for HC/D 1.1 through 1.3 explosives and hazardous materials on McChord Field. The primary parking and loading spot (C-17 and smaller aircraft) for explosives-loaded aircraft with up to 30,000 pounds net explosives weight (NEW) of HC/D 1.1 or 1.2 explosives is remote parking spot Lima-1. Kilo-2 is the secondary parking spot. The primary parking and loading spot for larger aircraft is Kilo-2. Lima-1 is the secondary parking spot for aircraft (C-5, KC-10, and other wide-body aircraft) with up to 30,000 pounds NEW of HC/D 1.1 or 1.2 explosives. F-40 may be used for up to 30,000 pounds NEW of HC/D 1.1 or 1.2 explosives if Lima-1 and Kilo-2 are in use.

24.2. Aircraft loaded, with up to 1,000 pounds NEW HC/D 1.3 explosives may be parked on, Delta, Echo, or Juliet ramps. Aircraft loaded with up to 10,000 pounds NEW of HC/D 1.3 and mission essential quantities of H/D 1.4 explosives may be parked on Bravo Ramp.

24.3. All aircraft undergoing loading, or unloading explosives operations will be grounded at all times.

24.4. Aircraft parked in designated explosives parking areas will post fire symbol at the entry point to the aircraft area where munitions are loaded aboard aircraft as cargo. Placards will remain in place until all hazardous materials have been unloaded from the aircraft or until just prior to engine start if hazardous materials remain on board.

24.4.1. Aircraft parked in a designated aircraft parking area meeting airfield criteria are exempt from posting fire symbols if HC/D 1.3 aircraft defensive flares are installed. This exception does not apply to explosives/hazardous cargo.

24.5. Maintain communications with the ATOC during all loading and unloading operations involving such hazardous materials as Class Divisions 1.1, 1.2, 1.3 and 1.4 explosives.

24.6. Maintain adequate lighting during hazardous materials loading and unloading operations. Do not load or unload hazardous materials while an aircraft is being serviced with fuel or oxygen, except in instances covered in T.O. 00-25-172.

25. Severe Weather/Electrical Storm Procedures.

25.1. The Maintenance Operations Center (MOC) will disseminate all lightning/weather related messages received from the Weather Flight to all units that handle, transport or store explosives.

25.2. After normal duty hours, severe weather alert notification is received by the MOC from Command Post dispatcher. The on duty maintenance supervisor will immediately notify all munitions maintenance personnel on duty of impending weather conditions.

25.3. The following procedures apply in the event of an electrical storm alert:

25.3.1. For areas not supported by a Lightning Protection System (LPS); explosives operations will cease when a Lightning Watch is issued; a Lightning Watch is in effect 30 minutes prior to thunderstorm being within 5 nautical miles (nm) of McChord Field. **NOTE:** If electrically initiated explosive devices can be rapidly repackaged in approved D.O.T. specified packaging, evacuation from facilities with approved serviceable LPS is not required.

25.3.2. All explosives operations will cease and personnel will be evacuated to a predetermined public traffic route distance when a Lightning Warning is issued; a Lightning Warning is in effect whenever any lightning is occurring within a 5 nm radius of McChord Field.

25.4. Aircraft load crews will be kept advised through radio contact with the 62d Aerial Port Squadron Air Terminal Operations Center (ATOC) (62 APS/TROO) of weather changes.

25.5. In the event operations in progress cannot be immediately terminated due to sensitivity or urgency, the operation will be continued until a safe point can be reached to suspend the operation. This will be accomplished using only the minimum manpower necessary to reach a safe stopping point. Upon completion or suspension of the operation, affected personnel will also evacuate the area as directed by senior supervisor.

25.6. The senior munitions supervisor on duty will notify personnel when to evacuate the area and will conduct a building/area search to ensure all personnel have departed the area. The senior munitions supervisor will be the last person to leave the storage area.

25.7. Required evacuation distances and a central gathering point will be predetermined at the beginning of all explosives operations and briefed in pre-operational safety briefings. An account of all personnel will be taken by the senior munitions supervisor at the central gathering point to ensure accountability of all personnel.

25.8. Explosives operations will not resume until the severe weather threat has passed as determined by the installation weather services as outlined in 62 AWI 15-1 (Weather Support).

Section E—Nuclear Surety

26. Scope.

26.1. 62 AW SPLAN 11-299, NUCLEAR SURETY PLAN, covers wing requirements for the wing Nuclear Surety Program.

KEVIN J. KILB, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- *AFI 91-202, *The US Air Force Mishap Prevention Program*, 1 Aug 1998
- *AFI 91-202, AMCSUP 1, *The US Air Force Mishap Prevention Program*, 31 Aug 2004
- *AFI 91-204, *Safety Investigations and Reports*, 24 Sep 2008
- *AFI 91-204_AMCSUP, *Safety Investigations and Reports*, 8 Oct 2009
- AFPAM 91-211, *USAF Guide to Aviation Safety Investigation*, 23 Jul 2001
- *AFPAM 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Management Techniques*, 1 Feb 2004
- *AFI 90-901, *Operational Risk Management*, 1 Apr 2000
- AFMAN 91-201, *Explosives Safety Standards*, 12 Jan 2011
- *62 AW SPLAN 677, *Mishap Response Plan*
- 62 AW SPLAN 11-299, *Nuclear Surety Plan*
- AFPD 91-2, *Safety Programs*, 28 Sep 1993
- *AFI 36-2833, *Safety Awards Programs*, 8 Feb 2011
- *AMCI 36-2805, *Safety Awards Program Guide*, 29 Oct 2007
- 62 AWI 91-1, *Weapons Safety Program*, 4 Sep 2002
- DoD 6055.9-M, *DoD Ammunition and Explosives Safety Standards*, 29 Feb 2008
- *Denotes required publications to be maintained by Flying Squadron Safety offices

Prescribed Form.

There are no prescribed forms in this publication.

Adopted Forms

- AF Form 483, *Certificate of Competency*, 01 Feb 1985
- AF Form 651, *Hazardous Air Traffic Report (HATR)*, 01 Oct 1998
- AF Form 853, *Air Force Wildlife Strike Report*, 15 Oct 2005
- AF Form 2047, *Explosives Facility License*, 04 Jul 1998
- AMC Form 15, *Report all Mishaps and Hazards*, 01 Jun 1992
- AMC Form 91, *Commander's Motorcycle Safety Interview*, 01 May 2008
- AMC Form 97, *AMC In-Flight Emergency and Unusual Occurrence Worksheet*, 01 May 2003
- AMC Form 441, *Mishap Report of Injury / Illness and Treatment*, 01 Mar 2004
- AMC Form 457, *Flight Evaluation Folder Tabs*, 01 Jun 1992

Abbreviations and Acronyms

AFOSH—Air Force Occupational Safety and Health

AMIC—Aircraft Mishap Investigation Course

FSO—Flight Safety Officer

IJO—Individual Job Order

JBLM—Joint Base Lewis-McChord

MSR—Motorcycle Safety Representative

MUSTT—Motorcycle Unit Safety Tracking Tool

RM—Risk Management

RAC—Risk Assessment Code

USR—Unit Safety Representative

WHWG—Wildlife Hazard Working Group

WSR—Weapons Safety Representative