

**BY ORDER OF THE COMMANDER  
944TH FIGHTER WING**

**944TH FIGHTER WING INSTRUCTION  
91-201**



**29 FEBRUARY 2016**

**Safety**

**HANGAR DOOR OPERATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs*. It establishes and defines responsibilities and procedures for operational safety of hangar doors within maintenance activities of the 944th Fighter Wing (944 FW), as prescribed by Air Force Instruction (AFI) 91-203, *Air Force Consolidated Occupational Safety Instruction*. This instruction applies to all 944 FW personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through unit publications/forms manager. Ensure that all records created as a result of processes prescribed in this publication are maintained according to Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of according to the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

This instruction revises **paragraph 1.3.1** to include hangar door awareness as an annual training requirement. **Paragraph 1.4.1** and **1.4.2**, revised monthly inspections and preventive maintenance as building custodian responsibilities. **Attachment 5**, Hangar Door Emergency Operations for Hangar 1022 removed and changes **Attachment 4**, Hangar Door On-the-Job Training (OJT) and Awareness Training.

**1. Responsibilities:**

1.1. The 944th Fighter Wing (944 FW) Commander will authorize qualified personnel for the operation of hangar doors. **Note:** Only properly trained and qualified personnel are authorized to operate hangar doors.

1.2. The 944th Safety office (944 FW/SEG) is responsible to the 944 FW commander for:

1.2.1. Providing a list of qualified personnel to operate hangar doors.

1.2.2. Ensuring initial and annual hangar door training is accomplished for all personnel who are operating hangar doors.

1.3. Supervisors are responsible to the 944th Fighter Wing Commander for:

1.3.1. Ensuring all personnel who do not operate hangar doors but work in facilities that incorporate hangar doors receive hangar door awareness training annually for their designated facility. Documentation of hangar door awareness training will be recorded either in the individual's AF Form 55, *Employee Safety and Health Record*, or equivalent.

1.3.2. Notifying building custodian of any hangar door malfunctions.

1.4. Building custodians are responsible for:

1.4.1. Conducting monthly inspections of hangar door operational and safety features.

1.4.2. Ensure preventative maintenance is accomplished.

1.4.3. When hangar door maintenance problems occur, building custodians will check door operations to determine operating conditions.

1.4.4. In the event maintenance is required, building custodians will notify the 56th Civil Engineering Trouble Desk, coordinate repair actions, and document the facility maintenance log.

## **2. Operator Procedures:**

2.1. Comply with hangar door operating checklist (Attachment 2) located adjacent to hangar door controls.

2.2. A visual check of the clear zone will be performed prior to moving hangar doors for clearance of personnel, equipment, and materials; also ensure that door tracks are free from obstructions.

2.3. Notify all personnel working around hangar doors to stay clear (outside clear zone) of doors prior to door opening and closing procedures.

2.4. Ensure personnel entry doors are closed.

2.5. Under no circumstances will the hangar doors be left in the open position to a width of less than 10 feet as prescribed by AFI 91-203.

2.6. Verify that applicable hangar doors, tracks, warning buzzers, and switches are operational.

## **3. Door Malfunction Procedures:**

3.1. Turn off electrical switch and circuit breakers.

- 3.2. If required, open access door and manually disengage drive components. Slowly open/close the hangar doors.
- 3.3. Notify the building custodian listed on the hangar doors.

KURT GALLEGOS, Colonel, USAFR  
Commander, 944th Fighter Wing

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

AFMAN 33-363, *Management of Records*, 1 March 2008

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

AFPD 91-2, *Safety Programs*, 24 July 2012

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 55, *Employee Safety and Health Record*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**OJT**—On the Job Training

**OPR**—Office Primary Responsibility

**RDS**—Records Disposition Schedule

## Attachment 2

### HANGAR DOOR OPERATING INSTRUCTIONS FOR 999

#### A2.1. Opening Procedures:

A2.1.1. **Warning: ENSURE ALL PERSONNEL AND OBJECTS ARE CLEAR OF THE DOORS PATH BEFORE OPERATION.**

A2.1.2. Make sure there are no obstructions in or around door tracks.

A2.1.3. Make sure that personnel doors are fully closed.

A2.1.3.1. **Note:** Not fully closing personnel doors will render hangar doors inoperable.

A2.1.4. Press the "OPEN" button on the hangar door to be opened.

A2.1.4.1. Buzzer will sound.

A2.1.4.2. 5 – Second delay will activate before door movement.

A2.1.4.3. In some cases doors may accelerate several seconds after they begin moving.

A2.1.4.4. Walk parallel to door movement ensuring safe operation.

A2.1.5. **Caution:** Hangar doors must be opened a minimum of 10 feet for safety requirements

#### A2.2. Closing Procedures:

A2.2.1. **Warning: ENSURE ALL PERSONNEL AND OBJECTS ARE CLEAR OF THE DOORS PATH BEFORE OPERATION**

A2.2.2. Ensure there are no obstructions in or around door tracks.

A2.2.3. Ensure that personnel doors are fully closed.

A2.2.3.1. **Note:** Not fully closing personnel doors will render hangar doors inoperable.

A2.2.4. Press the "CLOSE" button on the hangar door to be closed.

A2.2.4.1. The buzzer will sound.

A2.2.4.2. 5 – Second delay will activate before door movement. In some cases doors may accelerate several seconds after they begin moving.

A2.2.4.3. Walk parallel to door movement ensuring safe operation.

### Attachment 3

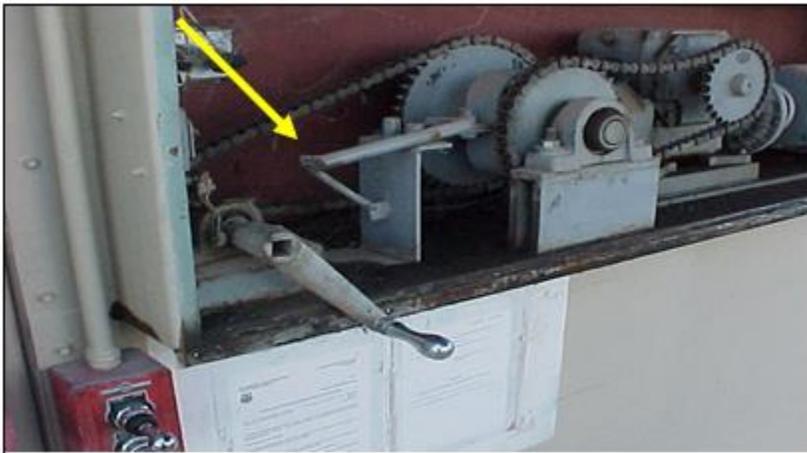
#### HANGAR DOOR EMERGENCY OPERATION HANGAR 999

**A3.1. Warning: ENSURE ALL PERSONNEL AND OBJECTS ARE CLEAR OF THE DOORS PATH BEFORE OPERATION.**

**A3.2. Caution:** Do not manually move doors faster than they would move under electrical power! Serious injury or damage may result if the doors strike an object at unusually fast speeds. Expect the doors to coast after pushing has stopped. Under electrical power the doors are stopped with a brake. The brake is “disengaged” when using manual operation.

**A3.3. Note:** If required, these doors can be pushed utilizing manpower or “*carefully*” towed by vehicle.

**Figure A3.1. For Manual Operation -- Disconnect Handle for Hangar 999.**



#### **A3.4. Located on Outside Door Controls.**

A3.4.1. To operate, manually open the operator access door and locate the disconnect handle activating handle to release position and close door. Reverse this procedure to return to electrical operation.

A3.4.2. If a holding brake is desired (example: to hold doors closed) return the lever to the electrical operation position.

A3.4.3. If doors fail to operate in either mode contact the Building Custodian.

## Attachment 4

### HANGAR DOOR ON-THE-JOB-TRAINING (OJT) AND AWARENESS TRAINING

#### A4.1. Academic Training:

A4.1.1. Review AFI 91-203 and 944 FWI 91-201 prior to operating hangar doors.

#### A4.2. General Precautions:

A4.2.1. If any unsafe condition is noted discontinue use **immediately** and notify the Building Custodian.

A4.2.2. Before operating the hangar door check that no personnel or objects are in the “clear zone” or obstructing the door tracks.

A4.2.3. Always walk parallel with door movement. **NEVER** get in the path of door travel when operating the hangar doors. The door weighs several tons and has the potential to inflict severe injury if not operated properly and in accordance with safety directives.

A4.2.4. Hangar doors must be opened a minimum of 10 Feet!

A4.2.5. The primary safety system is **YOU** the operator!