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*Safety*

**EXPLOSIVE SAFETY PROGRAM**

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OPR: 94 AW/SEW (Mr. Tom Vaughan)

Certified by: 94 AW/SE (Lt Col David King)

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This instruction implements Air Force Manual (AFMAN) 91-201, *Explosive Safety Standard*, Air Force Instruction (AFI) 91-202, *The US Air Force Mishap Prevention Program*, Air Force Reserve Command Instruction (AFRCI) 91-201 Supplement 1, *Explosive Safety Standards*, and 22<sup>nd</sup> Air Force Instruction 91-101, *Explosives, Munitions, and Ammunition*. It establishes the Wing Commander's Explosive Safety policy. Specifically, this instruction establishes the operational and training responsibilities of organizations and personnel authorized to handle explosives, explosive safety inspections, and explosive facilities license responsibilities. This instruction applies to all personnel and units assigned or attached to 94 Airlift Wing, Dobbins ARB, GA.

**1. Cardinal Principle of Explosives Safety:** Expose the minimum number of people to the minimum amount of explosives for the minimum amount of time.

**2. Explosives Safety Responsibilities:**

2.1. Wing Explosives Safety Manager shall:

2.1.1. Manage the installation explosives safety program.

2.1.2. Act as the single point of contact on Dobbins ARB for all matters relating to explosives safety. Inform the Chief of Safety and the 94 AW Commander of any areas requiring command-level attention. Brief items of high interest to the 94 Airlift Wing Combined Safety and Health Council.

2.1.3. Conduct periodic and annual explosives safety inspections of 94 AW and tenant units with explosive operations to ensure compliance with AFMAN 91-201 criteria. Forward inspection results to unit commanders and Additional Duty Explosives Safety Representatives (ADESR's).

- 2.1.4. Ensure that units take action to correct discrepancies noted during wing and higher headquarters explosives safety inspections. Maintain a file of all open discrepancies and matters of special interest until corrective actions have been accomplished.
- 2.1.5. Assist units with the development of all locally developed unit operating instructions (OIs) involving explosives.
- 2.1.6. Annually review all locally developed unit OIs involving explosives.
- 2.1.7. Serve as a technical advisor to the Facilities Utilization Board (FUB).
- 2.1.8. Annually review all base comprehensive plans for currency.
- 2.1.9. Conduct explosives site planning IAW AFMAN 91-201. Review existing sited facilities to determine if mission requirements support continued use.
- 2.1.10. Advise the 94AW Commander concerning exceptions (waivers, exemptions, and deviations) to explosive criteria IAW AFMAN 91-201. Approval for exceptions shall be processed IAW AFMAN 91-201.
- 2.1.11. Maintain a historical file of all explosive cited areas on Dobbins ARB to including all exceptions.
- 2.1.12. Brief the 94 AW Commander/Vice Commander annually on the status of waivers, exemptions, deviations, and contingency parking plans for explosives loaded aircraft. Brief new wing commanders/vice commanders as soon as possible after assumption of command.
- 2.1.13. Investigate all explosive mishaps, establishes casual factors, makes recommendations for prevention of like mishaps and prepares mishap reports using AFI 91-204 as a guide.
- 2.1.14. Notify the Command Center of all explosive mishaps so OPREP-3 reporting requirements can be evaluated.
- 2.1.15. Ensure that each wing and tenant unit that handles ammunition and explosives has a primary and alternate ADESR appointed in writing.
- 2.1.16. Train all appointed ADESR's within 30 days of appointment. Emphasis is placed on explosives safety program management.
- 2.1.17. Disseminate explosives safety cross-tell to units with explosives operations.
- 2.1.18. Maintain an Explosives Safety Quantity-Distance (Q-D) Tab D-8 map IAW AFI 32-7062 (Air Force Comprehensive Planning). The Tab D-8 map must reflect the following areas:
  - 2.1.18.1. Explosives hazard class/division and the net explosives weight authorized at each site.
  - 2.1.18.2. Explosives safety "clear zones" required around each location based on quantity-distance criteria.
  - 2.1.18.3. Primary and alternate explosives routes through the installation.
  - 2.1.18.4. Authorized flight line locations for conducting explosives operations to include explosives aircraft cargo on or off loading, and combat aircraft explosives loading.
  - 2.1.18.5. Locations for handling hung ordnance and gun-clearing operations

- 2.1.18.6. Arm and de-arm areas.
- 2.1.18.7. Explosives support facilities, such as flight line munitions holding areas.
- 2.1.18.8. Base explosives prohibited zones.
- 2.1.18.9. Vehicle inspection points and suspect vehicle areas.
- 2.1.18.10. Designated Aircraft Parking locations, for aircraft loaded with munitions or explosives.
- 2.1.18.11. Potential electromagnetic radiation (EMR) hazard zones that could affect munitions operations.
- 2.1.19. Update explosives location map annually through 94 CES/CE and forward a copy to AFRC/SEW and 22 AF/SEW.
- 2.1.20. Review unit explosive risk assessment prior to commencement of any training, operations, or exercises involving explosives. The Wing Explosives Safety Manager shall advise the Dobbins Exercise Evaluation Team (EET) in the planning of any exercises involving explosives.
- 2.1.21. Review requests for and approves AF IMT 2047 (Explosives Facility License).
- 2.2. Commanders of 94 AW and Tenant Units shall:
  - 2.2.1. Appoint a primary and alternate unit ADESR in writing. A copy of the appointment memorandum must be forward to Wing Explosives Safety Manager to ensure proper training is administered to all ADESRs within 30 days of appointment.
  - 2.2.2. Approve and sign all unit OIs for explosive operations that are not covered by standard publications or technical orders.
    - 2.2.2.1. Ensure all explosive related OIs are coordinated with the Wing Explosives Safety Manager. OIs shall be reviewed by Wing Explosives Safety Manager annually.
  - 2.2.3. Request an AF IMT 2047 when mission essential explosives are required for daily operations in non-explosives operating buildings. AFMAN 91-201, paragraph 2.35 provides guidance.
  - 2.2.4. Ensure that all explosive mishaps are reported to the 94 AW Commander, Wing Explosives Safety Manager and Command Center.
  - 2.2.5. Promptly reply to findings noted during higher headquarters and 94 AW explosives safety inspections.
  - 2.2.6. Coordinate all changes of sited explosive facilities through 94 CES/CERR (Real Property Section) for processing by the FUB and through Wing Explosives Safety Manager.
  - 2.2.7. Request initial explosives safety training from The Wing Explosives Safety Manager within 30 days of appointment.
  - 2.2.8. Ensure that an in-depth explosive risk assessment is performed prior to commencing any training, operations, or exercises involving explosives. The Wing Explosives Safety Manager is the principle advisor for providing the explosive risk assessment and shall be included in the planning of any training, operations, or exercises involving explosives. The assessment shall identify appropriate points of contact (POCs), a detailed list of munitions to be deployed including the

Hazard Class/Division (HC/D) and net explosive weights (NEW), minimum separation distances, placarding, specific potential hazards, and other limitations with the deployment of munitions.

2.3. Additional Duty Explosives Safety Representative (ADESR) shall:

2.3.1. Implement their unit explosives safety program in accordance with this instruction and listed references.

2.3.2. Accompany the Wing Explosives Safety Manager during annual and spot inspections.

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

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

2.3.5. Post explosives safety information on the unit's safety bulletin board and disseminates cross-tell information.

2.3.6. Assist the Wing Explosives Safety Manager investigate unit's explosives mishaps.

2.3.7. Ensure that OIs or unit directives are available for all explosive operations.

2.3.8. Request assistance from the Wing Explosives Safety Manager when an explosives safety problem arises.

2.3.9. Promptly advise the Unit Commander and Wing Explosives Safety Manager when explosives safety standards cannot be met.

2.3.10. Advise the Unit Commander and the Wing Explosives Safety Manager when explosive operations or facility changes require a new AF Form 2047.

2.3.11. Identify high-interest areas within your unit and submit a listing to the Wing Explosives Safety Manager.

2.3.12. Maintain a unit-tailored explosives safety guidance package. Information must include, but is not limited to:

2.3.12.1. Copy of Commander's safety policy memorandum.

2.3.12.2. Mishap notification and reporting procedures.

2.3.12.3. Safety directives, including operating instructions, if applicable.

2.3.12.4. Inspection checklists.

2.3.12.5. Hazard reporting procedures.

2.3.12.6. Copy of Commander's memorandum of appointment for additional duty explosives safety personnel.

2.3.12.7. Documentation of training for additional duty explosives safety personnel.

2.3.12.8. High interest inspection areas (munitions storage, EOD range).

2.4. Unit Supervisors shall:

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

- 2.4.2. Ensure initial and annual explosives safety training is given to personnel prior to working with explosives.
  - 2.4.3. Develop OIs when an explosive operation is not covered in a technical order or other publication. Ensure that OIs are sent to the Wing Explosives Safety Manager for coordination. Use AFMAN 91-201, paragraph 2.4 as a guide.
  - 2.4.4. Ensure that all explosives operations are performed under the supervision of qualified personnel.
  - 2.4.5. Conduct a pre-operational safety briefing to eliminate misunderstanding or confusion. Use of specific task worksheet is highly encouraged. See **Attachment 2, Sample of Specific Task Worksheet**.
  - 2.4.6. Ensure that personnel protective clothing and equipment are available when required.
  - 2.4.7. Take prompt action to eliminate unsafe acts or conditions.
  - 2.4.8. Advise the Unit Commander, the Command Center, the Wing Explosives Safety Manager and the unit ADSER as soon as possible when an explosives mishap occurs.
  - 2.4.9. Advise unit ADSER when operational or facility changes require a new AF Form 2047.
  - 2.4.10. Ensure that correct fire symbols and chemical hazard symbols are posted according to AFMAN 91-201, Paragraph 2.25.
  - 2.4.11. Call the fire department communication center each time there is a change in facility fire or hazard symbols.
- 2.5. Individuals shall:
- 2.5.1. Ensure you have complete knowledge of the task before beginning explosive operations. If there is any doubt, ask questions.
  - 2.5.2. Comply with explosives safety standards, operating instructions, directives, and precautions.
  - 2.5.3. Report unsafe acts, hazards, or conditions to their supervisors immediately.
  - 2.5.4. Use required protective clothing and equipment.

### **3. Explosives Safety Training:**

- 3.1. **Additional Duty Explosives Safety Training.** One-time training is given to unit ADESR's within 30 days of appointment. Training is given by Wing Explosive Safety Manager. Emphasis is placed on program management. Training shall be recorded and a copy will be maintained by wing safety in unit management folders. Unit ADESR's shall also maintain a copy of this training.
- 3.2. **Annual Basic Explosive Safety Training.** Wing Explosives Safety Manager shall administer initial and annual basic explosive safety training for all personnel who handle, transport, or maintain ammunition or explosives. Training shall be recorded and a copy will be maintained by wing safety in unit management folders.
  - 3.2.1. Personnel who handle only HC/D 1.4 small arms ammunition, cartridge actuated tools, or aircraft fire extinguisher cartridges in properly packed Department of Transportation configured

containers are exempt from initial and annual refresher explosives safety training. Personnel that unpack or handle unpacked these items require explosive safety training.

3.3. Unit Specific Explosive Safety Training. Unit trainers and ADESRs, with the assistance of Wing Explosives Safety Manager, shall prepare explosive safety training lesson plans for unit specific explosive safety. These lesson plans shall contain a review of explosive safety awareness and unit specific safe explosives operations.

3.3.1. Upon the completion of training, a written test will be administered to trainees to monitor training efficiency.

3.3.2. Training agencies at base level shall be responsible for documenting and tracking all completed training.

3.3.3. Informal training may include short safety talks or briefings before each shift, cross-tell review, or informal group discussions.

#### **4. Explosives Safety Inspections**

4.1. Annual Wing Explosives Safety Inspections: The Wing Explosives Safety Manager shall, as a minimum, evaluate all units handling munitions for the following:

4.1.1. Compliance with Air Force and local directives.

4.1.2. Mishap prevention support.

4.1.3. Mishap reporting procedures.

4.1.4. Hazard reporting procedures.

4.1.5. Unit specific explosive safety training lesson plans and tests.

4.1.6. Documentation of initial and annual explosive safety refresher training for the unit.

4.1.7. Unit specific explosive safety operating instructions.

4.2. Explosives Safety Spot Inspections: The Wing Explosives Safety Manager shall periodically (monthly to quarterly) conduct notice or no-notice evaluations and spot inspections.

4.3. Unit Spot Inspections: The unit ADESR shall conduct periodic spot inspections of their operations and/or areas at least quarterly. All inspections and evaluations will be documented and maintained in the unit explosives safety program management folder.

4.4. Daily Supervisory Safety Inspections: First-line supervisors should make daily explosives safety inspections of their areas of responsibility. Make these inspections at the start of each workday or shift to ensure that the explosives facility or area is prepared and the needed equipment is on hand and serviceable.

4.5. Inspection Reports:

4.5.1. For annual inspections, a formal report shall be sent to Group Commanders and Unit Commanders.

4.5.2. When an inspection results in a "FINDING," a Safety Inspection Report shall be sent to the Group Commander with a corrective action suspense date. A follow up inspection shall be made every 30 days until "FINDINGS," are closed out.

4.5.3. When a discrepancy is found during a spot inspection, the Safety Inspection Report shall be sent out for corrective action to the Unit Commander. For both types of inspections, a courtesy copy of the report shall be sent to the appropriate ADESR.

## **5. Explosives Mishap Investigation and Reporting.**

5.1. AFI 91-204 contains U. S. Air Force explosives mishap investigation and reporting procedures.

5.2. Notification Procedures: In the event of an explosives mishap, the first person aware of the incident shall notify the explosives operation supervisor immediately. The supervisor shall notify the Unit Commander, the Command Center, and the Wing Explosives Safety Manager.

5.3. Mishap Investigation: The Wing Explosives Safety Manager will investigate all explosive mishaps that occur on or in the vicinity of Dobbins ARB. Technically qualified personnel such as Explosive Ordnance Disposal (EOD), unit ADESRs, and munitions maintenance personnel may be requested to assist in the investigation process.

5.4. Reporting: The Wing Explosives Safety Manager shall report explosives mishaps IAW AFI 91-204. The Command Center shall prepare Operational Reports.

**6. AF IMT 2047, Explosives Facility License**, are for ammunition and explosives storage locations (not for explosives operations), which are normally outside the base explosives storage area, but within the US Air Force Area of Control. Quantities of munitions depicted on the license are limited to minimum quantities necessary to support specific, mission essential, explosives operations or missions. Licenses are not to be used for convenience.

### **6.1. Requesting a License:**

6.1.1. The organization requesting a license shall initiate a written request to the Wing Safety Office no less than seven days prior to proposed implementation date.

6.1.2. Upon receipt of license request, the Wing Explosives Safety Manager shall inspect the proposed facility for compliance with explosives safety and security requirements.

6.1.3. AF Form 2047 shall be filled out by the Wing Explosives Safety Manager.

6.1.4. The Wing Explosives Safety Manager shall assign a control number and approve the license by signature once all other requirements and signatures have been met or obtained.

6.1.5. The original and one copy will be sent to the requester, one copy to the Fire Department, and one copy to the munitions flight. The Wing Explosives Safety Manager maintains a copy for the master file.

6.1.6. All facility explosives licenses will be reviewed annually for validity by the user and Wing Explosives Safety Manager.

### **6.2. Approved Licenses:**

6.2.1. Upon receipt of an approved license, ADESRs shall post a copy of the license in a visible place in or near the room explosives are to be stored. The ADESR shall keep a copy for their program management folders.

6.2.2. Information addressees, such as the Fire Department, shall keep a copy of the licenses on file until the license has been superseded, cancelled, or revoked.

**7. Cardinal Principle of Explosives Safety:** Expose the minimum number of people to the minimum amount of explosives for the minimum amount of time.

THOMAS M. STOGSDILL, Brigadier General, USAFR  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 91-202, *The U.S. Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Reports.*

AFMAN 91-201, *Explosive Safety Standards.*

***Abbreviations and Acronyms***

**ADESR**—Additional Duty Explosives Safety Representative.

**AFI**—Air Force Instruction.

**AFMAN**—Air Force Manual.

**EOD**—Explosive Ordnance Disposal.

**FUB**—Facilities Utilization Board

**HC/D**—Hazard Class / Division.

**NEW**— Net Explosive Weight

**OPREP**—Operational Report.

**OI**—Operating Instruction.

**POC**— Point of Contact

**QD**—Quantity-Distance.

## Attachment 2

## SAMPLE OF SPECIFIC TASK WORKSHEET

**Task Worksheet.** The specific task worksheet has been developed to provide a standardized way of conducting briefings prior to commencing an explosive operation.

<b>SPECIFIC TASK WORKSHEET</b>		
This worksheet is IAW AFMAN 91-201, <i>Explosives Safety Standards</i>		1. Specific Task Worksheet Number
<b>I. General Information</b>		
2. Task to be performed:		3. Nomenclature:
4. National Stock Number (NSN):		5. Applicable Technical Data:
<b>II. Sited/Licensed Facility Explosive Limits</b>		
6. Facility Identification:		7. Building Explosives Limits
8. Hazard Class Division (HC/D):		9. Storage Compatibility Group:
<b>III. Operating Limits</b>		
10. Net Explosive Weight per item:		11. Total Operational Explosive Limits:
<b>IV. Personnel Limits</b>		
<b>NOTE:</b> All visitors (casuals) must be briefed on tasks and hazards prior to entering the operational area.		
12. Number of Supervisors:	13. Number of Workers:	14. Number of Casuals:

<b>V. Exact Locations</b>	
15. Location of Operation:	
<b>VI. Safety Requirements</b>	
_____ 16. Brief all applicable WARNINGS, CAUTIONS, and NOTES from specific T.O.'s.	
17. Hazard Symbol Code:	18. Fire Symbol Hazard and Action:
_____ 19. Insure Fire and Hazard Symbols are posted and the appropriate control function center is notified.	
20. Ensure that the required tools, equipment, personnel protective equipment, and technical data are on hand and are in serviceable condition.	
21. Assure Vehicles and Munitions Handling Equipment/ Support Equipment (MHE/SE) are inspected/serviceable and appropriate forms are annotated.	
22. Assure two serviceable fire extinguishers are present and point out their locations.	
23. Remove all watches, rings, and jewelry.	
24. Assure that proper housekeeping standards are maintained throughout the operation.	
25. Address any questions concerning the operation.	
<b>V. Emergency Procedures</b>	
26. In the event of fire; munitions incident/mishap; abnormal condition; and personal injury first observer of unsafe condition will sound the alarm and command that all operations are ceased.	
26.1. In the event of an accident/incident involving munitions, equipment or personnel, the appropriate Control Function will be notified at extension _____.	
26.2. Sound alarm and notify Control Function in the event of a fire/accident/incident or injury. Include the location, type of munitions, personnel involved and type of injury.	
26.3. Activate the fire alarm in the event of a fire.	
26.4. Render first aid, as required	
26.5. Determine location from munitions incident/mishap that is greater than to or equal to the required safe distance of 300 feet.	