

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AIR FORCE INSTRUCTION 91-202

**AIR EDUCATION AND TRAINING
COMMAND
Supplement**

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Safety

**THE US AIR FORCE MISHAP
PREVENTION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, 1 December 2015 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to AETC/SE, or alternately, to the Publication OPR for non-tiered compliance items. Safety criteria in this publication helps commanders make informed decisions on the proper mix of combat readiness and safety. These criteria specify minimum acceptable standards for safety. Departure from safety standards must only result from operational necessity, and all risks associated with the departure must be completely understood and accepted by the appropriate approval authority. According to AFI 90-802, *Risk Management (RM)*, 11 February 2013 the following RM principles apply: (1) Accept no unnecessary risk, (2) Make risk decisions at the appropriate level, (3) Integrate RM into operations, activities and planning at all levels, (4) Apply the process cyclically and continuously. Refer to AFPAM 90-803, *Risk Management Guidelines and Tools*, 11 February 2013 for methods on eliminating or reducing risk.

This supplement implements and extends the guidance of AFI 91-202, *The US Air Force Mishap Prevention Program*, 24 June 2015. This supplement does not apply to Air National Guard or Air Force Reserve Command units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the

appropriate functional chain of command. HQ AETC/SE must approve each unit supplement prior to publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This publication is revised and procedures must be completely reviewed, this supplement realigns paragraph numbers to match the revised parent Air Force instruction.

1. 8.14.3. Students attending technical training courses must receive an Air Force occupational safety and health (AFOSH) orientation. Students in Officer Training School (OTS), Health Professional Orientation Course (HPOC), Military Indoctrination of Medical Services (MIMSO), and Air Force Commissioned Officer (AFCOT) for law and chaplain officers receive this orientation training at Maxwell AFB. Air Force Reserve Officer Training Corps (AFROTC) students receive this orientation during annual AFROTC field training. AFOSH orientation training must include management and general knowledge of AFOSH standards and other Air Force safety, fire prevention, and occupational health guidance; hazard reporting; hazard abatement; AFOSH inspection; mishap investigations; reporting of injuries and illnesses that occur on the job; employee appeal procedures, and Risk Management. **NOTE:** Class rosters are the only documentation required.

1.8.16.27. **(Added)** All AETC safety offices will send an updated personnel roster to AETC/SEO whenever personnel change or at least quarterly. **(T-2)**

1.8.16.28. **(Added)** All AETC safety offices will send an updated SIB roster to AETC/SEF in January and July. **(T-2)**

1.8.16.29. **(Added)** The host safety office will coordinate with the commander of the base medical service to receive copies of all admission and disposition (A&D) sheets and AF Forms 1488 or equivalent, *Daily Log of Patients Treated for Injuries*. **(T-2)**

1.8.16.30. **(Added)** The safety staff will review A&D sheets and AF Forms 1488 or equivalent to determine the reportable nature of recorded incidents. Highlight incidents on the applicable medical documentation to determine reportability in accordance with AFI 91-204. If reportable mark with the corresponding AFSAS control number. For non-reportable incidents, cite an appropriate reference; provide an explanation next to the incident. **(T-2)**

1.8.21.17. **(Added)** The AETC Form 29A, *Commander's Newcomers' Safety Briefing*, is an optional program. If a unit chooses to implement this program, newly assigned active duty military personnel under the age of 26 receive a newcomer's safety briefing within 30 days of arrival. A single AETC Form 29A (with class roster attached) may be used for students/mass briefings.

1.8.21.18. **(Added)** If a unit experiences a Class A ground mishap, the unit commander at the lowest level (typically squadron commander) may be required to brief AETC/CC via a video teleconference. All fatalities will be reviewed by the

AETC/CC and a decision will be made whether to have the fatality briefed or not, depending on the severity and complexity of the mishap. Commanders may also be required to brief other mishaps when requested by AETC/CC.

1.8.22.3. Supervisors may use AETC Form 705, *Job Safety Analysis/Risk Management Worksheet*, to conduct this analysis.

1.8.22.12. Ensure military personnel under the age of 26 receive a pre-departure safety briefing before they depart on leave, TDY, or PCS and document this briefing on the AF Form 4392, Pre-Departure Safety Briefing. The form will be maintained in a readily available area (USR Continuity Book, Section Safety Book, electronic file, etc.) until the member completes PCS/PCA, TDY, or leave. (**Note:** An AF Form 4392 is not required for cross-country training sorties or deployments, since safety is already covered in pre-departure mission briefings.) For personnel who PCS, the form shall be kept on file until the report no later than date on their orders. **(T-2)**

2.1.2.1.2. The Chief of Safety (COS) or equivalent will submit a formal waiver request (MFR format) to AETC/SEG explaining circumstances for non-compliance with Continuing Education Unit (CEU) requirements. Send a listing of all courses completed and number of CEU's completed by assigned Safety personnel to AETC/SEG by 15 October of each year. **(T-2)**

2.1.6.2. Where no weapons safety manager (WSM) is assigned, the occupational safety manager (OSM) will manage the weapons safety program. OSMs managing weapons safety programs may attend the weapons safety manager formal training (L3AZR2W071) course upon approval by AETC/SEW. It is good management to have an alternate or assistant for the weapons safety program. If the alternate's duties include working *more* than 50 percent of the program, he or she must attend the formal weapons safety course at Lackland AFB. If the alternate's duties include working *less* than 50 percent of the program, he or she must be task certified according to the AFSEC 1S0X1 Safety Career Field Education and Training Plan (CFETP). **(T-2)**

2.2. **Unit Safety Representative (USR).** Unit Safety Representatives at GSUs will receive training from the parent unit safety staff.

2.2.3. **(Added)** If the unit decides to use the team concept to compliment safety representatives, the primary or alternate safety representative will train their subordinate team members. **(T-2)**

2.4.4. **(Added)** Each wing (or equivalent) safety staff will maintain a mishap investigation kit for all occupational, flight, or weapons mishaps (as applicable). <https://cs3.eis.af.mil/sites/OO-SE-AE-01/default.aspx> **(T-2)**

3.6.1.8. **(Added)** AETC Form 68, *Control Record for Follow-up/Closeout Action*, may be used for follow-up and closeout actions.

3.6.1.9. **(Added)** AETC Form 69, *Safety Inspection Report*, may be used to document inspection findings and corrective actions.

3.6.2.4. **(Added)** Explosives safety inspection reports will specifically address the adequacy of explosives operating instructions, explosive facility licenses, and explosive safety training, as well as training lesson plans. **(T-2)**

3.7.1. The COS will determine the frequency of spot inspections for Wing Safety and USR's. As a minimum, one spot inspection will be performed by each full time safety professional and/or USR per week. The COS will ensure activities, which operate around the clock, are adequately surveyed at times other than normal duty hours. **(T-2)**

5.4.2.2. Supervisors, Military Training Leaders, Academic Instructors, or USRs/section safety representatives (flight, occupational, weapons) will conduct monthly safety briefings. Briefings should include duty specific safety topics as well as briefings on local area hazards. Supervisors may use AETC Form 703, *Log of Supervisor's Safety Briefing*, or suitable method of documentation to document these briefings. Documentation will be maintained for one year. **(T-2)**

5.4.2.5. Squadron Flight Safety Officers (FSO) will use pertinent mishaps from AFSAS and Blue Four News (see paragraph 5.3) as part of their monthly safety briefings. Keep in mind the privileged nature of AFSAS reports and Blue Four News. Protect IAW AFI 91-204, Chapter 3 and when necessary for dissemination, sanitize IAW AFI 91-204, paragraph 3.7.1. **(T-2)**

5.5.1.3. **(Added)** The COS will ensure a comprehensive safety mishap analysis is conducted at least annually (send the annual trend analysis to AETC/SEG by 15 December) in all safety disciplines. Analyze all mishaps entered in AFSAS, inspection reports, hazard reports, and abatement forms. Investigate all unfavorable safety trends. Ensure each trend analysis includes an introduction, overview, and conclusion. Identify adverse trends, and provide recommended action to eliminate them. Identify appropriate action agencies. **(T-2)**

7.3.1.5.1. If the host safety office does not have a flight safety office to manage a Bird Aircraft Strike Hazard (BASH) program, the tenant AETC flying wing/unit safety office will be the office of primary responsibility (OPR) for the base level BASH program, or as specified in the host/tenant support agreement. For AETC installations without an assigned AETC flying unit, the host safety office will be the OPR.

7.3.1.5.2. Following the annual review, OPRs will send a copy of the revised BASH plan to AETC/SEF Workflow and AETC/A3OF Workflow. **(T-2)**

7.3.1.5.6. The bird watch condition code is for the airfield, and all runways on the airfield will operate with the same bird watch condition. **EXCEPTION:** Airfields that operate runways with independent towers and ATIS information are excluded from this requirement. (Approval authority for waivers to this requirement is HQ AETC/SEF.) Operational restrictions may vary between runways and types of aircraft. **(T-2)**

7.6.4.1.13. **(Added)** Helicopter landing pads, auxiliary fields, and landing zones used on a regular basis. **(T-2)**

7.6.4.2.22. **(Added)** Flyover plans and operations. **(T-2)**

7.6.4.2.23. **(Added)** Locally approved P-field refueling and servicing operations and airfield safety. **(T-2)**

7.6.5. **(Added) Aircraft Maintenance.** For units with contract maintenance, the flight safety office will work with government QA personnel to monitor aircraft maintenance activities. Responsibility for the contractor's safety program rests with the contractor. Any deficiencies should be handled according to AFI 21-101/AETC Sup 1, *Aircraft and Equipment Maintenance Management*, 21 May 2015. **(T-2)**

7.8. (Added) Flight Safety Education and Training.

7.8.1. **(Added)** An FSO from the squadron or wing will teach MP 4101 and 4102. An AFSEC-trained FSO (wing or squadron) will teach MP 4103.

7.8.2. **(Added)** Squadron commanders will ensure a flight safety orientation briefing is provided to newly assigned permanent party crewmembers and students. Brief individuals prior to their first flight in a new aircraft. This briefing should include, but is not limited to:

7.8.2.1. **(Added)** Commander's safety policy or philosophy.

7.8.2.2. **(Added)** Local flying hazards, including BASH areas, midair collision hazard areas, and hazardous air traffic report (HATR) procedures and local safety trends analysis.

7.8.2.3. **(Added-)** Flight line operations, including taxi hazards and vehicle operations.

7.8.2.4. **(Added)** Privileged aspects of limited-use reports, intra-cockpit recordings, and radio communications and restrictions on e-mailing/discussing privileged information.

8.3.20. **(Added)** Managers must ensure Risk Management Concepts are integrated into the technical training course development process. Occupational Safety Managers will:

8.3.

20.1. **(Added)** Review the Safety and Risk Management Annexes of Course Training Plans or Abbreviated Training Plans in accordance with AETCI 36-2641, *Technical and Basic Military Training Development*, 26 June 2014. **(T-2)**

8.3.

20.2. **(Added)** Verify Multiple Instructor Requirements as a risk control measure to prevent injury to personnel. **(T-2)**

8.3.

20.3. **(Added)** Annually review technical training courses rated as either "extremely high" or "high" risk in the Risk Management Annex of the Course Training Plan. This should include reviewing the Course Training Plan and spot checking the course for compliance with Risk Management processes. **(T-2)**

8.5.9. **(Added)** USR Continuity Guide. Each host Occupational Safety office will maintain a USR continuity guide and distribute, electronically or hardcopy, during initial

training or whenever there is a change. USR's will maintain a unit level occupational safety management book, either electronic, hardcopy, or both. **(T-2) Structure the unit level occupational safety management book as follows:**

Figure 1. (Added) . Unit Occupational Safety Management Book.

Occupational Safety Program Management Book - Table of Contents.
1. Tab A – Letters of Appointment and Record of Training.
2. Tab B – Instructions and guidance as applicable. (Confined Space, USR Guide, etc.).
3. Tab C – Mishap response and reporting procedures/Mishap data sheet routing.
4. Tab D – Unit ground mishap prevention program checklists.
5. Tab E – Workplace facility listing.
6. Tab F – Last two annual safety assessments and inspections.
7. Tab G – Ground mishap log.
8. Tab H – USR meeting minutes.
9. Tab I – Supervisor safety briefing.
10. Tab J – Unit safety training program (JSTO).
11. Tab K – Identify location of active AF Forms 55 as determined by unit leadership.
12. Tab L – Motorcycle safety program. (can be separate)
13. Tab M – Hazard Abatement Log to include RAC 1-5 and open program management deficiencies.
14. Tab N – (Optional) AETC High Risk Activities Program as applicable.
15. Tab O – (Optional) Commanders Newcomers Orientations as applicable.
16. Tab P – Other pertinent mishap prevention information.

8.8.1.7. **(Added)** Safety managers will immediately notify the NAF, HQ AETC/SEG, by telephone of Department of Labor (DOL) or state Occupational Safety and Health Administration (OSHA) inspections. **(T-2)**

9.4.6. If not identified in any other publication (T.O., Checklist, Risk Assessment etc.) The installation WSM will ensure adequate operating instructions are written for handling malfunctioned items (duds, misfires, etc.) whether they are small arms, simulators, or high explosives. **(T-2)**

9.4.8.13. Ensure unit personnel involved in explosives activities receive initial and annual explosives safety training according to paragraph 9.11 of the basic AFI. Ensure local lesson plans are coordinated with the installation explosives safety manager. Ensure training is documented on the appropriate training form. **(T-2)**

9.4.8.22. **(Added)** Selectively monitor explosives operations and help supervisors develop procedures and instructions. **(T-2)**

9.4.8.23. **(Added)** Ensure military training within explosives clear zones is conducted IAW AFMAN 91-201, *Explosive Safety Standards*, 12 January 2011. **(T-2)**

9.4.9.15. **(Added)** Visit the fire department at least semiannually to review and evaluate locally written procedures, pre-fire plans, explosives licenses, fire drills, etc. **(T-3)**

9.5.4. **(Added)** Each squadron Additional Duty Weapons Safety Representative (ADWSR) will comply with paragraph 2.2.2 responsibilities. Also maintain a unit

weapons safety program management book. **(T-2) Structure the unit weapons safety program management book as follows:**

Figure 2. Unit Weapons Safety Program Management Book.

Weapons Safety Program Management Book - Table of Contents.

1. Tab A – Letters of Appointment and Record of Training.
2. Tab B – Explosive Licenses.
3. Tab C – Squadron OIs.
4. Tab D – Annual Safety Inspections.
5. Tab E – Unit High-Interest Inspection Items/Areas.
6. Tab F – Spot Inspections.
7. Tab G – Safety Briefings.
8. Tab H – Lesson Plans.
9. Tab I – Checklists/MICT SACSs (IAW AFI 90-201). Note: Section should contain HAF/AETC, Wing, and unit developed checklists.
10. Tab J – Miscellaneous.

9.5.5. **(Added)** Ensure that new (proposed) locally written explosives directives are coordinated with the installation WSM. Ensure a copy of each published directive is provided to the installation safety office. **(T-2)**

9.11.5. **(Added)** The wing WSM will ensure the job training is provided and documented by the supervisor and will include, but not be limited to, the following subjects: **(T-2)**

9.11.5.1. **(Added)** The individual's role and specific responsibilities in the unit's weapon safety program. **(T-2)**

9.11.5.2. **(Added)** Toxic, explosives, and hazardous aspects of the specific weapons system. **(T-2)**

9.11.5.3. **(Added)** Safety equipment provided to enhance worker safety. **(T-2)**

9.11.5.4. **(Added)** Unique handling and transportation problem areas, such as tie down procedures and trailer-turning radius criteria. **(T-2)**

9.11.5.5. **(Added)** Explosive Safety lessons learned information from past and like unit experiences involving mishaps, hazard deficiencies, and inspection reports. **(T-2)**

DEAN W. LEE, Colonel, USAF
Director of Safety

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 90-802, *Risk Management*, 11 February 2013

AFPAM 90-803, *Risk Management (RM) Guidelines and Tools*, 11 February 2013

AFI 91-202, *The US Air Force Mishap Prevention Program*, 24 June 2015

AFI 21-101/AETC Sup 1, *Aircraft and Equipment Maintenance Management*, 21 May 2015

AETCI 36-2641, *Technical and Basic Military Training Development*, 26 June 2014

AFMAN 91-201, *Explosive Safety Standards*, 12 January 2011

Adopted Forms

AF Forms 1488 or equivalent, *Daily Log of Patients Treated for Injuries*

AETC Form 29A, *Commander's Newcomers' Safety Briefing*

AETC Form 705, *Job Safety Analysis/Risk Management Worksheet*

AF Form 4392, *Pre-Departure Safety Briefing*

AETC Form 68, *Control Record for Follow-up/Closeout Action*

AETC Form 69, *Safety Inspection Report*

AETC Form 703, *Log of Supervisor's Safety Briefing*

Abbreviations and Acronyms

ADWSR—Additional Duty Weapons Safety Representative

A&D—Admission and disposition

AFCOT—Air Force Commissioned Officer

AETCI—Air Education and Training Command Instruction

AF—Air Force

AFMAN—Air Force Manual

AFOSH—Air Force occupational safety and health

AFRIMS—Air Force Records Information Management System

AFROTC—Air Force Reserve Officer Training Corps

AFSEC—Air Force Safety Center

ATIS—Automated Terminal Information Service

BASH—Bird Aircraft Strike Hazard

CEU—Continuing Education Units

CFETP—Career Field Education and Training Plan

COS—Chief of Safety

DoL—Department of Labor

FSO—Flight Safety Officer

HATR—Hazardous Air Traffic Report

HPOC—Health Professional Orientation Course

MIMSO—Military Indoctrination of Medical Services

MFR—Memorandum For Record

OPR—Office of Primary Responsibility

OSHA—Occupational Safety and Health Administration

OSM—Occupational Safety Manager

OTS—Students in Officer Training School

QA—Quality Assurance

RDS—Records Disposition Schedule

RM—Risk Management

T.O.— Technical Order

USR—Unit Safety Representative

WSM—Weapons Safety Manager