

**BY ORDER OF THE COMMANDER
KADENA AIR BASE**

**KADENA AIR BASE INSTRUCTION
91-201**



23 MAY 2016

Safety

HANGAR DOOR OPERATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs*, and consolidates all Air Force Occupational Safety and Health (AFOSH) 91-series standards. It establishes procedures for the safe and proper operation of the large hangar, protective aircraft shelters (PAS) and hush house doors on Kadena Air Base (AB), Japan as prescribed by AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*. This instruction is applicable to all 18 Wing (18 WG) and U.S. tenant personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include: changing all references from AFOSH STD 91-100 to AFI 91-203 which incorporated AFOSH STD 91-100; moved paragraphs 1.4 through 1.4.1.4 and aligned it under the training section paragraphs **3.2.1**; added AFI 91-203 reference to paragraph **3.2.3** for Service/Administrative lock out procedures for easier information access in AFI 91-203.

1. Responsibilities. Personnel assigned to the 18th Wing and all tenant personnel should become familiar with this instruction. Maintenance Information System (MIS) course codes for the appropriate facilities where available, ensure strict compliance and provide maximum safety to personnel, prevent damage to equipment and promote conservation of energy.

1.1. Each individual is responsible for notifying the facility manager of any maintenance problems in each building.

1.2. Squadron Commander.

1.2.1. Identifies individuals in writing who are authorized to operate Hangar, PAS, and Hush House doors. May delegate authorization to Aircraft Maintenance Unit Officer in Charge/Flight Commanders.

1.2.2. Authorizes individuals in writing to operate as trainers for the operation of Hangar/PAS doors.

1.3. Facility Managers.

1.3.1. Ensures facilities are in compliance with AFI 91-203.

1.3.2. Notify the base Civil Engineering (CE) Customer Service and Airfield Management when any discrepancies are identified within 24 hours or next duty day.

1.3.3. Maintains a log of required maintenance and follow-up actions until repair is completed.

1.3.4. Maintains appropriate operational checkout checklist and a record of accomplished operational checkout of doors and safety features.

1.3.4.1. Users or facility managers will check, as a minimum, doors and safety features every 30 days. Accomplishment of checks shall be documented on Air Force Technical Order (AFTO) Form 244, *Industrial/Support Equipment Record*, Section III, *Scheduled Inspections*.

1.3.4.1.1. Facility managers/users will ensure AFTO Forms 244 are available to users, are current, and are being documented every 30 days.

1.3.5. Determines if hangar doors are safe to operate; if not, the power is turned off and install a Service/Administrative lock and tag IAW AFI 91-203, Paragraph 21.4.9.1.1 (i.e. AFTO Form 350, *Reparable Item Processing Tag*, stating the reason the equipment is inoperable). If power is turned off, the fire department is immediately notified.

1.3.6. Creates and maintains list of qualified trainers.

1.3.7. Maintains a copy of CE documentation for normal and emergency operation of 18 WG Hangar/PAS doors.

1.3.7.1. Documentation will be posted near hangar door controls.

1.3.8. Authorizes users to initiate emergency operation procedures.

1.3.8.1. Blanket authorization may be granted during emergency situations only, and will not cover more than 24 hours.

1.4. Base Civil Engineering Squadron:

1.4.1. Coordinate with applicable facility managers and perform annual preventive maintenance for all 18 WG Hangar/PAS doors, to include those facilities utilized by 18 WG tenant units.

1.4.2. Annual inspections will include safety and operability checks as a minimum.

2. Procedures for Operating Hangar Doors.

2.1. Normal Conditions:

2.1.1. Only qualified personnel who have been authorized in writing by their Squadron Commander, or his/her designated representative, can operate hangar doors.

2.1.2. Door warning bells for all facilities must be in operation for approximately five seconds prior to door motion. Single hearing protection will be worn when warning bells are operating. If the warning bell malfunctions during any phase of the operation, the operator will notify the facility manager concerning the malfunction.

2.1.2.1. If warning bell is inoperative door use may continue, but a spotter will be posted outside the facility to ensure personnel do not enter the door travel area.

2.1.3. Hangar doors are required by AFI 91-203 to be opened to a minimum of 10 feet.

2.1.3.1. Doors required to be opened less than 10 feet will be Service/Administratively locked in accordance with AFI 91-203, Paragraph 21.4.9.1.1.

2.1.3.2. Facility managers may implement painted floor markings showing 10 foot minimum opening.

2.2. Adverse Weather Conditions:

2.2.1. When Kadena Air Base is under Tropical Cyclone Condition of Readiness (TCCOR) 1E, operation of Hangar, PAS, and Hush House doors are prohibited except by emergency response personnel while responding to an emergency.

2.3. Operation Under Other Than Normal Conditions:

2.3.1. Authorization for use of alternate operating procedures for facilities that have specific procedures outlined by Base Civil Engineering Squadron must be obtained from the Facility Manager prior to execution. **WARNING: Hangar doors will not be operated in any way that is not a specific function of their design.**

3. Training.

3.1. Door Operator Training. Only personnel appointed IAW **Paragraph 1.2.1** are authorized to operate the hangar/PAS doors. Those personnel selected as trainers provide individuals hands-on safety briefings on operational procedures from a lesson plan and annotate training on AF Form 55, *Employee Safety and Health Record* (or equivalent product), Training Business Area (TBA), or MAJCOM authorized substitute (paper or electronic form acceptable).

3.2. Door Operator Training Plan Will Consist of:

3.2.1. Trainers:

3.2.1.1. Perform on the spot training and demonstrates all safety related items including:

3.2.1.2. Warning signs and their meanings.

3.2.1.3. Door Switches.

3.2.2. Declutching and manual movement of the hangar doors where applicable in the event of no power, an inoperative door, or an emergency situation.

3.2.3. Service/Administrative lock and tag procedures in accordance with AFI 91-203, Paragraph 21.4.9.1.1.

3.2.4. Shows where minimum open door floor markings are painted (where utilized) and explains the purpose of these markings.

3.2.5. When training is completed submit MIS Course Code or applicable training forms for the appropriate facility and selected maintenance personnel on an AF Form 2426, *Training Request and Completion*. Where MIS is unavailable, utilize appropriate agency training forms.

3.2.6. Personnel identified as operators must read this instruction and become familiar with its contents.

3.2.7. Each selected person will be familiar with safety procedures, all door hazards, powered, and manual door operation, and emergency procedures.

3.2.8. A hands on training program developed by facility manager and approved by 18th Maintenance Group Quality Assurance.

3.3. Door Operator Certification:

3.3.1. Course codes are maintained in MIS and training accomplished annually by trainers.

3.3.1.1. Individuals showing overdue status will not operate hangar doors until recertified by a trainer.

3.4. All other personnel requiring use of hangar doors on Kadena AB:

3.4.1. Read AFI 91-203, Paragraph 24.14, for standard requirements in conjunction with this Kadena AB Instruction 91-201 for local requirements.

3.4.2. Non-Air Force personnel required to utilize Air Force facilities will document training in appropriate agency database or individual training documents.

BARRY R. CORNISH, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

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

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

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2426, *Training Request and Completion*

AFTO Form 244, *Industrial/Support Equipment Record*

AFTO Form 350, *Reparable Item Processing Tag*

Abbreviations and Acronyms

AB— Air Base

AFTO— Air Force Technical Order

IAW— In accordance with

MIS— Maintenance Information System

PAS— Protective Aircraft Shelters