

**BY ORDER OF THE
433D AIRLIFT WING COMMANDER**

**433 AIRLIFT WING INSTRUCTION
91-302**



16 NOVEMBER 2020

Safety

**AIRCRAFT HANGAR AND DOOR
OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil.

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This instruction implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs* and Air Force Manual (AFMAN) 91-203, *Air Force Occupational Safety, Fire and Health Standards*. This instruction extends the guidance of Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*, AFI 21-101-Air Force Reserve Command Supplement (AFRCSUP), *Aircraft and Equipment Maintenance Management*. It provides guidance and procedures on creating, managing and disseminating directive and non-directive publications and forms throughout the 433D Airlift Wing (AW). It establishes procedures and precautionary measures for the proper training and operation of hangar doors. It applies to all 433AW members who prepare, manage, review, certify, approve, disseminate and/or use official Air Force publications and forms. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Management System (AFRIMS) Records Disposition Schedule (RDS). 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 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. 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 DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This instruction has had minor changes on correction of titles and dates on publications referenced. Added Responsibilities in paragraph 1 then renumbered accordingly. Incorporated paragraph 1.1 into paragraph 1. Deleted referenced publication from paragraph 2.2 and replaced with current reference. All changes reflect current for this publication and should be reviewed in its entirety.

1. Responsibilities. Squadron commanders will appoint in writing authorized hangar door operators.

1.1. Building Custodians will:

1.1.1. Ensure hangar door serviceability, including mechanical safeguards, through monthly operational checkout. Civil Engineering (CE) and Airfield Manager will be notified of any discrepancies.

1.1.2. Ensure all signs and markings are serviceable and IAW AFMAN 91-203.

1.2. Hangar Door Operators:

1.2.1. Will ensure they have received training and are qualified to operate the hangar doors.

1.2.2. Be familiar with hangar door procedures outlined in AFMAN 91-203.

1.2.3. Will operate hangar doors in accordance with the checklist posted at each hangar door controls.

1.2.4. Will notify the Production Supervisor and building custodian of a malfunction during hangar door operations. Operators will not manually open powered hangar doors unless safety procedures are completed IAW **paragraph 3.2**.

1.2.5. Will receive annual refresher training to sustain qualification.

2. Training.

2.1. Flight chiefs will ensure development of training plans for all powered hangar doors they manage to include, at a minimum, door operation, hazards and emergency procedures.

2.2. Training plans will be reviewed annually, or if conditions change, for accuracy and content. **Note:** It is the Flight Chief's responsibility to document the annual review.

2.3. Supervisors Will Ensure:

2.3.1. All personnel who work in or regularly travel through buildings having hangar doors receive annual hangar door awareness training.

2.3.2. All personnel required to operate powered and non-powered hangar doors receive initial and annual operators training before they operate hangar doors to maintain proficiency.

2.3.3. Training is documented in the Maintenance Information System (MIS). Training for personnel not in the MIS is documented on individual's AF Form 55, *Employee Safety and Health Record*.

2.3.4. Training updates to the MIS will be documented on AF Form 2426, *Training Request and Completion*, signed by the supervisor or trainer and forwarded to the Training Flight for tracking.

3. Hangar Door Operations.

3.1. Work centers having powered hangar doors will develop a detailed step-by-step operating checklist to be routed through the Quality Assurance office and approved by the 433D Maintenance Group Commander.

3.1.1. Checklists will contain emergency contacts, telephone numbers and the name(s) of the building custodian(s).

3.1.2. Checklists will be mounted near the door controls.

3.1.3. Checklists will be reviewed annually and/or updated if conditions change.

3.2. Powered doors equipped with manual over-rides will not be operated in manual mode without first locking/tagging out automatic controls in accordance with AFMAN 91-203.

3.3. Hangar Door Area markings will be in accordance with AFMAN 91-203.

3.4. Procedures for manually operated hangar doors:

3.4.1. Ensure that the area is clear of personnel and equipment and that the tracks are free of debris.

3.4.2. Vehicles will not be used to move hangar doors.

3.4.3. Push/pull doors open only as far as required for the task, close and secure the hangar doors as required when task is completed.

4. Aircraft Hangaring Operations.

4.1. Movement of aircraft into or out of hangars will be accomplished at the direction of the Production Supervisor/Flight Line Expediter and in coordination with the Maintenance Operations Center.

4.2. Aircraft with munitions, (flares) loaded, will not be towed into hangars.

4.3. When towing aircraft into or out of hangars, use wing and tail walkers. Use additional observers (with a whistle, air horn or radio) as required to guard against collision. Tow supervisor will ensure hangar doors are in the full open position prior to towing aircraft into or out of hangar. Tow supervisor will also ensure a hangar floor foreign object debris inspection is completed prior to final towing of aircraft into/out of the hangar.

4.4. The status of the hangar fire suppression system will be verified before towing aircraft into any hangar.

4.5. Upon completion of tow into hangar, place drip pans under all aircraft engines, underbelly drain pipes and under any other actively leaking areas to ensure leakage and/or spillage does not contact floor surface

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

AFPD 91-2, *Safety Programs*, 3 September 2019

AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standard*, 11 December 2018

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 16 January 2020

AFI 21-101-AFRCSUP, *Aircraft and Equipment Maintenance Management*, 13 August 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

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

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*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRCSUP—Air Force Reserve Command Supplement

AFRIMS—Air Force Records Information Management System

AW—Airlift Wing

CE—Civil Engineering

IAW—in accordance with

MIS—Maintenance Information System

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule