



5 DECEMBER 2019

Maintenance

HANGAR DOOR OPERATION

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 439MXG/MXQ

Certified by: 439 MXG/CC
(Col David C. Post)

Supersedes: 439AWI91-205,
12 February 2014

Pages: 4

This instruction implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs*, and AFMAN91-203, *Air Force Consolidated Occupational Safety Instruction*. It provides safety guidelines and designates responsibility for training, qualification, and documentation for hangar door operation. It applies to all personnel on Westover Air Reserve Base who operate hangar doors or perform duties around operable doors. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Form 847 to 439 MXG/CC, 350 Hangar Ave, Box 21, Westover ARB, MA 01022-1771.

SUMMARY OF CHANGES

This publication has been revised and must be completely reviewed. Changes include references to AFMAN 91-203, which have been updated to align with the current AFI guidance. Information on Building 7040's Bi-Parting Empennage Enclosure certification and training documentation has been added.

1. Responsibilities. In addition to the information directed in AFMAN 91-203 the following guidance has been added: Supervisors will ensure only properly trained and qualified personnel operate hangar doors.

2. Powered Hangar Door Procedures. The following items must be thoroughly understood and accomplished by personnel authorized to operate hangar doors.

2.1. *Written operating procedures will be posted at each hangar door control panel. Written operating procedures will require coordination through the Maintenance Group Quality Assurance and the Base Safety Office prior to posting.

2.2. Prior to door movement the operator will check both inside and outside of doors for obstructions or equipment. The door operator will warn all nearby personnel. The operator will ensure that vehicles and equipment are not moved through the doorway when the door is in motion.

2.3. Doors will be operated only after the operator ascertains that it is safe to do so. The operator will ensure that the door-warning signal is working properly. Doors will remain fully closed or opened to a minimum of ten feet.

2.4. The operator will immediately stop the procedure whenever improper door operation or any unsafe condition is observed or suspected. Unsafe or improper door operation must be immediately reported to your supervisor, squadron safety officer/noncommissioned officer and the facility manager.

2.5. Hangar doors will remain closed during adverse weather.

3. Roll-Up and Overhead Doors. (Applies to doors used for vehicle and/or pedestrian traffic).

3.1. *These doors will remain closed or opened to a minimum height of eight feet or 70% of maximum opening height.

3.2. Gates installed on Hangar 9 roll-up doors for ventilation will be authorized as needed per unit Superintendent.

3.3. When equipment is being moved through these doors a minimum clearance of at least one foot will be maintained above and on both sides of the vehicles or equipment. Spotter(s) will be used if the one-foot minimum clearance cannot be maintained for any reason.

3.4. *The doorways will be marked with a highly visible stripe identifying the minimum opening eight feet or greater depending on the largest vehicle or equipment normally moved through that doorway).

3.5. Doors equipped with automatic openers will have a placard indicating, "AUTOMATIC DOOR OPENER – DO NOT BLOCK DOORWAY".

4. Training. Hangar door operators will be trained and certified prior to operating hangar doors. Supervisors will document training and forward certification (AF 2426 or block training verification) to the appropriate training activity for input to the unit tracking system. As a minimum, the training will include hangar door hazards, emergency procedures and normal door operation. Building custodians will develop course outlines used to train personnel to operate the specific type(s) of doors installed. Trainers will use the course outline to ensure personnel are adequately trained. Personnel who do not operate doors but have duties requiring them to routinely work in hangar facilities with operable doors, must receive annual awareness training, regardless of Air Force Specialty Code or duties.

4.1. Documentation/certification of training for Maintenance Group personnel will be tracked in the GO81 system. Locally developed course codes WEST 000001 (initial and

annual recurring awareness training), WEST 000006 (hangar 7000 door operator certification), and WEST 000008 (hangar 7040 door operator certification) will be used.

4.2. Qualified personnel will be documented in writing by the squadron commander or designated representative through appointment letters.

4.3. Documentation/certification of training for personnel outside the Maintenance Group will be recorded on the AF Form 55, *Employee Safety and Health Record*, equivalent form or electronic database.

5. Bi-Parting Empennage Enclosure. Operation of the Bi-Parting Empennage Enclosure is a Special Certification Roster (SCR) task approved at the squadron Operations Officer/Maintenance Superintendent level. Training for all individuals designated to operate the Bi-Parting Empennage Enclosure consists of classroom instruction using the *Demor Engineering Operational Procedures Manual*, LCL 439 AW-10-22 and OJT comprised of operation and a performance evaluation. Upon completion of all training, an AFRC176 will be completed and routed for placement on the SCR using local course code WEST 000014.

6. Signage and Markings. In addition to the minimum signage and marking requirements outlined in AFMAN 91-203 the hangar floors will be marked with a six-inch wide by three-foot long red stripe located ten feet from the door's closed position. The stripe will have the words "MINIMUM DOOR OPENING" painted in two-inch high white lettering.

7. Civil Engineer (CE) Requirements.

7.1. CE will be responsible for the installation and repair of signage, floor safety markings, and repair of hangar doors including electrical; mechanical; and all warning devices.

7.2. The CE Facility Maintenance Section will conduct annual inspections to ensure all signage, markings, and warning devices meet prescribed directives.

7.3. For door maintenance issues, building custodians will call CE Work-Order Desk at 557-3575.

Howard T. Clark III, Col, USAF
Vice Commander

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

AFMAN91-203, *Air Force Consolidated Occupational Safety Instruction*, 11 December 2018

Demor Engineering, C-5 Bi-Parting Empennage Enclosure Operational Procedures, 9 May, 2013

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009