

**BY ORDER OF THE COMMANDER
445TH AIRLIFT WING**

**445TH AIRLIFT WING INSTRUCTION
91-103**



26 JULY 2023

Maintenance

**HANGAR/ BUILDING DOOR
OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction is applicable to all 445th Airlift Wing (445AW) Personnel. This instruction establishes hangar door awareness and hangar/building powered and non-powered door operator training. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Form 847s 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) Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This instruction has been substantially revised and must be completely reviewed.

1. Responsibilities.

1.1. Operators of hangar/building doors, including but not limited to manual and/or powered center closing hangar doors (not personnel doors) will be thoroughly familiar with operating instructions, precautions (i.e., operating controls, pinch points, crush hazards, etc.), and protective personnel equipment as necessary for safe operation. Operators will consider all hazards associated with door operations, such as aperture openings, counterweight mechanisms, moveable/non-moveable obstructions, cables/pulley mechanisms, etc.

1.1.1. Hangars/Buildings identified will include 4007, 4015, 4016, 4024 and 4026.

1.1.2. Hangar/building door operators will be qualified and approved by a qualified NCO as approving authority.

1.2. Supervisors will be knowledgeable of all Occupational Safety and Health Administration (OSHA) CFR 29 standards, Technical Orders, and AFI's applicable to all hangar door operations and ensure personnel are educated on safe operations, proper lockout/tag out procedures, and required training.

1.3. Real Property Building Managers (RPBM) will include an operational check of all hangar doors during their monthly inspections in accordance with (IAW) Wright-Patterson Air Force Base Pamphlet (WPAFBPAM) 32-1001, *Facility Manager*. Should the Real Property Building Manager (RPBM) become aware of an unsafe condition through monthly inspections, individual notifications, supervisor safety surveillances, or from 445 AW Safety Office (AW/SE), corrective action must be initiated. All guidelines for corrective action will be IAW WPAFBPAM 32-1001. RPBM will provide a courtesy copy of the AF Form 1118, *Notice of Hazard*, to the Quality Assurance (QA) Office when risk assessment codes 1, 2, and 3 have been assigned by the AW/SE for all hangar doors. Submit and aggressively follow up work orders for any deficiencies noted in door checkout procedure.

2. Hangar Door Training Requirements.

2.1. Supervisors or qualified NCO are responsible for providing initial Hangar Door Operator Training for all personnel required to operate doors.

2.2. Initial Hangar Door Operator Training will be conducted at the hangar door location.

2.3. Powered and manual hangar doors will utilize the RPBM developed procedures for training personnel. RPBM's will develop a hands-on on the job training program for all personnel who operate electric and/or manual hangar doors. As a minimum, qualification training will include hangar door hazards, operation, and emergency procedures. Developed lesson plans will be forwarded through the QA Office for approval, then forwarded to Maintenance Group (MXG) training office before personnel are trained. Lesson plans will include date developed, supervisor name, RPBM name, hangar/building number, type of door, and lesson content. Training will include academic and practical performance demonstration. *NOTE:* Any changes to the hangar/building affecting door operations (e.g. approved modifications, etc.) will require written or electronic notification to AW/SE and the QA Offices. Hangar doors will only be operated by personnel who receive the revised operator training approved through the QA Office.

2.4. All non-maintenance personnel's training will be documented in the employees AF Form 55, *Employee Safety and Health Record*, AF Form 797, *Job Qualification Standard Continuation/Command JQS*, *Maintenance Information System (MIS)* or other available means. All MXG personnel training documentation will utilize the automated FMxC2.

2.5. Requirements and course code documentation will be as follows:

2.5.1. SAFE 001100 - Hangar Door Awareness Initial- Qualification Frequency: One Time

2.5.2. SAFE 001101 - Hangar Door Awareness Recurring Qualification - Frequency: Annual

2.5.3. Hangar Door Operator Course Codes:

2.5.3.1. WPAT 000070 - Powered Hangar Door - Building 4007- Frequency: One Time

2.5.3.2. WPAT 000080 - Powered Hangar Door - Building 4015/4016 - Frequency: One Time

2.5.3.3. WPAT 000090 - Powered Hangar Door - Building 4026 - Frequency: One Time

2.6. For all non-MXG personnel, Squadron Commanders will forward a letter with an attached AF Form 2426, *Training Request and Completion* signed by the applicable buildings designated trainer to the MXG/CC listing qualified and authorized door operators for each type of hangar door. Non MXG personnel authorization letters will be posted on the door; beside the door control panel, if applicable.

3. Hangar Door Identification of Hazards Requirements.

3.1. Identification of hazard marking will be IAW OSHA 1910.144 – Safety color code for marking physical hazards

4. Signage Requirements.

4.1. Sign design and placement on hangar floors and doors will be IAW OSHA 1910.145- Specifications for accident prevention signs and tags.

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Commander

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

DAFI 90-160, *Publications and Forms Management*

WPAFBPAM 32-1001, *Facility Manager*

OSHA CFR 29, *Occupational Safety and Health Administration, Code of Federal Regulations*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AF Form 1118, *Notice of Hazard*

AF Form 55, *Employee Safety and Health Record*, AF Form 2426, *Training Request and Completion*

Abbreviations and Acronyms

445 AW—445th Airlift Wing

445 MXG—445th Maintenance Group

FMxC2—G081/Mobility Air Force Logistics Command & Control (G081/MAF LOG C2)

IAW—In Accordance With

MIS—Maintenance Information System

MXG—Maintenance Group

OPR—Office of Primary Responsibility

OSHA—Occupational Safety and Health Administration

QA—Quality Assurance

RPBM—*Real Property Building Manager*

TO—Technical Order

WPAFBPAM—Wright-Patterson Air Force Base Pamphlet