

**BY ORDER OF THE COMMANDER
920TH RESCUE WING**

**920TH RESCUE WING INSTRUCTION
91-308**



19 AUGUST 2021

MAINTENANCE

HANGAR DOOR OPERATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col George P. Cole, III)

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This instruction implements policy of AFI 21-101 *Aircraft and Equipment Maintenance Management*, AFI 21-101_AFRCSUP *Aircraft and Equipment Maintenance Management*. It is consistent with AFMAN 91-203 Chap. 24, *Aircraft Flight Line – Ground Operations and Activities*, AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standard*. It provides guidance and procedures on hangar door operation. It applies to all individuals in the 920 RQW at Patrick SFB, FL. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. Major changes include updates to AFI references, and links to training locations.

1. Overview. The purpose of this RQWI is to ensure the safety of all personnel during hangar door operations. It addresses hangar door hazards, responsibilities, training requirements.

1.1. Hangar door operation and movement creates a series of pinch points and crush points. If proper precautions are not adhered to, damage to equipment and injury or death to personnel can occur.

2. Responsibilities. Supervisors will ensure only properly trained and qualified personnel operate hangar doors.

2.1. Building Custodians:

2.1.1. Will ensure hangar door serviceability in accordance with AFMAN 91-203 and report any hangar door discrepancies immediately to 45th Space Wing Civil Engineering. Lockout and Tag out procedures will be followed IAW AFMAN 91-203 Chap. 21.3. *Air Force Occupational Safety and Health Standard*

2.1.2. Will ensure signage requirements outlined in AFI 21-101, AFI 21-101 AFRCSUP, and AFMAN 91-203 are maintained.

2.2. Hangar Door Trainers.

2.2.1. Must be authorized by MXG/CC

2.2.2. Will perform hands-on on-the-job training (OJT) with approved lesson plans and demonstrate all safety items.

2.2.3. Will submit an AF Form 2426 *Training Request and Completion* for Integrated Maintenance Data System (IMDS) course code 29003 to MOF/MXOT for the appropriate facility and selected maintenance personal. Selected maintenance personal must have received Hangar Door Awareness IMDS course code 29110 prior to submittal.

2.2.4. Will develop and maintain a Hangar Door Operating Checklist and post checklist at each hangar door control panel.

2.2.5. Will ensure supervisors are aware of their requirement to document hangar door training on trainees AF Form 55, *Employee Safety and Health Record*.

2.3. Quality Assurance and Group Training Offices.

2.3.1. Will jointly develop, Hangar Door Awareness and Hangar Door Operator Training programs.

2.3.2. Ensure personnel who work in hangar facilities but do not need to operate electric or manual hangar doors receive awareness training. As a minimum, awareness training will include hangar door hazards and emergency procedures. Hangar Door Awareness Training will be documented with course code 29110 in the (IMDS) Integrated Maintenance Data System for maintenance personnel.

2.3.3. Ensure Supervisors and Training Monitors: Submit an AF Form 2426 course code 29110 to MOF/MXOT for personal receiving initial and refresher awareness training. Training is available at P:\920_MXG\920_MXG_ALL\1_MXG_Production\Training Share\Courses.

2.3.4. Ensure Hangar Door Operator Training: Is kept to a minimum, Personnel will receive operator training only by authorized trainers. OJT training is established for each hangar 630/647/750/751.

2.3.5. Ensure Hangar door operators are familiar with procedures outlined in AFI 21-101 and AFI 21-101 AFRCSUP and AFMAN 91-203.

2.3.6. Ensure Doors are operated IAW local checklist posted on the hangar doors being operated.

2.3.7. Ensure Hangar Door Operator Training is documented with course code 29003 in the IMDS for maintenance personnel.

2.3.8. For all non-maintenance personnel trained / qualified on hangar doors, not tracked in IMDS, squadron commanders will forward a letter to MXG/CC listing qualified and authorized door operators for each hangar. Hangar door training will be documented on AF Form 797, Job Qualification Standard Continuation/Command JQS.

2.3.9. Quality Assurance will be the OPR for outlining responsibilities and procedures for safe operation of hangar doors.

JOHN C.DOBBIN, Col, USAF
Commander

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

AFI 21-101 *Aircraft and Equipment Maintenance Management* 15 January 2020

AFI 21-101 AFRCSUP *Aircraft and Equipment Maintenance Management / Air Force Reserve Command Supplement* 13 August 2020

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

Adopted Forms

AF2426, *Training Request and Completion*

AF55, *Employee Safety and Health Record*

Abbreviations and Acronyms

AFDPO—Air Force Departmental Publishing Office

AFI—Air Force Instruction

AFMAN—Air Force Manual

IMDS—Integrated Maintenance Data System

DOD—Department of Defense

OJT—On-the-job Training

OPR—Office of Primary Responsibility