

**BY ORDER OF THE COMMANDER  
944TH FIGHTER WING**

**AIR FORCE MANUAL 91-203  
944TH FIGHTER WING SUPPLEMENT**

**9 DECEMBER 2021**

**Safety**

**AIR FORCE OCCUPATIONAL SAFETY,  
FIRE, AND HEALTH STANDARDS**



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**This supplement implements and extends the guidelines of Air Force Manual 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 10 December 2018.** It establishes and defines responsibilities and procedures for operational safety of hangar doors within maintenance activities of the 944th Fighter Wing (944 FW). It applies to all 944 FW personnel. 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 through unit publications/forms manager. Ensure that all records created as a result of processes prescribed in this publication are maintained according to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of according to the Air Force Disposition Schedule (RDS) located in the Air Force Records Information Management System.

**This is the initial publication of the 944th Fighter Wing Supplement to AFMAN91-203.**

## Chapter 24 (Added-944 FW)

### AIRCRAFT FLIGHTLINE – GROUND OPERATIONS AND ACTIVITIES

#### 24.14. (Added-944 FW) Aircraft Hangar Operations

24.14.1. (Added-944 FW) **Hangaring Aircraft.** Responsibilities:

24.14.1.1. (Added) The 944th Maintenance Group Commander (944 MXG/CC) will authorize qualified personnel for the operation of hangar doors. **Note:** Only properly trained and qualified personnel are authorized to operate hangar doors.

24.14.1.2. (Added) The 944th Maintenance Group Unit Safety Representative (944 MXG/USR) is responsible to the 944 MXG/CC commander for:

24.14.1.2.1. (Added) Ensuring hangar door awareness and hands-on training is accomplished in accordance with AFMAN 91-203, Chapter 24.

24.14.1.2.2. (Added) Providing a list of qualified personnel to operate hangar doors. Personnel qualified to operate Hangar 999 hangar doors shall be identified on a memorandum. The memorandum shall be in plain, unobstructed view and placed on the hangar door(s) immediately adjacent to the hangar door operation control panel.

24.14.1.2.3. (Added) Ensuring all personnel who do not operate hangar doors, but work in facilities that incorporate hangar doors, receive hangar door awareness training annually in accordance with AFMAN 91-203, Chapter 24 for their designated facility. Documentation of hangar door awareness training will be recorded either in the individual's AF Form 55, *Employee Safety and Health Record*, or equivalent.

24.14.1.3. (Added) Building custodians are responsible for:

24.14.1.3.1. (Added) Conducting monthly inspections of hangar door operational and safety features.

24.14.1.3.2. (Added) Ensure preventative maintenance is accomplished.

24.14.1.3.3. (Added) When hangar door maintenance problems occur, building custodians will check door operations to determine operating conditions.

24.14.1.3.4. (Added) In the event maintenance is required, building custodians will notify the 56th Civil Engineering Hangar Door Service Contract Representative, coordinate repair actions, and document the facility maintenance log.

#### 24.18. (Added) Operator Procedures:

24.18.1. (Added) Comply with hangar door operating checklist ([Attachment 2](#)) located adjacent to hangar door controls.

24.18.2. (Added) A visual check of the clear zone will be performed prior to moving hangar doors for clearance of personnel, equipment, and materials; also ensure that door tracks are free from obstructions.

24.18.3. (Added) Notify all personnel working around hangar doors to stay clear (outside clear zone) of doors prior to door opening and closing procedures.

24.18.4. (Added) Ensure personnel entry doors are closed.

24.18.5. **(Added)** Under no circumstances will the hangar doors be left in the open position to a width of less than 10 feet as prescribed by AFMAN 91-203.

24.18.6. **(Added)** Verify that applicable hangar doors, tracks, warning buzzers, and switches are operational.

**24.19. (Added) Door Malfunction Procedures:**

24.19.1. **(Added)** Turn off electrical switch and circuit breakers.

24.19.2. **(Added)** If required, open access door and manually disengage drive components. Slowly open/close the hangar doors.

24.19.3. **(Added)** Notify the building custodian listed on the hangar doors.

MARK D. VAN BRUNT, Colonel, USAF  
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**Attachment 1 (Added-944 FW)****GLOSSARY OF REFERENCES SUPPORTING INFORMATION*****References***

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

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

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 55, *Employee Safety and Health Record*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**OJT**—On the Job Training

**OPR**—Office Primary Responsibility

**RDS**—Records Disposition Schedule

**Attachment 2 (Added)****HANGAR DOOR OPERATING INSTRUCTIONS FOR 999****A2.1. (Added) Opening Procedures:**

**A2.1.1. (Added) Warning: ENSURE PERSONNEL OBJECTS CLEAR OF THE DOORS BEFORE OPERATION.**

A2.1.2. (Added) Make sure there are no obstructions in or around door tracks.

A2.1.3. (Added) Make sure that personnel doors are fully closed.

A2.1.3.1. (Added) **Note** : Not fully closing personnel doors will render hangar doors inoperable.

A2.1.4. (Added) Press the “OPEN” button on the hangar door to be opened.

A2.1.4.1. (Added) Buzzer will sound.

A2.1.4.2. (Added) 5 – Second delay will activate before door movement.

A2.1.4.3. (Added) In some cases doors may accelerate several seconds after they begin moving.

A2.1.4.4. (Added) Walk parallel to door movement ensuring safe operation.

A2.1.5. (Added) **Caution** : Hangar doors must be opened a minimum of 10 feet for safety requirements

**A2.2. (Added) Closing Procedures:**

**A2.2.1. (Added) Warning: ENSURE PERSONNEL OBJECTS CLEAR OF THE DOORS BEFORE OPERATION**

A2.2.2. (Added) Ensure there are no obstructions in or around door tracks.

A2.2.3. (Added) Ensure that personnel doors are fully closed.

A2.2.3.1. (Added) **Note:** Not fully closing personnel doors will render hangar doors inoperable.

A2.2.4. (Added) Press the “CLOSE” button on the hangar door to be closed.

A2.2.4.1. (Added) The buzzer will sound.

A2.2.4.2. (Added) 5 – Second delay will activate before door movement. In some cases doors may accelerate several seconds after they begin moving.

A2.2.4.3. (Added) Walk parallel to door movement ensuring safe operation.

**Attachment 3 (Added)****HANGAR DOOR EMERGENCY OPERATION HANGAR 999**

**A3.1. (Added) Warning: ENSURE PERSONNEL OBJECTS CLEAR OF THE DOORS BEFORE OPERATION.**

**A3.2. (Added) Caution:** Do not manually move doors faster than they would move under electrical power! Serious injury or damage may result if the doors strike an object at unusually fast speeds. Expect the doors to coast after pushing has stopped. Under electrical power the doors are stopped with a brake. The brake is “disengaged” when using manual operation.

**A3.3. (Added) Note:** If required, these doors can be pushed utilizing manpower or “*carefully*” towed by vehicle.

**Figure A3.1. (Added) For Manual Operation -- Disconnect Handle for Hangar 999.**

**A3.4. (Added) Located on Outside Door Controls.**

A3.4.1. **(Added)** To operate, manually open the operator access door and locate the disconnect handle activating handle to release position and close door. Reverse this procedure to return to electrical operation.

A3.4.2. **(Added)** If a holding brake is desired (example: to hold doors closed) return the lever to the electrical operation position.

A3.4.3. **(Added)** If doors fail to operate in either mode contact the Building Custodian.

**Attachment 4 (Added)****HANGAR DOOR ON-THE--TRAINING (OJT) AWARENESS TRAINING****A4.1. (Added) Academic Training:**

A4.1.1. **(Added)** Review AFMAN 91-203 and AFMAN 91-203\_944FW supplement prior to operating hangar doors.

**A4.2. (Added) General Precautions:**

A4.2.1. **(Added)** If any unsafe condition is noted discontinue use **immediately** and notify the Building Custodian.

A4.2.2. **(Added)** Before operating the hangar door check that no personnel or objects are in the “clear zone” or obstructing the door tracks.

A4.2.3. **(Added)** Always walk parallel with door movement. **NEVER** get in the path of door travel when operating the hangar doors. The door weighs several tons and has the potential to inflict severe injury if not operated properly and in accordance with safety directives.

A4.2.4. **(Added)** Hangar doors must be opened a minimum of 10 Feet!

A4.2.5. **(Added)** The primary safety system is **YOU** the operator!