

**BY ORDER OF THE COMMANDER
BEALE AIR FORCE BASE**



AIR FORCE INSTRUCTION 91-203

**BEALE AIR FORCE BASE
Supplement**

10 DECEMBER 2013

Safety

**AIR FORCE CONSOLIDATED
OCCUPATIONAL SAFETY INSTRUCTION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication supplements Air Force Instruction (AFI) 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012. This supplement applies to all personnel assigned or attached to the 9 RW. This publication does not apply to the Air National Guard (ANG). This publication does not apply to Air Force Reserve Command (AFRC) Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

35.1. General Information.

35.1.3. Materials Handling Equipment (MHE) Not in Regular Service.

35.1.3.5. **(Added)** Any permanently mounted crane, hoist or derrick that is inactive for a period of more than 6 months or not inspected in accordance with AFI 91-203 may be administratively locked and placed into an inactive status. Permanently mounted cranes, hoists or derricks that are administratively locked and placed into an inactive status may only be reactivated after 9 CES conducts an inspection. 9 CES can be contacted at DSN 368-2604/2605 to schedule the inspection.

35.6. Hoists.

35.6.3.3. Qualification of Operators.

35.6.3.3.1. **(Added)** It is the responsibility of the using agency to provide the required training to personnel assigned as permanently mounted crane, hoist or derrick operators. 9 CES will provide support to using agencies, when requested, to assist with establishing and conducting operator training.

35.6.3.3.2. **(Added)** A current listing of qualified operators shall be maintained at each permanently mounted crane, hoist or derrick. This list must be kept with the AFTO 95 and include the current Unit Hoist Manager and his/her contact information.

35.6.3.5. Inspections.

35.6.3.5.1.10. **(Added)** Frequent Inspections, as defined in AFI 91-203, paragraph 35.6.3.5.1, are the responsibility of the using units. All daily and/or pre-use inspections shall be documented on the AFTO 244. Inspection procedures must be included as a part of the unit's site-specific training plan.

35.6.3.5.1.11. **(Added)** It is the using unit's responsibility to maintain all historical data and inspections for the life of the permanently mounted crane, hoist or derrick (including hooks).

35.6.3.5.2.15. **(Added)** Periodic Inspections, as defined in AFI 91-203, paragraph 35.6.3.5.2, shall be performed by 9 CES. Additionally, 9 CES is responsible for all required annual inspections, maintenance, and repairs of permanently mounted cranes, hoists or derricks in accordance with AFI 91-203. An annual inspection report will be provided to the Unit Hoist Manager. Any unauthorized maintenance or modifications by using units will void MHE certifications.

35.6.3.6. Maintenance.

35.6.3.6.6. **(Added)** 9 CES is the only organization to perform maintenance on any permanently mounted crane, hoist or derrick.

35.6.3.6.7. **(Added)** 9 CES inspectors are the only personnel authorized to clear red Xs for any permanently mounted crane, hoist or derrick.

35.6.3.9. **(Added)** The following are additional requirements and responsibilities of each unit that possess a permanently mounted crane, hoist or derrick:

35.6.3.9. 1 **(Added)** Provide 9th Civil Engineer Squadron (9 CES) with 1 primary and 1 alternate Unit Hoist Manager and maintain current contact information.

35.6.3.9.2. **(Added)** Develop and maintain a training plan which includes equipment specific data for operation, performing pre-use/monthly inspections, and all necessary items in accordance with AFI 91-203.

35.6.3.9.3. **(Added)** Validate training plans with 9 CES before implementation. 9 CES shall retain copies of each unit's training plans.

35.6.3.9.4. **(Added)** 9 CES shall chair the Beale Overhead Crane & Hoist Working Group. Each using organization will be represented when the working group meets. Meetings will be held semi-annually to cover such items as: training plans, operator qualifications, inspections, and maintenance items.

PHIL A. STEWART, Colonel, USAF
Commander, 9th Reconnaissance Wing

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

AFI91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

AFTO 244, *Industrial/Support Equipment Record*, 13 January 2011

AFTO 95, *Significant Historical Data*, 17 June 2002

Prescribed Forms

There are no prescribed forms in this publication

Adopted Forms

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

Abbreviations and Acronyms

There are no Abbreviations and Acronyms in this publication

Terms

There are no terms in this publication