

**BY ORDER OF THE COMMANDER
18TH WING (PACAF)**

KADENA AIR BASE INSTRUCTION

91-203

11 DECEMBER 2025

Safety

HANGAR DOOR OPERATION



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This publication implements Department of the Air Force Policy Directive (DAFPD) 91-2, *Safety Programs*, and consolidates all Air Force Occupational Safety and Health (AFOSH) 91-series standards. It establishes procedures for the safe and proper operation of the large hangar, Protective Aircraft Shelters (PAS), Hardened Aircraft Shelters (HAS), and hush house doors on Kadena Air Base (AB), Japan as prescribed by Department of the Air Force Manual (DAFMAN) 91-203, *Air Force Occupational Safety, Fire, and Health Standards*. This instruction and DAFI21-101_PACAFSUP, *Aircraft and Equipment Maintenance Management*, is applicable to all 18th Wing (18 WG) and U.S. tenant personnel. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been revised with minimal changes and requires thorough review. Changes include updated applicable references from AFIs and AFMANs to DAFIs and DAFMANs. Removed references to doors needing to be opened a minimum of 10 feet since this requirement was removed from the parent document. Removing references to Training Business Area (TBA). Updated paragraph number for lockout/tagout procedures to mirror the parent document.

1. Responsibilities. Personnel assigned to the 18th Wing (18 WG) and all tenant personnel should become familiar with this instruction. Maintenance Information System (MIS) course codes for the appropriate facilities where available, ensure strict compliance and provide maximum safety to personnel, prevent damage to equipment and promote conservation of energy.

1.1. Each individual is responsible for notifying the facility manager of any maintenance problems in each building.

1.2. Squadron Commander.

1.2.1. Identifies individuals in writing who are authorized to operate Hangar, PAS, and Hush House doors. May delegate authorization to Aircraft Maintenance Unit Officer in Charge/Flight Commanders.

1.2.2. Authorizes individuals in writing to operate as trainers for the operation of Hangar/PAS doors.

1.3. Facility Managers.

1.3.1. Ensures facilities are in compliance with DAFMAN 91-203.

1.3.2. Notify the base Civil Engineering (CE) Customer Service and Airfield Management when any discrepancies are identified within 24 hours or next duty day.

1.3.3. Maintains a log of required maintenance and follow-up actions until repair is completed.

1.3.4. Maintains appropriate operational checkout checklist and a record of accomplished operational checkout of doors and safety features.

1.3.4.1. Users or facility managers will check, as a minimum, doors and safety features every 30 days. Accomplishment of checks shall be documented on Air Force Technical Order (AFTO) Form 244, *Industrial/Support Equipment Record*, Section III, *Scheduled Inspection*.

1.3.4.1.1. Facility managers/users will ensure AFTO Forms 244 are available to users, are current, and are being documented every 30 days.

1.3.5. Determines if hangar doors are safe to operate; if not, the power is turned off and install a Service/ lock and tag IAW DAFMAN 91-203, paragraph 21.5 (i.e. AFTO Form 350, *Reparable Item Processing Tag*, stating the reason the equipment is inoperable). If power is turned off, the fire department is immediately notified.

1.3.6. Creates and maintains list of qualified trainers.

1.3.7. Maintains a copy of CE documentation for normal and emergency operation of 18 WG Hangar/PAS doors.

1.3.7.1. Emergency operation will be posted near hangar door controls.

1.3.8. Authorizes users to initiate emergency operation procedures.

1.3.8.1. Blanket authorization may be granted during emergency situations only and will not cover more than 24 hours.

1.4. Base Civil Engineering (CE) Squadron:

1.4.1. Coordinate with applicable facility managers and perform annual preventive maintenance for all 18 WG Hangar/PAS doors, to include those facilities utilized by 18 WG tenant units.

1.4.2. Annual inspections will include safety and operability checks as a minimum.

2. Procedures for Operating Hangar Doors.

2.1. Normal Conditions:

2.1.1. Only qualified personnel who have been authorized in writing by their Squadron Commander, or his/her designated representative, can operate hangar doors.

2.1.2. Door warning bells for all facilities must be in operation for approximately five seconds prior to door motion. Single hearing protection will be worn when warning bells are operating. If the warning bell malfunctions during any phase of the operation, the operator will notify the facility manager concerning the malfunction.

2.1.2.1. If warning bell is inoperative door use may continue, but a spotter will be posted outside the facility to ensure personnel do not enter the door travel area.

2.2. Adverse Weather Conditions:

2.2.1. When Kadena AB is under Tropical Cyclone Condition of Readiness (TCCOR) 1E, operation of Hangar, PAS, and Hush House doors are prohibited except by emergency response personnel while responding to an emergency.

2.3. Operation under other than normal conditions:

2.3.1. Authorization for use of alternate operating procedures for facilities that have specific procedures outlined by Base CE Squadron must be obtained from the Facility Manager prior to execution.

2.3.1.1. ***Warning: Hangar doors will not be operated in any way that is not a specific function of their design.***

3. Training.

3.1. **Door Operator Training.** Only personnel appointed IAW [paragraph 1.2.1](#) are authorized to operate the hangar/PAS doors. Those personnel selected as trainers provide individuals hands-on safety briefings on operational procedures from a lesson plan and annotate training on MIS Course Code (or equivalent product), Applicable Training Database, or MAJCOM authorized substitute (paper or electronic form acceptable).

3.2. Door Operator Training Plan will consist of:

3.2.1. Trainers:

3.2.1.1. Perform on the spot training and demonstrate all safety related items including:

3.2.1.2. Warning signs and their meanings.

3.2.1.3. Door Switches.

3.2.2. Declutching and manual movement of the hangar doors where applicable in the event of no power, an inoperative door, or an emergency situation.

3.2.3. Lockout and tag procedures IAW DAFMAN 91-203, paragraph 21.5.

3.2.4. Shows where minimum open door floor markings are painted (where utilized) and explains the purpose of these markings.

3.2.5. When training is completed submit MIS Course Code or applicable training forms for the appropriate facility and selected maintenance personnel on an AF Form 2426, *Training Request and Completion*. Where MIS is unavailable, utilize appropriate agency training forms.

3.2.6. Personnel identified as operators must read this instruction and become familiar with its contents.

3.2.7. Each selected person will be familiar with safety procedures, all door hazards, powered, and manual door operation, and emergency procedures.

3.2.8. A hands-on training program developed by facility manager and approved by 18th Maintenance Group Quality Assurance.

3.3. Door Operator Certification:

3.3.1. Course codes are maintained in MIS and training accomplished annually by trainers.

3.3.1.1. Individuals showing overdue status will not operate hangar doors until recertified by a trainer.

3.4. All other personnel requiring use of hangar doors on Kadena AB:

3.4.1. Read DAFMAN 91-203, paragraph 24.14 and DAFI21-101_PACAFSUP paragraph 11.23.4, for standard requirements in conjunction with this instruction for local requirements.

3.4.2. Non-Air Force personnel required to utilize Air Force facilities will document training in appropriate agency database or individual training documents.

JOHN B. GALLEMORE
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Commander, 18th Wing

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

DAFPD 91-2, *Safety Programs*, 25 June 2024

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

DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, 25 March 2022

DAFI21-101_PACAFSUP, *Aircraft and Equipment Maintenance Management*, 26 October 2020

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AF Form 2426, *Training Request and Completion*

AFTO Form 244, *Industrial/Support Equipment Record*

AFTO Form 350, *Reparable Item Processing Tag*

Abbreviations and Acronyms

AB—Air Base

AFI—Air Force Instruction

DAFMAN—Department of the Air Force Manual

AFOSH—Air Force Occupational Safety and Health

DAFPD—Department of the Air Force Policy Directive

AFTO—Air Force Technical Order

CE—Civil Engineering

HAS—Hardened Aircraft Shelter

IAW—In accordance with

MIS—Maintenance Information System

OPR—Office of Primary Responsibility

PAS—Protective Aircraft Shelters

TBA—Training Business Area

TCCOR—Tropical Cyclone Condition of Readiness