

**BY ORDER OF THE COMMANDER
OKLAHOMA CITY AIR LOGISTICS
COMPLEX**



**AIR FORCE MANUAL 91-203
OKLAHOMA CITY AIR LOGISTICS
COMPLEX
Supplement**

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Safety

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

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This supplement implements and extends the guidance of Air Force Manual (AFMAN) 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, and applies to the Oklahoma City Air Logistic Complex (OC-ALC) associated facilities. This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) Units. This supplement may be supplemented at any level, but all supplements must be routed to OPR for coordination prior to any certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

2.2.6. **(Added)** The use of portable headphones, earphones, cellular phones, music players, or other listening and entertainment devices (other than hearing aids) while bicycling or driving in OC-ALC facilities is prohibited. The use of these items is also prohibited while walking in designated vehicle traffic (i.e., forklifts, trucks, electric pallet jacks, golf carts, etc.) pathways (i.e., B3001 W-X aisle, B3001 O-P aisle, hangar door areas, high speed door areas for vehicles, etc.) "Designated vehicle traffic pathways" are base roadways and those areas within buildings that are designed or designated for routine vehicular traffic. Use of these portable devices impairs recognition of emergency signals, alarms, announcements, approaching vehicles, human speech and outside noise in general. **NOTE:** The use of a portable listening devices (i.e., radios, music players in docking station, etc.) while employees are at their workstation is permitted if deemed so by the supervisor. Refer to Air Force Sustainment Manual (AFSCMAN) 21-102_OC-ALCSUP, Depot Maintenance Management, for additional guidance regarding electronic devices.

2.2.7. **(Added)** Eye hazard producing equipment/tools shall either be moved far enough away from employee common areas (i.e., walking aisles, open administrative areas, break areas, etc.) or safety barriers shall be installed to mitigate the hazard.

2.2.8. **(Added)** Employees are prohibited from working in OC-ALC industrial areas while wearing the following articles of clothing. **NOTE:** This list is not all inclusive and may be supplemented by the work area supervisor.

2.2.8.1. **(Added)** Strapless, spaghetti straps, low cut or revealing tops, halter tops, and short tops that reveal the midriff or torso.

2.2.8.2. **(Added)** Skirts and dresses.

2.2.8.3. **(Added)** Capri pants and shorts.

2.2.8.4. **(Added)** High heeled dress shoes, open toe shoes, open heel shoes, sandals and flip-flops. Only shoes that completely cover the foot and are securely fastened will be worn.

2.2.8.5. **(Added)** Undergarments (such as sleeveless, low neckline undershirts) worn as outerwear, with the exception of "long john" style thermal shirts and short sleeved T-shirts.

2.2.8.6. **(Added)** This policy does not apply to visitors or individuals who work in administrative offices whose duties infrequently require them to visit industrial work areas.

2.3.5. **(Added)** Identification neck lanyards, both breakaway and non-breakaway styles, present the same potential for catching, snagging, pulling or tearing and shall be evaluated, controlled and restricted from wear if the lanyard presents a hazard to the employee or operation.

2.12. (Added) Vehicles.

2.12.1. **(Added)** Vehicles entering any OC-ALC maintenance facility to conduct official business should be fueled by electricity, compressed natural gas, or liquefied petroleum gas. Operation of gasoline/diesel-powered vehicles shall be kept to a minimum.

2.12.2. **(Added)** No vehicle shall be left idling for any reason.

8.17.1. Unless the supervisor can demonstrate (as verified by a certified electrician) that de-energizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations, the circuit shall be de-energized and locked/tagged out. Inconvenience, poor planning or loss of production are not valid exceptions for working energized circuits. Live parts that operate at less than 50 volts to ground need not be de-energized if there will be no increased exposure to electrical burns or to explosion due to electric arcs.

9.5.1. The supervisor or worker shall document the weekly activation using the OC-ALC Form 912, *Emergency Eyewash/Shower Monthly Inspection Record*, or electronic equivalent. This form will be kept for a period of 30 days after completing the last entry on the form.

9.5.2. The supervisor or worker shall document the monthly inspection using the OC-ALC Form 912, *Emergency Eyewash/Shower Monthly Inspection Record*, or electronic equivalent. This form will be kept for a period of 30 days after completing the last entry on the form.

9.5.3. Supervisors will annotate fluid change with their name under the appropriate month on OC-ALC Form 912 or electronic equivalent.

9.5.7. **(Added)** Eyewash/Showers tagged out of service do not require monthly/weekly inspections and they do not need to be accessible by employees. If the unit is still required for employee protection, work orders will be submitted to have the unit repaired/replaced.

11.3.1.4.3. Employees who work around chains, belts, or rotating devices shall not wear loose fitted gloves; thus preventing the glove from becoming caught in a moving part.

12.1.5.1.1. **(Added)** The daily/prior to use inspection shall be documented on the AFTO Form 244, *Industrial/Support Equipment Record*, and the form shall be kept in a location readily accessible to the supervisor, operator and appropriate maintenance personnel IAW OC-ALCI 21-203, *Equipment-Maintenance/Inspection and Documentation*.

12.1.5.1.2. **(Added)** Reference the applicable Air Force Sustainment Center (AFSC) Form 306, *Preventive Maintenance Instructions*, (or equivalent) or Facilities and Equipment Maintenance Web Application (FEMWEB) for any additional inspection requirements IAW OC-ALC Instruction 21-203, *Equipment-Maintenance/Inspection and Documentation*. **NOTE:** If any discrepancies are noted, immediately discontinue the use of the equipment, tag unit out of service and notify the supervisor who can turn in the proper work order.

12.1.5.2. **Annual Certification/Inspections.** The certification/inspections will be performed by 76th Maintenance Support Group (76 MXSG) and documented in Facilities and Equipment Maintenance (FEM) application IAW OC-ALCI 21-203. See FEMWEB for specific inspection requirements.

12.1.5.3. Monthly inspections will be accomplished by the supervisor or their appointed designee.

13.6.6.7. **(Added)** Seek support from their designated competent persons, qualified person, or OC-ALC/SE to determine the most applicable fall protection system to utilize for all fall hazards.

14.2. Review Risk Management (RM): Analysis and the shop specific Industrial Hygiene (IH) Letter, in addition to job safety analysis (JSA) and/or Job Hazard Analysis (JHA), to determine the proper personal protective equipment (PPE) for the task being performed. OC-ALC/SE or 72d Occupational Medical Readiness Squadron, Bioenvironmental Engineering Flight (72 OMRS/SGPB), may be contacted for assistance. When workplace hazard assessments specify certain PPE for the task, the PPE becomes mandatory.

14.4.1. Maintenance areas that require PPE will be marked with appropriate signage, indicating the required PPE for the respective hazardous area. See [Chapter 29](#), Mishap Prevention Signs and Tags, for further information.

14.4.1.8. **(Added)** OC-ALC provided PPE is used to protect against biological, chemical or physical hazards and does not include normal work or seasonal clothing. Seasonal clothing items include parkas, cold weather footwear, thermal underwear and other articles, whether listed or not, in appropriate table of allowance.

14.4.4.7.1. **(Added)** Personnel, who have purchased their own prescription safety glasses classified as industrial safety glasses and have met the American National Standards Institute/International Safety Equipment Association (ANSI/ISEA) Standard Z87.1, *Occupational and Educational Personal Eye and Face Protection Devices*, may use them as long as the use of such glasses do not pose a hazard. Supervisors will evaluate personal safety glasses to ensure they are in compliance.

14.4.4.7.2. **(Added)** Prescription safety glasses (unless personally acquired) will be obtained from 72d Occupational Medical Readiness Squadron, Occupational Vision Office (72 OMRS/SGPE), located in the Occupational Medicine Clinic, building 3334, using OC-ALC Form 103, *Request for Safety Eyewear*.

14.4.4.7.2.1. **(Added)** The workplace supervisor will provide employees with an OC-ALC Form 103. The supervisor and employee must collaborate to complete the form. The supervisor must sign the form to confirm that the employee is required to have the prescription safety glasses.

14.4.4.7.2.2. **(Added)** Employees will submit the form to the authorized prescription safety glasses government purchase card (GPC) holder for their organization and obtain the proper tracking code in block 1 before submitting the form to the Occupational Vision Office.

14.4.4.7.2.3. **(Added)** Employee will then present the completed form and prescription to the Occupational Vision Office. The Occupational Vision Office will not honor prescriptions that are more than one-year old.

14.4.4.8.1. Prescription lenses for spectacle inserts used with full-face respirators will be obtained from the Occupational Vision Office, using OC-ALC Form 103. The procedures as outlined for obtaining prescription safety glasses will be used. The employee's organization is responsible for supplying the appropriate spectacle insert frames.

14.4.4.10. **(Added)** While in an industrial work area (inside the yellow lines and other designated eye hazard areas), all OC-ALC personnel, including visitors, will at a minimum wear safety glasses with side protection (side shields or wrap around style glasses) meeting ANSI/ISEA Standard Z87.1. The only exception to this policy is when work is at a complete stop (i.e., designated breaks, mealtimes, or times of assembly like shop meetings or ceremonies).

14.4.4.11. **(Added) Safety Goggles.** Employees will wear impact resistant goggles (with or without a face shield) or safety glasses with a face shield for hand power tool operations that may cause flying particles and debris, such as when sanding or grinding. Operators of machinery that is not shielded to contain debris will also wear impact resistant goggles (with or without a face shield) or safety glasses and a face shield. Goggles must be worn when using a chisel or punch. Supervisors will accomplish a JSA for any other tasks or environments that present potential eye hazards, such as airborne particles, falling debris from overhead work, use of shop fans, drilling, etc., to ensure the appropriate control measures are identified and implemented.

14.4.4.12. **(Added) Face Shields.** Face shields will only be used as secondary eye and face protection over safety glasses or goggles. During tasks where chemical splash is a hazard, personnel must use face shields designed for splash hazards. For tasks where impact from flying particles is a hazard, an impact resistant face shield must be used over safety glasses or goggles.

14.4.11.3. **(Added) *The Memorandum of Agreement (MOA) Concerning Commercial Safety Shoe Purchase Option*** entered into by the American Federation of Government Employees Council 214 (AFGE) and HQ AFMC authorizes employees that are required to wear protective footwear the following options for obtaining safety shoes.

14.4.11.3.1. **(Added)** Custom orthopedic safety shoes will be paid in full by the government for valid and appropriate medical reasons IAW applicable regulations.

14.4.11.3.2. **(Added)** Safety shoes will be obtained from an approved commercial source, with the government paying no more than the amount authorized in the above referenced MOA.

14.4.11.3.3. **(Added)** When safety shoes become excessively worn or the condition of the footwear becomes deteriorated, they will be replaced as needed. Supervisors must conduct a replacement evaluation upon notification from the employee meeting the criteria listed above or identified during a shop inspection. Once replacements are provided, employees will turn in unserviceable shoes to their supervisors for disposal as refuse. **Note:** When the potential exists for shoes to be contaminated with hazardous materials, the unit environmental coordinator will be contacted for disposal procedures.

14.4.11.4. **(Added)** Safety toe caps are authorized for use in areas that do not have sole puncture hazards as long as they meet requirements found in [paragraph 14.4.11.1](#)

14.4.15.2. Personnel using marked/painted crosswalks and/or lighted pedestrian walkways between a parking lot and their work area (for example, buildings 2121, 2122 or 2136) are not required to wear reflective equipment or apparel (such as belts, coats and backpacks with reflective material).

21.1.3. **(Added)** An authorized worker is one who locks or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment.

21.1.4. **(Added)** An affected worker is one whose duties require him/her to work in the vicinity of or operate a machine or equipment on which servicing or maintenance is being performed.

21.1.5. **(Added)** All instances of the term “supervisor” in this chapter will refer to the supervisor of authorized employees, unless otherwise noted.

21.2.11. **(Added)** OC-ALC/SE will manage the Hazardous Energy Control Program, also known as the Lockout/Tagout (LOTO) Program, for the OC-ALC. OC-ALC/SE will appoint an OC-ALC LOTO program manager to assist commanders/directors, functional managers, and supervisors with oversight of the LOTO program.

21.2.11.1. **(Added)** Each Group will have a written hazardous energy control plan that covers all elements listed in [paragraph 21.2](#), and describes the methods used to ensure LOTO compliance. This written LOTO plan will be reviewed annually by OC-ALC/SE.

21.2.11.2. **(Added)** Each Group will appoint a Group LOTO program manager in writing and will provide a copy of the appointment letter to the OC-ALC LOTO program manager annually. The Group LOTO program manager will be the point of contact for all matters pertaining to the 76 Group's LOTO program and will be trained to the level of an authorized worker per [paragraph 21.5](#)

21.3.2.1. OC-ALC lockout devices will be solid red in color.

21.3.2.3. Singularly keyed means only one key for each lock. There will be no emergency keys. OC-ALC Form 494, *Lockout Tagout Log*, will be utilized to annotate equipment being locked out with shop issued locks. The work order module in FEM will be utilized to annotate equipment being locked out with personal locks (authorized LOTO locks issued to an individual).

21.3.4.2.3. **(Added)** OC-ALC has two categories of authorized workers: 1) equipment owning authorized workers that perform operator maintenance/servicing on their own equipment and 2) 76 MXSG authorized workers that perform equipment maintenance/servicing (other than operator maintenance/servicing unless it is for 76 MXSG owned equipment) for all OC-ALC equipment.

21.3.4.3. If supervisor is not an authorized worker, then the work area supervisor will secure the equipment, place the appropriate tag on the equipment per [Chapter 29 Mishap Prevention Signs and Tags](#), and submit a work order to 76 MXSG for repair.

21.3.4.3.1. Only authorized workers may lock out equipment or machinery.

21.3.5.1. All equipment owning supervisors are responsible for this task.

21.3.5.1.1. **(Added)** LOTO procedures are defined as the steps required to safely lockout/tagout equipment or machines. These procedures are found in [paragraph 21.4](#) and will be fully documented in each Group's written LOTO plan.

21.3.5.1.2. **(Added)** Equipment-specific written hazardous energy control procedures are documented on the OC-ALC Form 493, *Lockout/Tagout (Control of Hazardous Energy) Worksheet*, or electronic equivalent. See [paragraph 21.3.9](#) for information on these procedures. OC-ALC Form 493s are required on all equipment or machines that require LOTO unless they meet the criteria in 21.3.1. or ALL of the exclusions in [paragraph 21.3.8](#)

21.3.5.1.3. **(Added)** The nine (9) step LOTO process and the three (3) step release from LOTO process are printed on the back of the OC-ALC Form 493.

21.3.5.2.1. **(Added)** Annual self-assessments are required for all authorized workers and will be documented using OC-ALC Form 495, *Annual Lockout/Tagout Program Self Inspection Checklist*. A self-assessment for an authorized worker must be on file prior to the worker performing any LOTO task. The form will be maintained by the supervisor for one (1) year.

21.3.5.2.2. **(Added)** 76 MXSG will perform an annual assessment of all OC-ALC Form 493s to correct any deviations or inadequacies in the equipment-specific written energy control procedures. See [paragraph 21.3.9.4](#) for more information.

21.3.5.3. Additionally, all supervisors are responsible for ensuring their affected workers are trained, as required.

21.3.5.5. Documentation will be in each Group's written LOTO plan and tracked through the Training Scheduling System (TSS) or other approved electronic training database.

21.3.5.7. OC-ALC defines this as the process used to annotate equipment being locked out.

21.3.5.7.1. OC-ALC Form 494 will be used when applying shop issued locks. Personal lock usage (those LOTO locks assigned to individuals) will be documented in FEM as per [paragraph 21.3.2.3](#)

21.3.5.7.2.1. **(Added)** 76 MXSG LOTO logs will be kept in a centralized location within their control or within FEM.

21.3.5.7.2.2. **(Added)** All equipment owning shops with authorized employees will keep their LOTO logs used for operator maintenance/servicing in a centralized location within their control.

21.3.5.7.3. **(Added)** All LOTO logs will be kept by the supervisor for one (1) year or longer if locks remain checked out.

21.3.7. All LOTO operations shall use written LOTO procedures, as described in [paragraph 21.3.5.1](#)

21.3.8. All LOTO operations require LOTO procedures as defined in [paragraph 21.3.8.1](#) Equipment owning supervisors do not need to document equipment-specific energy control procedures on an OC-ALC Form 493 for machines or equipment if ALL of the following elements are met:

21.3.8.8.1. **(Added)** During the course of investigating a reported accident, OC-ALC/SE will determine if the cause is due to hazardous energy control.

21.3.8.8.2. **(Added)** If required, OC-ALC/SE will notify equipment owning organization that written LOTO procedures, as described in [paragraph 21.3.5.1](#), are now required for this machine or equipment.

21.3.8.8.3. **(Added)** Additionally, OC-ALC/SE will notify 76 MXSG that this machine or equipment requires LOTO written procedures.

21.3.9.1.1. **(Added)** Specific written energy control procedures for OC-ALC equipment will be documented on the OC-ALC Form 493.

21.3.9.1.2. **(Added)** Each equipment owning Group is responsible for generating the OC-ALC Form 493 for their own equipment or machinery. Assistance may be provided from the OC-ALC/SE, Group engineering, and 76 MXSG.

21.3.9.1.2.1. **(Added)** The equipment owning Group will submit the completed OC-ALC Form 493 to 76 MXSG in accordance with 76 MXSG developed procedures. This process will be described in each Group written LOTO plan.

21.3.9.1.2.2. **(Added)** 76 MXSG will maintain the current OC-ALC Form 493 in FEM.

21.3.9.2. The equipment owning supervisor shall ensure the OC-ALC Form 493 is posted on the equipment or have the alternative posting location clearly labeled. As needed, the equipment owning supervisor shall replace missing, damaged, or otherwise unusable copies and labels, utilizing the newest version identified in [paragraph 21.3.9.1.2.2](#)

21.3.9.3. If an OC-ALC Form 493 is required but is not available, no servicing or maintenance activity may be performed. Authorized worker must stop work until an OC-ALC Form 493 is provided. See [paragraphs 21.3.1](#) and [21.3.8](#) for requirements.

21.3.9.4.1. **(Added)** 76 MXSG will perform an annual assessment of all OC-ALC Form 493s. This annual assessment is performed to ensure the accuracy of the equipment-specific written energy control procedures and to correct any deviations or inadequacies in the forms. See [paragraph 21.6.1](#)

21.3.9.4.2. **(Added)** 76 MXSG will provide information to the respective equipment owning Group on any deviations or inadequacies found on the OC-ALC Form 493 during the annual assessment.

21.3.9.4.3. **(Added)** Each Group will update the OC-ALC Form 493 as required, attach the corrected form to the equipment or machinery, and submit it to 76 MXSG per [paragraph 21.3.9](#)

21.3.9.5. OC-ALC Form 493, a FEM work order, the Groups' written hazardous energy control plan, and/or TSS will be used for this purpose.

21.3.9.5.1. All jobs are maintenance activities and a FEM issued work order will list the classification or type of maintenance activity required (e.g. corrective maintenance or preventative maintenance) for the specific equipment involved. For jobs not requiring a work order, the job will be listed on OC-ALC Form 494 under the column 'REASON FOR LOCKOUT'.

21.3.9.5.2. The personnel assigned to work the FEM issued work order will document the procedure performed requiring control of hazardous energies. For jobs not requiring a work order, the procedure will be listed on OC-ALC Form 494 under the column 'REASON FOR LOCKOUT'.

21.3.9.5.5. This process will be documented in each Group's written hazardous energy control plan.

21.3.9.5.10. This information is tracked using TSS under the course numbers listed in paragraph 21.2.2. Additionally, it will be documented in each Group's written hazardous energy plan IAW [paragraph 21.3.5.5](#)

21.4.2.8.2.1. Equipment owning supervisors will be notified.

21.4.2.8.2.8. Equipment owning supervisors will be notified.

21.4.5.3.5. OC-ALC Form 494 will be used for this purpose.

21.4.6. The supervisor that removes the lock must be an authorized worker.

21.4.6.1. Procedure will be documented in each Group's written LOTO plan.

21.4.6.2.7. **(Added)** OC-ALC Form 494 will be used to document whenever a supervisor must remove a lock under emergency situations.

21.4.9. This procedure will be documented in each Group's written LOTO plan, if applicable to the Group.

21.5.1. All supervisors are responsible for this task.

21.5.5. **(Added)** The following TSS courses are required for affected workers and authorized workers, respectively.

21.5.5.1. **(Added)** The training course for affected workers is CTEMAS0003001DL-Lockout/Tagout Initial and Refresher Course for Affected Personnel (CBI). This is an annual requirement for all affected workers.

21.5.5.2. **(Added)** The training requirements for authorized workers are:

21.5.5.2.1. **(Added)** The MTESAF0000600SU-Lockout/Tagout Initial Course – This is the initial classroom training required for authorized workers.

21.5.5.2.2. **(Added)** CTEMAS0003000DL-Lockout/Tagout Refresher Course for Authorized Personnel (CBI) – This is the annual refresher training for authorized workers.

21.5.5.2.3. **(Added)** Authorized workers will also be provided the appropriate on-the-job training (OJT) associated with the LOTO tasks they will perform. The OJT requirements will be documented in each Groups written LOTO plan.

21.6.1.6. **(Added)** All supervisors having authorized workers will document this annual self-assessment on OC-ALC Form 495.

21.6.1.6.1. **(Added)** No authorized worker may perform any LOTO task without a current OC-ALC Form 495 on file.

21.6.1.6.2. **(Added)** All OC-ALC Form 495s will be kept by the supervisor for one (1) year.

21.6.1.7. **(Added)** 76 MXSG will perform annual assessments of the OC-ALC Form 493s to correct any deviations or inadequacies in the equipment-specific written energy control procedures. See [paragraph 21.3.9.4](#) for more information.

21.6.2. This annual inspection is performed by a second line supervisor (does not need to be an authorized worker) of authorized workers or a designated alternate. OC-ALC/SE ensures this annual inspection was performed during their safety inspections.

21.6.2.2. The second line supervisor or designated alternate reviews all OC-ALC Form 495s for the shop, which documents the observation referenced in this paragraph.

21.6.2.5. **(Added)** OC-ALC Form 496, OC-ALC LOTO Annual Inspection Report, will be utilized to document this inspection.

23.2.2.5. 72d Air Base Wing Safety Office (72 ABW/SE) Confined Space SharePoint site, <https://usaf.dps.mil/sites/21134/tinker/confined-spaces/default.aspx>, is utilized for record maintenance unless otherwise noted in a Group Confined Space Written Program or Master Entry Plan.

23.2.4. 72 OMRS/SGPB supports OC-ALC in this function.

23.2.4.3. See [paragraph 23.7](#) for specific training requirements.

23.2.5.2. This training is included in the site specific training. See [paragraph 23.7.1.1](#)

23.2.5.4. The OC-ALC/SE will provide a compliant template for all Master Entry Plans (MEP). All organizations utilizing a MEP will follow the template.

23.2.5.6. The Confined Space Program Team (CSPT) will also evaluate and approve all Group Confined Space Written Programs. OC-ALC/SE will also provide a compliant template for all written programs. All Groups having a written program will follow the template.

23.2.5.7. The CSPT will also review all Group Confined Space Written Programs annually.

23.2.5.9. OC-ALC Equivalent forms that include all of the information shown on AF Form 1024, *Confined Spaces Entry Permit*, may be authorized by the CSPT. The following forms will be utilized by 76th Aircraft Maintenance Group (76 AMXG) and 76th Commodities Maintenance Group (76 CMXG), respectively, for most MEP entries.

23.2.5.9.1. **(Added)** OC-ALC Form 1024-AMXG, *76 AMXG Confined Space Entry Permit*

23.2.5.9.2. **(Added)** OC-ALC Form 1024-CMXG, *76 CMXG Confined Space Entry Permit*

23.2.5.11. The OC-ALC confined space program manager will provide information as to any changes to Group Confined Space Written Programs as a part of this discussion.

23.2.6.1. **(Added)** The OC-ALC/SE will manage the Confined Space Program for the OC-ALC. OC-ALC/SE will appoint an OC-ALC confined space program manager to assist commanders/directors, functional managers, and supervisors with oversight of the OC-ALC confined space program. The OC-ALC confined space program manager will represent the OC-ALC on the Tinker AFB CSPT.

23.2.6.2. **(Added)** Each Group will appoint a Group confined space monitor in writing and submit to OC-ALC/SE annually. The Group confined space monitor will interact with the OC-ALC confined space program manager in all matters associated with the Group confined space program.

23.2.6.3. **(Added)** Each Group that has a Squadron/Unit MEP will appoint a Squadron/Unit confined space monitor in writing and submit to OC-ALC/SE annually. The Squadron/Unit confined space monitor will interact with the OC-ALC confined space program manager and the associated Group confined space monitor in all matters associated with the Group confined space program.

23.2.7.1. Group commanders/directors will ensure their Group Written Confined Space Program is reviewed annually and Squadron commanders/directors will ensure their MEPs are reviewed annually. OC-ALC/SE confined space program manager will initiate the review of all documents, utilizing the assigned monitors. The Group commander will approve the written program reviews in writing. The Squadron commander will approve the MEP reviews in writing.

23.2.7.2. Specific training requirements are described in each Group's written program. See [paragraph 23.7](#)

23.2.7.4. Group commanders/directors will ensure their listing of confined spaces are reviewed annually. OC-ALC/SE will initiate the review, utilizing the assigned monitors. The review is to assess the known confined spaces and determine if any condition listed on the original evaluation, such as hazmat usage, equipment configuration modification, external environment change, etc., has caused a need for the space to be reevaluated. The Group commander will approve the reviews in writing.

23.2.7.5. The confined space list for each Group will be a spreadsheet provided by OC-ALC/SE. Each space will be assigned a control number by OC-ALC/SE and will be cross listed with the OC-ALC Form 132, Confined Space Assessment, used during the initial evaluation. The listing will be placed on the 72 ABW/SE Confined Space SharePoint site per [paragraph 23.2.2.5](#) See [paragraph 23.3.3](#) for more information on the OC-ALC evaluation process.

23.2.7.8. See [paragraph 23.3.3](#) for more information on the OC-ALC evaluation process.

23.2.7.9. 72 OMRS/SGPB will provide information on approved atmospheric testing and monitoring equipment.

23.2.8.12.4. OC-ALC personnel are not authorized to enter any confined space that is immediately dangerous to life and health (IDLH).

23.2.11.1. OC-ALC/SE will initiate the review, utilizing the assigned Group monitors. The review is to assess the known confined spaces and determine if any condition listed on the original evaluation, such as hazmat usage, equipment configuration modification, external environment change, etc., has caused a need for the space to be reevaluated. The Group commander will approve the reviews in writing.

23.2.11.3. OC-ALC training information is found in [paragraph 23.7](#)

23.3.3. When a space is suspected of being a confined space, the organization will initiate an OC-ALC Form 132 and submit it to the OC-ALC confined space program manager. The OC-ALC confined space monitor will review the form for accuracy and arrange a review on site by the CSPT, entrant organization, owning organization, and OC-ALC/SE. This team will evaluate the space per the following requirements and document the evaluation on the OC-ALC Form 132. All completed forms will be located on the 72 ABW/SE SharePoint site per [paragraph 23.2.2.5](#)

23.3.3.8. Atmospheric readings will be taken at the entry point and progressively toward the furthest point where operations would occur. The OC-ALC Form 132 will document readings in multiple locations, when required.

23.3.9. For permit-required confined space entries not covered under a MEP, atmospheric testing/monitoring may be requested from 72 OMRS/SGPB.

23.5.1.2. Location of retained entry permits will be documented in each Group Confined Space Written Program and/or the associated Squadron/Unit MEP.

23.5.3. OC-ALC personnel are not authorized to enter any confined space that is IDLH.

23.5.4.2. The duration of a permit issued by a supervisor under a MEP is defined in each specific MEP.

23.5.4.6.1. **(Added)** All 76 AMXG and 76 MXSG entry supervisors/entry authorities or designated alternates will notify Tinker Fire Emergency Services (FES) via the 76th Aircraft Maintenance Group, Maintenance Operations Center (MOC) at 736-2500 prior to and at the termination of all permit-required confined space entries. In the event of a confined space emergency, Tinker AFB 911 will be called. After that, the MOC will also be notified of the confined space emergency. The MOC is then responsible for informing all other OC-ALC units that are conducting permit-required confined space entries to terminate the entries until the rescue team is available.

23.5.4.6.2. **(Added)** 76 CMXG entrants under a MEP, utilize a shop process, documented in their MEP, which removes the entrant from a cell. Tinker AFB 911 will be notified whenever self-recue is not possible.

23.5.4.6.3. **(Added)** Tinker FES is the only authorized permit-required confined space rescue team for OC-ALC. There are no other authorized rescue teams.

23.6.1.3. Tinker AFB FES is the only authorized permit-required confined space rescue team for OC-ALC. There are no other authorized rescue teams.

23.7.1. All training requirements for OC-ALC personnel and associated course codes are listed in each Group Confined Space Written Program and/or the associated MEP.

23.7.1.1. **(Added)** OC-ALC Site specific training required for each Group includes two modules. Both modules are required to be taught in order to meet the course code requirements found in the Group Confined Space Written Programs. Together, both modules meet the requirements found in [paragraph 23.7.2](#). The modules consist of the following:

23.7.1.1.1. **(Added)** The first module is an OC-ALC generalized confined space training that is managed by OC-ALC/SE.

23.7.1.1.2. **(Added)** The second module is a Group/Squadron specific training that covers the appropriate MEP, when required, specific hazards that may be encountered for the tasks requiring entry, recognition of over exposure to those hazards, etc. This module is managed by each Group or Squadron, as required by the course code listed in the written programs.

23.7.3.1. Tinker FES is the only authorized permit-required confined space rescue team for OC-ALC. There are no other authorized rescue teams.

23.7.4. All training requirements for OC-ALC personnel and associated course codes are listed in each Group Confined Space Written Program and/or the associated MEP.

23.7.5. Training records are located in TSS, an OC-ALC authorized computerized information management system for training.

24.2.10. **(Added) Moving Equipment around Aircraft.** All non-powered work stands that are moved with a powered apparatus, powered mobile work platforms, scissor lifts, and boom lifts being moved within 10 feet of an aircraft require a spotter along with the personnel required to move the equipment. The spotter will ensure the equipment does not contact the aircraft structure during positioning. The spotter is required to maintain visual contact with the equipment and the aircraft along with voice communications to personnel operating/moving the equipment. If there is enough manpower, employees should use a spotter when manually moving B-series stands within 10 feet of an aircraft.

JEFFREY R. KING, Brigadier General,
Commander

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

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

AFSCMAN 21-102 OC-ALCSUP, *Depot Maintenance Management*, 2 August 2018

OC-ALCI 21-203, *Equipment-Maintenance/Inspection and Documentation*, 15 July 2014

American Federation of Government Employees (AFGE) Council 214 and HQ AFMC, Memorandum of Agreement Concerning Commercial Safety Shoe Purchase Option

Prescribed Forms

OC-ALC Form 132, *Confined Space Assessment*

OC-ALC Form 493, *Lockout/Tagout (Control of Hazardous Energy) Worksheet*

OC-ALC Form 494, *OC-ALC Lock Out/Tag Out Log*

OC-ALC Form 495, *OC-ALC Annual Lockout/Tagout Program Self-Inspection Checklist*

OC-ALC Form 496, *OC-ALC LOTO Annual Inspection Report*

OC-ALC Form 912, *Emergency Eyewash/Shower Monthly Inspection Record*

OC-ALC Form 1024-AMXG, *76 AMXG Confined Space Entry Permit*

OC-ALC Form 1024-CMXG, *76 CMXG Confined Space Entry Permit*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AFSC Form 306, *Preventive Maintenance Instructions*

AFTO Form 244, *Industrial/Support Equipment Record*

OC-ALC Form 103, *Request for Prescription Eyewear*

Abbreviations and Acronyms

72ABW/SE—72d Air Base Wing Safety Office

72OMRS/SGPB—72d Occupational Medical Readiness Squadron, Bioenvironmental Engineering Flight

72AMDS/SGPE—72d Occupational Medical Readiness Squadron, Occupational Vision Office

76AMXG—76th Aircraft Maintenance Group

76CMXG—76th Commodities Maintenance Group

76MXSG—76th Maintenance Support Group

AFGE—American Federation of Government Employees Council 214

AFSC—Air Force Sustainment Center

AFSCMAN—Air Force Sustainment Center Manual

ANSI/ISEA—American National Standards Institute/International Safety Equipment Association

AFRIMS—Air Force Records Information Management System

CSPT—Confined Space Program Team

FEM—Facilities and Equipment Maintenance

FEMWEB—Facilities and Equipment Maintenance Web Application

GPC—Government Purchase Card

IH—Industrial Hygiene

JSA—Job Safety Analysis

MEP—Master Entry Plan

MOA—Memorandum of Agreement

MOC—76th Aircraft Maintenance Group, Maintenance Operations Center

OC-ALC—Oklahoma City Air Logistics Complex

OC-ALC/SE—Oklahoma City Air Logistics Complex Safety Office

RDS—Records Disposition Schedule

TSS—Training Scheduling System