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**Safety**

**CONFINED SPACES PROGRAM**

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This instruction implement Occupational Safety and Health Administration and Air Force Occupational Safety and Health (AFOSH) requirements for confined space entry. This instruction is applicable to all personnel assigned to the 374th Airlift Wing (374 AW) and all collocated active duty units. It establishes procedures for the identification and entry into confined spaces controlled by 374 AW and all collocated active duty units. Air Force operations or tasks that require entry into confined spaces, will comply with requirements in AFOSH Standard 91-25, *Confined Spaces*, and this instruction. Specific procedures or technical orders, which incorporate the requirements of AFOSH Standard 91-25, may be used for permit-required confined spaces entry in lieu of this instruction.

**1. General Information.**

1.1. References. Occupational Safety and Health Administration (OSHA) 29 CFR 1910.146, *Permit-Required Confined Spaces*, and AFOSH Standard 91-25.

1.2. Definitions. Standard terminology for the Confined Spaces Program is contained in AFOSH Standard 91-25, Attachment 1, Section C.

1.2.1. The 374 AW Confined Spaces Program Team (CSPT) shall consist of:

1.2.1.1. 374 AW Ground Safety (374 AW/SEG).

1.2.1.2. 374th Aerospace Medicine Squadron) Bioenvironmental Engineering (374 AMDS/SGPB).

1.2.1.3. 374th Civil Engineer Squadron Fire Department (374 CES/CEF).

1.2.1.4. Functional managers of areas with confined spaces.

**2. Identification and Classification.**

2.1. Identification of Confined Spaces. Shop supervisors will, in coordination with the CSPT, identify all confined spaces within their area of responsibility. Existing locations as well as new construction, remodeling or changes in utilization must be evaluated for the possibility of confined spaces. Trenching operations may result in a confined space depending on the depth of the trench and type of soil being trenched.

2.1.1. A Confined Spaces Assessment worksheet (see [Attachment 1](#)) will be used to document each confined space. The shop supervisor will complete the evaluation, attach additional documents as required by the evaluation worksheet and submit the package to 374 AW/SEG. All spaces evaluated prior to this instruction should have been identified by the unit and evaluated and approved by CSPT. If not use [Attachment 1](#) for any spaces not previously identified.

2.1.2. One evaluation package will suffice for numerous confined spaces which are all the same type; for example, fuel pits, steam pits, etc., providing the specific location of each space described.

2.1.3. Organizations will maintain a current listing of their confined spaces. The listing will be forwarded to 374 AW/SE, 374 AMDS/SGPB, and 374 CES/CEF.

2.1.4. Shops/units will appoint by letter (signed by the organizational commander) a Confined Space Program monitor. This person will be responsible for the shop/unit Confined Space program. This will be forwarded to the Host Safety office.

2.2. Confined Space Classification. The CSPT will review the evaluation package and physically evaluate the confined space in question or, if all are similar, randomly evaluate representative samples. If any of the following conditions are present, the space will be classified PERMIT-REQUIRED. If not and the space meet the confined space definition, it will be classified as NON-PERMIT-REQUIRED.

2.2.1. Any actual or potential atmospheric hazards.

2.2.2. Materials present which could cause engulfment.

2.2.3. Whether the space could cause entrapment or asphyxiation.

2.2.4. Any other condition that renders the space immediately dangerous to life or health.

**NOTE:** If none of the above hazards are present, but the space meets the confined space definition, it will be classified as NON-PERMIT required.

2.3. Securing Permit Areas. Confined spaces meeting the definition of PERMIT-REQUIRED will be secured to prevent inadvertent entry. If this is not possible, they must be posted with signs in accordance with (IAW) AFOSH Standard 91-25, paragraph 3.5.

2.4. Contractor Work. Contractors who are required to perform work in confined spaces controlled by the 374 AW will be briefed by the responsible organization IAW the requirements in AFOSH Standard 91-25, Chapter 7. A written record of the briefing signed by both the organization and the contractor or designated representative will be maintained for 1 year after entry and work is completed (see paragraph [3.4.](#)).

### 3. Documentation.

3.1. Permit-Required Confined Spaces - Occasional Entry.

3.1.1. Permit-required confined spaces which are entered occasionally (not more than three times per year) will require an individual AF Form 1024, **Confined Spaces Entry Permit**, for each entry. The supervisor should use the completed Confined Spaces Assessment as guidance for the AF Form 1024.

3.1.2. The AF Form 1024 must be completed by the entry supervisor and submitted to 374 AW/SEG 48 hours in advance of the required entry to allow CSPT coordination. NO ENTRY will be made into permit-required confined spaces until the permit is approved.

3.1.3. If any conditions have changed since the space was evaluated and certified by the CSPT, a new evaluation worksheet must be submitted along with the AF Form 1024.

3.1.4. After review and approval by the CSPT, the authorized entry may proceed. Confined Spaces Entry Permits will be maintained on file by the supervisor IAW AFOSH Standard 91-25, paragraph **6.1.2**.

### 3.2. Permit-Required Confined Spaces - Frequent Entry.

3.2.1. A *Master Entry Plan* (MEP) will be issued for routinely recurring work in permit-required confined spaces where the confined space must be entered on a regular basis (four or more times per year). Examples of this type of space are lateral fuel pits, steam pits, communication vaults, etc. 374 AMDS/SGPB, 374 CES/CEF, and 374 AW/SE will review the MEP.

3.2.2. The MEP will be developed using information from the Confined Space Assessment, personnel tasked to enter the confined space, and corporate knowledge of the CSPT members. Issuance of a MEP authorizes the entry supervisor to approve individual entries into the confined space as required, provided all conditions in the MEP are met.

3.2.3. Using the CSPT approved MEP, the supervisor prepares an AF Form 1024 for each entry. The AF Form 1024 will be annotated in Block 1 with the MEP number and an entry control number beginning with 001 for the first entry under the MEP and continuing sequentially through the year for each subsequent entry.

3.2.4. Any problems encountered during an entry operation will be noted on the applicable permit so that creditable revisions to the confined space permit can be made.

3.2.4.1. Shop supervisors will maintain copies of MEP (including all AF Forms 1024s issued by the entry supervisor during the effective period) IAW AFOSH Standard 91-25.

3.2.5. Shop supervisors will review and submit their MEP annually for re-certification by the CSPT to ensure conditions have not changed.

### 3.3. Non-Permit-Required Confined Spaces.

3.3.1. The supervisor will submit the *Confined Spaces Assessment* to 374 AW/SEG annually for review by the CSPT. If any circumstances change which affect the utilization, condition or environment of the space, the supervisor will submit a new evaluation package to 374 AW/SEG.

3.3.2. Shop supervisors will maintain a copy of the *Confined Spaces Assessment* package on file IAW AFOSH Standard 91-25 after CSPT certification.

3.4. Confined Spaces Program File. Supervisors will maintain a Confined Spaces Program file or binder. These documents will be maintained IAW AFOSH Standard 91-25. A review/update of infor-

mation contained in this file will be performed as part of the annual review. As a minimum the following documents will be maintained:

- 3.4.1. A copy of AFOSH Standard 91-25.
- 3.4.2. A copy of OSHA 29 CFR 1910.146.
- 3.4.3. A copy of this instruction.
- 3.4.4. Shop Operating Instruction (OI). Before implementing an OI, ensure units OIs are coordinated through 374 AW/SE, 374 CES/CEF, and 374 AMDS/SGPB.
- 3.4.5. Approved Confined Spaces Entry Permits for all permit-required confined spaces. This will include MEPs along with associated individual entry permits (AF Form 1024) issued by the supervisor.
- 3.4.6. Completed Confined Space Assessment package for all identified non-permit-required confined spaces.
- 3.4.7. Training outline or lesson plan (see paragraph 4.2.) approved by CSPT annually.
- 3.4.8. Contractor briefing records.
- 3.4.9. A listing of all Confined Spaces. This list will be broken down to show Permit required and Non-Permit required spaces. They must be identified by ID number, location, dimensions of the space, and type of space (Permit required of Non-Permit).

#### 4. Training and Emergency Procedures.

- 4.1. 374 AW/SEG Responsibilities. 374 AW/SEG will provide Confined Spaces training videos to entry supervisors. Training will be documented on the AF Form 55, **Employee Safety and Health Record**.
- 4.2. Supervisors Responsibilities. Shop supervisors will prepare a written training plan for all confined spaces, which comply with the requirements of AFOSH Standard 91-25, Chapter 5.
  - 4.2.1. All confined space entry training will be documented on AF Form 55. The trainer or supervisor will provide a list of trained individuals to 374 AW/SEG.
  - 4.2.2. Supervisors will ensure that an organizational rescue team (as defined in AFOSH Standard 91-25, Chapter 4) is identified, properly trained and available when required.
- 4.3. 374 CES/CEF Responsibilities. 374 CES/CEF will serve as the centrally located rescue team and will provide rescue services for Yokota AB confined spaces.
- 4.4. 374 AMDS/SGPB Responsibilities. 374 AMDS/SGPB will provide one-time local training on the use, calibration (user), and care of atmosphere testing and monitoring equipment to the shop designated trainer(s)/atmospheric monitor(s). Certify organizational personnel, as required, to test confined spaces.

#### 5. Atmospheric Testing/Monitoring.

- 5.1. Atmosphere Testing and Monitoring Equipment. Units with permit-required confined spaces will purchase, maintain and calibrate equipment. 374 CES/CEF and 374 AMDS/SGPB will be consulted during the selection process.

5.1.1. Supervisors will ensure verification testing is accomplished prior to entry into permit-required confined spaces. A qualified person who is trained will accomplish testing and certified according to guidance in AFOSH Standard 91-25, paragraph 5.6.

5.1.2. Entry supervisor will ensure the areas being tested include oxygen, flammability and if applicable toxicity, per Table 3.1, *Confined Spaces Classification-Atmospheric Conditions*, in AFOSH Standard 91-25, page 13.

5.1.3. Qualified member of the CSPT accomplishes testing for classification; which is normally 374 AMDS/SGPB.

## 5.2. Atmospheric Monitoring of Confined Spaces.

5.2.1. Entry supervisors will conduct atmospheric monitoring to ensure safe conditions are maintained. See AFOSH Standard 91-25, paragraph 3.9.

5.2.2. Atmospheric monitoring requirements will be listed on the MEP and included on the permit (AF Form 1024).

## 6. Confined Space Assessment, MEP, and AF Form 1024 Coordination.

### 6.1. Confined Spaces Assessment.

6.1.1. Functional Managers or commanders will ensure all new confined spaces under their control are evaluated through use of a Confined Space Assessment package (see [Attachment 1](#)).

6.1.2. Shop supervisors will ensure the confined space assessment package has been completed. It shall be taken to 374 AW/SEG and evaluated by 374 CES/CEF, 374 AMDS/SGPB and Host Ground Safety office as a group.

### 6.2. MEPs.

6.2.1. Functional Managers or commanders submitting MEPs, will designate an entry supervisor and POC to assist 374 CES/CEF, 374 AMDS/SGPB, and 374 AW/SEG in reviewing and approving the MEP.

### 6.3. AF Form 1024.

6.3.1. Coordination of AF Form 1024 is required for occasional entry into a Permit-Required Confined Space (see paragraph [3.1.1](#)).

6.3.2. AF Form 1024 must be completed by the entry supervisor and submitted to 374 AW/SEG 48 hours in advance of the required entry to allow CSPT coordination.

MARK R. ZAMZOW, Colonel, USAF  
Commander

Attachment 1

CONFINED SPACES ASSESSMENT WORKSHEET

<b>CONTROL NUMBER</b> (To be assigned by 374 AW/SEG)	<b>CERTIFICATION DATE:</b> (To be assigned by 374 AW/SEG)
SQUADRON:	OFFICE SYMBOL:
ADDRESS:	
SUPERVISOR'S NAME AND GRADE:	TELEPHONE:

LOCATION AND DESCRIPTION OF SPACE TO BE ENTERED:

(Attach separate list with specific locations and descriptions if more than one space of this type)

PURPOSE OF ENTRY:

TASKS OR OPERATIONS TO BE PERFORMED:

DATE OF ASSESSMENT

SIGNATURE OF SUPERVISOR

The space described above has been determined to meet the criteria in OSHA 29 CFR 1910.146 and AFOSH Standard 91-25 for classification as shown below.

PERMIT-REQUIRED (Occasional Entry - Submit AF Form 1024 to 374 AW/SEG for each required entry)

PERMIT-REQUIRED (Frequent Entry - AF Form 1024 issued by supervisor in accordance with Master Entry Plan)

NON-PERMIT-REQUIRED (See AFOSH Standard 91-25, paragraph 6.5 for entry considerations.)

374 AW/SEG (Ground Safety)

Concur  Non-concur

374 AMDS/SGPB (Bioenvironmental Engineering)

Concur  Non-concur

374 CES/CEF (Fire Department)

Concur  Non-concur

1. Does the size and shape of this space allow a person to enter and perform work?

YES  NO If YES, describe or explain:

2. Are there limited or restricted openings making entry and egress difficult?

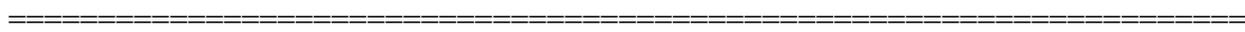
YES  NO If YES, describe or explain:

3. Is the space DESIGNED for continuous human occupancy?

YES  NO If NO, describe or explain:

If you answered YES to questions 1 & 2, and NO to question 3 above, the space is classified as a Confined Space. Go on to question 4.

If you answered NO to questions 1 or 2, or YES to question 3, the space is not classified as a Confined Space. STOP HERE.



4. Does the space contain or have the potential to contain a hazardous atmosphere?

NOTE: See AFOSH Standard 91-25, Attachment 1, for the definition of hazardous atmosphere.

YES  NO

If YES, describe the type of hazardous atmosphere.

5. Does the space contain or have the potential to contain a liquid or finely divided solid material such as sand or sawdust that could surround or engulf an entrant?

NOTE: Trenching operations may result in confined spaces.

YES       NO

If YES, describe the type of material.

6. Does the space have an internal shape (such as inwardly converging walls or a floor that slopes downward and tapers to a smaller cross section) that could cause an entrant to be trapped or asphyxiated, or does the space contain a threat that would interfere with an individual's ability to escape unaided from it?

YES       NO

If yes, describe the configuration or threat.

7. Does the space contain any other characteristic that is recognized as a serious safety or health hazard?

YES       NO

If yes, describe or explain the characteristic.

If you answered YES to any one of questions 4, 5, 6, and 7 above, the space is a PERMIT-REQUIRED CONFINED SPACE. Go to question 8.

If you answered NO to all of questions 4, 5, 6, and 7 above, the space is a non-permit-required confined space. Submit this evaluation worksheet to 374 AW/SEG for certification.

8. Can the space be locked or sealed to prevent entry?

YES       NO

If YES, what method will you use?

LOCK    COVER    FENCE    GUARDRAIL    OTHER

If NO, signs must be posted. See AFOSH Standard 91-25, paragraph 3.5. Go to question 9.

9. Is it possible to eliminate all the hazards without anyone entering the space?

YES       NO

If YES, how?

It is possible that the space may be reclassified as a non-permit-required confined space. Submit this evaluation package to 374 AW/SEG for certification.

If NO, go to question 10.

10. Will the space be entered less than four times per year?

YES       NO

If YES, complete AF Form 1024 and attach it to this evaluation.

If NO, complete a Master Entry Plan and attach it to this evaluation.

374 AW/SE will provide units with the base Master Entry Plan.