

**BY ORDER OF THE COMMANDER
HEADQUARTERS 81ST TRAINING WING (AETC)**



AF INSTRUCTION 91-202

**KEESLER AIR FORCE BASE
Supplement 1**

17 January 2001

Safety

★ THE US AIR FORCE MISHAP PREVENTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 81 TRW/SEG (Mr D. W. Rabideau) Certified by: 81 TRW/SE (Lt Col J. E. Nothstine)
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AFI 91-202, 1 Aug 98, is supplemented as follows:

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Vol. 4).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.6.13.9. (Added) (AETC Sup 1) Unit ground, flight and explosives safety representatives, as appropriate, are appointed by the unit commander or staff agency chief. The appointment is in writing and should be accomplished 10 duty days prior to the incumbent's release from his or her duty station. Appoint a staff sergeant, civilian equivalent, or above as the primary representative for ground safety. The alternate is optional. The rank/grade of the explosives safety representative is optional. Safety representatives will conduct safety programs for their respective units and provide liaison with the Wing Safety staff. Each representative will maintain a Ground Safety Management Book containing safety program guidance and documentation of program activities. Refer to Attachment 10 for specific items required.

2.7.3. (Added) A Combined Aerospace Safety Council (CASC)/AFOSH Committee chaired by the Wing Commander or Vice Commander will meet quarterly. All safety disciplines will be represented. Membership is as follows:

2.7.3.1. 81 SPTG/CC

2.7.3.2. 81 TRG/CC

- 2.7.3.3. 81 LG/CC
- 2.7.3.4. 81 MDG/CC
- 2.7.3.5. 81 AMDS/SGPB
- 2.7.3.6. 81 AMDS/SGPM
- 2.7.3.7. 81 TRW/SE
- 2.7.3.8. 81 TRW/SEG
- 2.7.3.9. 81 TRW/SEF
- 2.7.3.10. 81 TRW/JA
- 2.7.3.11. 81 CES/CE
- 2.7.3.12. 81 CES/CEF
- 2.7.3.13. 81 MSS/DPCE
- 2.7.3.14. Employee Union Representatives
- 2.7.3.15. All squadron and associate unit commanders.

2.7.4. (Added) Flight Safety recurring agenda items will include, as a minimum:

- 2.7.4.1. MACA Program.
- 2.7.4.2. BASH Program.
- 2.7.4.3. Flight related hazard reports.
- 2.7.4.4. HATRs.
- 2.7.4.5. Inspection Results.

3.1.3. The Wing Safety Office will publish a comprehensive inspection schedule prior to 1 December of each year. The schedule will include all required formal inspections along with planned month of accomplishment. The Safety Office will contact each unit prior to the inspection and arrange exact dates.

5.4.2. (AETC Sup 1) Supervisors will conduct monthly safety briefings using AETC Form 703 to record these briefings. Supervisors will keep documentation of briefings for 12 months (annual inspection to annual inspection).

ROOSEVELT MERCER, JR., Brigadier General, USAF
Commander
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Attachment (Added)

10. List of Tabs in Ground Safety
Management Book

Attachment 10 (Added)**LIST OF TABS IN GROUND SAFETY MANAGEMENT BOOK**

Each tab contains a self-explanatory statement.

TAB A	INDEX
TAB B	LETTERS OF APPOINTMENT/RECORD OF TRAINING
TAB C	81 TRW SAFETY REPRESENTATIVES GUIDE
TAB D	MISHAP NOTIFICATION PROCEDURES
TAB E	LIST OF APPLICABLE DIRECTIVES
TAB F	INSPECTION REPORTS AND UNIT SAFETY SELF-INSPECTIONS
TAB G	MISHAP REPORT LOG
TAB H	GENERAL CORRESPONDENCE
TAB I	COMMITTEE MEETING MINUTES
TAB J	HAZARD REPORT INFORMATION
TAB K	REVIEW LOG
TAB L	AFOSH CHECKLISTS