



Site Address

Door Location / Asset No

Auditor:

Signature

Date:

### OCCUPIER SAFETY CHECKLIST FOR POWERED SWING DOORS

All inspections should be completed in line with the ADOSA 'Occupier safety checks' for Powered swing doors.  
Scan QR code to watch video on how to carry out these checks.

Checklist item	Yes	No	Comments / Failures
<b>GENERAL</b>			
1 Is the door clear of any tripping or slipping hazards?			
2 Does the door and / or all door panels have any broken or cracked glass?			
3 Have you checked the position and security of associated screens and barriers?			
4 Does the door have the correct signage? See ADOSA signage bulletin or BS 7036-0:2014			
5 Is signage displayed at a correct height of 1300 – 1600mm?			
<b>ACTIVATION DEVICES</b>			
1 Test sensors by walking towards the door opening. Does The door start to open? You should be able to walk through the door without hesitating. The door should swing smoothly to the open position and stop without impact.			
2 Step out of the activation zone, after a time delay (normally 1 s to 5 s) does the door close smoothly?			
3 If the door has two way operation. Repeat 1 and 2 on the other side of the opening. Is the door operating correctly?			
4 If fitted, do all manual activation buttons or access control systems operate correctly?			
<b>SAFETY DEVICES</b>			
1 If fitted, is the finger guard secure with no evident damage?			
2 Have you completed the Box test to verify the door does not contact the box when the door opens or closes? Carry out this test in both directions and for each door leaf.			
<b>COMMENTS</b>			