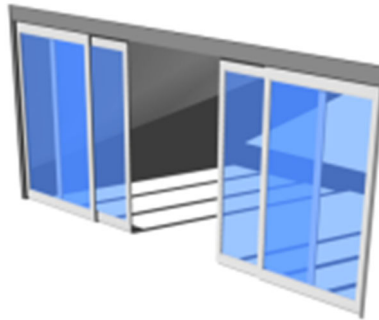


Occupier safety check list for all types of powered Sliding doors



The occupier is responsible for undertaking the following test procedure which should be carried out at least weekly unless a different frequency for tests is identified in the Hazard Analysis and Risk Assessment. The test results should be recorded and retained for at least 1 year.

We recommend that you should view a short video that is hosted on the Automatic Door Suppliers website, this shows how to carry out these checks; www.adsa.org.uk/education



For safety reasons it should not be assumed that equipment is working safely. There should be no notice boards, literature racks, merchandise displays, or other distractions or obstructions in the vicinity of the door which may congest or inhibit traffic flow.

If a fault is found which affects safe operation of the door, the door operating equipment should be switched off and the door made safe. Use of the door should not be reinstated until repairs have been undertaken by an authorised technician.

General

Check that the door area has no tripping or slipping hazards.

Check all door panels for broken or cracked glass.

Check the position and security of associated screens and barriers.

Check the operation of manual activation, or remote activation, or emergency stop button if fitted.

Check that all doors have signs correctly displayed at a height of 1300 – 1600mm (see fig 1 and 2 below)

Occupier safety check list for all types of powered sliding doors

Signage requirements

2-way Automatic activated door, *Automatic door* sign on both faces of leaf and if not protected by a screen, a Keep Clear sign on the side where door opens

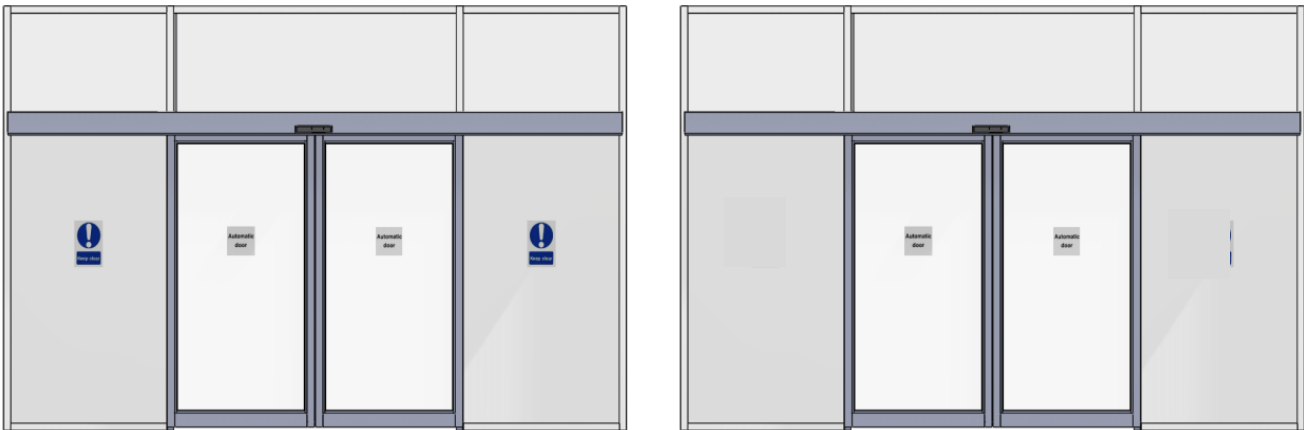


fig 1

One way automatically activated doors, *Automatic door* sign on the activation side
Keep Clear on side screen/wall if not protected by a screen
No Entry & Direction - opposing faces of leaf



fig 2

Activation devices

Automatic activation sensor

1 Test sensors by walking towards the door opening. The door should start to open and you should be able to walk through the door without hesitating. The door should slide 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) the door should close smoothly.

3 Repeat 1 and 2 on the other side of the opening if the door has two-way operation.

Occupier safety check list for all types of powered sliding doors

Safety devices

Various devices are available to protect the threshold area by preventing a door from closing whilst the area is occupied. These include presence sensing devices which are the preferred to hold-open beams as on their own these do not comply to the latest standard.

All safety checks should be carried out with a test box placed 200x300x700mm high.

Testing threshold safety devices.

Place the test box within the plane of movement of the door as per 'A' in fig 3 and verify that the door remains open for a minimum of 30s. After a minimum of 30s it is allowable for the doors to close.

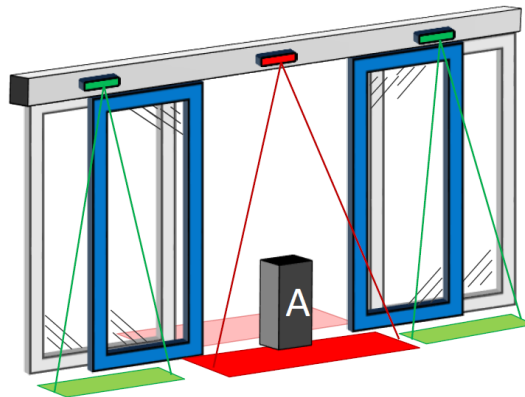


Fig 3

The opening cycle can be protected by a pocket screen which eliminates the hazard or a barrier or safety sensor, if a safety sensor is used it should either slow the door to a very slow speed or sounds an audible warning, the audible warning option does not comply to the latest standard as it does not stop dangerous movement.

Testing opening safety sensors

If presence sensing devices are fitted to protect the opening cycle, place the test box within the plane of movement of the door as per A and B in fig 4 and verify that the door opens slowly or sounds an audible alarm if activated to open.

After a minimum of 30s it is allowable for the door to ignore the box.

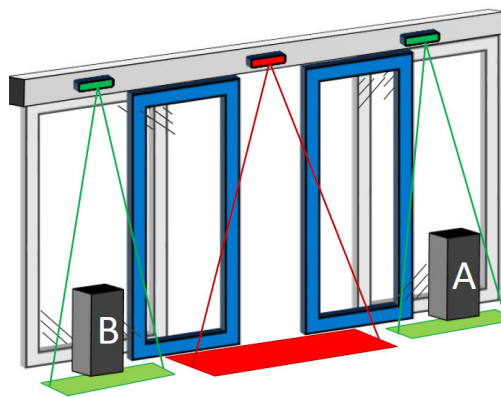


fig 4

Occupier safety check list for all types of powered sliding doors

Completion

Please check the O and M manual & Logbook to see if there are any other occupier maintenance requirements and when an authorised technician service or inspection visit will be required.



Finally,

Record the date time and who carried out the inspection.

Please note:

This document is for guidance only, for system specific safety inspections, please refer to your O and M manuals or contact your system supplier.