

Due to HSE regulation 18, all industrial doors and shutters should be inspected & maintained regularly.

The following pieces of legislation are particularly relevant when considering your legal responsibilities with regard to proper regular planned maintenance of industrial, commercial doors and roller shutter doors. These regulations are binding on the employer or occupier of a building or premises who have a duty to safeguard the health and safety of employees and other persons on or about the premises.

## **Regulation 5 of the Workplace (Health, Safety and Welfare) Regulations 1992**

Extract: “The equipment devices and systems to which this regulation applies shall be subject to a suitable schedule of maintenance.”

This applies to all types of roller shutter doors whether manual or electrical operation.

## **Regulation 5 of the Provision and Use of Work Equipment Regulations 1998 (PUWER)**

Extract A: “Every employer shall ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair.”

Extract B: “Every employer shall ensure that where any machinery has a maintenance log, the log is kept up to date.”

This applies to all power operated doors.

## **Regulatory Reform (Fire Safety) Order 2005**

Extract: “Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided are subject to a suitable system of maintenance and are maintained in an efficient state and in efficient working order and in good repair.”

This applies to any door provided as a fire exit, along an escape route or which provides fire containment. In order to satisfy the above regulations it is important that you can demonstrate:

- That regular maintenance is carried out at suitable intervals
- That potentially dangerous defects are remedied in a timely fashion
- That records are kept to document the above

One method of documentation to demonstrate the above would be a log book. Requirements for the use of a log book are mentioned above in extract B from

PUWER and are further covered by BSEN Standards relating to Construction Products and the Machinery Directives.

## **BS EN 12635:2002 – Industrial, Commercial and Garage Doors and Gates – Installation and Use**

This is one of a series of supporting standards to BSEN 13241-1:2003 the Product Standard for Industrial, Commercial, Roller and Garage Doors and Gates. It provides guidance on documentation, installation, labelling, handover, operation, use, maintenance and repair of doors, including the requirements for a log book for power operated doors, which are summarised below.

### **Requirements for a Log Book**

BS EN 12635 requires that the log book shall contain the following:

- Name and contact details of the manufacturer
- Unique identification number
- Door location reference (if known)
- Name and contact details of the installer
- Date of completion of installation
- The results of installation verification and testing
- Identification of power unit
- Identification of safety devices
- The results

The above requirements apply particularly to new installations but are essential information for the continued maintenance and safe operation of any door, no matter how old. The log book should also contain clear reference to the operating instructions for the door, whether included in the log book or as a reference to separate documentation.

On an ongoing basis, there should be space for the recording of:

- All maintenance and repair visits
- Details of the work done
- Details of significant changes or upgrades
- Name, date and signature of responsible person in each instance