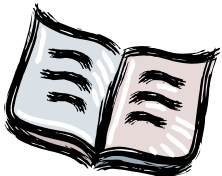


SUMMARY

This document provides an overview of the obligations placed on building owners and end users towards the maintenance and repair of industrial doors.



1. General Requirements
2. Definitions
3. Documentation
4. Legal Requirements and Guidance Documents

1. GENERAL REQUIREMENTS

Under current workplace legislation, building owners have to ensure all machinery, including power operated industrial doors, are fit for purpose, in good repair and are subject to a maintenance programme. Having a door serviced and maintained regularly by a competent company or engineer, and keeping detailed written reports ensure managers are meeting their obligations under the [Fire Precautions \(Workplace\) Regulations, Provision and Use of Work Equipment Regulations and Workplace \(Health and Safety and Welfare\) Regulations](#)

Section 4 provides a summary of the above regulations

2. DEFINITIONS

BID is aware that certain words can mean different things. To help understand the terms used within the industrial door industry, we have summarised the following;

Service

A service is about a series of maintenance procedures carried out at a set time interval to inspect doors and make provisions towards repairs.

Maintenance

Maintenance is referred to when a door is kept in good working condition by replacing parts that could cause damage in the long run.



Repair

The work carried out to bring a door back to a good working order after damage, dilapidation or wear and tear.

Competent Person

An individual that has been suitably trained, has knowledge and practical experience and has the necessary instructions required to carry out the repair or maintenance safely. A competent person can be referred to as:
An engineer / fitter / technician



3. DOCUMENTATION

With regards to maintenance and repairs certain documentation needs to be in place that records all relevant information. This documentation is supplied and kept by ourselves should it be required for an inspection from an authorised body i.e. Health and Safety Executive

The main documents used are:

Service Agreement

Our agreement is a documentation that summaries what work will be carried out and the level of service provided.



Maintenance Schedule

The schedule is the recommendation within an Operating and Maintenance Manual. A maintenance schedule can either be annually, bi-annually or monthly

Check List

The doors that have been agreed that require to be serviced.

Maintenance / Service Sheet / Job Sheet

A record that shows the details of work carried out. Plus identifies any required repairs to bring the door up to a good working condition.

After Service Repair Quotation

This documentation / Quotation identifies the works required to ensure the door works in a satisfactory manner



4. LEGAL REQUIREMENTS AND GUIDANCE DOCUMENTS

With in depth legal requirements and documents in relation to the maintenance and service of industrial doors. BID have taken the main ones and identified the key sections that are applicable for the maintenance of industrial doors.

The following information is guidance and an overview of the regulations.

Provision and Use of Work Equipment Regulation (PUWER)

In general terms the **Provision and Use of Work Equipment Regulation (PUWER)** requires that equipment provided for use at work is safe for use, maintained in a safe condition and in certain circumstances, inspected to ensure this remains the case.

The regulation ensures that the work equipment provided meets the requirements of PUWER. It ensures that it is;

- **suitable** for use, and the use purpose and conditions in which it is used
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Any inspection should be carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

Workplace (Health and Safety and Welfare) Regulation 1992

Regulation 5 – Maintenance of the workplace and of equipment, devices and systems

- (1) *The workplace and equipment, devices and systems to which this regulation applies shall be maintained (including cleaned as appropriate) in an efficient state, in efficient working order and in good repair.*
- (2) *Where appropriate, the equipment, devices and systems to which this regulation applies shall be subject to a suitable system of maintenance*
- (3) *The equipment, devices and systems to which this regulation applies are –*
 - (a) *equipment and devices a fault in which is liable to result in a failure to comply with any of these Regulations; and*
 - (b) *mechanical ventilation systems provided pursuant to regulation 6 (whether or not they include equipment or devices within sub-paragraph (a) of this paragraph)*
- 20 The workplace, and the equipment and devices mentioned in these Regulations, should be maintained in an efficient state, in efficient working order and in good repair. 'Efficient' in this context means efficient from the view of health, and safety and welfare (not productivity or economy). If a potentially dangerous defect is discovered, the defect should be rectified immediately or steps should be taken to protect anyone who might be put at risk, for example by preventing access until the work can be carried out or the equipment replaced. Where the defect does not pose a danger but makes the equipment unsuitable for use, for example a sanitary convenience with a defective flushing mechanism, it may be taken out of service until it is repaired or replaced, but if this would result in the number of facilities being less than that required by the Regulations, the defect should be rectified without delay.
- 21 Steps should be taken to ensure that repair and maintenance work is carried out properly.
- 22 Regulation 5(2) requires a system of maintenance where appropriate, for certain equipment and devices and for ventilation systems. A suitable system of maintenance involves ensuring that:
 - (a) regular maintenance (including as necessary inspection, testing, adjustment, lubrication, and cleaning at suitable intervals;
 - (b) any potentially dangerous defects are remedied, and that access to defective equipment is prevented in the meantime;
 - (c) regular maintenance and remedial work is carried out properly; and
 - (d) a suitable record is kept to ensure that the system is properly implemented and to assist in validating maintenance programmes.
- 23 Examples of equipment and devices which require a system of maintenance include emergency lighting, fencing, fixed equipment used for window cleaning, anchorage points for safety harnesses, devices to limit the opening of windows, powered doors, escalators and moving walkways.
- 24 The frequency of regular maintenance, and precisely what it involves, will depend on the equipment or device concerned. The likelihood of defects developing, and the foreseeable consequences, are highly relevant. The age and condition of equipment, how it is used and how often it is used should also be taken into account. Sources of advice include published HSE guidance, British and EC standards and other authoritative guidance, manufacturers' information and instructions, and trade literature.
- 25 The Management of Health and Safety at Work Regulations 1992 include requirements on the competence of people whom employers appoint to assist them in matters affecting health and safety and on employees' duties to report serious dangers and shortcomings in health and safety precautions.
- 26 There are separate HSE publications covering maintenance of escalators and window access equipment.
- 27 Advice on systems of maintenance for buildings can be found in a British Standard and in publications by the Chartered Institution of Building Services Engineers (CIBSE). The maintenance of work equipment; personal protective equipment; and electrical systems, equipment and conductors is addressed in other Regulations.