

## SS 3.2 - ACCESS CONTROLLED DOORS

<b>Address:</b>			
<b>Provided by (name):</b>			
<b>Equipment register</b>			
<b>No.</b>	<b>Make</b>	<b>Model</b>	<b>Location</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Performance/Installation Standard:</b>		<input type="checkbox"/> AS 4085:1992 <input type="checkbox"/> NZS 4239:1993 <input type="checkbox"/> Specifically Designed Alternate Solution	
<b>Inspections &amp; Maintenance Standard:</b>		<input type="checkbox"/> Comp. Schedule Handbook and AS 4085:1992 <input type="checkbox"/> Comp. Schedule Handbook and NZS 4239:1993 <input type="checkbox"/> Specifically designed solution provide details separately	
<b>As a minimum these inspections and maintenance procedures will be carried out:</b>		Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required.	
<b>Buildings Requiring daily maintenance:</b> If ticked daily inspections are required as stated below		<input type="checkbox"/> CS Purpose group <input type="checkbox"/> CL Purpose group <input type="checkbox"/> CO Purpose group <input type="checkbox"/> CM Purpose group <input type="checkbox"/> Building undergoing Building Work affecting an Access Controlled Door	
<b>Inspection frequency and responsibility:</b>		<input type="checkbox"/> Daily	<input type="checkbox"/> Owner <input type="checkbox"/> IQP
		<input type="checkbox"/> Monthly	<input type="checkbox"/> Owner <input type="checkbox"/> IQP
		<input type="checkbox"/> Six monthly	<input type="checkbox"/> Owner <input type="checkbox"/> IQP
<b>Inspections &amp; Maintenance:</b>			
<i>Monthly Inspections (and Daily if applicable)</i>			

## SS 3.2 - ACCESS CONTROLLED DOORS

<p><i>Six Monthly Inspections</i></p>     <p><i>Biannually</i></p>	<ul style="list-style-type: none"><li>• Doors should be inspected to ensure they can be opened and that they are not:<ul style="list-style-type: none"><li>• locked</li><li>• barred</li><li>• blocked</li></ul></li> <li>• Operation of fail safe devices in emergency and power outage situations</li><li>• Connection to alarm system</li><li>• Any emergency power supply required to operate in the event of a power failure</li> <li>• Backup rechargeable batteries should be replaced every two years or if found to be inoperable</li></ul>
<p><b>Reporting:</b></p>	<p>The owner must keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. The records must be kept with the compliance schedule and as a minimum, include:</p> <ul style="list-style-type: none"><li>• Details of any inspection, test or preventative maintenance carried out. Include dates, work undertaken, faults found, remedies applied, and the person who performed the work.</li><li>• A Form 12A provided by an IQP annually</li></ul>

The information above is used to help generate the compliance schedule. If you are unsure of how to fill in this form please consult an IQP who is registered for the system above.