

SS 3.2 - ACCESS CONTROLLED DOORS

Address:			
Building Name:			
Provided by (name):			
No.	Make	Model	Location
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Installation Standard:		<input type="checkbox"/> NZS 4085: <input type="checkbox"/> AS 4239: <input type="checkbox"/> AS 4290: <input type="checkbox"/> Specifically Designed Alternate Solution <input type="checkbox"/> Other (Historical) _____	
Inspections & Maintenance Standard:		<input type="checkbox"/> Comp. Schedule Handbook and NZS 4085: <input type="checkbox"/> Comp. Schedule Handbook and AS 4239: <input type="checkbox"/> Comp. Schedule Handbook and AS 4290: <input type="checkbox"/> Comp. Schedule Handbook and a Specifically Designed Alternate Solution <input type="checkbox"/> NZ Security Association - Electronic Access Control Section 10.1 a - m <input type="checkbox"/> Other (Historical) _____	
Buildings Requiring daily maintenance: 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	

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Frequency:	<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
Inspections & Maintenance: Min. Maintenance and Testing as Specified in Compliance Schedule Handbook, to be performed in conjunction with maintenance required by applicable standard.		
<p><i>Monthly Inspections (and daily if applicable)</i></p> <p><i>Six Monthly Inspections</i></p> <p><i>Biannually</i></p>	<ul style="list-style-type: none"> • Doors should be inspected to ensure they can be opened and that they are not: <ul style="list-style-type: none"> • locked • barred • blocked • Operation of fail safe devices in emergency and power outage situations • Connection to alarm system • Any emergency power supply required to operate in the event of a power failure • Backup rechargeable batteries should be replaced every two years or if found to be inoperable 	
Reporting:	<p>The owner must keep records of all inspection, maintenance and repairs undertaken in the previous 24 months. The records must be kept on site and as a minimum, include:</p> <ul style="list-style-type: none"> • details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work • details of any other faults found or maintenance and repair work undertaken to maintain the system in working order, including dates, work undertaken, faults found, remedies applied and the person who performed the work. 	

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