INDUSTRIAL AND HANGAR DOORS
TASK 051-052

1. HEALTH & SAFETY

1.1 Comply with any warning notices or site restrictions identified within the site safety plan held by the responsible person, and with any other specific or temporary hazards identified during site induction/at time of visit.

(a) Remove any waste materials from the area on completion of work as waste generally and oily rags in particular can pose a serious fire hazard and Foreign Object Damage (FOD) to aircraft.

(b) Relevant PPE shall be used as indicated by the relevant risk assessment

(c) Be aware of the hazards associated with lndustrial/Hangar Doors, e.g. unexpected use by staff or vehicles. Under no circumstances must any attempt be made to carry out any work other than that specified within this instruction, without first obtaining a valid standing instruction or permit to work from the responsible person.

(d) A specific 'risk assessment', to satisfy *The Management of Health & Safety at Work Regulations 1999*, must be carried out. Due consideration to this and any other statutory regulations e.g. COSHH 1999, Manual Handling Reg's 1992. Etc. must be made prior to carrying out any task detailed below. Risk assessments are to be carried out by the operative's employer

2. GENERAL REQUIREMENTS

2.1 Liase with the building manager/customer representative before starting and on completion of the work.

2.2 Wherever possible the operating and maintenance instructions provided by the door manufacturer shall be followed. Where there is a difference between these instructions and those of the manufacturer, the manufacturers' guidance shall take precedence.

2.3 This task is to be undertaken only by suitably and properly trained staff

2.4 Record all inspection findings. All items requiring repair shall be listed on the PPM work docket, any repairs carried out under the Contract Lump Sum shall be indicated as complete, any other items in this category requiring shut downs or spares shall be carried out following agreed procedures. Any deviation from accepted operation or any defects considered to present a safety hazard shall be reported to the responsible person, who will advise the client as required.

2.5 This task applies to the following types of doors:

- ❖ Hangar doors - all types
- ❖ Electrically operated door mechanisms- all types
- ❖ Winch/chain operated door mechanisms- all types
- ❖ Doors employing counterbalance systems, e.g. springs weights etc. - all types

2.6 Checklist 1 is for use with Task 052 – Hanger Doors

2.7 Checklist 2 is for use with Task 052 – Vertical Doors

2.8 The attached Checklist is to be included on the Work Docket issued to the craftsman. A copy of the Task Instructions are to be available to the craftsman for information

2.9 The attached task instructions highlight the basic elements that should be carried out as a minimum requirement. The sub-contractor may adopt these instructions or submit there their own method statements for approval. The task instructions provided are generic in form and will require modifying to suit specific equipment/systems being maintained. It should be noted that the full requirements of the relevant reference documents must be complied with; the list provided here is not exhaustive. Lead reference' documents: -

- PSA MEEG Vol. 5 Section 14.104:1984-92.
- BS EN 12445:2001 Industrial, Commercial, and Garage doors and gates. Safety in use of power operated doors. Test methods.
- BS EN 12453:2001 Industrial, Commercial, and Garage doors and gates. Safety in use of power operated doors. Requirements

- BS EN 12604:2000 Industrial, Commercial, and Garage doors and gates. Mechanical aspects and requirements
- BS EN 12605:2000 Industrial, Commercial, and Garage doors and gates. Mechanical aspects and test methods

Task Numbers AD-PPM 052 to be shown on all PPM dockets as appropriate

***Mandatory Frequencies to individually assessed per site, approved through Authorising Engineers * Table below guideline only.**

Item Description	Task No	Task	Lead Ref.	Status	Frequency	Remarks
INDUSTRIAL AND HANGAR DOORS	51	Arrange competent persons inspection		Statutory	1Y	
INDUSTRIAL AND HANGAR DOORS	52	Inspect, clean, service adjust and overhaul as necessary all components of the system		Mandatory	6 M6M)	Co-ordinate with 054.1 Provide attendance on Competent Person, when required including preparation of equipment.

INDUSTRIAL & HANGAR DOORS
TASK NO 051 -(12M)- ARRANGE COMPETENT PERSONS INSPECTION

PROCEDURES

1.0 Purpose

1.1 To define a uniform procedure for the statutory inspection of Hangar and Industrial doors by a Competent Person and reporting requirements.

2.0 Scope

2.1 All RFCA Sites where maintenance Tasks is required to be carried out.

3.0 References

3.1 Lifting Operations and Lifting Equipment Regulations 1998, ACOP L113.

3.2 Process – Co-ordination of Statutory maintenance.

3.3 Provision and Use of Work Equipment (PUWER) 1998.

3.4 TB 99/30 – Inspection, Maintenance, Adjustment and use of Large Sliding and Folding Doors.

4.0 Responsibilities

4.1 All RFCA Employees and Supply Chain Partners involved with maintenance task.

5.0 Health and Safety

5.1 Sub contractor/consultant may need to work at heights on tower, cherry picker etc to complete inspections.

5.2 Where required, maintenance contractor to provide equipment and operator, and should make available to the Competent Person all necessary documentation confirming that both equipment and operator fully comply with relevant H&SAW Regulations.

5.3 Area Professional Advisor to ensure that a method statement and risk assessment is provided as necessary.

6.0 Frequency

6.1 Annually, or in accordance with relevant Legislation.

7.0 Operation

7.1 This procedure applies only to doors having rope/chain suspension and/or counter-balancing systems. The statutory inspection of other industrial and hangar doors may be required under PUWER. The Area Professional Advisor will determine if a specific door requires inspection under these regulations and the frequency of inspection.

7.2 The Supply Chain Partners will comply with the inspection programme and ensure that the specialist maintenance contractor is available to provide access to enclosed components and carry out minor repairs as required.

7.3 To be co-ordinated with electrical inspections and tests.

7.4 Area Professional Advisor is to ensure all site Health and Safety documentation e.g. Method Statements, Risk Assessments etc, are issued and agreed.

7.5 Area Professional Advisor to carry out spot checks on sub contractors/consultants safety equipment and any machinery for correct calibration and certification.

7.6 Area Professional Advisor to carry out ad-hoc checks on sub consultant/contractor during the course of the inspections.

7.7 CP will carry out his duties in accordance with good engineering principles adhering to references stated above.

4.0 Records

The CP will utilise an approved e-reporting system, where possible.

8.1 The following information is to be included within the inspection report.

8.2 Site identification.

8.3 Location/building identification.

8.4 Equipment identification number/reference.

8.5 Item description.

8.6 Manufacturer's name/serial number.

8.7 Current, previous and next inspection date.

8.8 Construction date if known.

8.9 Priority for remedial action.

8.10 Condition report of equipment/system and comments.

8.11 All reports must be signed and dated by the issuing inspector.

9.0 *Attachments*

N/A.

INDUSTRIAL & HANGAR DOORS
TASK NO 052 – (6M) INSPECT, CLEAN, SERVICE, ADJUST AND OVERHAUL AS NECESSARY ALL COMPONENTS OF THE SYSTEM

PROCEDURES

1. Obtain user's comments on the operation of the door.

2. Hanger Doors
(a) Operate the door in both directions. It should be seen to run freely and without undue vibration in the door guides and/or outrigger runners. Investigate any unusual noise.
(b) Check Runway track for security and wear, clean/clear track of all obstacles.
(c) Check condition of top fixings including rollers and wheels, lubricate as required. Clean/clear track of all obstacles
(d) Check door pins
(e) Check condition of steelwork and outside gantries and security/condition of nuts and bolts
(f) Check outside gantries for corrosion.
(g) Check energy conservation brush strips for condition and report repairs.

3. Vertical doors.
The Electro-mechanical brake and/or counterbalance device is to be checked to confirm that it holds the door midway between the floor and its highest point as follows:
   (a) Stop the door at approximately mid travel.
   (b) Where fitted, release and fix the brake in the off position.
   (c) Observe door movement. If it runs down under its own weight, then the counterbalance system is malfunctioning.
   (d) In the case of a power-operated door, if it remains stationary, fit the hand chain and start the door moving down. It will continue to run if the counterbalance system is not functioning correctly.
   (e) With the hand chain fitted it will be difficult to raise the door if the counterbalance system is not working.

4. Where necessary remove cover plates, panels etc. to provide access for examination and lubrication of components. Re-fix panels and plates when inspection is completed.

5. Check that all safety devices function correctly in both directions of travel.

6. Examine and adjust to manufacturer's recommendations:
   (a) Suspension ropes, winch ropes, counterbalance ropes and their terminal fittings;
   (b) Drive chains and sprockets;
   (c) Drive gearing;
   (d) Alignment of pulleys, shafts etc.

7. Examine and check performance of electric drive motor.

8. Check level of oil in gearbox (if fitted). Refill or replace the oil in accordance with the manufacturer's recommendations.

9. Ensure tightness of all fasteners associated with the door operating mechanism.

10. Provide attendance on Competent Person, when required including preparation of equipment.

11. Leave the door in a clean and safe condition.

Establishment_____

Location_____

Task Group 10
Industrial and Hangar Doors
Checklist No1

System- Industrial and Hangar Doors

Tasks-052

Frequency- (6M)
Indicate S/NS Y/N as required
Record any defects here: -

Date-Week Comm.	Week No.	Date
(6M) Inspect, clean, service adjust and overhaul as necessary all components of the system		

Task	Condition of equipment	Task carried out	Equipment left in working order	Initials
HANGAR DOORS				
(a) Operate the door in both directions. It should be seen to run freely and without undue vibration in the door guides and/or outrigger runners. Investigate any unusual noise (b) Check Runway track for security and wear, clean/clear track of all obstacles. (c) Check condition of top fixings including rollers and wheels, lubricate as required. Clean/clear track of all obstacles (d) Check door pins (e) Check condition of steelwork and outside gantries and security/condition of nuts and bolts (f) Check outside gantries for corrosion. (g) Check energy conservation brush strips for condition and report repairs				
Where necessary remove cover plates, panels etc. to provide access for examination and lubrication of components				
Check that all safety devices function correctly in both directions of travel.				
Examine and adjust to manufacturer's recommendations: (a) Suspension ropes, winch ropes, counterbalance ropes and their terminal fittings; (b) Drive chains and sprockets; (c) Drive gearing; (d) Alignment of pulleys, shafts etc.				
Examine and check performance of electric drive motor.				
Check level of oil in gearbox (if fitted). Refill or replace the oil as appropriate.				
Ensure tightness of all fasteners				
Provide attendance on Competent Person, when required including preparation of equipment.				
Door left in a clean and safe condition				

Establishment_____

Location_____

Task Group 10
Industrial and Hangar Doors
Checklist No2

System- Industrial and Hangar Doors

Tasks-052

Frequency- (6M)
Indicate S/NS Y/N as required
Record any defects here: -

Date-Week Comm.	Week No.	Date
(6M) Inspect, clean, service adjust and overhaul as necessary all components of the system		

Task	Condition of equipment	Task carried out	Equipment left in working order	Initials
VERTICAL DOORS				
The Electro-mechanical brake and/or counterbalance device is to be checked to confirm that it holds the door midway between the floor and its highest point as follows: (a) Stop the door at approximately mid travel. (b) Where fitted, release and fix the brake in the off position. (c) Observe door movement. If it runs down under its own weight, then the counterbalance system is malfunctioning. (d) In the case of a power-operated door, if it remains stationary, fit the hand chain and start the door moving down. It will continue to run if the counterbalance system is not functioning correctly. (e) With the hand chain fitted it will be difficult to raise the door if the counterbalance system is not working.				
Where necessary remove cover plates, panels etc. to provide access for examination and lubrication of components				
Check that all safety devices function correctly in both directions of travel.				
Examine and adjust to manufacturer's recommendations: (a) Suspension ropes, winch ropes, counterbalance ropes and their terminal fittings; (b) Drive chains and sprockets; (c) Drive gearing; (d) Alignment of pulleys, shafts etc.				
Examine and check performance of electric drive motor.				
Check level of oil in gearbox (if fitted). Refill or replace the oil as appropriate.				
Ensure tightness of all fasteners				
Provide attendance on Competent Person, when required including preparation of equipment.				
Door left in a clean and safe condition				