

72-04 Roller Shutter Doors

Date: 17 Aug 2021

Version: 4

Unit of Measure: Nr

Summary	
Frequencies	Tasks
12M (Months) 50 mins	3 4 5 6 7 8 9 10 11 12
0U (Unspecified)	1 2
Annual Timing	50 mins

Introduction
<p>1 Any maintenance carried out on the equipment should be in accordance with the manufacturers' recommendations.</p> <p>2 The method statement and accompanying risk assessment should be read, understood and implemented during this task.</p> <p>3 Make sure there is a safe system of works in place when undertaking this maintenance.</p> <p>4 When preparing the content of the maintenance instructions the following elements shall be taken into account:</p> <ul style="list-style-type: none"> 4.1 the specifications and the intended use of the installation (type of installation, performance, type of goods to be transported, type of users, etc.); 4.2 the environment in which the installation and its components are installed (weather conditions, vandalism, etc.); 4.3 any restriction of use; 4.4 the result of the risk assessment for every working area and for every task to be undertaken; 4.5 the specific maintenance instructions provided by the manufacturer of safety components; 4.6 in case of components other than safety components, where maintenance is necessary, the maintenance instructions provided by the manufacturer of these components. <p>5 Where grease and/or oil is recommended ensure the correct type of lubricant is used in line with the manufacturers' instructions and that any bearings are supposed to be lubricated and not sealed for life types.</p> <p>Please refer to the overarching introduction (SFG 00-01) to make sure you are of the correct skill level as indicated within the task schedule to carry out the described works. Ensure you have read and understood the manufacturer's recommendations, carried out risk assessment(s) on each item of plant to identify the correct frequency of maintenance, identified all safety procedures that need to be applied and recorded in order to carry out the work in a safe and reliable manner.</p>

Display Order	Tasks
1	<p>Formal visual inspection of electrical equipment</p> <p>Criticality: Red Frequency: 0U Skill Set: Electrical</p> <p>Action: Before this formal visual inspection is carried out, the test operative should obtain a copy of the previous findings, if available, so that any deterioration can be assessed and advice given accordingly.</p> <p>The formal visual inspection shall be recorded and include the following checks:</p> <ul style="list-style-type: none"> 1 The equipment is installed and operating in accordance with the manufacturer's instructions including: <ul style="list-style-type: none"> 1.1 Correct voltage. 1.2 Frequency. 1.3 Operating current. 1.4 Electrical protection (fuse, breaker, RCD, etc.). 1.5 Secure terminations, etc. 2 The suitability of the equipment for the environment including: <ul style="list-style-type: none"> 2.1 Mechanical/heat damage. 2.2 Weather. 2.3 High/low temperatures. 2.4 Water.

<b style="font-size: 2em; color: red;">2 continued	<p>5 A functional check of the equipment.</p> <p>If equipment is found to be damaged or faulty, it should be immediately removed from use, reported and labelled. The duty holder must be informed of any equipment failing the combined inspection and testing.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1 The scope of this inspection includes the electrical equipment and the supply cable from the point of isolation (where available) to the electrical equipment. The point of isolation is usually the demarcation boundary between the electrical equipment covered by this Schedule and the fixed wiring electrical installation. 2 The inspection should be undertaken in accordance with the current IET code of practice. 3 The findings from the inspection are to be recorded, a model form is provided within the current IET code of practice. (Specialised electrical equipment may require further tests necessitating a more detailed form.)
<b style="font-size: 2em; color: orange;">3	<p>Operation - general</p> <p>Criticality: Amber Frequency: 12M Skill Set: Specialist</p> <p>Action:</p> <ol style="list-style-type: none"> 1 Prior to any works below commencing ensure site representative(s) are aware and any permits issued. 2 Check any warranty information to ensure task(s) does not affect validity of warranty. 3 Check with the users to confirm that the shutter is working correctly and find out if there have been any previous problems with the Roller Shutter or its operation. 4 Check the physical condition of the equipment. Inspect all elements of the roller shutter doors to ensure they are safe to use and that all components are working as they were designed to. The inspection should include the mechanisms for securing the frame shutter housings and all other components in place. 5 Ensure that the shutter travels in a smooth manner. <p>Notes:</p>
<b style="font-size: 2em; color: orange;">4	<p>Lubrication</p> <p>Criticality: Amber Frequency: 12M Skill Set: Specialist</p> <p>Action: Clean, adjust and lubricate all parts of the door to ensure it is working efficiently and safely. Lubricate roller/motor/ bearings/pulleys/guides in accordance with manufacturers' recommendations and using a recommended lubricant.</p> <p>Notes: The electrical supply to the equipment must be isolated, unplugged and confirmed safe, before carrying out this maintenance check.</p>
<b style="font-size: 2em; color: orange;">5	<p>Track and guides</p> <p>Criticality: Amber Frequency: 12M Skill Set: Specialist</p> <p>Action: Clean the track. Check the vertical guides for dents, damage and obstructions.</p> <p>Notes: The electrical supply to the equipment must be isolated, unplugged and confirmed safe, before carrying out this maintenance check.</p>
<b style="font-size: 2em; color: orange;">6	<p>Switches, controls, safety devices and contactors</p> <p>Criticality: Amber Frequency: 12M Skill Set: Specialist</p> <p>Action: Check mechanical operation of all switches, controls, safety devices, limit switches, fuses, relays and contactors.</p> <p>Notes: The electrical supply to the equipment must be isolated, unplugged and confirmed safe, before carrying out this maintenance check.</p>
<b style="font-size: 2em; color: orange;">7	<p>Motor</p> <p>Criticality: Amber Frequency: 12M Skill Set: Specialist</p> <p>Action: Visually check drive motor, for more details see Motors (SFG 39-01). Check sprocket, roller and bearings.</p> <p>Notes: The electrical supply to the equipment must be isolated, unplugged and confirmed safe, before carrying</p>

<p style="font-size: 2em; color: orange;">7</p> <p>continued</p>	<p>out this maintenance check.</p>
<p style="font-size: 2em; color: orange;">8</p>	<p>Drives</p> <p>Criticality: Amber Frequency: 12M Skill Set: Specialist</p> <p>Action: Check chain tensioner [if fitted] and adjust where necessary. Lubricate chain as necessary. Check and lubricate sprocket.</p> <p>Notes: The electrical supply to the equipment must be isolated, unplugged and confirmed safe, before carrying out this maintenance check.</p>
<p style="font-size: 2em; color: orange;">9</p>	<p>Safety devices</p> <p>Criticality: Amber Frequency: 12M Skill Set: Specialist</p> <p>Action: Visually check all safety guards.</p> <p>Notes: The electrical supply to the equipment must be isolated, unplugged and confirmed safe, before carrying out this maintenance check.</p>
<p style="font-size: 2em; color: orange;">10</p>	<p>Operational test</p> <p>Criticality: Amber Frequency: 12M Skill Set: Specialist</p> <p>Action:</p> <ol style="list-style-type: none"> 1 Carry out a full operational test on the shutter. 2 Test the operation of the stop/start circuit. 3 Check all safety devices for correct operation. 4 Operate emergency stop buttons. 5 Check the drive motor bearings for noise. 6 Check for illumination of any operating lamps. 7 Check hand chain operation, if fitted. <p>Notes: With the electrical supply restored, carry out the operational tests.</p>
<p style="font-size: 2em; color: orange;">11</p>	<p>Wicket door</p> <p>Criticality: Amber Frequency: 12M Skill Set: Specialist</p> <p>Action: If a wicket door is present check that it is operating correctly, is not interfering with operation of the roller shutter, is secure when closed and that any vision panel is clean with good visibility.</p> <p>Notes: The electrical supply to the equipment must be isolated, unplugged and confirmed safe before carrying out this maintenance check.</p>
<p style="font-size: 2em; color: orange;">12</p>	<p>Completion of works</p> <p>Criticality: Amber Frequency: 12M Skill Set: Specialist</p> <p>Action: All faults, damage or instances where the asset is not functioning correctly should be reported to the Site Representative. Records of task completion, any remedials works raised and associated records shall be maintained. All waste generated by the work shall be removed from site.</p> <p>Notes:</p>

Legislation, Regulations and Guidance
<p>http://shop.bsigroup.com/ProductDetail?pid=000000000030342613 BS 7671:2018+A1:2020. Requirements for Electrical Installations. IET Wiring Regulations.</p>
<p>http://shop.theiet.org/code-of-practice-for-in-service-inspection-and-testing-of-electrical-equipment-5th-edition IET Code of Practice for in-service inspection and testing of electrical equipment</p>