

SS3.2

Access Controlled Doors



Please provide the following information

Date	
<i>If you need help to complete this form, consult the system provider or an IQP who is registered for the system above</i>	
Applicant Name	Building Name
Site Address	Classified Use
Existing Compliance Schedule Number(s) (if applicable)	Risk/Purpose Group
	Fire Hazard Category
	Total Occupant Load

Specified System Description (address items that apply)

Specified Systems	Existing	New	Modified	Removed
Type	Swipe Card Access		Keypad Access	
	Proximity Sensor Access		Delayed Egress	
	Other			

Location Plan for Specified Systems and Records is attached	Yes	No
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No	Equipment Location	Make (main components)	Model
1			
2			
3			
4			
5			

Standards (address items that apply)

Specifically designed solutions do not apply if the system has been installed against a specific Standard(s) / document

Performance / Installation	<p>AS/NZS IEC 60839:2019 Alarm and electronic security systems</p> <ul style="list-style-type: none"> • Part 11-1: Electronic access control systems - system and components requirements • Part 11-2: Electronic access control systems - application guidelines <p>Association of Building Compliance - code of practice for electro-mechanical controlled locking devices on egress doors, version 2.3 - august 2018</p> <p>NZS 4239:1993 Automatic sliding door assemblies</p>
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AS 4085:1992 Automatic sliding door assemblies

Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

Other

Inspections

NZS 4239:1993 Appendix A

AS 4085:1992 Appendix A

Manufacturer's manual / procedures

Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

Other

Maintenance

NZS 4239:1993 Appendix A

AS 4085:1992 Appendix A

Manufacturer's manual / procedures

Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

Other

Inspections, Maintenance and Reporting (address items that apply)

Minimum inspection & maintenance procedures

Regular inspection and testing and planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard/document to ensure:

- Occupants are not prevented from leaving the building and are able to leave the building without the use of swipe cards, keys or other security devices in the event or an emergency.

Inspection frequency and responsibility

Depending on the type of installation and its performance standard/document:

Specifically designed solutions: by IQP only

Standard / another document:

Daily: by Owner / representative

Monthly: by owner / representative

Six Monthly: by IQP

Buildings requiring daily maintenance

CS Purpose Group

Risk Group CA

CL Purpose Group

Building work affecting an Access Controlled Door

CO Purpose Group

CM Purpose Group

Inspections & Maintenance

Automatic sliding / revolving doors:

Doors which fall under the scope of SS 3/1 (Automatic sliding / revolving doors) and SS 3/2 will be inspected and tested for the appropriate items under SS 3/1 and SS 3/2.

No Automatic sliding / revolving doors are present

Daily/Monthly Inspections

Doors will be inspected to ensure they can be opened and that they are not:

- Locked
- Barred
- Blocked

Six-Monthly Tests

The following inspections will be carried out when appropriate:

Operation of fail-safe devices in emergency & power outage situations

Connection to alarm system

Any emergency power supply required to operate in the event of a power failure

Biannual Maintenance

Back up rechargeable batteries will be replaced every two years or when found inoperable.

Reporting

The owner will keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. These will be recorded in the on-site log book or electronically, which will remain available with the most recent compliance schedule, and as a minimum include:

- Details of any inspection, test or preventative maintenance carried out, including dates, works under-taken, faults found, remedies applied and the person who performed the work.
- Form 12A provided annually by the IQP