GDUK Scope of works

We restrict our electrical site works to door system wiring & fault finding to EN60204-1 from an existing isolated mains supply which has been tested and certified to BS 7671/ET 101 by an electrician before use. We conduct electrical works on new and existing installations of the following typical product types:

- EN16005: 2012 – Power operated automatic pedestrian doors
- EN13241-1 Industrial, commercial and garage doors and gates
- EN16034 – Power operated door to EN13241-1 with fire / smoke control characteristics

Specific exclusions

We do not undertake any electrical works on door or gate systems which are mounted within environments which need to comply with the 'Dangerous Substances and Explosive Atmospheres Regulations 2002'

Requirements for Electrical Safety.

Electricity at Work legislation requires that:

- work on electrical systems should only be conducted by '*an electrically skilled person*'. An Electrically Skilled Person would essentially be a qualified electrician,

  or...
- be conducted by someone following guidance from *'an electrically skilled person'*.

This could be:

- someone who understands safe isolation (see appendix A HSE Guidance Note GS385) and
- has received product specific training, or
- is following a product specific installation manual, or
- is working under direct 'on site' supervision.

This does not make them an electrically skilled person; it simply makes them electrically skilled enough to complete a specific task. It is critical that they know their limitations!

Legally, live working should be avoided whenever possible:

- check with the site, switch off and 'lock off', place signs as required
- test the function of a suitable voltage indicator against a known (safe) voltage source (see appendix A HSE Guidance Note GS38)
- test for the presence of voltage on the isolated circuits
- re-test the function of the voltage indicator against the known (safe) source.

Some live working/testing will ultimately be needed but it should be done following dead inspections and tests, and then only with extreme care, with the correct equipment, and only where absolutely necessary.

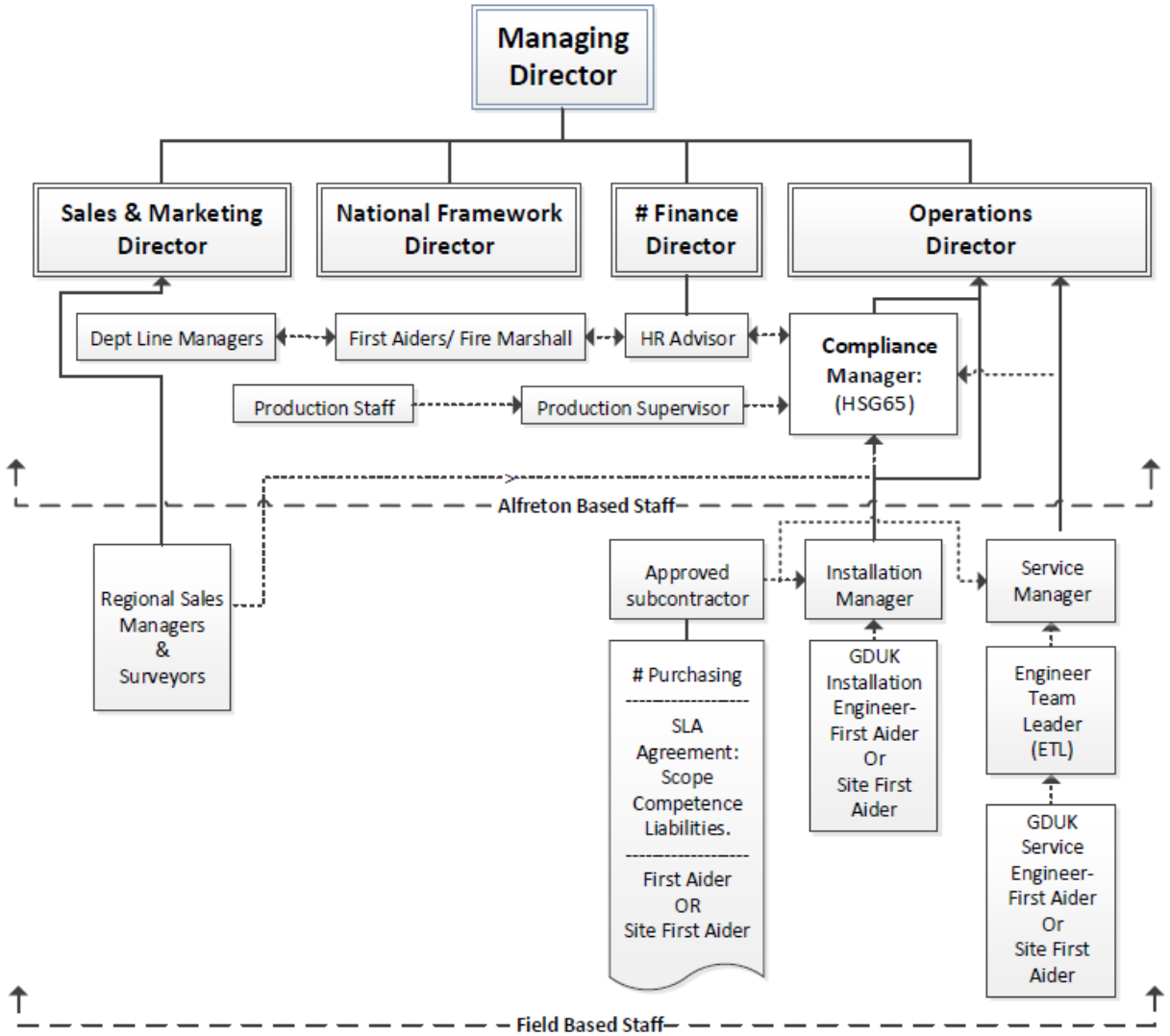
- There must be an electrical 'all pole' isolator, either:
  - at the door, or
  - securable in the 'off' position and labelled as the door isolator.

  Multi pole switches or plug/socket combinations are acceptable.

- The supply to a door system should be provided and certified to BS 7671.
- Where an existing supply is to be utilised, it should be tested and certified to BS 7671/ET 101 by an electrician before use.
- Wiring beyond the supply terminals should be installed to EN 60204-1, usually achieved by following the product installation manual.
- Make sure cables are suitable for environment, voltage, current and system requirements.
- Make sure cables are protected against mechanical damage.
- Make sure that earth connections are provided where required.

Roles and responsibilities

We have a clear structure with lines of responsibility and communication- see diagram below



Competency & training

We ensure our authorised field based door engineers are provided with adequate training and guidance such that they understand the risks, can exercise safe isolation principles and have either training or access to installation and maintenance manuals for the products they are working on, particularly when they are not an electrician. In addition to project /customer order specific information, all of our field based engineers have access to a comprehensive library of product related information (including electrical manuals) for a wide range of door or gate systems, components or partially completed machine parts such as drive motors and control systems. These are stored within an online share point portal named “GDUK Engineer Portal”

As part of our safe systems of work, our engineers are trained on preparing and following risk assessments, method statements and applying control measures *(state-of-the-art)* to hazards that cannot be resolved by safe, or safer design and we always complete a site dynamic risk assessment before commencing work.

Power operated door or gate systems

We either directly manufacture or procure full products from approved reputable suppliers whose products are fully supported by the relevant Declaration of Performance, Declarations of Conformity with a suitable CE mark label and are supplied with comprehensive installation, operating and maintenance instructions. Wherever possible the main door system wiring, and optional accessories shall be provided with pre-designed and tested wiring harnesses with plug-in type connectors to comply with EN60204-1. If this is not possible then the door system wiring shall be installed by carefully following the OEM, s electrical installation instructions.

Electrical components or partially completed machine parts (PCM) compliance and compatibility

The control panel/motor combination (PCM) is central to safe operation of a powered door, integrity of the system is generally the responsibility of the control system manufacturer and should satisfy the following minimum requirements:

- supplied with a manufacturer's Machinery Directive Declaration of Incorporation
- Industrial/garage door specific (as appropriate)
- enclosures only accessible by use of key or tool**.**

Further information regarding the status of machinery control units under the Machinery Directive can be found in Annex 1 and 11

All electrical components for industrial doors or gates must be labelled a CE mark and safety components should comply with EN 12978 – safety devices for powered, industrial & garage doors, gates and barriers.

Safety components for automatic pedestrian doors should comply with the basic requirements and other relevant provisions of the standards; 1999/5/EC, 2004/108/EC and 2006/42/EC.

Check list:

1. Check the drive & control panel have a Declaration of Incorporation.
2. Check that sensitive safety devices have a Declaration of Conformity and comply with EN 12978.
3. Check the compatibility of the device with the control panel.
4. Use the right cables and ensure they are adequately protected.
5. Ensure that earthing is correct.
6. Follow the relevant installation manuals

Electrical tool and accessories

The engineers will be supplied with and use correct and appropriate tools, instruments and warning labels. The equipment and the safe use shall satisfy the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) (see appendix A HSE Guidance Note INDG291)

Portable electrical equipment is either supplied and maintained by our approved equipment hire supplier or our direct equipment are tested and inspected in accordance with statutory requirements.
(see appendix A HSE guidance note hsg107 Portable equipment)

Monitoring

Our employees and contractors must comply with the Electricity at Work Regulations in so far as they relate to matters within their control. Management will check that workers are following the rules and correct procedures. We are aware that even in organisations with effective written safety rules and safe systems of work, regular and systematic management checks of the work are still necessary.

This is particularly important where the work is being undertaken on construction sites or other workplace premises. Some of these checks will be covered by the principle contractor, s own compliance checks on construction sites and other checks will be carried out by our Engineer Team Leader, Installation or Service Manager who will periodically visiting site at the same time as our engineers and complete a *'Site Compliance Inspection Form'.* Copies of this information are then stored centrally and reviewed during our internal operations health & safety meetings to identify improvement opportunities.

Risk management

As part of our overall health & safety system we have a dedicated internal mail box risk.management@gdukds.com which is used to capture, incidents, near misses, concerns. All field-based engineers have portable IT equipment and are instructed to use this as and when required. The mailbox is monitored by our Compliance Manger and is regularly reviewed to identify improvement opportunities. Such opportunities may lead to revisions of existing polices or processes, the creation of new instructions, safety, or technical bulletins, toolbox talks or discussions during operational or management meetings.

Waste Disposal

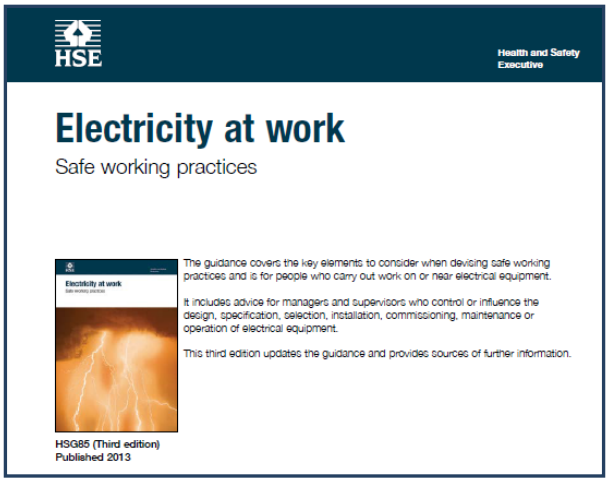
Electrical waste generated from our site works are disposed of as follows:

- Our own surplus materials will be disposed of in accordance with The Waste Electrical and Electronic Equipment Regulations 2013, via our national supplier agreement (refer to bis-14-604-weee-regulations-2013-government-guidance-notes)
- Unless otherwise agreed before the contracted works comment, redundant materials from existing doors or gates are left on the customers premises for the owner to dispose of.

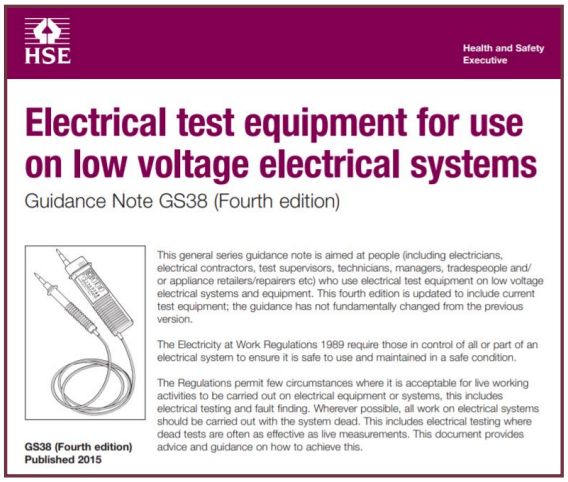
Appendix A

We comply with the following guidance documents (amongst many others) which are produced by the HSE and always refer to the following web site for up to date information which is freely available
https://www.hse.gov.ukm

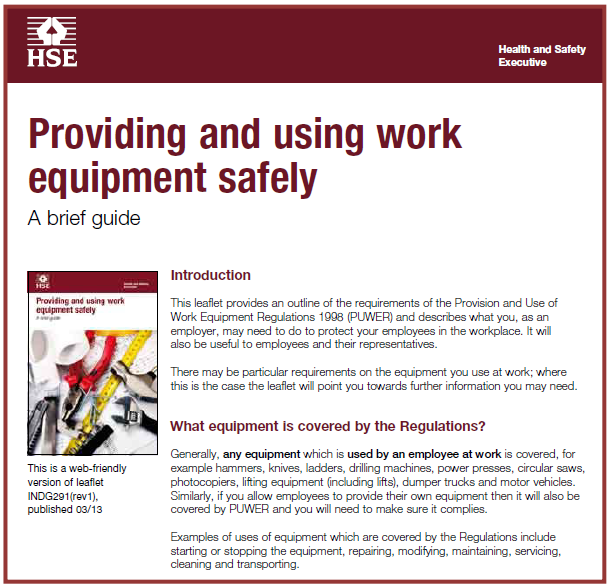
HSG85 – Electricity at work
safe working practices



HSGS38 Electrical test equipment for use
on low voltage electrical systems



INDG291-Providing and using work
equipment



bis-14-604-weee-regulations-2013
government-guidance-notes