

# COMPLIANCE SCHEDULE DETAILS: SS 3/2 - ACCESS CONTROLLED DOORS



## PLEASE PROVIDE THE FOLLOWING INFORMATION

Date:

If you need help to complete this form, consult the system provider or an IQP who is registered for the system above.

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 THOSE ITEMS THAT APPLY)

Specified systems:	Existing	New	Modified	Moved
Type:	Swipe card access		Keypad access	
	Proximity sensor access		Delayed egress	
	Other: (specify) _____			

Location plan for specified systems and records is attached:    Yes    No

No.	Equipment location	Make (main components)	Model
1			
2			
3			
4			
5			

## STANDARDS (ADDRESS THOSE 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"> <li>Part 11-1: Electronic access control systems - system and components requirements</li> <li>Part 11-2: Electronic access control systems - application guidelines</li> </ul> <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> <p>AS 4085:1992 Automatic sliding door assemblies</p> <p>Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)</p> <p>Other: _____</p>
-------------------------------	---

## STANDARDS (ADDRESS THOSE ITEMS THAT APPLY)

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

Inspections:	<p>NZS 4239:1993 Appendix A</p> <p>AS 4085:1992 Appendix A</p> <p>Manufacturers manual / procedures</p> <p>Other: _____</p>	Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)
Maintenance:	<p>NZS 4239:1993 Appendix A</p> <p>AS 4085:1992 Appendix A</p> <p>Manufacturers manual / procedures</p> <p>Other: _____</p>	Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

## INSPECTIONS, MAINTENANCE AND REPORTING (ADDRESS THOSE ITEMS THAT APPLY)

Minimum inspection and maintenance procedures:	<p>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:</p> <ul style="list-style-type: none"> <li>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</li> </ul>		
Inspection frequency and responsibility:	<p>Depending on the type of installation and its performance standard/document:</p> <p>Specifically designed solutions: by IQP only</p> <p>Standard /other document:</p> <p>Daily: by owner / representative</p> <p>Monthly by owner / representative</p> <p>Six-monthly: by IQP only</p>		
Buildings requiring daily maintenance:	<p>CS purpose group</p> <p>CM purpose group</p>	<p>CL purpose group</p> <p>Risk group CA</p>	<p>CO purpose group</p> <p>Building work affecting an access controlled door</p>
Inspections & maintenance:	<p>Automatic sliding / revolving doors:</p> <p>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.</p> <p>No Automatic sliding / revolving doors are present.</p>		
Daily/monthly inspections:	<p>Doors will be inspected to ensure they can be opened and that they are not:</p> <ul style="list-style-type: none"> <li>Locked</li> <li>Barred</li> <li>Blocked</li> </ul>		
Six-monthly inspections:	<p>The following inspections will be carried out when appropriate:</p> <p>Operation of fail-safe devices in emergency &amp; power outage situations</p> <p>Connection to alarm system</p> <p>Any emergency power supply required to operate in the event of a power failure</p>		
Biannual maintenance:	<p>Back up rechargeable batteries will be replaced every two years or when found inoperable.</p>		

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 undertaken, faults found, remedies applied and the person who performed the work.
- Form 12A provided annually by the IQP.