

## Compliance Schedule Details:

### SS 3/2 – Access Controlled Doors

Please provide the following information with your Building Consent Application - Form 2

(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: .....	Installation provider: (if known) .....
.....	.....
Existing Compliance Schedule Number(s): (if applicable)	Risk / Purpose group: .....
.....	Fire Hazard Category: .....
.....	Total Occupant Load: .....

#### SPECIFIED SYSTEM DESCRIPTION (address those items that apply)

<b>Specified systems:</b>	<input type="checkbox"/> Existing <input type="checkbox"/> New <input type="checkbox"/> Modified <input type="checkbox"/> Removed	
<b>Type:</b>	<input type="checkbox"/> Swipe card access <input type="checkbox"/> Proximity sensor access <input type="checkbox"/> Key pad access	<input type="checkbox"/> Delayed egress <input type="checkbox"/> 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			
6			
7			
8			
9			

*If needed continue the list on another sheet of paper*

#### STANDARDS (address those items that apply)

Specifically designed solutions do not apply if the system has been installed against a specific document.

<b>Performance / installation:</b>	<input type="checkbox"/> Manufacturers manual / procedures <input type="checkbox"/> Other: .....	<input type="checkbox"/> Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)
<b>Inspections:</b>	<input type="checkbox"/> Manufacturers manual / procedures <input type="checkbox"/> Other: .....	<input type="checkbox"/> Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)
<b>Maintenance:</b>	<input type="checkbox"/> Manufacturers manual / procedures <input type="checkbox"/> Other: .....	<input type="checkbox"/> Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

*Continue on the next page*

INSPECTIONS, MAINTENANCE AND REPORTING (address those items that apply)		
<b>Minimum inspection and maintenance procedures:</b>	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: <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 of an emergency</li> </ul>	
<b>Inspection frequency and responsibility:</b>	Depending on the type of installation and its performance standard/document: <input type="checkbox"/> Specifically designed solutions: by IQP only <input type="checkbox"/> Standard /other document: <input type="checkbox"/> Daily: by Owner / representative <input type="checkbox"/> Monthly by Owner / representative <input type="checkbox"/> Six-monthly: by IQP only	
<b>Buildings requiring daily maintenance:</b>	<input type="checkbox"/> CS Purpose group <input type="checkbox"/> CL Purpose group <input type="checkbox"/> CO Purpose group <input type="checkbox"/> CM Purpose group <input type="checkbox"/> Building work affecting an Access Controlled Door	<input type="checkbox"/> Risk Group CA
<b>Inspections &amp; Maintenance:</b>	<p><b>Automatic sliding / revolving doors</b></p> <input type="checkbox"/> 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. <input type="checkbox"/> No Automatic sliding / revolving doors are present.	
	<p><b>Daily/Monthly inspections</b></p> Doors will be inspected to ensure they can be opened and that they are not: <ul style="list-style-type: none"> <li>Locked</li> <li>Barred</li> <li>Blocked</li> </ul>	
	<p><b>Six monthly inspections</b></p> The following inspections will be carried out when appropriate: <input type="checkbox"/> Operation of fail-safe devices in emergency & power outage situations <input type="checkbox"/> Connection to alarm system <input type="checkbox"/> Any emergency power supply required to operate in the event of a power failure	
	<p><b>Biannual Maintenance</b></p> Back up rechargeable batteries will be replaced every two years or when found inoperable.	
<b>Reporting:</b>	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, which will remain on the premises with the most recent compliance schedule, and as a minimum include: <ul style="list-style-type: none"> <li>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.</li> <li>Form 12A provided annually by the IQP</li> </ul>	