

ADVANCED DOORS LTD



METHOD STATEMENTS

INSTALLATION
DISMANTLE

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PRODUCT: SECTIONAL OVERHEAD DOORS

CLIENT:	ADVANCED REF NO:	
SITE:	SAFETY OFFICER: Peter Whyatt	
SITE FITTER:	Review 16/12/09	Next Review 16/12/10

TRANSPORTATION

Overhead doors are delivered to site by prior agreement with client to suit programme by means of our own transport or by an outside haulier during normal working hours unless otherwise agreed.

OFF-LOADING

Off-loading is by the client unless otherwise agreed and should be carried out either by hand or fork lift truck and great care taken in order to prevent damage to finishes.

SITE HANDLING/STORAGE

Safe storage is to be provided by the client unless otherwise agreed: Doors should be stored adjacent to each respective opening and the storage area must be dry and secure. There is a degree of manual handling in our operations and we ensure that all tasks are carried out in accordance with the Manual Handling Regulations.

Each site operative has received training in manual handling and is medically fit to execute the duties given to them.

EQUIPMENT

All installers are provided with all necessary safety equipment, test certified chain blocks, PAT tested 110v electrical equipment, ladders, tagged mobile scaffolding tower and scissor lift: All the equipment supplied to our site operatives is tested and/or inspected in line with current health and safety requirements.

Full PPE is supplied to every site operative which includes date stamped helmets, overalls, safety boots, gloves, eye protection, ear protection, safety harness etc. Each operative is fully trained in the correct use of this equipment.

All installation procedures are carried out from either a mobile scaffolding tower or a powered scissor lift incorporating a safe working platform and all installers are trained in the

safe usage of this equipment. Ladders are only used for access, inspection, measuring and minor adjustments. Where the provision of a scissor lift is required, all our installation engineers have undertaken CITB certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

A pre use check will be carried out on all mobile equipment. Operators should be in visual contact with surrounding pedestrians at all times. A safe distance must be maintained between the equipment, pedestrians and fixed objects.

RESPONSIBILITIES

The foreman fitter is responsible for the control of safety on site. Off site safety is the responsibility of our site supervisors. Random site visits are made by our supervisors to ensure safe methods of working are adhered to. Overall responsibility for Health & Safety is the duty of the Managing Director.

Site Supervisor is...

Simon Harrison, who has SSSTS certification.

Managing Director is...

Peter Whyatt, who has SMSTS certification.

Our Health & Safety consultants are...

Citation Plc.

It is the responsibility of all to ensure that the site safety rules are strictly adhered to and that site induction has been given prior to commencing work.

Any accidents or near misses will be reported to the Site Manager and to our Managing Director and the appropriate paperwork completed. Should the accident require HSE notification under RIDDOR, it is the responsibility of our Managing Director to carry out this duty.

INSTALLATION METHOD

The client must ensure that each opening is clear of obstructions and that no other trades are working around or within the openings whilst the doors are being installed, there must be a level finished floor for our installers to work off.

- The vertical tracks are installed in accordance with the details and positions shown on our contract drawings, using the appropriate fixing bolts as outlined on the Job Specification Sheets.

- The door panels are hoisted into position and placed into the opening and hinged together in turn, with the pulleys positioned into the vertical tracks and all hinge bolts secure. (If a scissor lift is used, the panels will be lifted into position via this)
- The horizontal tracks are hoisted into position at high level by means of 12mm dia. nylon ropes and each track is temporarily supported from the roof structure over by means of the nylon rope. (If a scissor lift is used, the tracks will be lifted into position via this): The front curved horizontal track section is then secured to the top of the vertical track at each side and the horizontal track supports angles are bolted to the roof structure and suspended down to permanently carry the horizontal tracks: After final dimensional checks all sections of track and supports are permanently secured.
- The spring assembly is then lifted on to the scaffold tower by means of a tested and certified chain block secured to the roof structure over, (if a scissor lift is used then the spring assembly will be lifted into position via this) and bolted into position as shown on the contract drawing, using the appropriate fixing bolts as outlined on the job specification sheet.
- The lifting cables are then attached between the bottom panels and cable drums and tension is applied to the counterbalance springs by means of hardened steel tension bars.
- The complete door installation is then tested for ease of operation, lubricated as necessary and handed over to the client, with client's signature of our Completion Certificate.

**PRODUCT: STANDARD AND FIRE RESISTING & INSULATED ROLLER
SHUTTER DOORS**

CLIENT:	ADVANCED REF NO:	
SITE:	SAFETY OFFICER: Peter Whyatt	
SITE FITTER:	Review 16/12/09	Next Review 16/12/10

TRANSPORTATION

The doors are delivered to site by prior agreement with client to suit programme by means of our own transport or by an outside haulier during normal working hours unless otherwise agreed.

OFF-LOADING

Off-loading is by the client unless otherwise agreed and should be carried out either by hand or fork lift truck and great care taken in order to prevent damage to finishes.

SITE HANDLING/STORAGE

Safe storage is to be provided by the client unless otherwise agreed: Doors should be stored adjacent to each respective opening and the storage area must be dry and secure. There is a degree of manual handling in our operations and we ensure that all tasks are carried out in accordance with the Manual Handling Regulations.

Each site operative has received training in manual handling and is medically fit to execute the duties given to them.

EQUIPMENT

All installers are provided with all necessary safety equipment, test certified chain blocks, PAT tested 110v electrical equipment, ladders, tagged mobile scaffolding tower and scissor lift: All the equipment supplied to our site operatives is tested and/or inspected in line with current health and safety requirements.

Full PPE is supplied to every site operative which includes date stamped helmets, overalls, safety boots, gloves, eye protection, ear protection, safety harness etc. Each operative is fully trained in the correct use of this equipment.

All installation procedures are carried out from either a mobile scaffolding tower or a powered scissor lift incorporating a safe working platform and all installers are trained in the safe usage of this equipment. Ladders are only used for access, inspection, measuring and minor adjustments. Where the provision of a scissor lift is required, all our installation

engineers have undertaken CITB certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

A pre use check will be carried out on all mobile equipment. Operators should be in visual contact with surrounding pedestrians at all times. A safe distance must be maintained between the equipment, pedestrians and fixed objects.

RESPONSIBILITIES

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INSTALLATION

The client must ensure that each opening is clear of obstructions and that no other trades are working around or within the openings whilst the doors are being installed, there must be a level finished floor for our installers to work off.

- The guide and endplate angles are lifted into position by hand installed using the appropriate fixing bolts as outlined on the Job Specification Sheets.
- The roller barrel assembly is then hoisted into position at high level using a tested and certified chain block suspended from the structure over. If no suitable structure is available to support the chain block, or the door is of a size where it is unsuitable, the client must provide another means of hoisting the roller barrel assembly into position (e.g. fork lift truck or scissor lift).

- The roller barrel assembly is then secured to the endplates by means of the shaft retaining bolts and the counterbalance springs are tensioned by means of the hand chain or electrical drive motor chain.
- The shutter curtain is lifted into position in sections by hand or chain blocks, depending on the size and weight of the curtain.
- A side guide to one side of the opening is unbolted from the vertical angle and removed to allow the shutter curtain to be located into the side guide, which has not been removed. The curtain is then located into the removed side guide and bolted back onto the vertical angle to complete the installation.
- The complete door installation is then tested for ease of operation, lubricated as necessary and coil casings (where required) are raised into position by hand or by chain blocks, dependant on size. The door is then handed over to the client, with client's signature of our Completion Certificate.

PRODUCT: HIGH SPEED FLEXIBLE DOORS

CLIENT:	ADVANCED REF NO:	
SITE:	SAFETY OFFICER: Peter Whyatt	
SITE FITTER:	Review 16/12/09	Next Review 16/12/10

TRANSPORTATION

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OFF-LOADING

Off-loading is by the client unless otherwise agreed and should be carried out either by hand or fork lift truck and great care taken in order to prevent damage to finishes.

SITE HANDLING/STORAGE

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Each site operative has received training in manual handling and is medically fit to execute the duties given to them.

EQUIPMENT

All installers are provided with all necessary safety equipment, test certified chain blocks, PAT tested 110v electrical equipment, ladders, tagged mobile scaffolding tower and scissor lift: All the equipment supplied to our site operatives is tested and/or inspected in line with current health and safety requirements.

Full PPE is supplied to every site operative which includes date stamped helmets, overalls, safety boots, gloves, eye protection, ear protection, safety harness etc. Each operative is fully trained in the correct use of this equipment.

All installation procedures are carried out from either a mobile scaffolding tower or a powered scissor lift incorporating a safe working platform and all installers are trained in the safe usage of this equipment. Ladders are only used for access, inspection, measuring and minor adjustments. Where the provision of a scissor lift is required, all our installation

engineers have undertaken CITB certified training in the operation of this equipment. The qualification certificate is available for presentation if required.

A pre use check will be carried out on all mobile equipment. Operators should be in visual contact with surrounding pedestrians at all times. A safe distance must be maintained between the equipment, pedestrians and fixed objects.

RESPONSIBILITIES

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INSTALLATION METHOD

The client must ensure that each opening is clear of obstructions and that no other trades are working around or within the openings whilst the doors are being installed, there must be a level finished floor for our installers to work off.

- Position vertical side frames, check for alignment and secure to floor.
- The head section assembly is then lifted into position at high level by means of forklift truck or scissor lift provided by the client.
- Secure head section to vertical side frames.

- Wire control Panel to motor and connect ancillary electrical components to control panel.

Test operation door and check all fixings.

PRODUCT: HINGED STEEL DOORSETS

CLIENT:	ADVANCED REF NO:	
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INSTALLATION METHOD

The client must ensure that each opening is clear of obstructions and that no other trades are working around or within the openings whilst the doors are being installed, there must be a level finished floor for our installers to work off.

- The openings are checked to ensure that they have been formed to the correct dimensions and handing as indicated on the contract drawing.
- The frame complete with door leaf, is manually raised into the opening and the floor checked to ensure that it is level.

- The door leaf is placed in the open position for stability and the door checked to ensure that it is plumb and square within the opening by means of a spirit level.
- The fixing holes are then drilled using a tested electrical hand drill and the doorframe bolted back to the structure with the fixing bolts provided.

PRODUCT: DISMANTLING OF A HIGH SPEED DOOR

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DISMANTLE METHOD

The client must ensure that each opening is clear of obstructions and that no other trades are working around or within the openings whilst the doors are being installed, there must be a level finished floor for our installers to work off.

- Locate door in fully closed position.
- Isolate and disconnect the electricity supply (where applicable).
- Remove door curtain by means of scissor lift.
- Partially remove tension of barrel assembly.

- Remove head assembly by means of scissor lift.

Dismantle side guides.

