

Automatic Door Service Record

An automatic door and gate service record: each door with type and label scan, activation and safety sensors, obstruction stop, manual opening on power failure, emergency break-out, signage, result and recommendations.

1. Visit

Project

Client

Site *

Site address

Service date *

Time

Engineer *

Company

Workplace (Health, Safety and Welfare) Regulations 1992, regulation 18: a powered door or gate must have suitable and effective features to prevent it causing injury by trapping anyone, and where needed for health or safety it must be possible to open it by hand unless it opens automatically if the power fails. HSE's Approved Code of Practice (L24) gives examples: a sensitive edge or other detector that stops or reverses the door when obstructed, and a device that limits the closing force. The product standards are BS EN 16005:2023+A1:2024 for powered pedestrian doors and BS EN 12453:2017+A1:2021 for powered industrial, commercial and garage doors and gates. Use the limits and test method in the standard and the maker instructions; this form does not set its own.

2. Doors and gates

Doors by entrance or area (copy this block for each one)

Entrance or area *

For example Main entrance or Service yard

Doors in this area (copy this block for each one)

Position in this area *

Door or gate position (GPS)

Optional. Useful for gates and barriers on a large site, where the location text alone may not be enough.

Type (choose one)

- ☐ Sliding door
- ☐ Swing door
- ☐ Revolving door
- ☐ Folding door
- ☐ Sliding gate
- ☐ Swing gate
- ☐ Barrier

Scan the operator label

Scanned in the SiteSurvey app. On paper, write the numbers: serial number, model number.

Activation sensors and controls (choose one)

- ☐ OK ☐ Defect

Safety sensors stop or reverse the door on an obstruction (choose one)

- ☐ OK ☐ Defect

Closing force and speed within limits (choose one)

- ☐ OK ☐ Defect

Closing force measured with a force meter?

- ☐ Yes ☐ No

Peak closing force measured (N) (if applicable)

Limit you are working to (N) (if applicable)

From the standard or the manufacturer's instructions you work to for this door. Say which in the defects box.

Measured force against the limit (if applicable; worked out automatically in the app)

If applicable: The measured closing force is over the limit entered. Adjust the operator, or take the door out of service until it is within the limit.

Opens by hand on power failure, or opens automatically (choose one)

- ☐ OK ☐ Defect

Emergency break-out or escape function (choose one)

- ☐ OK ☐ Defect ☐ Not applicable

Signs and markings (choose one)

- ☐ OK ☐ Defect

Checks with a defect (worked out automatically in the app)

Result * (choose one)

- ☐ Safe ☐ Safe with recommendations ☐ Unsafe: taken out of service

If applicable: A check has a defect, but the door is recorded as safe with no recommendations. Record the defect and the recommendation.

If applicable: The safety sensors do not stop or reverse the door on an obstruction, but it is not recorded as out of service. Regulation 18 needs features that stop a powered door trapping anyone: take it out of service or record why it is safe.

Defects and recommendations (if applicable)

If applicable: Unsafe. Leave it out of service and tell the site contact in writing.

Who was told it is out of service, and when (if applicable)

Photos (photos: attach, or note the file names)

d_f_safe (worked out automatically in the app)

d_f_force (worked out automatically in the app)

This entrance or area: doors serviced (worked out automatically in the app)

This entrance or area: safe (worked out automatically in the app)

This entrance or area: with recommendations (worked out automatically in the app)

This entrance or area: taken out of service (worked out automatically in the app)

This entrance or area: defects found (worked out automatically in the app)

This entrance or area: closing force over the limit (worked out automatically in the app)

Defects and actions (copy this block for each one)

Action needed *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Owner

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Photos (photos: attach, or note the file names)

Doors serviced (worked out automatically in the app)

Safe (worked out automatically in the app)

With recommendations (worked out automatically in the app)

Taken out of service (worked out automatically in the app)

Defects found (worked out automatically in the app)

Closing force over the limit (worked out automatically in the app)

3. Sign-off

Next service due

Set by the maintenance contract or the manufacturer instructions.

Days to next service (if applicable; worked out automatically in the app)

If applicable: The next due date is before the date of this record. Check the date entered.

Site contact name

Site contact signature

Completed by *

Signature