

For customer safety & your own protection, perform this 3-Step safety check daily on each automatic sliding door.

Site name: \_\_\_\_\_ Site address: \_\_\_\_\_

Door number: \_\_\_\_\_ Door Location: \_\_\_\_\_

## Step 1. Activation & Safety

### Check the Sensor Activation

Action	Door behaviour	Pass	Fail	Action taken
Walk to the door at a normal to moderate pace	Door starts opening when no less than 1000mm from the door. If door is escape route without break-out function: no less than 1500mm from the door	<input type="checkbox"/>	<input type="checkbox"/>	
	Door slides open smoothly & stops without impact	<input type="checkbox"/>	<input type="checkbox"/>	
	Sensor pattern activates the door no more than 125mm from door or, no less than 1100mm from door, & be almost as wide as the door opening @ 1000mm from door.	<input type="checkbox"/>	<input type="checkbox"/>	
	The sensor should be able to detect objects 700mm tall. Crouch-down to test.	<input type="checkbox"/>	<input type="checkbox"/>	
Step out of the sensor range	Door should not start to close in <1.5 seconds	<input type="checkbox"/>	<input type="checkbox"/>	

### Check the Mats

Action	Door behaviour	Pass	Fail	Action taken
Observe the mat size	Mat is no less wide than the door opening minus 75mm on each side max. Minimum 1000mm in front of the plane of the door (1500mm for escape routes without breakout). Securely fastened to the floor, & no trip hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
Step on the inside opening mat	Door slides open smoothly & stops without impact	<input type="checkbox"/>	<input type="checkbox"/>	
	<75mm of inactive area between mats at the threshold	<input type="checkbox"/>	<input type="checkbox"/>	
	<60mm of inactive area between adjacent mats	<input type="checkbox"/>	<input type="checkbox"/>	
	Walk-test the mats by standing at several locations to be sure there are no inactive (dead) spots.	<input type="checkbox"/>	<input type="checkbox"/>	
Step on the outside opening mat	Door slides open smoothly & stops without impact	<input type="checkbox"/>	<input type="checkbox"/>	
	<75mm of inactive area between mats at the threshold	<input type="checkbox"/>	<input type="checkbox"/>	
	<60mm of inactive area between adjacent mats	<input type="checkbox"/>	<input type="checkbox"/>	
	Walk-test the mats by standing at several locations to be sure there are no inactive (dead) spots.	<input type="checkbox"/>	<input type="checkbox"/>	
Step off the mat	Door should not start to close in <1.5 seconds	<input type="checkbox"/>	<input type="checkbox"/>	

### Check the Safety Beams

Action	Door behaviour	Pass	Fail	Action taken
Stand still on the threshold ( <i>directly between the doors or door &amp; jamb on single leaf sliders</i> ).	Door should remain open	<input type="checkbox"/>	<input type="checkbox"/>	
Cover the doorway-holding beam with your hand & remain still. <i>Be sure when performing this inspection that you are activating the safety holding, not a motion sensor or mat.</i>	The door should open fully, if closed	<input type="checkbox"/>	<input type="checkbox"/>	
	If open, it should remain open for at least 1.5 seconds after you move your hand out of the beam	<input type="checkbox"/>	<input type="checkbox"/>	
If other safety devices are used, crouch motionless in the door opening for 10 seconds	The door should not close. The lower holding beam or sensors should detect objects 700mm tall.	<input type="checkbox"/>	<input type="checkbox"/>	

### Check the Closing Speed

Action	Door behaviour	Pass	Fail	Action taken
Watch the door slide closed.	Door should close at a rate less than 0.3metres per second	<input type="checkbox"/>	<input type="checkbox"/>	
	Door closing speed should become noticeably slower no less than 50mm from fully closed	<input type="checkbox"/>	<input type="checkbox"/>	

Check Manual Activation

Action	Door behaviour	Pass	Fail	Action taken
Open	Button is positioned accessibly for all users, either on a door leaf or fixed panel beside the door. Door should open immediately not start to close in <1.5 seconds after fully opening. Manual activation may have a security function (eg fingerprint, code or card)	<input type="checkbox"/>	<input type="checkbox"/>	

Check Remote Activation

Action	Door behaviour	Pass	Fail	Action taken
Open &/or hold	Remote activation (automatic emergency system or manual) can only open the door or hold it open – no other function is permitted	<input type="checkbox"/>	<input type="checkbox"/>	

Check Emergency Exits

Action	Door behaviour	Pass	Fail	Action taken
Signage	A breakout pictogram is fixed to the door leaf. An illuminated emergency exit sign is fixed above the door.	<input type="checkbox"/>	<input type="checkbox"/>	
Open	Door starts opening when no less than 1500mm from the door	<input type="checkbox"/>	<input type="checkbox"/>	
Breakout	Push the door leaf or side screen outwards. The force required to open it must be less than the equivalent of 20kg. The door should move to a safe position and stop. Automatic door function must not resume until the leaf has resumed its normal functional position.	<input type="checkbox"/>	<input type="checkbox"/>	
Failsafe system for doors without breakout function	In case of an electrical fault, the door will automatically open and remain open. The failsafe system must self-test at least once every 24 hours.	<input type="checkbox"/>	<input type="checkbox"/>	
Access	The door must be clear of obstacles and visible from as far as possible.	<input type="checkbox"/>	<input type="checkbox"/>	

### Step 2.

#### Door Hardware

Action	Door Condition	Pass	Fail	Action taken
Check the mat moulding & threshold	It should be complete & secured with all screws tightened	<input type="checkbox"/>	<input type="checkbox"/>	
Check all door panels	There should be no broken or cracked glass. Frames should not drag or scrape	<input type="checkbox"/>	<input type="checkbox"/>	
Check the floor guides	Keep clean & free of any debris that could obstruct the door from sliding freely	<input type="checkbox"/>	<input type="checkbox"/>	
Check the door machinery covers	All covers are properly secured (not open, rattling or missing fasteners)	<input type="checkbox"/>	<input type="checkbox"/>	
Signage decals	<b>Emergency Push Open</b> on each door leaf, between 1350 & 1600mm above the floor	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Caution Automatic Door</b> on each door leaf, between 1350 & 1600mm above the floor	<input type="checkbox"/>	<input type="checkbox"/>	

### Step 3.

#### General Area

Action	Door Condition	Pass	Fail	Action taken
Check the door approaches on both sides	There should be no bulletin boards, literature racks, merchandise displays, or other attractions in the door area where people could be hit by the door.	<input type="checkbox"/>	<input type="checkbox"/>	
Check the floor surfaces on both sides	No tripping hazards or slipping hazards	<input type="checkbox"/>	<input type="checkbox"/>	
Glass visibility	All clear glass must be made manifest (visible) by continuous or repetitious marking at two levels: Low: 850mm to 1000mm High: 1400mm to 1600mm	<input type="checkbox"/>	<input type="checkbox"/>	

Result:

Pass

Fail

**In case of FAIL:**

Is there a risk of injury?

Yes  No

If YES, action must be taken to make the door safe:

**ACTION taken:**

Door is locked CLOSED or  Door is locked OPEN

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Repair Technician has been called (SM Doors 0410 840 425 service@smdoors.com.au)

**NOTES:**

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Inspected by: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Keep a copy of this inspection, and record the relevant information in the Automatic Door Service Logbook. Logbooks are available from SM Automatic Doors: 0410 840 425 service@smdoors.com.au