

# **Samson SeceuroDoor Manual Operation Operating and Maintenance Instructions**



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## Introduction

Welcome to your new SeceuroDoor Industrial Steel Roller Shutter with manual operation. With appropriate and timely maintenance, we hope this product will provide you with many years of trouble free service.

The information within this document should enable you to safely and efficiently operate your roller shutter. Your safety, your colleagues' safety and that of the general public are our primary concern. To that end, please read and follow our operating and safety advice.

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## Important Information

The installer does not assume responsibility for any accidents, injury or damage, which may occur due to user negligence or failure to comply with these instructions.

Rectification work must only be carried out by a suitably qualified door engineer. Any alterations to the operating characteristics or the door itself should only be carried out after consultation with the manufacturer.

This manual contains information to comply with the European Union Machinery Directive, which has been implemented in the UK and covered under the following statutes;

- S.1.1992 No 3073 The Supply of Machinery (Safety) Regulations 1992 and subsequent amendments
- S.1.1994 No 2063 The Supply of Machinery (Safety) (Amendment) Regulations 1994 and subsequent amendments

The legislation requires that all power operated doors comply with the essential safety requirements of the aforementioned regulations and that the manufacturer of the door is required to CE mark its product and issue a Declaration of Conformity for each door supplied.

This manual incorporates our declaration that your door conforms to the above European Directive.

It is imperative that this door, like all machinery, receives adequate maintenance carried out by competent and qualified personnel. This is to enable you to meet your responsibilities under the Provision and Use of Equipment Regulations (1993), to maintain the door and to maximise its service life and minimise repair costs.

## Legal Maintenance Responsibilities

Under the Workplace (Health, Safety and Welfare) Regulations 1992, anyone in control of a workplace is required to ensure that doors are safe (see regulation 18) and are maintained in a safe condition (see regulation 5).

Under section 3 of the Health and Safety at Work Act 1974, all businesses have a general duty of care to anyone who might be affected by their activities but is not their employee. Among the consequences of this are;

- A managing agent or a landlord must ensure that doors under their control are safe, even if they are not in a workplace.
- A contractor installing, maintaining or repairing any door must ensure that they always leave it in a safe condition, whoever owns it or whatever it is used for.

Where access to safety critical elements of a door due to boxing in or lack of safe access to areas above ceilings cannot be achieved, the safety of the door cannot be assured and hence cannot be known if the door is safe to use or not. The head-gear of a door often contains many of the safety critical elements;

- Fixings and attachments, bearings, key steels, steel wire ropes, springs, barrel retention elements, door curtain attachments, safety brakes, drive chains and belts.

All elements of a door need regular inspection, adjustment or lubrication to ensure its ongoing safety.

The most frequent cause of failure, injury and numerous deaths has involved some problem with the safety and security of the head-gear of the door. It is for this reason that access to the head-gear is crucial for maintenance. If the head-gear of a door cannot be accessed, it cannot be maintained in a safe condition. The legal responsibilities of neither the owner nor the maintainer can be satisfied.

Where door head-gear is not accessible for maintenance;

- The owner should be informed that the safety of the door cannot be assessed and that it is not known if it is safe to use or not.
- Hazards may exist when operating or simply passing beneath the door.
- Steps must be taken by the owner to make regular safe access to the head-gear possible.
- Use or passage under the door should be prevented or otherwise protected.

Repairing or otherwise working on the door could be in breach of health and safety law and, in the event of an incident, the owner and the maintainer could both face criminal proceedings. There is also the possibility of civil proceedings for negligence affecting either party.

Any attempt to transfer the legal responsibilities of maintainers/repairers to the owner via a disclaimer document is liable to fail as transferring a criminal responsibility via a civil contract is not possible under UK law.

## Door Warranty

Your roller shutter and associated equipment is guaranteed against faulty materials or manufacturing defects for a period of 12 months from the date of installation, or in the case of 'supply only' from date of delivery. The warranty is subject to fair use and the door having been installed, maintained and operated in conformance to this instruction manual.

## General Safety Instructions

A roller shutter is a large piece of moving machinery and should be treated with respect. *All users of the door need to be trained in its operation* - just like any other piece of industrial machinery. Adherence to the instructions will ensure the safe and reliable operation of the roller shutter door. The following safety instructions *must* be complied with;

- Keep openings clear at all times.
- Operate the door whilst watching its movement.
- Do not operate a damaged door, or one which appears to have difficulty operating. If this is the case; lock off the door, cordon if required, leave a sign and ensure the door is inspected by a qualified person.
- Do not lean ladders or any other objects against the door, guide channels or shutter housing.
- Stand well clear of the opening whilst the door is being operated.
- Operate the door only by the means originally installed.
- Do not perform any kind of maintenance without first locking off the door to prevent inadvertent operation.
- Do not use the door to lift anything other than itself.
- Do not rush through a moving door.
- Always allow door to open fully before driving a vehicle through.

## Daily User Maintenance Information

On a daily basis, the user needs to ensure the following;

- ✓ There is no damage to any parts of the door.
- ✓ Excessive force is not required to operate the door.
- ✓ Any damage to the door or excessive force needed to operate the door is reported and action taken as necessary to put the door in good working order.
- ✓ The door operation continues to comply with the safety requirements.
- ✓ The door remains free from dust and dirt build up which could affect the operation of the door.
- ✓ Checks should be made after extreme weather conditions as to the integrity of the door.

## Standard Operating Instruction – Hand Chain Operation SeceuroDoor Roller Shutter

These operating instructions apply to a SeceuroDoor industrial steel roller shutter with manual hand chain. *The door should only be operated by trained persons fully conversant with the roller shutter safety instructions.*

### Normal Operation

**To open door** – Pull the far side of the chain loop in a downward direction, taking care not to over speed or jerk the door. Be aware that the door should be balanced so that it neither races up on its own or wants to fall back down. The door may pull itself tight to its top stops as it nears the top.

Ensure the hand chain is secured in the hand chain keep to prevent snagging by pedestrians or vehicles.

**To close door** – Pull the near side of the chain loop in a downward direction, taking care not to over speed or jerk the door as this may cause a false safety brake activation. Be aware that the door should be balanced so that it neither races up on its own or wants to fall back down. The door should stop short of the floor – apply more force to the hand chain until it is fully closed.

Ensure the hand chain is secured in the hand chain keep to prevent snagging by pedestrians or vehicles.

## Servicing and Maintenance

For safety and reliability, it is essential that the door operation remains functioning in accordance with this instruction manual.

To ensure this happens, a documented maintenance regime shall be established and maintained by the employer/owner of this machinery in accordance with Regulation 5 of the Workplace (Health, Safety & Welfare) Regulations 1992. Failure to do so may result in prosecution in the event of an accident.

## Guidance for cleaning

The roller shutter should be kept clean of dust and dirt build up to maintain efficient operation. Heavy duty industrial cleaners should not be used, as this will damage the galvanised and powder coated finishes. A good quality car shampoo can be used if a cleaning agent is required. Particular attention should be paid to dirt build up in the guide channels. It is recommended not to use a thick grease as it hardens with time and attracts dirt.

There are various graffiti cleaning products on the market. Care must be taken when using these, and the manufacturers' instructions should be followed.

A roller shutter that is working efficiently should not make any undue noise.

## Recommended service period

Failure to keep the door regularly and adequately maintained will compromise safety, reliability, efficiency of operation and could invalidate the warranty.

To ensure safe and reliable operation, regular inspection and maintenance is essential. The servicing and maintenance period is dependent on frequency of use and the environment in which the door is installed.

The following are servicing period guidelines;

- Up to 15 operations per day    6 monthly
- Up to 30 operations per day    4 monthly
- Up to 45 operations per day    3 monthly
- Over 45 operations per day    2 monthly

Prompt service, maintenance and repairs will avoid unnecessary stress on components which could lead to premature wear or failure.

## Service Engineer Maintenance Information

The periodic servicing defined above should only be carried out by a suitably qualified service engineer. The engineer must comply with all safety instructions outlined in this manual and also adhere to their own Company's safety policies and work instructions.

## Servicing Checklist

*Ensure safety of all around by cordoning off work area.*

The following check list should be followed as a bare minimum to maintain the safe and reliable operation of the roller shutter;

- ✓ Inspect general condition of roller shutter for obvious defects before operation
- ✓ Check curtain laths for excessive wear or damage
- ✓ Check lath end-locks are secure, correctly positioned and undamaged
- ✓ Check wind end-locks are secure, correctly positioned and undamaged
- ✓ Check curtain is securely attached to barrel
- ✓ Check bottom lath/T-rail for wear or damage
- ✓ Check guide channel angle fixings to building structure are secure
- ✓ Check guide channel fixings to guide channel angle are secure and not causing obstruction to curtain
- ✓ Check condition of guide channels
- ✓ Lubricate with a light oil guide channels if necessary
- ✓ Check guide tab stops at high level are not damaged
- ✓ Check that the door curtain feeds into the guide channel smoothly
- ✓ Check end-plates fixing to building structure are secure
- ✓ Check bearing grub screws and key-ways are all secure
- ✓ Check all mechanism fixings are secure
- ✓ Check and lubricate drive cogs if necessary
- ✓ Check shutter housing is securely attached
- ✓ Check handchain is securely attached away from moving parts
- ✓ Check correct operation of safety systems if fitted

Any defects that cannot be remedied during the servicing need to be reported to the end user and the repair needs to be planned accordingly. The user's maintenance log book needs to be amended to show work carried out and recommended work to be done.

Not all defects have an immediate effect on the safety and reliability of the shutter, but it will be more cost effective to repair earlier than risk a larger, more costly repair later.

A roller shutter should last many years with regular maintenance, but all components will wear and deteriorate with time.

**Maintenance, Servicing and Repairs Log**

Date	Work carried out	Further recommended work or next service date
Engineer		
Date	Work carried out	Further recommended work or next service date
Engineer		
Date	Work carried out	Further recommended work or next service date
Engineer		
Date	Work carried out	Further recommended work or next service date
Engineer		
Date	Work carried out	Further recommended work or next service date
Engineer		
Date	Work carried out	Further recommended work or next service date
Engineer		



## Basic Troubleshooting Guide

This guide may be of use for some of the basic issues that can occur in day to day operations. Advice should be sought from your original installer or a suitably qualified roller shutter maintenance company. By following servicing and safety guidelines in this manual you should minimise problems and issues during normal usage.

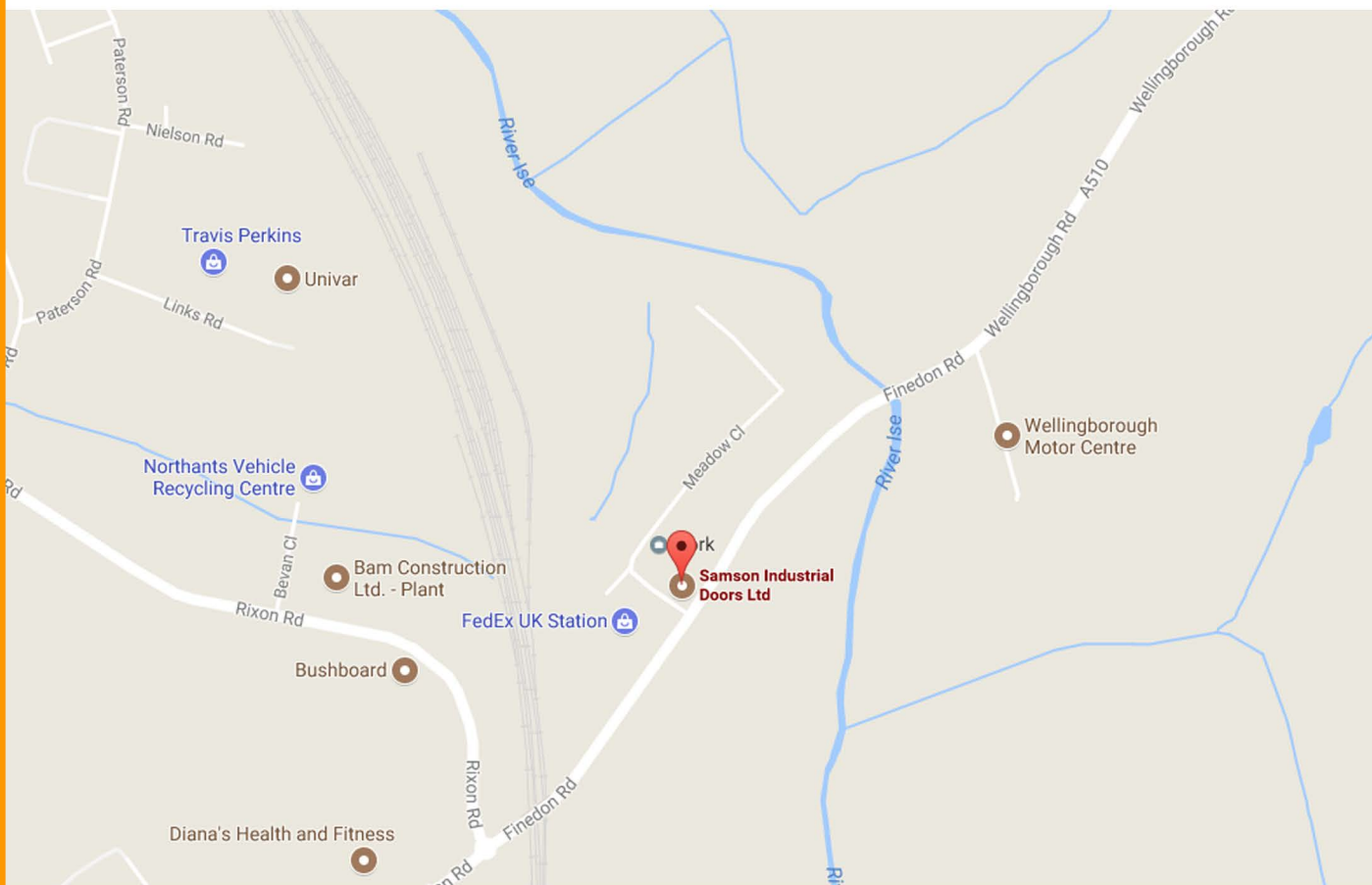
Fault	Possible Causes	Solution
Unable to pull hand chain in the closing direction	Safety brake may be engaged.	Pull hand chain in the opening direction to reset safety brake.
Door very heavy to open	Spring may be inadequately tensioned or broken	Contact original installer for further advice.
Door will not stay open or tries to close	Spring may be inadequately tensioned or broken	Contact original installer for further advice.
Safety brake continually engages during normal operation	Safety brake clutch may have slipped due to excessive engagement	Contact original installer for further advice.
Unable to reset safety brake	Safety brake clutch may have slipped due to excessive brake engagement	Contact original installer for further advice.
Door not operating smoothly	Damage or obstruction to guide channels, shutter curtain or any other part.	Safely remove obstructions, visually check for damage and contact original installer for further advice.

## CE Compliance Certificate

To ensure compliance with the Machinery Directive, this document must be given to the owner of the product and held for future reference.

Date of installation	
Unique serial number/job reference	
Item reference	
Location	
Installation by	
Contact details:	

# Samson



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