



STANDARD OPERATING PROCEDURE

POWERED MECHANICAL CLOSERS

Governing standards and regulations:

- Health and Safety at Work Act 1974 (HASAWA)
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- L24 Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice and guidance
- Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR)
- Corrigendum to BS 7671:2018+A2:2022 Requirements for Electrical Installations. IET Wiring Regulations (BSI)
- DHF Technical Specifications
- HSE Powered gates: Ensuring powered doors and gates are safe
- HSE Safety alert - Revision of Standards for Powered Doors, Gates and Barriers
- IET Code of Practice for in-service inspection and testing of electrical equipment
- ISO 13849-1:2023 - Safety of machinery — Safety-related parts of control systems

SOP Number 023

SOP Title Powered Mechanical Closers

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**Acronyms:**

ADSA: Automatic Door Suppliers Association

BS: British Standard

CPT: Corporate Property Team

FM: Facilities Management

HSE: Health & Safety Executive

NCC: Norfolk County Council

SOP: Standard Operating Procedure.

UK: United Kingdom

1. PURPOSE & SCOPE

Powered Mechanical closers are devices that are used to close doors, gates, barriers, windows and any other opening by electrical and mechanical means.

These items require those assessing, inspecting, checking, maintaining and repairing powered gates as part of a work activity to have duties for safety under Section 3 of the Health and Safety at Work etc Act 1974, (External Reference 1). Essentially, they should not put others (including the public) at risk. For example, following any maintenance or repair work the gate or door must be left safe.

Anyone working on powered pedestrian doors, gates and barriers should be competent, (e.g. have appropriate mechanical, electrical, hydraulic, or pneumatic knowledge, together with the ability where necessary to verify and test both parts and the final product). Specialist equipment may be needed e.g., to test force limitation values. If testing automatic doors, the person must be a certified ADSA engineer.

Records of servicing, repair and testing may help to demonstrate what has been done and how the door, gate or barrier is being left safe. They could also be useful as a benchmark for subsequent safety checks. Ideally, access to exact settings (e.g. force limitation) should be kept secure from interference, and the user/occupier being made aware of the significance of these settings for safety. Users/owners should be made aware of the need for periodic checks to ensure safety (although there is no requirement for checks or maintenance of domestic private gates under health and safety law, they are recommended for safety).

The purpose of this Standard Operating Procedure (SOP) is to establish clear and comprehensive standard procedures to be followed for the Compliance and Maintenance of Powered Mechanical Closers in commercial and domestic buildings managed by Norfolk County Council (NCC) Corporate Property team (CPT). It ensures compliance with United Kingdom (UK) and Health and Safety Executive (HSE) regulations, detailing the frequency and procedures for these tasks. By following this SOP, we aim to maintain fully functional and reliable Powered Mechanical closers, thereby ensuring the safety and well-being of building occupants.



2. RESPONSIBILITIES

2.1 Responsible or Accountable Person

The owner or person in control of the premises is the responsible person. The responsible person is defined as **Norfolk County Council** for the purpose of this SOP. The duties of the responsible person can be delegated, however, ultimately the responsible person, NCC, will remain accountable.

2.2 Responsibility by Proxy

The Responsible person, NCC, can appoint one or more competent persons to assist in undertaking the preventative and protective measures. A competent person is defined as someone with sufficient training, knowledge, and experience. This will be determined and recorded by NCC CPT using the NCC training log. NCC CPT FM Operations Managers assigned to a specific portfolio in collaboration with the appointed Premises Manager for the individual properties and or portfolios will undertake duties to assist the responsible person.

3. OPERATIONAL PROCEDURE & ACTIVITIES

3.1 Powered Door, Gate and Barrier System Installation and Setup

The NCC CPT FM Operations Manager will ensure that any system is designed and installed by a competent person in accordance with ISO 13849-1:2023 (External Reference 2). The NCC CPT FM Operations Manager will only select a supplier specified on the Appointed Supplier Database (Internal Reference 1). All design and install specifications will be provided by the contractor as well as all health and safety requirements.

3.2 Contractor Selection

The NCC CPT FM Operations Manager will assign the contractor to complete a thorough examination of all Powered Mechanical Closers in the properties they manage. This will be achieved using the Appointed Supplier Database (Internal Reference 1).

3.3 Examination Schedules

The minimum expectations for the examination schedules for powered mechanical closers for NCC properties is 12-month service and inspection. This will include service of all moving parts, inspection of all safety systems as well as fixtures, fittings and electrical connections and safety.

Due to the high frequency of use at the libraries, specifically library doors are serviced on a six monthly basis.



Scheduled Task	Task ID	Frequency
NCC-TASK-05-12	Powered mechanical closures annual test and inspection	Annual
NCC-TASK-03-24	Powered mechanical closers test & insp 6 Monthly	Six Monthly

3.4 Notification of Defects

Any defects found in the examinations, or any other visits, will be passed to the NCC CPT FM Operations Manager in writing by the contractor and any recommendations from the contractor such as closure of the asset or decommissioning will be acted upon immediately. All repair works will be assessed by the NCC CPT FM Operations Manager and who will follow due process for financial approval before any works are to commence according to NCC financial policy.

4. FORMS/TEMPLATES TO BE USED

Asset Naming Convention (Internal Reference 2) to be used for all assets and scheduled tasks on the CAFM System.

5. INTERNAL AND EXTERNAL REFERENCES

5.1 Internal Resource References

1. Appointed supplier database
2. Asset Naming Convention

5.2 External Resource References

1. Health and Safety at Work Act 1974
2. ISO 13849-1:2023 - Safety of machinery — Safety-related parts of control systems

6. CHANGE HISTORY

Should this SOP require alterations of any kind, they must be recorded as follows:

- **SOP Number:** The current SOP and new version number.
- **Effective Date:** The date the updated SOP becomes effective.
- **Changes:** A brief description of the main changes from the previous version.
- **Previous SOP Number:** The previous SOP and version number.



Norfolk County Council

SOP no.	Effective Date	Changes	Previous SOP no.
023	01/12/24	Rebranding to NCC specifications	125