



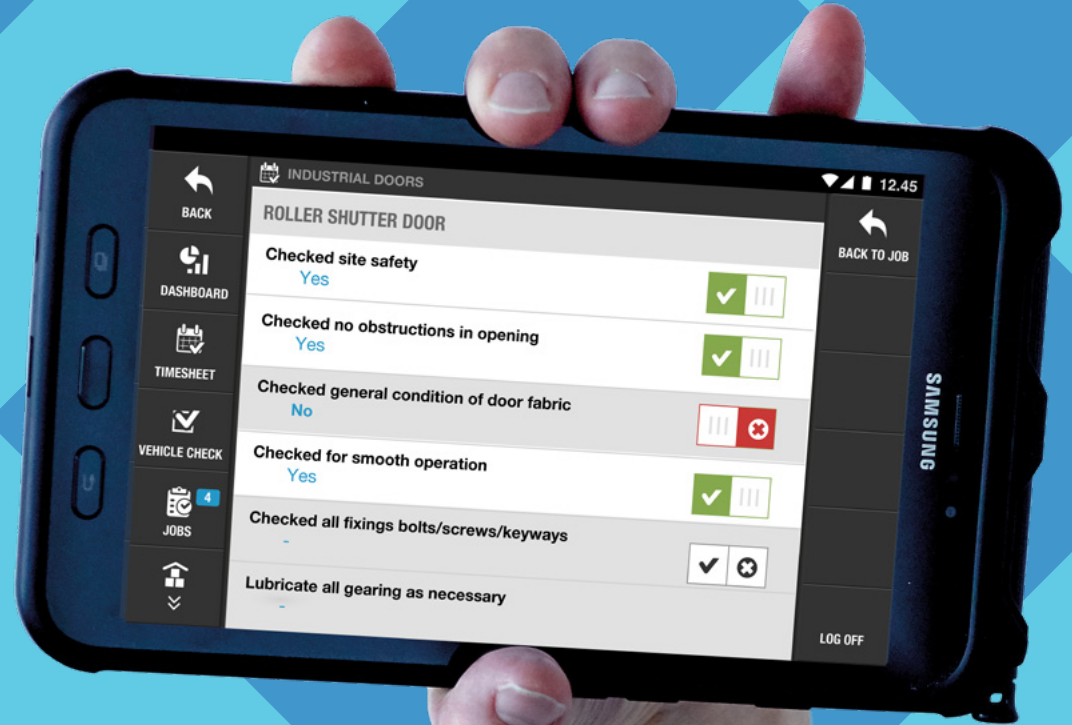
INDUSTRIAL DOORS FORM PACK

JOBWATCH MAKES IT EASY TO TRANSFORM FROM PAPER TO PAPERLESS

We are now offering our customers a unique opportunity to turn the many forms previously filled in multi layers of paper into a seamless paperless on-demand reporting.

All workflows are customised to suit your own business processes while ensuring that all regulatory standards are followed to the letter.

Our worksheets are process driven and especially made intuitive for engineers who are the source of information generated into your forms.





UPDATING PROCESSES AND FORMS CONTENT

Bigchange work with its partners to ensure that all certificates are kept up to date. Our Professional Services Department will be responsible for making any amendments on the worksheets to reflect any changes made to the certificates or add new certificates should the regulatory bodies require so.

REAP THE REWARD OF GOING PAPERLESS ON YOUR FORMS

- Compliant forms
- Ensure your business is compliant with legislation (HSE)
- Join the paperless revolution; you will never run out of paper because there is no paperwork
- Auto-Email certificates straight to your customers
- 24/7 support when you need it with BigChange RoadCrew
- Increased business profile through our business collaboration platform

1. Barrier/Bollard Inspection Checklist
2. Hydraulic Dock Leveller Service Inspection
3. Fire/Smoke Curtain Service Inspection Checklist
4. Folding Shutter Service Inspection Checklist
5. Manual Door Service Inspection Checklist
6. Sectional Door Service Inspection Checklist
7. Swing/Sliding Gate Service Checklist
8. Test For Compliance with BS EN 16005
9. Turnstile Service Inspection



Barrier/Bollard Inspection Checklist



Please complete all relevant areas

Serial No : Bollard

Details of Registered Business

Registration No: not applicable
 Registered Engineer's Name: Mike Smith
 Company Reg No:
 Business: Template_Gas & Plumbing
 Address: Real Gas House
 123 Any Street, Any Town
 Postcode: NE1 3DE
 Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):
 Address: BigChange Apps Limited
 Bullerthorpe Lane, Leeds
 Postcode: LS15 9JL
 Contact No: +441134571000

Engineer's Signature

Sign		Date	01/01/0001
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Barrier

Check operator	not applicable
Check motor	not applicable
Check Llimits	not applicable
Check photo cells & reflectors	not applicable
Check condition of boom arm	not applicable
Check lights	not applicable
Check loops	not applicable
Check signage	not applicable
Check alignment	not applicable
Check overall condition	not applicable

Electrics

Check cables	Pass
Check fixings	Pass
Check connections	Pass
Check weatherproof box and lock	Pass
Record length of boom	Pass

Details of Work Carried Out

No repair work undertakings done

Engineer's Comments

More work required

Bollard

Clean debris from bollard	Fail
Check motor	Pass
Check Cylinder/Mountings	Fail
Check photo cell reflectors	Pass
Check bolts (tighten if required)	Fail
Check Lights	Pass
Check loops	Fail
Check signage	Pass
Check alignment	Pass
Back up system working (if fitted)	n/a
Check oil (top up if necessary)	Pass
Check overall condition	Good
Check key switch	Fail
Check panel	Pass
Check isolator	Pass
Motor type	DEbeer

Fire/Smoke Curtain Service Inspection Checklist



Please complete all relevant areas

Serial No : Demo

Details of Electrical Contractor

NICEIC Registration No:

Registered Technician's Name: Mike Smith

Business: Worksheet Library & Vehicle Checks (TEMPLATES)

Address: ,

Postcode:

Branch Number:

Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Apps Limited

Bullerthorpe Lane, Leeds

Postcode: LS15 9JL

Contact No: +441134571000

Details Of Work Carried Out

Curtain Details

Curtain Location	Type/Make of Curtain	Asset Number
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Curtain

Check end button are secure	
Check fabric for wear & damage	
Check bottom rail	

Guides

Check all fixings are secure	
Check for signs of damage	

Head Plates/Brackets

Check fixings are secure	
Check all gearing, grub, screws & keys	
Lubricate bearings	
Check balancing of curtain	

Measurements

Curtain width (mm)	Curtain height (mm)	Single or 3 Phase
Fabric width cut size (mm)	Fabric type	Guide depth
Motor type	Curtain colour	

Electrics

Safety brake fitted	
Check drive belts	
Check drive chains	
Check brake	
Check operation of manual release	
Check motor mounting is secure	
Check control panel for damage	
Check photo safety cells	
Check expemal controls	
Check remote controls	
Check and adjust Tavel limits (if required)	
Check other safety devices	
Adjust settings	

Engineer's Signature

Sign	Date
	11/09/2019

Overall Barrier Condition

Folding Shutter Service Inspection Checklist



Please complete all relevant areas

Serial No : Barrier

Details of Registered Business

Registration No: not applicable

Registered Engineer's Name: Mike Smith

Company Reg No:

Business: Template_Gas & Plumbing

Address: Real Gas House

123 Any Street, Any Town

Postcode: NE1 3DE

Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Apps Limited

Bullerthorpe Lane, Leeds

Postcode: LS15 9JL

Contact No: +441134571000

Engineer's Signature

Sign		Date	23/10/2019
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Shutter Details

Shutter type

Shutter location

Mechanical Checks

Check leaves for bows, corrosion or damaged sections

Check bottom blocks are secure and aligned correctly

Ensure top track is secure and In level position

Check slam post fixings are secure

Check lattice work is secure and free from motion

Lubricate all pivot points

Check bottom track for collapse, corrosion or damage

General condition of shutter

Check locks alignment And use

Electrics

Check motor fixings

Check connections

Motor type

Motor phase supply

Check torque limiter and adjust as required

Measurements

Shutter width

Shutter height

Leaf

Details of Work Carried Out

Engineer's Comments



Manual Door Service Inspection Checklist



Please complete all relevant areas

Serial No : Demo

Details of Registered Business

Registration No:

Registered Engineer's Name: Mike Smith

Company Reg No:

Business: Template_Gas & Plumbing

Address: Real Gas House
123 Any Street, Any Town

Postcode: NE1 3DE

Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Apps Limited
Bullerthorpe Lane, Leeds

Postcode: LS15 9JL

Contact No: +441134571000

Details of Any Work Carried Out

Engineer's Signature

Sign		Date	12/09/2019
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Manual Door Details

Manual door Location		Manual door type		Asset number	
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Door Inspection

Doors open and close without restrictions	
Arm is set correctly and lubricated	
Closer is stable and shows No sign Of damage	
Pivots are In full working order and lubricated	
All locking mechanisms are In full working order	
Flosh bolts In working order and locking pins clean	
Threshold and all fixings are secure	
Brush piles are In good working order	
Gaskets are In good working order/no signs of wear	
All seal lines are intact	
Any stickers/signage missing Or damaged?	
Doors and frames are free from any visible Signs of damage/æear	
Glass and frame have been cleaned	
Static entrapment force	
Force required to open	

Overall Manual Door Condition

Sectional Door Service Inspection Checklist



BigChange

Please complete all relevant areas

Serial No : Demo

Details of Registered Business

Registration No:
Registered Engineer's Name: Mike Smith
Company Reg No:
Business: Template_Gas & Plumbing
Address: Real Gas House
123 Any Street, Any Town
Postcode: NE1 3DE
Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):
Address: BigChange Apps Limited
Bullerthorpe Lane, Leeds
Postcode: LS15 9JL
Contact No: +441134571000

Overall Sectional Door Condition

Details Of Any Work Carried Out

Engineer`s Signature

Sign		Date	12/09/2019
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Sectional Door Details

Sectional door location		Type Of door		Asset number	
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Doors

Inspect section condition	
Inspect and adjust door alignment	
Inspect and lubricate roller bearings	
Adjust and lubricate springs	
Check spring tension	
Inspect spring for secure mounting	
Inspect and tighten hinges and hardware	
Inspect cable for wear and damage	
Inspect drums for wear and damage	
Inspect locks for proper operation	
Inspect weatherstrip for wear and damage	
Inspect track fasteners and hangers	
Inspect and lubricate chain hoist	

Operator

Inspect and adjust limit switches					
Inspect and adjust belts					
Inspect and lubricate roller chain					
Inspect and adjust brake					
Inspect and adjust clutch					
Inspect operator mounting					
Inspect and test disconnect					
Inspect and tighten all sprockets					
Lubricate all bearings					
Door width (Cut Size/ mm)		Door height (mm)		Single or 3 Phase	
Panel width (mm)		Panel height (mm)		Panel type	
Motor type		Panel Colour			



Swing/Sliding Gate Service Checklist



BigChange

Please complete all relevant areas

Serial No : Sliding gate

Details of Registered Business

Registration No: not applicable
 Registered Engineer's Name: Mike Smith
 Company Reg No:
 Business: Template_Gas & Plumbing
 Address: Real Gas House
 123 Any Street, Any Town
 Postcode: NE1 3DE
 Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):
 Address: BigChange Apps Limited
 Bullerthorpe Lane, Leeds
 Postcode: LS15 9JL
 Contact No: +441134571000

Engineer's Signature

Sign	Date	23/10/2019
------	------	------------

Sliding gate

Check operator
 Check motor
 Check posts
 Check rollers
 Check fixings
 Check signage
 Check safety edges
 Check and clean photo cells & reflectors
 Check manual override
 Check track loops
 Check magnetic lock
 Check condition of gate/panel
 Force test (N)

Fail
Pass
Fail
Pass
Fail
Pass
Fail
Pass
Fail
Pass
Fail
Good

Electrics

Check cables
 Check fixings
 Check connections
 Check weatherproof box and lock

Pass
Pass
Pass
Pass

Gate Dimensions

Gate width (mm)

2000

Swing gate

Check operator
 Check motor
 Check posts
 Check hinges
 Check fixings
 Check signage
 Safety edges
 Check and clean photo cells & reflectors
 Check magnetic lock
 Check condition of gate/panel
 Force Test (N)

n/a
n/a
n/a
n/a
n/a
n/a
n/a
n/a
n/a
n/a
n/a

Check key switch
 Check panel
 Check isolator
 Motor type

Pass
Pass
Pass
Pass

Gate height (mm)

1500

Details of Work Carried Out

no work carried out

Engineer's Comments

No engineer's notes to put here

Test For Compliance with BS EN 16005



Please complete all relevant areas

Serial No : Demo

Details of Electrical Contractor

NICEIC Registration No:

Registered Technician's Name: Mike Smith

Business: Worksheet Library & Vehicle Checks (TEMPLATES)

Address: ,

Postcode:

Branch Number:

Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Apps Limited

Bullerthorpe Lane, Leeds

Postcode: LS15 9JL

Contact No: +441134571000

Engineer's Recommendations

Engineer's Signature

Sign

Date 11/09/2019

Part 1

Door type		Asset number		Door location	
Door Model		Door Logbook Present			
Low Energy		Fully Automatic			
Opening time (s)		Closing Time		Hold open time (s)	

Part 2

Threshold safety coverage	Width (m)		Depth (m)	
Screen safety coverage:	Width (n)		Depth (n)	
Signage: Autodoor	Keep Clear		Disabled	
Monitored sensors present		Model of safety sensors		
Activation:	Straight approach distance		Side approach distance	

Part 3

Comply with body, head and finger entrapment measurements

Model of safety sensors

Static closing force (q)

Finger guard compliant

Breakout force

Barrier present (if required)

If electric locks are fitted, the function pad needs to be a key switch. Does this door comply with this clause (k)?

Does the door open within 5 seconds of power failure

Part 4

Is this door set CE marked

Does this door comply with BS EN 16005: 2012?*

If no, are works required to upgrade this door set to compliance

* Note: If door was put into operation prior to 10th March 2013 then BS 7036 applies

Turnstile Service Inspection



Please complete all relevant areas

Serial No : Barrier

Details of Registered Business

Registration No:

Registered Engineer's Name: Mike Smith

Company Reg No:

Business: Template_Gas & Plumbing

Address: Real Gas House
123 Any Street, Any Town

Postcode: NE1 3DE

Contact No:

Details of Site

Name (Mr/Mrs/Miss/Ms):

Address: BigChange Apps Limited
Bullerthorpe Lane, Leeds

Postcode: LS15 9JL

Contact No: +441134571000

Repairs Undertaken

Engineer's Signature

Sign		Date	23/10/2019
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Turnstile Details

Turnstile Location		Turnstile Type		Asset No	
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General

Check turnstile is operating & functioning correctly

Check general overall condition of equipment

Wipe down turnstile and check for signs of damage, rust etc...

Check condition & secureness of any fitments ie. lights etc...

Record/report any potential concerns as to future reliability

Head Mechanism

Remove turnstile lid/cover & visually inspect operational workings

Check smoothness & operation of unit in both directions

Check all sensors & micro switches for correct operation

Inspect damper assembly, lubricate as necessary

Check paddle/locking arm pivots/springs for wear & tear (replace & lubricate as required)

Check fixing bolts on head & control panel, tighten as necessary

Check solenoid operation for smoothness, clean & lubricate as req

Check ratchet for ease of operation

Control Panel

Check tightness of connections & clean as required

Check integrity & security of cables

Check relays for correct operation, replace or adjust as required

Check all earth connections

Refit lid & tighten down

Overall Condition of Turnstile

