

Bi-Fold Door 13 Point Safety Inspection



Tools Required: *Measuring Device ,spirit level, Ladder or EWP, appropriate PPE*

Site Address:	Door location / description:	Leaf Height: _____mm Top Panel
Inspected By:		_____mm Bottom Panel
<input type="checkbox"/> Hand Operated <input type="checkbox"/> Motorised	Manufacturer:	Opening Width: _____ mm
Inspection Date:	Model (if applicable):	Leaf Construction <input type="checkbox"/> Steel panels <input type="checkbox"/> Glass Panels <input type="checkbox"/> Other _____
	Year of manufacture / Approx. age:	

#	Safety Check	Risk Factor	Observation
1	Evidence of on-going maintenance of the door at intervals no greater than 6 months is available?	2 – Likely / Moderate	
2	Is the door free from any visible signs of damage such as broken glass, rust, or impact damage?	2 – Likely / Moderate	
3	The door opens and closes smoothly without unusual noises or jerks?	2 – Possible / Moderate	
4	Door is counterbalanced effectively and can be opened by 1 person with ease?	2 – Possible / Major	
5	Hinges are free from rust or damage?	1 – Possible / Catastrophic	
6	Counterweight cables and pulleys are in good condition with no visible evidence of damage or fraying?	1 – Possible / Catastrophic	
8	A freefall protection device is installed to stop the panels falling if a cable breaks	1- Possible / Catastrophic	
9	For doors with glass panels, toughened glass is installed and all panels are secure?	2 – Possible / Major	
10	Locking devices are installed to secure the door in the closed position	3 – Minor / Unlikely	

Motorised Doors Only

11	Is an isolation switch within easy access of the door and able to be locked in the off position?	1 – Possible / Catastrophic	
12	All electrical connections on the motor or control box and all electrical cabling is adequately protected?	1 – Possible / Catastrophic	
13	Control box is clearly marked including warnings that it contains high voltage electrical hazards?	1 – Possible / Catastrophic	

Notes:

RISK MATRIX						Consequence		Likelihood	
Likelihood	Consequence					Consequence		Likelihood	
	Catastrophic	Major	Moderate	Minor	Insignificant				
Almost Certain	1	1	1	2	2	Catastrophic	Death – Extensive Environment Damage	Almost Certain	Expected to occur in most circumstances
Likely	1	1	2	2	3	Major	Serious injury/illness – permanent disability Serious Environmental Damage	Likely	Will probably occur in most circumstances
Possible	1	2	2	3	4	Moderate	Medical treatment required Minor Environmental Damage	Possible	Might happen at some time
Unlikely	2	2	3	3	4	Minor	First aid treatment only – no lost time Negligible Environmental Damage	Unlikely	Could happen but rarely
Rare	3	3	3	4	4	Insignificant	Will not result in injury/illness No Environmental Damage	Rare	Has never occurred before

This document is only intended as a guide to assist appropriately trained building managers to determine if their doors require additional care. It cannot be relied on as a proper and complete assessment of the safety and condition of the door/s. If the answer to any of the items in the survey is NO or you require assistance in assessing the safety and operation of your doors, contact your local KONE building doors specialist for a full assessment.

Phone 1300 362 022