

Guideline for Conformity Assessment Procedure

Automatic Door Systems

General information	
Use	<p>This check list is a guide for carrying out the conformity assessment procedure when creating an automatic door system, consisting of drive components from Gilgen Door Systems AG and matching door leaf / profile systems.</p> <p>A separate conformity assessment procedure must be carried out for each automatic door system, which ends with the issuance of the CE declaration of conformity.</p>
Responsibilities	<p>You as a customer, who builds the automatic door system from partial system elements in order to put it on the market, must carry out the object-specific conformity assessment procedure. You confirm this towards the end customer by means of the CE declaration of conformity. You are responsible for the compliance with the machine safety.</p>
Safety and Security Remarks	<p>In addition to the implementation of the conformity assessment steps according to the present check list, it is incumbent for you to consider object-specific safety aspects which are not covered by the check list!</p> <p>In several places, the check list refers to the risk evaluation. The standard EN 16005 is the basis for this risk evaluation.</p>
Bases	<p>Directive 2006/42/EG, Machinery directive Standard EN 16005, user safety of doors, requirements and test procedures.</p>

Steps to reach the conformity:

1. Sales
<p>1.1 Compliance with intended use</p> <ul style="list-style-type: none"> • The intended use (automatic door as pedestrian access) must be complied with. Additional functions such as for example «Emergency exit and rescue access» or «Fire-safety» must be taken into account. • The application limits of all the partial systems (drive mechanism; door leaf system) must imperatively be observed and coordinated with each other. • The distributor (VAR customer) is responsible for compliance with the intended use. The end customer is neither in a position nor allowed to assume this responsibility.
<p>1.2 Definition of system limits; delimitation</p> <ul style="list-style-type: none"> • System limits for construction, for example: <ul style="list-style-type: none"> ○ Fastening of drive mechanism, door leaves and side panels, wall frame, bottom guide • “Electrical” system limits, for example: <ul style="list-style-type: none"> ○ Mains supply, emergency power supply system • System limit “control”, for example: <ul style="list-style-type: none"> ○ Control element (opening commands), program selection, emergency element • System limits «Signalling & Information», for example: <ul style="list-style-type: none"> ○ Fire alarm system, alarm system, building management system

1.3 Definition of safety measures (based on the risk evaluation)

- A first risk evaluation must be carried out. Corresponding risk evaluation forms are available for swing door and sliding door systems.
- As a result of the risk evaluation, the safety elements (personal protection) must be defined.

2. Order processing, provisioning

2.1 Procurement of planning documents

- Construction plans, wiring diagrams

2.2 Procurement of CE Declarations of incorporation

- For all the partial systems (e.g. drive mechanism, door leaf system) the CE Declarations of incorporation must be obtained from the supplier.
- The CE Declarations of incorporation must be checked, paying particular attention to the product designation and its intended use.

2.3 Checking the safety measures (based on the risk evaluation)

- Checking of risk evaluation (step 1.3)
- Checking; comparison with risk evaluation based on the planning documents
- If necessary, correction of the safety measures or safety elements

3. Installation, commissioning

3.1 Checking of the construction situation on site (prior to installation)

- Checking of the construction situation; is it in conformity with the planning documents?

3.2 Functional checking of the automatic door system (after the installation)

- Checking of door functions and settings (programs)
- Checking of the safety elements
- Checking of the connected systems such as (for example):
 - Control element (opening commands)
 - Emergency element
 - Fire alarm system
 - Alarm system

3.3 Checking the safety measures (based on the risk evaluation)

- Checking of risk evaluation (step 1.3 & 2.3)
 - Have all the possible safety hazards been considered?
 - Are there any new hazards to be taken into account
- If necessary, correction of the safety measures or safety elements

3.4 Customer instructions

- The customer must be instructed in the safe use of the automatic door.
- The customer must be made aware of possible dangers in the operation of the automatic door.
- The customer must confirm with his signature that he has been instructed.

3.5 Commissioning of the automatic door system

Safety notes:

- If the automatic door system cannot be rated as safe when checking the safety measures, the commissioning must not be carried out.
- If it was not possible to instruct the customer, the commissioning must not be carried out

4. Documentation

4.1 Documentation and filing

- All conformity assessment steps (1.1...1.3; 2.1...2.3; 3.1...3.5) must be documented in written form.
- The CE Declarations of incorporation must be available for the partial systems.
- The risk analysis must be available and continuously updated up to the installation.
- All the documents must be filed. These must be available for the evaluation of a possible loss event (traceability).

4.2 Issuing of CE declaration of conformity

- The CE Declaration of conformity must be issued based on the machinery directive 2006/42/EC appendix II.
- Alternatively, the CE declaration of conformity can be created using the corresponding templates from Gilgen Door System AG. The required contents according to the machinery directive 2006/42/EC are included in the templates.

4.3 Hand-over of the CE declaration of conformity to the customer

5. Maintenance

5.1 Maintenance of the automatic door systems

- Carrying out of the maintenance work according to manufacturer's instructions
- Replacement of defective and worn out parts
- Functional checking

5.2 Checking the safety measures (based on the risk evaluation)

- If the user group has changed, additional safety elements may have to be retrofitted.
- If the building situation has changed (columns, supports, furniture, etc.), additional safety elements may have to be retrofitted.