

# CERTIFIRE



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## HINGED FIRE DOORS

### 1. SCOPE AND DEFINITIONS

#### 1.1 Scope

1.1.1 This document sets out the general operating procedures and performance, quality assurance and training requirements for the Certifire Australia scheme for hinged fire doors.

1.1.2 Reference should also be made to the following schedules:

- a) Certifire Australia procedures & regulations CA001
- b) Certifire Australia Quality Assessment Schedule (QAS) for Manufacturers/ Suppliers and Installers CA002

#### 1.2 Definitions

**Certifire Schedule** - A document setting out requirements and procedures of the Certifire Australia Schemes.

**Certifire Specification** - A form of words for nominating the Certifire Schemes for building projects.

**Certifire Scheme** - A third party certification scheme for the purpose of listing suppliers and contractors which comply with the relevant Certifire Schedules.

**B.C.A.** - The current edition of the Building Code of Australia.

**Appraisal** - In the context of the Certifire Scheme an appraisal is an assessment of a system against the requirements of the appropriate Certifire Schedules.

**Doorset** - A complete assembly comprising

- a) The door leaf or leaves with glazing, if any, door hinges, door hardware and other in-built features if any;
- b) The door frame, if any, with its fixings to the wall;
- c) The door closer or door-closing mechanism; and
- d) For an automatic fire-resistant doorset, the release and the closing mechanism.

**Fire Resistance Level (FRL)** - The grading periods in minutes determined by a fire resistance test defined in the BCA for:

- a) Structural adequacy;
- b) Integrity; and
- c) Insulation

and expressed in that order. A dash, for example means there is no requirement for an FRL criterion.

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## **2. GENERAL OPERATING PROCEDURES**

### **2.1. Introduction**

- 2.1.1 The performance of hinged fire doors is dependent on a number of factors including variations from the tested prototype which may result from variations in methods or materials of manufacture, variations in installation methods and use in applications for which test evidence is not applicable.
- 2.1.2 The performance of hinged fire doors may also be reduced by inadequate durability or maintenance.
- 2.1.3 The Certifire scheme seeks to provide a means to increase the likelihood that hinged fire doors in the field will be capable of achieving the nominated Fire Resistance Levels and an unambiguous means to demonstrate compliance with performance specifications. This is to be achieved through:
  - The independent appraisal of products in a consistent manner against clearly defined performance requirements
  - The appraisal of the competency and capability of fire protection contractors to install hinged fire doors correctly against documented standards
  - The definition of minimum quality assurance requirements for product suppliers and fire protection contractors, and independent auditing of companies to monitor on-going compliance with these requirements
  - The preparation of certificates defining the performance of hinged fire doors or the capabilities of fire protection contractors in a consistent manner
  - Clear, unambiguous labelling requirements for hinged fire doors supplied and installed in accordance with the scheme
- 2.1.4 It is recognised that the size and type of project and geographic location of a site can influence the selection of an appropriate Certifire specification.
- 2.1.5 For most major building projects in Australia the standard Certifire specification should be nominated which requires Certifire listed products to be installed and maintained by Certifire listed contractors. This provides coverage by the Certifire Scheme in the supply and installation phases in a cost-effective manner and enables the installation to carry a Certifire label. An example of the Certifire label for hinged fire doors is shown in Appendix 1.
- 2.1.6 Other options under the Certifire scheme are product only certification, and independent site inspection.

It should be recognised that product only certification does not provide any control over site installations and therefore should only be specified when installation by a Certifire contractor is impractical. Independent site inspection, if used in conjunction with a Certifire contractor, can provide additional control but

also adds significantly to costs with only a marginal increase in quality control during the installation phase since an inspector will be unlikely to be on site at all times and cannot verify all details.

Independent site inspection will not be cost-effective for most applications.

- 2.1.7 The methods for appraisal of hinged fire doors are given in section 3, the quality assurance level requirements for the manufacturers and suppliers of the systems are given in section 4, the competency/training levels required for key personnel of a fire protection contracting organisation installing and maintaining hinged fire doors are given in section 5, and the quality assessment requirements for these fire protection contractors are given in section 6.

## **2.2 Compliance with Building Regulations**

- 2.2.1 It is intended that the Certifire scheme will complement relevant building regulations by ensuring systems are in place to demonstrate compliance with the regulations.

- 2.2.2 The Building Code of Australia 1996 (BCA 96) allows building solutions which comply with the deemed-to-satisfy provisions, are equivalent to the deemed-to-satisfy provisions or comply with the nominated performance requirements.

The deemed-to-satisfy provisions prescribe, among other things, fire resistance levels (FRLs) and smoke resistance properties required by certain construction elements in buildings. Certifire certificates can be used to check compliance with those provisions. However, when a building solution is to be assessed for either equivalence to the deemed-to-satisfy provisions, or for compliance with the performance requirements, data from Certifire certificates will need to be considered on a case-by-case basis.

- 2.2.3 If the building regulations and Certifire scheme documents conflict with each other, the building regulations must take priority but the manufacturer or fire protection contractor must notify Certifire in writing of any variations from the scope of their certification required by the regulations.

- 2.2.4 In some instances the regulatory authority having jurisdiction may permit the installation of systems which lie outside the scope of the current Certifire listing. Under these circumstances the contractor must:

- a) Not attach a Certifire label, or
- b) If a Certifire label is to be applied, supply written proof to Certifire from the relevant regulatory authorities that the installation is 'approved' together with an appropriate fee to Certifire. Certifire will then maintain a file on the project so that any queries in the future can be answered.

## **2.3 Labelling and Log Books**

- 2.3.1 The use of Certifire labels is strictly controlled to enable the status of an installation to be clearly identified.

- 2.3.2 The packaging of component parts and materials that form part of a Certifire listed system can incorporate the Certifire logo as indicated in Appendix 1 providing the scope of the appropriate Certifire certificates is clearly defined in the instructions supplied. The components of a system cannot be labelled prior to installation.

- 2.3.3 An installation can be labelled with a Certifire label if the installation complies with a current Certifire certificate and it has been installed by a Certifire listed fire protection contractor within the scope of the contractor's certification.
- 2.3.4 The Certifire labels are available from Certifire Pty. Ltd. in numbered batches. The Fire Protection Contractor shall keep a register of the location of all Certifire labels that have been attached to installations.
- 2.3.5 A log book listing all protected penetrations must be supplied by the fire protection contractor to the building owner or representative. A copy must be retained by the fire protection contractor for a minimum of ten years. The log book shall include all details required by AS1905.1 together with a listing of all Certifire labels applied and the relevant Certifire Product Certificates.
- 2.3.6 Copies of the Certifire Schedules and certificates relevant to the installation shall be attached to the log book. Members of the Certifire Scheme are granted permission to copy Certifire schedules specifically for this purpose.

### **3. CERTIFIRE PERFORMANCE REQUIREMENTS FOR HINGED FIRE DOORS**

#### **3.1 Building Regulations and Standards**

- 3.1.1 Hinged fire doors are to be appraised against the requirements of the current Australian Building Regulations as defined in the Building Code of Australia.
- 3.1.2 The BCA requires fire doors to comply with AS1905.1 "Components for the protection of openings in fire-resistant walls: Part 1: Fire resistant doorsets".
- 3.1.3 AS1905.1 specifies that the fire resistance of a doorset should be determined by submitting a prototype doorset to a fire resistance test in accordance with AS1530.4: "Methods for fire tests on building materials, components and structures Part 4: Fire resistance tests of elements of building construction".
- 3.1.4 If the requirements of the Building Regulations conflict with the requirements of this Schedule, the requirements of the building regulations take precedence.

#### **3.2 Fire Testing**

- 3.2.1 There is no fixed programme of tests specified due to the wide range of applications and differing performance expected from door assemblies of different types.
- 3.2.2 The fire test programme on a type of fire door should establish the suitability of the basic door design for its intended use and provide data for the assessment of variations from the tested prototype.
- 3.2.3 Appraisals will be based on information derived from tests carried out in accordance with the heating conditions of AS1530.4.
- 3.2.4 The appraisals will be based on test data from:
  - a) a testing authority registered by the National Association of Testing Authorities (NATA) to test in the relevant field, or
  - b) an organisation outside Australia recognised by NATA through a mutual recognition agreement, or
  - c) other organisations defined as Registered Testing Authorities in the BCA.
- 3.2.5 AS1905.1 includes requirements and guidance which should be considered in defining a suitable test programme for a fire door system.

- 3.2.6 The performance of fire door assemblies can be affected by the type of wall in which the door assembly is mounted. Test evidence as required in AS1905.1 will be required to demonstrate compatibility with differing wall types.
- 3.2.7 Fire tests carried out to standards other than the current edition of AS1530.4 will only be used if confirmatory data (an opinion from a registered testing authority) is available to demonstrate the continued applicability of the data and if the test methodology is sufficiently similar to that specified in the current edition of AS1530.4.

Note: It is not the intention that all tests are required to be repeated as new editions of AS1530.4 are released. In many cases it may be acceptable for evidence from tests used to extend the range of application to also provide confirmatory data. It is important that Certifire is notified during the planning stages of such a test to ensure the test data will be acceptable. Where significant changes to a test methodology occur which necessitate further testing of existing Certifire systems a 'grace period' of 12 months will be permitted which will only be extended if further delays are justifiable. The 'grace period' does not apply to systems which have been demonstrated not to comply with the current Certifire specifications.

### **3.3 Variations from the Tested Prototype**

- 3.3.1 The appraisal will define the field of application for a fire door system based on a prototype door test, and
- a) assessments/opinion issued by a registered testing authority complying with the technical requirements of AS1905.1. If required by AS1905.1, such assessments or opinions shall be based on observed performance in a pilot examination or a full scale test of a doorset of similar construction
  - b) the acceptable variations nominated by AS1905.1 which do not require assessments from a registered authority.
- 3.3.2 The certificate will list all test data and assessments which were used in the appraisal.
- 3.3.3 A Certifire plate must not be fixed to any doorset which is not installed by Certifire listed fire protection contractor or which does not comply with the requirements of a current Certifire certificate unless written proof from the relevant regulatory authorities that the installation is approved is lodged with Certifire together with a lodgement fee.

Certifire will then maintain a file on the project for a minimum of ten years so that any queries in the future can be answered.

### **3.4 Physical Testing**

- 3.4.1 A doorset that complies with the requirements of this section will be identified as a 'doorset tested for heavy traffic' on the Certifire Product Certificate.
- 3.4.2 The durability characteristics of single leaf doorsets of minimum size 2040 x 815mm shall first be determined under the physical testing procedures of Appendix A of AS1905.1.
- 3.4.3 The doorset must satisfy all the performance requirements of Appendix A of AS1905.1-1990, and then be mounted in a suitable test frame and subjected to a fire resistance test in accordance with AS1530.4.

- 3.4.4 The doorset must achieve an FRL at least equal to that nominated in the Certifire certificate for a doorset of similar construction.
- 3.4.5 The results may be applied to single and two leaf doorsets with leaves of similar construction.
- 3.4.6 Advice from Certifire should be obtained before a physical test programme is undertaken to ensure the testing arrangements and selection of test specimen are acceptable.

### **3.5 Design Requirements**

- 3.5.1 The doorset design must comply with the design and installation requirements of AS1905.1 including Section 5 and the BCA.

### **3.6 Transom Panels**

- 3.6.1 Where a transom panel is to be incorporated above a door assembly a prototype door assembly with a transom panel must have been subjected to a fire resistance test in accordance with AS1530.4.
- 3.6.2 The transom panel shall be treated as part of the wall and the performance of the transom panel must be judged against the failure criteria for non-loadbearing walls and partitions.
- 3.6.3 Any variation from the tested prototype transom panel must be supported by an assessment or an opinion from a registered testing authority.

### **3.7 Door Hardware**

- 3.7.1 The door hardware must comply with the design, installation and functional requirements of AS1905.1 and the BCA.
- 3.7.2 Any variations from the hardware fitted to the original tested prototype doorset must comply with the requirements of AS1905.1.
- 3.7.3 It is recommended that Certifire listed hardware items be included on fire doors wherever practicable.

Note: It is intended to make this requirement mandatory when sufficient numbers of hardware items are included in the scheme.

- 3.7.4 The appraisal of a door system must include details of all approved door hardware.

### **3.8 Appraisals**

- 3.8.1 Three alternative methods are available for the preparation of an appraisal for each system. These are given in clauses 3.8.2 to 3.8.4.
- 3.8.2 The simplest appraisal will be that of a fixed design without variations based on one fire test. The test data and a specification of the test assembly, manufacturer's installation instructions, and physical test data are submitted to Certifire for appraisal and preparation of a certificate.
- 3.8.3 A manufacturer may submit a range of tests and opinions/assessments for variations from the tested prototype from registered testing authorities meeting the requirements of this schedule. The assessments/opinions must comply with the technical requirements of AS1905.1

In addition, drawings and specifications of the prototypes and variations together with manufacturer's installation instructions must be submitted with physical test data if appropriate.

Certifire will then prepare an appraisal and certificate for each fire door system.

- 3.8.4 A manufacturer may obtain an appraisal against the relevant Certifire standards by a registered testing authority as defined in clause 3.2.2 of this schedule. The appraisal, together with all supporting data, must be submitted for review by Certifire and a certificate for each fire door system will be issued if the review result is satisfactory.

#### **4. CERTIFIRE QUALITY ASSURANCE REQUIREMENTS FOR MANUFACTURE AND SUPPLY OF HINGED FIRE DOORS**

##### **4.1 General Requirements**

- 4.1.1 In addition to the requirements of this schedule, the Manufacturer must operate a quality system which complies with either:

- a) AS3902 (ISO9002), or
- b) Certifire - Quality Assessment Schedule CA002

Note: It will eventually become a requirement for all manufacturers to comply with AS3902 and the Certifire Quality Assessment Schedule will be phased out. The time of the phase out will be determined by the relevant sub-committee and Certifire Advisory Panel.

- 4.1.2 The quality system will be initially audited by Certifire. Annual audits are to be carried out by Certifire or by a JASANZ accredited independent organisation that will exchange information with Certifire where an AS3902 quality system is in operation.

- 4.1.3 Additional audits required to investigate complaints against a manufacturer are to be carried out by Certifire.

##### **4.2 Specific Requirements for Hinged Fire Doors**

###### **4.2.1 General**

A quality system for a manufacturer or supplier of hinged fire doors must specifically address the requirements given in the remainder of this section.

- 4.2.2 All tender documents and orders shall be reviewed by suitably trained and competent personnel for:

- a) compliance with Certifire certificates - held by the company
- b) compliance with the requirements of AS1905.1 and the BCA
- c) the ability of the manufacturer to construct the door and deliver the doorset on time

- 4.2.3 The review should include but not be limited to checks on:

- a) door size (height, width and thickness)
- b) wall type
- c) frame details
- d) finishes (facings/edge strips)
- e) door functions
- f) hardware requirements and suitability
- g) FRL
- h) other fittings (e.g. vision panels, smoke/acoustic seals)
- i) delivery date/availability of materials

4.2.4 Procedures defining required actions if any deficiencies or non-compliances are identified at the contract review stage must be documented and available to the relevant staff.

### **4.3 Instructions for Manufacture**

4.3.1 The quality system shall include documented specifications and manufacturing instructions for each type of fire door.

4.3.2 These specifications must be clearly referenced to:

- a) the tested prototype
- b) where relevant any permissible variations supported by assessments from registered testing authorities, and
- c) the Certifire certificate

4.3.3 The instruction must accurately describe:

- a) all materials used in the manufacture of a fire doorset including tolerances and any performance requirements,
- b) ordering details,
- c) methods of storage,
- d) methods of assembly,
- e) tests, inspections and procedures in case of non-compliance or damage including criteria for rejection of materials and doorsets.

4.3.4 It is preferred that all materials and components for a fire door are supplied and manufactured by companies under third party quality assurance schemes. However it is realised that in many instances this may be impractical. Under these circumstances greater emphasis shall be placed on sampling and testing of the raw materials.

4.3.5 Typical materials and components that require detailed specifications are:

- a) door core materials
- b) facing materials including detailed specifications of any flame retardant treatments
- c) edge strips including detailed specifications of any flame retardant treatments
- d) reinforcing plates/frames
- e) adhesives and fixings
- f) hardware and other fittings
- g) door frames
- h) intumescent strips/smoke seals

It should be noted that the above list is not exhaustive and all components and materials used in the construction of the doorset must be fully specified.

4.3.6 In many instances door frames and door hardware may be delivered direct to site. Documented procedures shall be provided for the inspection under these circumstances. This may be carried out by the installer.

4.3.7 The manufacturing instructions shall describe all processes in detail together with inspection procedures. Manufacturing tolerances must be specified together with corrective actions if appropriate and rejection criteria.

### **4.4 Record System**

- 4.4.1 The quality system shall be such that each fire doorset is identified by a unique number from receipt of an order through to final installation or supply to a third party contractor.
- 4.4.2 All material and component batches used in the manufacture of the doorset and inspections during construction and installation (if performed by the manufacturer) shall be identified on a file relating to the doorset.
- 4.4.3 The Certifire label number and manufacturers tag number required by AS1905.1 attached to the doorset shall be cross-referenced to the file relating to the doorset.
- 4.4.4 The location of the doorset and the project shall also be identified on the file.
- 4.4.5 The file must be retained for a minimum of ten years and be readily identified from the tag numbers attached to the doorset.

#### **4.5 Durability**

- 4.5.1 Any doorset shall be suitable for its application. The test nominated in clause 3.4 of this Schedule provides a check on the endurance of the doorset. However some fire doors (e.g. large doors) or external doorsets may need special design details to account for the increased weight/size or conditions. The quality system must indicate the expected life of doorsets if they are adequately maintained and not subjected to abuse.

### **5. COMPETENCY/TRAINING REQUIREMENTS FOR FIRE PROTECTION CONTRACTING ORGANISATION**

#### **5.1 Scope**

- 5.1.1 This section defines the minimum training required by personnel involved in the installation and maintenance of hinged fire doors under the Certifire scheme.
- 5.1.2 Competency based training methods are adopted with provision to recognise prior learning.

Reference should be also be made to the following related Certifire documents:

- a) Provisional Certifire procedures & regulations CA001
  - b) Certifire - Supplier/Manufacturer QA specification CA002
- 5.1.3 Methods for the assessment of the competencies are given together with training requirements where appropriate. It should be noted that a level of competency can be attained by:
    - a) prior knowledge
    - b) on-the-job training/in-house training
    - c) formal training seminars
    - d) a combination of any of the above

#### **5.2 Key Personnel**

- 5.2.1 The key personnel involved in the installation of a door assembly are defined below:
- 5.2.2 The Door Detailer - who checks the initial specifications for compliance against the BCA, AS1905.1 and Certifire Certificate and prepares work instructions for manufacture or orders from a door manufacturer where the company is an installation specialist.

- 5.2.3 The Door Hanger - who hangs the door leaf, fits the door hardware, completes the installation and/or carries out maintenance on door assemblies.
- 5.2.4 The Inspector - who checks the final installation and attaches labels certifying compliance with the Certifire certificates and AS1905.1-1990 or checks an installation as part of a maintenance schedule and completes the log book.
- 5.2.5 It should be noted that the above roles may be performed by the same person or shared between several individuals.

### **5.3 Competency Requirements and Assessment Criteria**

- 5.3.1 The key personnel described in clause 5.2 shall demonstrate to the satisfaction of Certifire their competency to perform the critical tasks listed below.
- 5.3.2 The methods of assessment to be adopted by Certifire are also summarised below.

#### **5.3.3 Door Detailer**

- 5.3.3.1 Outcome 1: Identify relevant requirements of the BCA, select the appropriate fire door system from test reports/Certifire certificates and describe design requirements.

Assessment criterion:

- a) for a given application specify the FRL's required by the BCA
- b) identify relevant Certifire certificates and/or test data for suitable systems
- c) list significant design requirements

- 5.3.3.2 Outcome 2: Compare a doorset specification with the requirements of AS1905.1 and Certifire certificates, and identify non-compliances.

Assessment criterion:

- a) for a doorset specification and nominated Certifire certificate list variations and non-compliances with AS1905.1

- 5.3.3.3 Outcome 3: Propose a suitable course of action for a door specification which does not comply with the requirements of a Certifire certificate and/or AS1905.1.

Assessment criterion:

- a) for a non-compliant doorset identify three alternative courses of action to provide a door assembly complying with the Certifire scheme and AS1905.1 and the Building Regulations

- 5.3.3.4 Outcome 4: Produce work instructions and/or orders for manufacture.

Assessment criterion:

- a) for a given application prepare work instructions or orders for a fire door (Note: Proforma forms can be used)

- 5.3.3.5 Outcome 5: Interpret engineering drawings and specifications.

Assessment criterion:

- a) from typical engineering drawings and fire door specifications interpret the information available and identify a suitable fire door system which complies with the requirements of the BCA and AS1905.1-1990.

### 5.3.4 Door Inspector

5.3.4.1 Outcome 1: Identify relevant requirements of the BCA, AS1905.1 and Certifire certificate for an installed fire door.

Assessment criterion:

- a) for a given installation list the relevant requirements of the BCA, AS1905.1 and Certifire certificate applicable to the installation.

5.3.4.2 Outcome 2: Identify common types of wall construction and fire door systems within the scope of the certification.

- a) describe common types of wall constructions nominating FRL's and identifying critical parameters (e.g. thickness, height, facing materials, etc)
- b) describe proprietary wall systems included under the Certifire schedule for the installation company
- c) prepare labelled sketches of mounting details for typical wall types
- d) describe methods for identification of door assemblies prior to labelling

5.3.4.3 Outcome 3: Inspect fire doorsets following the procedures for an AS1851 Part 7-1984 type 2 inspection.

Assessment criterion:

- a) for a typical door installation carry out an inspection to AS1851 Part 7-1984 type 2 inspection and provide a written statement identifying any non-compliances, etc.

5.3.4.4 Outcome 4: Propose a suitable course of action for a door installation which does not comply with the Certifire certificate and/or AS1905.1.

Assessment criterion:

- a) for a non-compliant doorset identify suitable rectification works and describe how to implement the courses of action.

5.3.4.5 Outcome 5: Complete log book details. Assessment criterion:

- a) for a typical project prepare a log book incorporating the information given in Appendix E of AS1905.1. Pro-forma sheets may be used.

### 5.3.5 Door Hanger

5.3.5.1 Outcome 1: Interpret installation instructions.

5.3.5.2 Outcome 2: Hang fire door in accordance with instructions.

5.3.5.3 Outcome 3: Fit hardware and other accessories in accordance with instructions.

Assessment criteria for Outcomes 1 to 3:

Based on written instructions, hang a door leaf in a door frame following the instructions and the requirements of AS1905.1 and the Certifire certificate fitting all required hardware and fittings.

5.3.5.4 Identify variations from installation instructions, the requirements of AS1905.1 and the Certifire certificates, taking appropriate action.

Assessment criterion:

for a given installation identify any variations from installation instructions and/or the requirements of AS1905.1 and Certifire certificates and describe suitable actions.

#### **5.4 Assessment of Training and Competency**

- 5.4.1 Evidence of the training and competency of key personnel shall be provided prior to the initial audit. This can take the form of examples of work, or results from assessments from training programmes.

The roles of all members of staff must be defined in a Quality Manual for the organisation together with training requirements.

- 5.4.2 The information will be reviewed by Certifire. The initial audit will assess the competency of key staff members, using the criteria given in section 5.3 of this schedule.
- 5.4.3 The audit will also assess the suitability of current training methods for the applicant company.

### **6. CERTIFIRE QUALITY ASSURANCE REQUIREMENTS FOR FIRE PROTECTION CONTRACTORS**

#### **6.1 General Requirements**

- 6.1.1 The installer must operate a quality system which complies with:

- a) AS3902 (ISO9002), or
- b) Certifire Quality Assessment schedule CA002.

Note: It may become a requirement for all installers to comply with AS3902. The timing and decision to phase out the Certifire schedule CA002 will be determined by the relevant Certifire technical sub-committee and Certifire Advisory Panel.

- 6.1.2 The quality system will be initially audited by Certifire. Annual audits are to be carried out by Certifire or by a JASANZ accredited independent organisation that will exchange information with Certifire where an AS3902 quality system is in operation.
- 6.1.3 Additional audits required to investigate complaints against a manufacturer are to be carried out by Certifire.

#### **6.2 Specific Requirements for the Installation of Hinged Fire Doors**

- 6.2.1 A quality system for an installation contractor must specifically address the requirements given in the remainder of this section.

##### **Review of tender specifications, enquiries and orders**

- 6.2.2 All tender documents and orders shall be reviewed by suitably trained and competent personnel for:
- a) compliance with Certifire certificates relevant to the installation
  - b) compliance with the requirements of AS1905.1 and the BCA
  - c) the ability of the manufacturer to construct the door and deliver the doorset on time
- 6.2.3 The review should include but not necessarily be limited to checks on:
- a) door size (height, width and thickness)
  - b) wall type
  - c) frame details
  - d) finishes (facings/edge strips)
  - e) door functions

- f) hardware requirements and suitability
- g) FRL
- h) other fittings (e.g. vision panels, smoke/acoustic seals)
- i) delivery date/availability of materials

6.2.4 Written procedures for actions required if a non-compliance is identified shall be provided.

**Specifications and instructions**

6.2.5 Where the installer is also the manufacturer of the doorset, refer to clause 4.3 of this schedule for requirements for the specification and instruction for manufacture.

6.2.6 Where the installer is a separate entity to the manufacturer the following procedures shall be incorporated in the quality system.

6.2.7 The quality system shall include documented specifications for ordering fire door leaves, door frames, hardware and associated fittings including checks for compliance with the specifications.

6.2.8 The quality system shall require that no claims in relation to Certifire or Certifire membership are made for the installation of doorsets from manufacturers who are not members of the scheme or for doorsets not complying with the requirements of Certifire certificates. Documented procedures shall be included defining the use of the Certifire logo and claims of Certifire membership.

6.2.9 It is preferred that all components for fire doors are supplied and manufactured by companies under third party quality assurance schemes. However it is realised that in many instances this may be impractical. Under these circumstances greater emphasis shall be placed on inspection.

6.2.10 Typical components include:

- a) the door leaf
- b) the door frame
- c) hardware and other fittings

The above list is not exhaustive and all components used must be inspected.

6.2.11 Documented procedures shall be provided for the inspection of components when delivered to site.

6.2.12 Documented procedures shall be provided for the installation and final inspection of the doorset labelling.

6.2.13 Documented procedures shall define appropriate actions if non-compliances are identified.

**Record system**

6.2.14 The quality system shall be such that each fire doorset is identified by a unique number from receipt of an order through to installation, inspection and subsequent maintenance.

6.2.15 All component batches used in the installation phase shall be identified on a file relating to the doorset.

6.2.16 The Certifire label number and manufacturers tag number required by AS1905.1 attached to the doorset shall be cross-referenced to the file relating to the doorset.

6.2.17 The location of the doorset and the project shall also be identified on the file.

- 6.2.18 The file must be retained for a minimum of ten years and be readily identified from the tag numbers attached to the doorset, or the project.

## APPENDIX 1:

### LABELLING AND USE OF THE CERTIFIRE LOGO

#### A1.1 General

In order for an installation to be labelled with a Certifire label, the system must comply with a Certifire certificate which was current at the time of installation and be installed by a Certifire listed contractor within the scope of the contractor's Certifire certificate.

Note: Labels required by AS1905.1 must also be fitted as appropriate.

#### A1.2 Labelling format

Certifire labels shall be obtained from Certifire Pty. Ltd. An example label is illustrated below. The label size will be 75mm x 25mm.

##### Example of a Certifire label for Fire Doorsets



#### A1.3 Location

The label shall be fitted 1.5m above floor level on the hinge side of the door leaf.

A tag should only be fitted to the active leaf of pairs of doorsets.

#### A1.4 Labelling methods

Certifire labels shall be mechanically fixed or bonded in such a manner that accidental removal would be unlikely to occur.

#### A1.5 Packaging and Promotional literature

When a Certifire certificate has been issued to a company (manufacturer/supplier and installer) the company is entitled to use the Certifire mark shown below on packaging and/or promotional literature provided:

- the company may only use the mark or claim or imply certification in respect of products or services complying with the relevant performance, training and quality assessment schedules within the scope and limitations given in the certificate(s), and
- copies of all material containing reference to certification and Certifire are submitted to Certifire for verification prior to publication and that any modifications required by Certifire are incorporated.