HANDOVER DOCUMENT

SEA UK LIMITED

version2017

SEA® ENGINEERING EXCELLENCE

EN 12445 12453 TESTED

DHF Door & Hardware Federation

raising standards

1.1. Overview - Operating Guidance and Safety Information

Please read this operating manual before using your gate system for the first time and keep it safe for future use.

1.2. Safety:
All SEA equipment has been CE marked showing that it complies with all health, safety, electrical and mechanical regulations at the time of manufacture. When the gates are installed to take advantage of these features they will comply with the machinery directive (EN13241-1, EN12453, EN12445, EN12604, EN12605, EN60204-1).

In order to help prevent accidents please take the following precautions:
- Do not try to pass through the gate while it is moving
- Wait until the gate is fully open before passing through
- Do not linger between the gates
- Children must not play near the gates
- Keep all remote control devices away from children
- Do not operate the gate by remote control unless it is in view
- Do not attempt to impede the gates movement while it is in operation
- Report any signs of malfunction immediately to the automatic gate company responsible for your gate system
- Do not attempt to modify the gates or the automation system
- Ensure your gate are regularly serviced

Your gates should be serviced every 6 - 12 months depending on the equipment used and the gates frequency of use.

1.3. Operating Logic:
SEA motors are controlled by a PCB control panel. The control panel has a number of different Logics:

Automatic Logic:	Open, (ignor a second signal in opening), Close (when in pause), Open (when closing)
Step By Step Logic:	Open, Stop, Close, Stop, Open.
Safety Logic:	Open, Stop, Close, Open.
Deadman Logic:	Hold button to open, hold a separate button to close. Not available with radio transmitters

1.4. Safety Devices:
SEA electric gates are compatible with every safety device on the market. Some common devices include:
- Photocells, infra red safety beams
- Current sensing/ encoder's, obstacle detection built into the motor.
- Safety edges, rubber strips which reduce impact force and revers gate at the same time
- Loop detectors, detect metal moving near the gates, such as vehicles
- Light curtains, an array of 30-50 photocells forms a grid detecting everything that comes close.

Every site is different and the gate machine fitted will to some degree be a bespoke piece of engineering. Do not interfere, tamper or remove and of the safety devices. Immediately report any potential malfunction to your gate engineer.

Swing Gate Risk Assesment

The following form is only intended as a guide. It does not, nor is it intended to cover all and every risk associated with an automatic gate system. It is the installers responsibility to identify, assess and inform the client of any possible ricks of injury either real or perceived. This Risk Assessment Form, should be filled-in signed and a copy handed to the client

Type of Installation

Private Dwelling(House)..... ☐

Private Multi-user (flats)..... ☐

Business/ Commercial..... ☐

Installation Location

Private Area..... ☐

Private/Public Area..... ☐

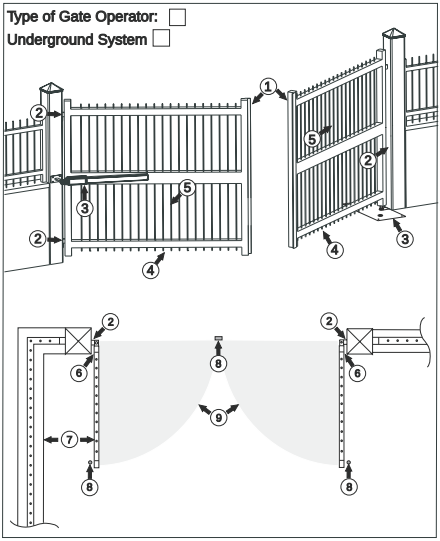
Unrestricted Public Area..... ☐

Installation User Profile

Private instructucted users..... ☐

Private/Public instructucted users..... ☐

Un-instructucted Public users..... ☐



1. Gate, Leading edge:- Risk of trapping or crashing to be tested by dynamic impact metre.

2. Hinge Area:- Risk of crushing, trapping or shearing. Variable gaps between fixed and moving parts must be protected.

3. Gate Operators:- Variable gaps. The distance between gate leaf and operator must be 25mm or more.

4. Below Gate Frame:- Potential Foot Trap. Variable gaps under gate of more than 25mm must be protected.

5. Gate Design:- Risk of trapping, crushing or shearing. Alter or protect elements of the gate leaf due to their shape or position may cause a hazard

6. Space between gate and post/peir. Variable gap between fixed and moving parts. To be tested by dynamic impact metre.

7. Space between gate and wall/fixed object variable gap between fixed and moving parts to be tested by dynamic impact metre.

8. Ground Stops. Trip hazzard.

9. Gate travel area. Limit the possibility of impact by installing protection devices

Identified Risks List

Other Risks/Hazzards (mark on drawing)

Company Name:.....
Address:.....
.....
.....
Post Code:.....Tel:.....
Signed:.....Date:.....
Print Name:.....

Client's Name:.....
Site Address: .....
.....
.....
Post Code:.....Tel:.....
Signed:.....Date:.....
Print Name:.....

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Sliding Gate Risk Assessment

The following form is only intended as a guide. It does not, nor is it intended to cover all and every risk associated with an automatic gate system. It is the installers responsibility to identify, assess and inform the client of any possible ricks of injury either real or perceived. This Risk Assessment Form, should be filled-in signed and a copy handed to the client

Type of Installation

Private Dwelling(House)..... ☐

Private Multi-user (flats)..... ☐

Business/ Commercial..... ☐

Installation Location

Private Area..... ☐

Private/Public Area..... ☐

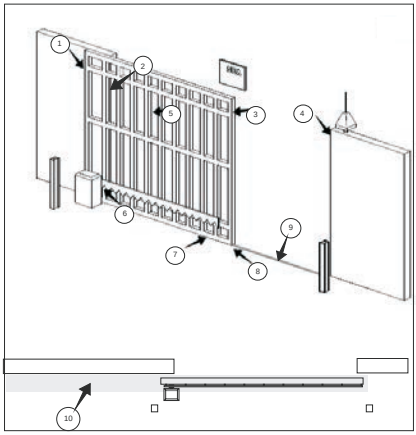
Unrestricted Public Area..... ☐

Installation User Profile

Private instructed users..... ☐

Private/Public instructed users..... ☐

Un-instructed Public users..... ☐



1. Gate, leading/trailling Edge:- Risk of trapping or crashing to be tested by dynamic impact metre.

2. Area between gate and fixed point (wall or support post): Risk of dragging, crushing, trapping or shearing

3. Gate leading/trailing edge: Risk of trapping or crushing to be tested by dynamic impact metre.

4. Fixed point: Risk of crushing trapping or shearing

5. Gate Design: Risk of dragging, trapping crushing or shearing. Alter or protect elements of the gate leaf that due to their shape or position may cause a hazard

6. Gate Drive Mechanism: Potential hand hazzard: Risk of dragging, trapping, crushing or shearing.

7. Below gate frame: potential foot trap. Risk of trapping, crushing or cutting. Gap under gate of more than 25mm must be protected.

8. Lower leading edge. Potential foot trap: Risk of trapping or crushing

9. Ground track: Trip hazzard

10. Gate travel area. Limit the possibility of impact by installing protection devices.

Identified Risks List

Other Risks/Hazzards (mark on drawing)

Company Name:.....
Address:.....
.....
.....
Post Code:.....Tel:.....
Signed:.....Date:.....
Print Name:.....

Client's Name:.....
Site Address: .....
.....
.....
Post Code:.....Tel:.....
Signed:.....Date:.....
Print Name:.....

Traffic Barrier Risk Assesment

The following form is only intended as a guide. It does not, nor is it intended to cover all and every risk associated with an automatic gate system. It is the installers responsibility to identify, assess and inform the client of any possible ricks of injury either real or perceived. This Risk Assessment Form, should be filled-in signed and a copy handed to the client

Type of Installation

Private Dwelling(House)..... ☐

Private Multi-user (flats)..... ☐

Business/ Commercial..... ☐

Installation Location

Private Area..... ☐

Private/Public Area..... ☐

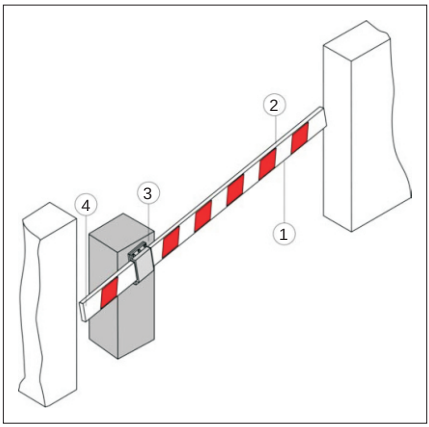
Unrestricted Public Area..... ☐

Installation User Profile

Private instructed users..... ☐

Private/Public instructed users..... ☐

Un-instructucted Public users..... ☐



1. Gate, leading lower edge:- Risk of impact to be tested by dynamic impact metre.

2. Gate, leading upper edge:- Risk of impact to be tested by dynamic impact metre.

3. Gate leading/trailing edge: Risk of trapping or crushing to be tested by dynamic impact metre.

4. Fixed point: Risk of crushing trapping or shearing

5. Gate Design: Risk of dragging, trapping crushing or shearing. Alter or protect elements of the gate leaf that due to their shape or position may cause a hazard

6. Gate Drive Mechanism: Potential hand hazzard: Risk of dragging, trapping, crushing or shearing.

7. Below gate frame: potential foot trap. Risk of trapping, crushing or cutting. Gap under gate of more than 25mm must be protected.

8. Lower leading edge. Potential foot trap: Risk of trapping or crushing

9. Ground track: Trip hazzard

10. Gate travel area. Limit the possibility of impact by installing protection devices.

Identified Risks List

Other Risks/Hazzards (mark on drawing)

Company Name:.....
Address:.....
.....
.....
Post Code:.....Tel:.....
Signed:.....Date:.....
Print Name:.....

Client's Name:.....
Site Address: .....
.....
.....
Post Code:.....Tel:.....
Signed:.....Date:.....
Print Name:.....

Manual Releases

Mini Tank
Tick if used ☐



Lift flap, insert key, turn key

Half Tank
Tick if used ☐



Lift flap, insert key, turn key

Full Tank/ Super Full Tank
Tick if used ☐

Insert & turn key

Lift flap & turn key

Compact / Field Leaver
Tick if used ☐

Rotate away from gate post

Compact / Field Key
Tick if used ☐



Insert key, rotate & pull leaver

Lepus
Tick if used ☐

Insert key, turn and pull open leaver

Saturn
Tick if used ☐

Insert key and turn

pull leaver open

Lepus Box
Tick if used ☐

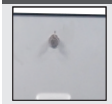
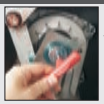
Insert key and open box cover

Pull red handle

Big 4000
Tick if used ☐


Open case insert key & turn.

Storm
Tick if used ☐

Open case insert key & turn.

Sprint
Tick if used ☐


Remove cover & turn knob on motor base

Vela Industrial
Tick if used ☐

Insert key and turn

Alpha
Tick if used ☐

Insert key and turn

Surf
Tick if used ☐

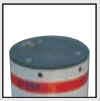
Insert key and turn

Rotate arm to reales

Ger
Tick if used ☐

Insert key and turn anticlock wise to reales

Bull Bollard
Tick if used ☐



Insert key and screw anticlock wise to relase

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System Description

Gates:

Types of gates to which the system is installed:

☐ Swing gate/s ☐ Sliding gate/s ☐ Traffic Barrier ☐ Rising Bollard

☐ New gate/s ☐ Existing gate/s ☐ Metal gate/s ☐ Timber gate/s

Automation System Components

Component	Model	Quantity
Drive unit		
Control Panel		
Photocell		
Safety Edge		
Vehicle safety detector		
Vehicle access detector		
Key pad		
Intercom		
Radio Controls		

System Certification:

Current legislation requires that on completion all gate systems have a technical containing the following documents;

- Completed comprehensive risk assessment (Provided by the installer - example documents from UNAC are available from SEA).
- All relevant installation instructions
- All relevant user instructions
- Force test certificate
- Maintenance manual (Provided by the installer - example available from SEA).
- Declaration of conformity - see next page

The legislation requires that your installer keeps a copy of the technical file for 10 years.

The same legislation requires that your installer places a UKCA label on the gate in a clearly visible location, please do not remove, damage or cover this legally required marking. An example of the label is given below

Installer Company Name
Installer Company Address
Installer Date
EN 13241-1
Motorized Gate
Serial Number
UK CA
2004/108 UKCA 2006/95 UKCA
2006/42 UKCA

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sales@seaukltd.co.uk www.seaukltd.co.uk
Birmingham Tel: 0121 433 3348 Birmingham Fax: 0121 433 9650

UKCA Declaration of Conformity

Customer Name:.....
Site Address: .....
.....
.....
Post Code: .....
Customer Contact Number: .....
Unique Installation Serial Number: .....

On Behalf Of The Installation Company
Company Name: .....
Address: .....
.....
.....
Post Code: .....
Telephone Number/s: .....
Company Reg. No. (If applicable): .....

Declares under its own responsibility that the product detailed above and installed at the site address detailed above complies with the following legal directives (where specifically applicable):

- Supply of Machinery (Safety) Regulations 2008
- Construction Materials Directive 86/106/EEC
- Low Voltage Directive 2006/95/EEC
- Electromagnetic Compatibility Directive 2004/108/EEC
- R&TTE Directive 199/5/EC
- Part P Building Regulations - (Electrical Safety)
- Electro magnetic compatibility Regulations 2016
- Radio Equipment Regulations 2017

The products included in this declaration are installed in total compliance with the following standards:

- **EN 13241-1** Industrial, commercial and garage doors and gate - Product standard
- **EN 12453** Industrial doors and gates; Safety in use of power operated doors - Requirements
- **EN 12445** Industrial doors and gates; Safety in use of power operated doors - Test Methods
- **EN 12604** Industrial doors and gates; Mechanical Aspects - Requirement
- **EN 12605** Industrial doors and gates; Mechanical Aspects - Test Method
- **EN 60204-1** Safety of Machinery - Electrical Equipment of Machines

The validity refers to what is performed and used by the Declarant for the construction and operation of the mentioned product.
Validity is lost in the following cases:

1. Changes made to the product that are unauthorised by the Declarant.
2. The undertakings established by the Declarant and regarding the maintenance of suitable safety and good operation standards, provided for by law, are not respected
3. In the event of improper use of the product.

Authorised Company Signature: .....

Print Name: .....

Date: .....

1.1. Site Summary and Check List

Preliminary Checks

- ☐ Risk Assessments Completed
- ☐ Gates suitable for automation
- ☐ Gates move smoothly with no stiff points
- ☐ Leaf weight & length within operator spec

Installation Checks

- ☐ Components installed in accordance with manufacturers instructions
- ☐ Actuation points/ controls outside hazard area
- ☐ CE Mark fixed to gate
- ☐ Suitable warning labels applied
- ☐ Power supply connected to isolator

Functional Checks

- ☐ Operating devices
- ☐ Stop devices
- ☐ Photocells
- ☐ Other safety devices
- ☐ Control panel settings
- ☐ Manual release operation
- ☐ Connection to fire alarm system (if applicable)

Method of Safe Operation (select one)

- ☐ Dead-man hold to run controls used
- ☐ Impact forces tested in accordance with BS EN12453 & BS EN12445

Training Documentation

- ☐ Customer has been informed of safe operation & residual risks
- ☐ EC Declaration of Conformity provided
- ☐ Maintenance requirements provided
- ☐ Manual release key & instructions provided

Engineers Signature:		Date:	
Print Name:			
Customers Signature:		Date:	
Print Name:			

Maintenance Record

Description of Work											
Installation	☐	Start Up	☐	Adjustment	☐	Maintenance	☐	Repairs	☐	Alterations	☐
Data:	**Engineers signature:**						**Customers signature:**				

Description of Work											
Installation	☐	Start Up	☐	Adjustment	☐	Maintenance	☐	Repairs	☐	Alterations	☐
Data:	**Engineers signature:**						**Customers signature:**				

Description of Work											
Installation	☐	Start Up	☐	Adjustment	☐	Maintenance	☐	Repairs	☐	Alterations	☐
Data:	**Engineers signature:**						**Customers signature:**				

Maintenance Record

Description of Work					
Installation ☐	Start Up ☐	Adjustment ☐	Maintenance ☐	Repairs ☐	Alterations ☐
Data:	**Engineers signature:**		**Customers signature:**		

Description of Work					
Installation ☐	Start Up ☐	Adjustment ☐	Maintenance ☐	Repairs ☐	Alterations ☐
Data:	**Engineers signature:**		**Customers signature:**		

Description of Work					
Installation ☐	Start Up ☐	Adjustment ☐	Maintenance ☐	Repairs ☐	Alterations ☐
Data:	**Engineers signature:**		**Customers signature:**		

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