

Management of Fire Door Registers Procedure

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Management of Fire Door Registers Procedure (BMTRADA Compliance)

PURPOSE

This procedure outlines the steps for managing fire door installations and maintaining both local and centralised registers, in compliance with BMTRADA rules. The procedure applies to approved installers, installers, office-based staff, and is managed by the HSEQ Team.

1. RESPONSIBILITIES

i. H&S Manager:

- Oversees compliance with fire door record-keeping.
- Audits data provided by site and office staff.
- Ensures the process is followed and correct.
- Verifies compliance with regulations through monthly audits.

ii. Approved Installers:

- Record fire door installations
- Ensure all required information is captured in real-time.
- Share training records with the H&S team and Bobby.
- Submit installation reports with relevant data and photos on completion.

iii. Office-Based Staff:

- Maintain the centralised fire door register.
- Ensure that data is accurately recorded and consolidated for compliance.
- Update the register weekly as new data comes in.

iv. Project Directors:

- Notify the team about upcoming projects and share the door schedule.
- Ensure communication flow between site and office staff.
- Monitor installation progress and ensure the project schedule is followed.

2. PROCEDURES FOR APPROVED INSTALLERS

i. Receiving the Door Schedule

Project Directors will notify the team about upcoming projects at least two weeks before installation starts. This includes the door schedule (type, size, fire rating, manufacturer, etc.), which will be shared digitally via email.

ii. Recording Fire Door Installations

Installers will record each fire door installation, capturing:

- Door ID/Reference Number
- Location of Installation (Site/Area)
- Installation Date
- Fire Rating & Door Type
- Manufacturer
- Certifications
- Condition/Inspection Status
- Installation Guides & Maintenance Instructions (links to related documents)
- Installer Name & Signature

The app will automatically store and organise this data, creating a digital record for each installed fire door.

iii. Fire Door Installation App Features

- **Real-Time Updates:** Installers update records immediately upon installation, ensuring that information is captured and stored in real-time.
- **Report Generation:** The app generates detailed reports that can be shared directly with the Safety Manager and Office Staff for auditing and record-keeping.

i. Reporting to H&S Manager

- **Installation Reports:** The app generates a report for each installation, which is sent to the Safety Manager for review.
- The **H&S Manager** will cross-check these reports to verify that all required information has been captured and to ensure compliance.

3. PROCEDURE FOR OFFICE STAFF

i. Central Register Maintenance

- Office staff will manage the centralised fire door register, ensuring that data is accurately recorded and updated in the central database.
- The register will be updated weekly as new data comes in from site staff.

ii. Central Register Updates

- Office staff will monitor and ensure that the central register includes:
- Details of all planned installations
- Installation reports for completed installations
- The central register will be stored digitally for easy access, auditing, and compliance checks.

iii. Audit and Verification

- The HSEQ Manager will perform monthly audits of the centralised register to verify that all data aligns with the records. If discrepancies are identified, corrective actions will be taken.

4. PROCEDURE FOR PROJECT DIRECTORS

i. Project Notification

- Project Directors will inform the project team of upcoming installations via email or internal communication tools.
- The door schedule will include details on the type, size, fire rating, and other relevant information.

ii. Sharing Door Schedule with Team

The door schedule will be shared with:

- Site Supervisors/Installers: To ensure they are prepared for the installation process and know what door types need to be installed.
- H&S Manager: To track installations and maintain fire door registers.
- Office Staff: To ensure the central register is updated accurately.

iii. Monitoring Installation Progress

- Project Directors will monitor the progress of installations, ensuring fire doors are installed according to the schedule.
- They will coordinate with the H&S Manager to resolve any issues and update the central register as necessary.

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5. PROCEDURE FOR H&S MANAGER

i. Training & Communication

- The H&S Manager is responsible for ensuring all staff (site and office-based) are trained on using the Fire Door Installation App and are aware of BMTRADA compliance requirements.
- Quarterly meetings will be held to review the process, address challenges, and update staff on regulatory changes.

ii. Audit & Reporting

- The H&S Manager will conduct monthly audits of both local and centralised fire door registers to ensure accuracy and compliance.
- Quarterly compliance reports will be submitted to senior management, summarising the status of fire door installations and compliance.

iii. Compliance Checks

- The H&S Manager will verify that all fire doors are recorded, including all associated documentation (installation guides, maintenance instructions, etc.).
- They will ensure all installations are logged correctly and that all supporting documentation is maintained.