

FIRE DOOR COMPLIANCE HANDOVER FILE

Complete Technical & Regulatory Documentation Package

Issued By:	ELC Services (Fire & Electrical Safety Specialists)	Legislation:	BS 8214 / Regulatory Reform (Fire Safety) Order 2005
Project Ref:	[Project / Property Reference]	Compliance Standards:	Fire Safety Act 2021 & Regulations 2022
Site Address:	[Property Address / HMO Portfolio Details]	Document Version:	1.0 (Audit-Ready Handover)

EXECUTIVE COMPLIANCE STATEMENT

At ELC Services, every fire door installation and remediation project concludes with a complete, audit-ready Fire Door Compliance Handover File. This document provides property managers, landlords, and Responsible Persons (RPs) with clear, verifiable evidence of full regulatory compliance across all elements of design, ironmongery, installation, and maintenance.

SECTION 1: PROJECT SUMMARY & DECLARATION OF COMPLIANCE

1.1 Executive Scope of Works

Comprehensive summary detailing all door installations, remediations, ironmongery upgrades, and precise site locations covered under the project contract.

1.2 Installer & Competency Details

Company credentials, assigned installation engineer identification, training records, and relevant fire door accreditation/competency scheme registrations.

1.3 Certificate of Compliance

Signed formal statement confirming all works adhere strictly to BS 8214 (Code of practice for fire door assemblies) and direct manufacturer test specifications.

SECTION 2: FIRE DOOR SCHEDULE & ASSET REGISTER

■ 2.1 Master Door Matrix

Itemized schedule indexing every fire door assembly worked on, detailing:

- Unique Door Reference ID (e.g., FD-01, FD-02, FD-03)
- Specific Location / Floor Level / Apartment Number
- Fire Rating Classification (FD30, FD30s, FD60, FD60s)
- Action Taken (Full New Installation vs. Targeted Remediation)
- Physical Hinge-Edge Certification Tag / Label Reference Number
- Formal Sign-off Date

SECTION 3: COMPLIANCE EVIDENCE & TECHNICAL SPECIFICATIONS

■ 3.1 Third-Party Component Certification

Manufacturer data sheets, global assessments, and third-party fire resistance test certificates for door leaves, frames, and vision panels.

■ 3.2 Hardware & Ironmongery Certifications

CE / UKCA certificates of constancy of performance for mandatory hardware:

- Hinges (BS EN 1935 compliant, minimum 3 per leaf)
- Overhead / Concealed Door Closers (BS EN 1154 compliant self-closing units)
- Latch & Locksets (BS EN 12209 compliant)

■ 3.3 Intumescent & Perimeter Seals

Technical datasheets for fire, cold-smoke, and acoustic seals, alongside tested fire-stopping materials used for frame perimeter back-sealing.

SECTION 4: BS 8214 INSPECTION & AUDIT CHECKLISTS

■ 4.1 Dimensional Integrity Audits

Completed verification sheets detailing crucial safety tolerances:

- Perimeter Gaps: Verified between 2mm and 4mm along top and side stiles
- Threshold Clearance: Verified $\leq 8\text{mm}$ standard, or $\leq 3\text{mm}$ where smoke control applies without a bottom seal

■ 4.2 Functional Testing Log

Operational test proof confirming self-closing mechanisms fully close the leaf and engage the latch bolt into the keeper from any open position.

■ 4.3 Mandatory Signage Verification

Audit proof of compliant code-mandated signage fitted (e.g., "Fire Door Keep Shut" or "Fire Door Keep Locked").

SECTION 5: PHOTOGRAPHIC EVIDENCE LOG

■ 5.1 Pre- and Post-Work Audit Documentation

High-resolution photographic record archived for every door assembly:

- Full elevation photograph showing complete door set and signage
- Close-up of top-edge / hinge-edge certification plug or plug sticker
- Feeler-gauge photographs verifying 2–4mm perimeter gap compliance
- Clear photos of BS EN grade markings on hinges and closers
- Intumescent strip installation and rebate condition photos

SECTION 6: RESPONSIBLE PERSON MAINTENANCE GUIDE

■ 6.1 Ongoing Inspection Schedule

Clear legal guidance for property managers to fulfill obligations under the Fire Safety (England) Regulations 2022 (quarterly communal door checks & annual flat entrance checks).

■ 6.2 Care & Visual Checklist

Practical visual reference guides designed for onsite caretaker and estate manager inspections.

■ 6.3 Blank Fire Door Logbook

Ready-to-use log template for ongoing record-keeping, maintenance tracking, and future safety audits.

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