

METHOD OF WORK

Ref.: 00000 M.O.W 001

19 January 2010

Revision 1

Installation of Access Control at Site A

- 1) Installation of card reader access control to six doors on Ground Floor of A Block.

1. SCOPE

This Method of Work relates to the actions required to install electronic control equipment and cabling to extend the proximity card access control system at Site A, The Street, London, AB1 2C in conjunction with Electrical contractors Electrical Services Ltd.

2. GENERAL INSTRUCTIONS

- 1) This Method of work (MoW) identifies the locations where work is to be undertaken.
- 2) Steps identified for each operation will be completed sequentially.
- 3) In the event that a step cannot be safely completed, this MoW is to be suspended, the work area made safe and the WSO (Work Supervisory Officer) informed.
- 4) Any irregularities or discrepancies discovered while performing this MoW are to be brought to the attention of the WSO.

This Method of Work lays down the requirements to carry out:

- 1) The installation of cabling from door controller location to door locations, all within A Block, Ground Floor
- 2) The installation of hardware at door locations, all within A Block, Ground Floor
- 3) The installation of Door control units, within A Block, Ground Floor
- 4) Commissioning of hardware installed within A Block, Ground Floor

This MoW describes the actions required to perform the tasks described above.

3. PERSONNEL REQUIREMENTS

- a. The name of the Work Supervisory Officer (WSO) is to be advised by Electrical Services Ltd.
- b. The works described in this MoW will be carried out by an engineer or engineers from Mastiff Electronic Systems Limited.

4. EQUIPMENT, TOOLS & MATERIALS

PPE and other safety equipment, comprising:

1. Safety shoes
2. Safety Glasses
3. Dust mask
4. Hard Hat

MATERIALS including:

5. 6-core/8-core screened alarm cable.
6. 8723 Network cable
7. Sensor Access door control units
8. Sensor-Prox proximity card readers
9. Green Dome Exit push buttons
10. Electro-Magnetic locks
11. Emergency break glass units
12. Auxiliary power supply units
13. Protective covers for Break Glass units

EQUIPMENT including:

14. Assorted general engineering tools
15. Battery powered drills
16. Industrial platform steps
17. Industrial step ladders
18. Work segregation barriers
19. Cable routing rods

5. RELATED DOCUMENTATION

- 1) Risk assessment: 00000.RA.001

6. PROCEDURE FOR OPERATIONS

Before commencement of works the team of approved persons (Mastiff engineers) shall ensure they:

- a. Have reported to the Works Supervisory Officer
- b. Have checked all tools and PPE is of required standard and free from defects
- c. Are conversant with:
 - 1. This Method of Work
 - 2. Supporting Risk Assessments identified at Section 5
 - 3. Relevant Facility Safety Instructions
 - 4. Local Emergency Response procedures

OPERATIONS

STEP	ACTION	Check
1.0	The installation of cabling from door controller location to door locations, all within A Block, Ground Floor. Although the vast majority of work will be undertaken within the confines of a designated 'work site area', a small proportion of work may need to be carried out outside these confines – where this is necessary ensure work segregation barriers are in place at all times around all area where work is being undertaken.	
1.1	Door #A.A01: Install cabling from the agreed location for door control unit "A01" to door hardware locations at door A01 (Gnd floor Main Entrance). Cables shall be routed in pre-installed data cable cableways, conduit as agreed with the WSO. Label all cables according.	
1.2	Door #A.A02: Install cabling from the agreed location for door control unit "A01" to door hardware locations at door A02 (Gnd floor Reception To Main Corridor). Cables shall be routed in pre-installed data cable cableways, conduit as agreed with the WSO. Label all cables according.	
1.3	Door #A.A03: Install cabling from the agreed location for door control unit "A01" to door hardware locations at door A02 (Gnd floor Staff Changing rooms). Cables shall be routed in pre-installed data cable cableways, conduit as agreed with the WSO. Label all cables according.	
1.4	Door #A.A04: Install cabling from the agreed location for door control unit "A01" to door hardware locations at door 4 (Gnd floor Utility to Main Corridor). Cables shall be routed in pre-installed data cable cableways, conduit as agreed with the WSO. Label all cables according.	
1.5	Door #A.A05: Install cabling from the agreed location for door control unit "A02" to door hardware locations at door A05 (Gnd floor Rear Entrance to Utility). Cables shall be routed in pre-installed data cable cableways, conduit as agreed with the WSO. Label all cables according.	
1.6	Door #A.A06: Install cabling from the agreed location for door control unit "A02" to door hardware locations at door A06 (Gnd floor IT Store). Cables shall be routed in pre-installed data cable cableways, conduit as agreed with the WSO. Label all cables according.	
1.7	Remove accumulated rubbish from work area.	
2.0	The installation of hardware at door locations, all within A Block, Ground Floor. Although the vast majority of work will be undertaken within the confines of a designated 'work site area', a small proportion of work may need to be carried out outside these confines – where this is necessary ensure work segregation barriers are in place at all times around all area where work is being undertaken.	
2.1	Door #A.A01 (Gnd Floor Main Entrance): Install and connect proximity reader, Exit button, Break Glass unit, Protective cover for break glass unit, Maglock & door contact	
2.2	Door #A.A02: (Gnd Floor Reception to Main Corridor): Install and connect proximity reader, Exit button, Break Glass unit, Protective cover for break glass unit, Maglock & door contact.	
2.3	Door #A.A03: (Gnd Floor Staff Changing rooms): Install and connect proximity reader, Exit button, Break Glass unit, Protective cover for break glass unit and Maglock.	
2.4	Door #A.A04: (Gnd Floor Utility to Main Corridor): Install and connect entry proximity reader, Exit button, Break Glass unit, Protective cover for break glass unit, Maglock and door contact.	

2.5	Door #A.A05: (Gnd Floor Rear Entrance to Utility): Install and connect entry proximity reader, exit proximity reader, Break Glass unit , Protective cover for break glass unit and 2 x Maglock.	
2.6	Door #A.A06: (Gnd Floor IT Store): Install and connect entry proximity reader, exit proximity reader, Break Glass unit, Protective cover for break glass unit and 2 x Maglock.	
2.7	Remove accumulated rubbish from work area.	
3.0	The installation of Door control units within A Block, Ground Floor. Although the vast majority of work will be undertaken within the confines of a designated 'work site area', a small proportion of work may need to be carried out outside these confines – where this is necessary ensure work segregation barriers are in place at all times around all area where work is being undertaken.	
3.1	Install Door control unit "A.A01" at agreed location and make all necessary door cabling connections.	
3.2	Install Door control unit "A.A02" at agreed location and make all necessary door cabling connections.	
3.3	Install and connect link cabling between door control units "A.A01 and "A.A02".	
3.4	Request 240v supply flexes are connected to 5A 240v unswitched spurs by suitable personnel.	
3.5	Make connection from door control unit "A.A01" to Fire Interface Point.	
3.6	Make connection from door control unit "A.A02" to Fire Interface Point.	
3.7	Remove accumulated rubbish from work area.	
4.0	Commissioning of hardware installed.	
4.1	Check all cabling connections within door control units.	
4.2	Make necessary configurations within GPP software.	
4.3	Ensure override facility on break glass units at all doors is active before powering system.	
4.4	Apply power to door control units.	
4.5	Establish communication over LAN with door control units from GPP software.	
4.6	Door #A.A01: Check full function of all hardware (with particular attention to operation of Emergency break glass unit) & reporting at software. Complete commissioning schedule sheet for doorA. A01.	
4.7	Door #A.A02: Check full function of all hardware (with particular attention to operation of Emergency break glass unit) & reporting at software. Complete commissioning schedule sheet for door A.A02.	
4.8	Door #A.A03: Check full function of all hardware (with particular attention to operation of Emergency break glass unit) & reporting at software. Complete commissioning schedule sheet for door A.A03.	
4.9	Door #A.A04: Check full function of all hardware (with particular attention to operation of Emergency break glass unit) & reporting at software. Complete commissioning schedule sheet for door A.A04.	
4.10	Door #A.A05: Check full function of all hardware (with particular attention to operation of Emergency break glass unit) & reporting at software. Complete commissioning schedule sheet for door A.A05.	
4.11	Door #A.A06: Check full function of all hardware (with particular attention to operation of Emergency break glass unit) & reporting at software. Complete commissioning schedule sheet for door A.A06.	
4.12	Request Fire Interfaces are activated to test automatic release of doors upon fire alarm activation and confirm all doors release. If this is not possible remove connections at fire interface points, confirm operation of all doors releasing and report to WSO that a full test of the release upon fire alarm activation will need to be carried out when the fire interfaces can be activated, by others.	
4.13	Unless there is a requirement for doors to be secured with immediate effect AND 4.12 has been completed and confirmed, power down the system to disable all doors and make arrangements for making live the installation.	
4.14	Complete commissioning schedule sheet.	

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