

FIRE PROTECTION · ROUTINE SERVICE

Fire & Smoke Doors — Yearly

Annual routine service record aligned to AS 1851-2012 — Fire and smoke door sets

SITE / BUILDING	ADDRESS	CONTRACT NO.	SERVICE YEAR
TECHNICIAN	ACCREDITATION / LICENCE NO.	DATE OF SERVICE	REPORT NO.
NO. OF DOOR SETS	PREDOMINANT FRL / TAG	HOLD-OPEN DEVICES (Y / N)	

P Pass / compliant
F Fail / defect raised
N/A Not applicable / not fitted

Tick the applicable box for each item and record test values / defects in Comments.

1 Identification & documentation

AS 1851-2012 · Section 17

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Door set tagged / identified; tag legible; register current	☐	☐	☐	
2	Door scheduled in fire safety measures; signage correct	☐	☐	☐	

2 Leaf, frame & clearances (detailed)

AS 1851-2012 · Section 17

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Leaf, frame and architraves inspected — no damage, warping or penetrations	☐	☐	☐	
2	All perimeter clearances measured and within tolerance	☐	☐	☐	
3	Core / construction integrity intact; no unapproved modification	☐	☐	☐	

3 Hardware & operation (full)

AS 1851-2012 · Section 17

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Hinges, closer, latch and door furniture inspected and operate correctly	☐	☐	☐	
2	Self-closer closes and latches fully from any position; adjusted as required	☐	☐	☐	
3	Hold-open / release devices tested on alarm; full closure achieved	☐	☐	☐	
4	Intumescent and smoke seals continuous, intact and correctly fitted	☐	☐	☐	

4 Glazing & smoke doors

AS 1851-2012 · Section 17

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Glazing, beads and seals intact and approved (where fitted)	☐	☐	☐	
2	Smoke door operation and gaps verified	☐	☐	☐	

5 Records & restoration

AS 1851-2012 · Section 17

#	INSPECTION / TEST ITEM	P	F	N/A	COMMENTS
1	Defects and non-conformances recorded and reported to the owner	☐	☐	☐	
2	Doors left in their normal (closed / armed) state	☐	☐	☐	
3	Annual service / durable label completed; register and logbook updated	☐	☐	☐	

✓ Defects, Notes & Sign-off

Outstanding defects / non-conformances raised this service:

TECHNICIAN NAME & SIGNATURE

ACCREDITATION / LICENCE NO.

DATE COMPLETED

Guidance only. This checklist is a practical guide to the yearly (annual) routine service of fire and smoke door sets under **AS 1851-2012, Section 17**. Installation, certification and any reinstatement are governed by **AS 1905.1** and the door set's approval — non-conforming doors should be referred for assessment, not field-modified. Applicable items and clearances vary with the door type and FRL. Always work to the current edition of the Standard and the approved configuration. This document does not replace a competent, accredited assessment.