

**First Fence Ltd**  
**FFL 60P Commercial**  
**Pedestrian Gates**



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Operating and  
Maintenance Manual  
Report Book

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[A000191] **This Operating and Maintenance Manual applies to several product versions as specified in Section 2 "Product Logbook", I. "Product Type".**

## 1. OVERVIEW

[A000131] This Operating and Maintenance Manual is intended for Professional Installers and the Owners of the purchased product. It contains the essential information to guarantee safe installation and use, as well as the information about correct care and maintenance of the products. Before beginning installation, read the entire manual, follow its guidelines, and perform all activities in the described order. The product and its separate elements shall be installed in accordance with the manual. Follow the guidelines for assembly and use to allow for correct assembly and to ensure a long and reliable use.

[A000120] The Manual applies to several product model variants.

[D000910] The wicket is also referred to as the "product".



- [A000132] **The product may be installed and adjusted by a PROFESSIONAL INSTALLER only.**
- [A000094] **The scope of activities a Professional Installer and the Owner can perform is described further in this manual.**
- [A000104] **Failure to observe the safety regulations, regulatory requirements, as well as instructions and recommendations provided in this Operating and Maintenance Manual and Installation Instructions voids all of the Manufacturer's obligations and guarantees.**

[A000145] When the product is the result of the installation of parts supplied by various manufacturers or suppliers, the installer is considered to be the manufacturer of the installed product.



[A000152] **Making any modifications or changes to the product accessories is strictly prohibited.**

[A000122] The Manufacturer shall not be liable for any damage or operating malfunctions caused by use of the product with equipment from other suppliers. Such use also voids the warranty issued by the Manufacturer.

## 2. REPORT BOOK

The 'product log' constituting part of the product report log should be fully completed by the person responsible for the installation. Data necessary for the correct completion of the product log should be read from the product nameplate. A correctly and fully completed product log together with the guarantee card is the basis for accepting claims for guarantee repairs. All inspections and repairs of the product should be also recorded in the product log. Any recommendations for subsequent inspections of the product and replacement of worn-out components should be also included in it.



**DOOR LOG**

**I. TYPE OF PRODUCT <sup>(1)</sup>**

FFL 60P Fail Open

FFL 60P Fail Close

other:.....  
 .....

Serial number: .....  
nameplate date

Dimensions (width x height): .....  
nameplate date

Year of manufacture: ..... Installation date:.....  
nameplate date

Installed for: .....  
 .....  
full name and address of product owner (ordering party)

by: .....  
 .....  
name and address of the doorfitting company

Installation address: .....  
 .....  
if different than owner's address

Place of operation: .....  
 .....  
place of installation / operation in the field / in building

<sup>(1)</sup> – write “X” where marked with , please write legibly



## II. PRODUCT ACCEPTANCE/COMMISSIONING REPORT

The product in question complies in technical and safety terms with the standards and directives listed in the product technical documentation.

**The acceptance tests of the entire product must be carried out by experienced and qualified personnel. They must take responsibility for carrying out the required tests. Depending on the risks involved, check compliance with the requirements of the applicable law, standards and other regulations, in particular EN 13241.**

## III. THE TEST RUN OF THE PRODUCT WAS PERFORMED WITHOUT ISSUES AND IN ACCORDANCE WITH THE REQUIREMENTS<sup>(1)</sup>

- with mechanical components properly adjusted

I declare that:

- I hereby accept the warranty terms and conditions and confirm acceptance of the complete product and the Operating and Maintenance Manual.
- I was informed about the proper procedure of operating the product, I read and understood the conditions of use, operation and maintenance

.....  
town

.....  
date

.....  
signature of product owner  
(ordering party)

.....  
professional installer's signature  
and fitting company stamp

## FILL IN THE FOLLOWING SECTION IF A TEST RUN COULD NOT BE PERFORMED DURING PRODUCT ACCEPTANCE.

## IV. THE TEST RUN COULD NOT BE PERFORMED DURING PRODUCT ACCEPTANCE BECAUSE OF <sup>(1)</sup>

- defects and errors
- other reasons beyond the control of the professional installer

A 

<sup>(1)</sup> – write "X" where marked with , please write legibly



**V. THE TEST RUN OF THE PRODUCT WILL BE SCHEDULED AND PERFORMED AT THE EXPENSE AND INITIATIVE OF THE PRODUCT OWNER / FITTING COMPANY<sup>(2)</sup>**

town

date

signature of product owner  
(ordering party)

professional installer's signature  
and fitting company stamp

**VI. THE TEST RUN OF THE PRODUCT WAS PERFORMED WITHOUT ISSUES AND IN ACCORDANCE WITH THE REQUIREMENTS<sup>(1)</sup>**

- with mechanical components properly adjusted



I declare that:

- I hereby accept the warranty terms and conditions and confirm acceptance of the complete product and the Operating and Maintenance Manual.
- I was informed about the proper procedure of operating the product, I read and understood the conditions of use, operation and maintenance

town

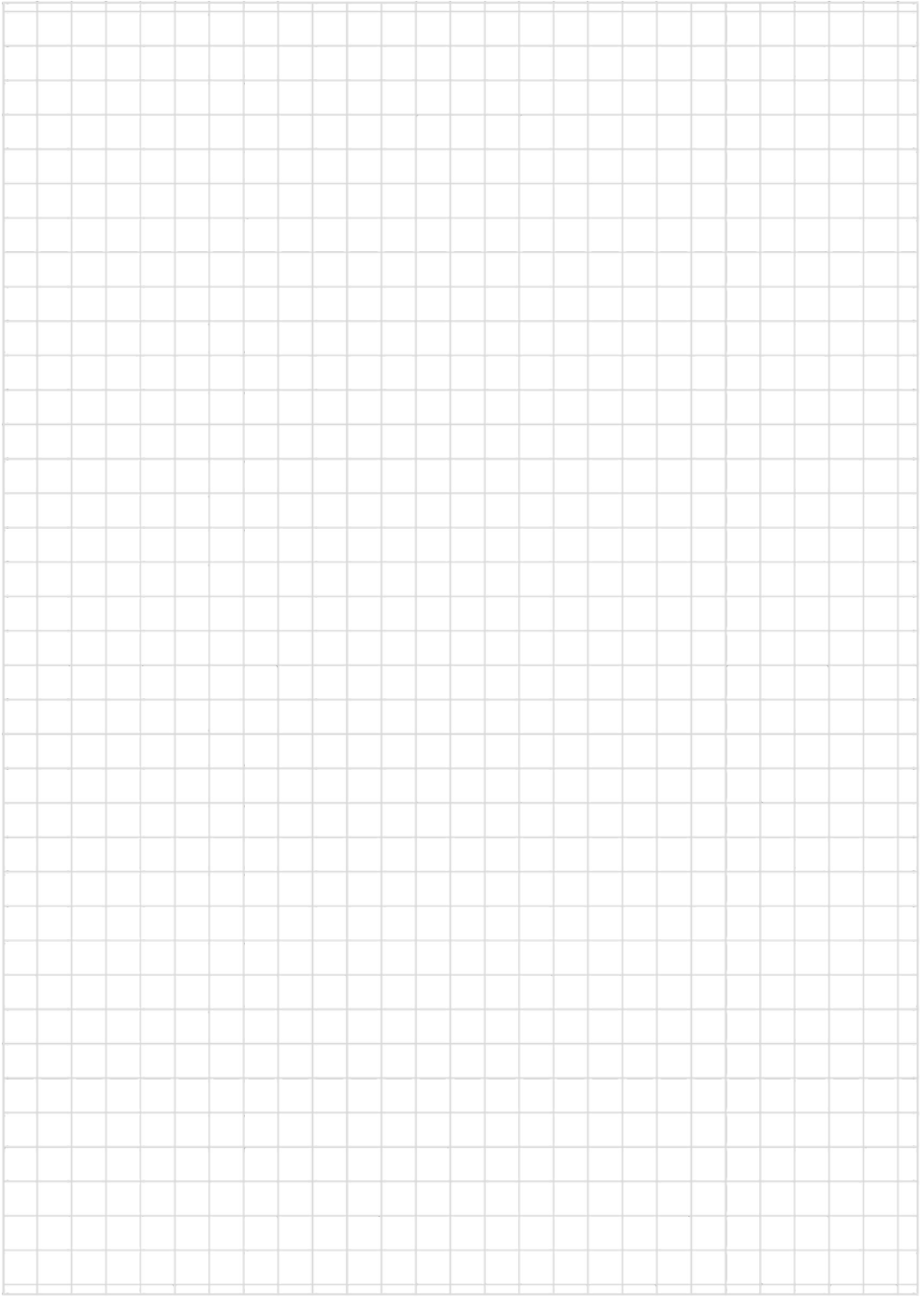
date

signature of product owner  
(ordering party)

professional installer's signature  
and fitting company stamp

<sup>(1)</sup> – write "X" where marked with , please write legibly

<sup>(2)</sup> – delete as appropriate





**THIS DOCUMENT IS INTENDED FOR THE INSTALLATION COMPANY**

**I. TYPE OF PRODUCT<sup>(1)</sup>**

- FFL 60P Fail Open       FFL 60P Fail Close

other:.....  
 .....

Serial number: ..... nameplate date

Dimensions (width x height): ..... nameplate date

Year of manufacture: ..... nameplate date      Installation date: .....

Installed for: .....  
 .....  
 full name and address of product owner (ordering party)

by: .....  
 .....  
 name and address of the door fitting company

Installation address: .....  
 .....  
 if different than owner's address

Place of operation: .....  
 .....  
 place of installation / operation in the field / in a building



<sup>(1)</sup> – write “X” where marked with , please write legibly



**II. PRODUCT ACCEPTANCE/COMMISSIONING REPORT**

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**III. THE TEST RUN OF THE PRODUCT WAS PERFORMED WITHOUT ISSUES AND IN ACCORDANCE WITH THE REQUIREMENTS<sup>(1)</sup>**

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I declare that:

- I hereby accept the warranty terms and conditions and confirm acceptance of the complete product and the Operating and Maintenance Manual.
- I was informed about the proper procedure of operating the product, I read and understood the conditions of use, operation and maintenance

..... town ..... date

..... signature of product owner (ordering party) ..... professional installer's signature and fitting company stamp

**FILL IN THE FOLLOWING SECTION IF A TEST RUN COULD NOT BE PERFORMED DURING PRODUCT ACCEPTANCE.**

**IV. THE TEST RUN COULD NOT BE PERFORMED DURING PRODUCT ACCEPTANCE BECAUSE OF <sup>(1)</sup>**

- defects and errors
- other reasons beyond the control of the professional installer



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**THIS DOCUMENT IS INTENDED FOR THE INSTALLATION COMPANY**

**VI. THE TEST RUN OF THE PRODUCT WILL BE SCHEDULED AND PERFORMED AT THE EXPENSE AND INITIATIVE OF THE PRODUCT OWNER / FITTING COMPANY<sup>(2)</sup>**

town	date
signature of product owner (ordering party)	professional installer's signature and fitting company stamp

**V. THE TEST RUN OF THE PRODUCT WAS PERFORMED WITHOUT ISSUES AND IN ACCORDANCE WITH THE REQUIREMENTS<sup>(1)</sup>**

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I declare that:

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- I was informed about the proper procedure of operating the product, I read and understood the conditions of use, operation and maintenance

town	date
signature of product owner (ordering party)	professional installer's signature and fitting company stamp



<sup>(1)</sup> – write "X" where marked with , please write legibly



### 3. STANDARD TERMS AND DEFINITIONS

[B000232] Explanation of warning signs used in the Installation and Operating Manual:



**Caution!** – this sign indicates that attention is required.



**Information** – this sign indicates important contents.

**Professional fitter** – a competent person or unit who offers product installation services, including their improvement, to third parties.

**Competent person** – an appropriately trained person with qualification resulting from knowledge and practical experience, provided with necessary instruction to enable the required installation to be carried out correctly and safely.

**Owner** – a natural or legal person with the legal title authorising them to dispose of the purchased product, and liable for its operation and performance.

[B000213] **Product operating cycle** – one opening and closing motion of the product.

### 4. DESCRIPTION OF DESIGN AND TECHNICAL DATA

[C000551] The product is made with a hinge and lock set.



[D000429] **Zinc coating is not for decoration purposes but serves as corrosion protection.**

### 5. APPLICATIONS AND INTENDED USE

[A000102] All products shall be used and operated as intended. Their selection and use in building engineering shall follow the specific technical documentation of the installation site prepared according to current laws and standards.

[D000270] The gate is designed to fence premises, land plots, recreation sites, housing estates, public buildings and others of the similar designation. Other applications are treated as inconsistent with the purpose of the product.

[A000163] Any other use is considered as non-intended use. The Manufacturer shall not be liable for any damage from non-intended use.

[B000165] The product can only be operated as intended provided that the user has understood the relevant safety conditions and possible risks, and that the installation and operating guidelines are observed. When the product is used in areas exposed to weather, environment and random incidents (e.g. flood, gale or hail), the manufacturer accepts no liability for the losses caused by the factors specified above.

### 6. ENVIRONMENTAL PROTECTION

#### Packaging

[A000008] Packaging (cardboard, plastics, etc.) are classified as waste suitable for recycling. Follow local legislation for specific material before throwing it away.

#### Product scrapping

The product consists of many different materials. Most of the materials used are suitable for recycling. Sort it before

disposal, and then deliver to refuse collection and disposal area for recycling.



**Follow local legislation for specific material before scrapping.**



[A000009] **Important: Recycling cuts raw material usage and wastes volume.**

[A000118] This device is marked in accordance with European Directive 2012/19/EU on waste electrical and electronic equipment and Directive 2006/66/EC of the European Parliament and of the Council on batteries and accumulators and waste batteries and accumulators and repealing Directive 91/157/EEC. This marking informs that the device and batteries cannot be disposed of with other household waste after they have been used. The user is obliged to submit (hand over) devices and batteries to entities dealing with collection of waste batteries and electrical and electronic equipment. The collecting entities, including local collection points, shops and municipal units, create an appropriate system enabling the submission of such equipment and batteries.

Proper handling of waste batteries, electrical and electronic equipment contributes to avoiding harmful consequences for human health and the environment resulting from the presence of hazardous components and improper storage and treatment of such equipment and batteries.

### 7. OPERATING INSTRUCTION



- [B000189] **It is prohibited to remove any structural components!** This may result in damage to parts which normally ensure the safe use of the product.
- **Alteration of any components or parts is prohibited.**
- [B000210] **Do not modify the adjustments done by the Professional Installer.**
- [A000062] **Do not perform any product repairs on your own.**
- [C000461] **During a full operating cycle of the product, the user should monitor the operating range of the product and make sure that everyone else is safely away until the product is fully open.**
- [C000383] **Do not stay, pass, run or drive under the product in motion.** Before opening or closing, ensure that no one, especially children, and no objects are in the path of the moving product. No one, no objects and no vehicles are allowed to stay within the clearance of the open product.
- [C000076] **Do not obstruct the product leaf's range of movement.** When closing or opening the product's leaf, make sure there is no one in its way, especially children.
- [C000077] **There shall be no obstacles in the product's range of motion.**
- [A000103] **Do not use faulty products!** Do not use the product and contact an authorized service centre if the product is malfunctioning or its subassemblies are damaged.
- [A000155] **Do not leave the leaf open in strong wind.**



- [C000042] This equipment can only be operated by children above 8 years of age, persons with impaired physical/and or mental performance and inexperienced users under supervision or according to the operating manual and with the principles of safe use and related hazards properly explained. Do not allow children to clean or perform maintenance works on the device. Mind that children must never play with this equipment.
- [C000384] **Do not use the product to lift/move/displace any objects or people.**
- [D000668] **Failure to comply may result in severe injuries due to crushing by the product.**
- No acidic or strongly alkaline cleaners/scratching agents that can attack the steel base.
- No scratching agents or cleaners that scratch or damage the paint.
- No organic solvents which contain esters, ketones, alcohols, aromatics, glycol ether or chlorinated hydrocarbons, etc.
- No cleaning agents of unknown composition.
- No cleaning materials that leave remains on a cleaned surface.
- Fat, oil or soot spots can be removed with non-aromatic petrol hydrocarbons.
- Glue, silicone rubber or adhesive tapes remains can be removed with non-aromatic petrol hydrocarbons.
- Maximum treatment time may not exceed 1 hour. Cleaning may be repeated after at least 24 hours if required.
- Glue, mortar, putty, filler, masking and adhesive tapes may contain aggressive chemicals, so their effect on paint coating and the base must be tested before usage.

## 7.1. OPENING AND CLOSING

[C000174] The product is opened and closed manually. You must keep control of the product sash at all times during opening or closing. It is forbidden to unleash the product sash and leave it unchecked; unleashing the sash may endanger persons or objects and damage the product. The leaf must be gently braked and stopped during the final stage of closing or opening.



- [B000104] **All the manually operated products should be opened and closed smoothly, without any jerking which decreases product durability and safety of use.**
- [C000322] **Move the door leaf by hand at its entire length. Be careful not to lose control over the door leaf in motion. Do not speed up the door leaf and release it without control. The moving leaf can be hazardous to persons and property, and result in damage of the door. Carefully slow down and stop the door.**

## 8. ROUTINE MAINTENANCE INSTRUCTIONS

### 8.1. ACTIVITIES WHICH MAY BE PERFORMED BY THE OWNER AFTER CAREFUL READING THE INSTRUCTION

[C000105] The following activities can be performed by the User after careful reading the whole manual delivered with this gate. Protect the product against exposure to corrosives, e.g. alkali, acids, etc. Do the maintenance as scheduled. Powder coated elements are to be cleaned at least annually, or more frequently in a polluted environment.

[B000298] It is forbidden to backfill the foundation bolts and the upper surface of the foundation with sand, grit, soil, etc., as it leads to damaging the zinc coating as a result of contact of humid environment with the zinc layer.

[B000297] The waterproofing of the foundation should be performed, the method and manner of the waterproofing depend on the soil-water conditions at the place of the product installation.

#### The following cleaning rules should be observed:

- [B000046] For washing, use pure water with small amounts of a neutral or slightly alkaline detergent, with non-scratching clothes.
- Painted surfaces must be cold to be cleaned - max. temperature 25° C.
- Only cold cleaning media may be used - max. temperature 25° C.



**Never use water jet, pressure washers, or water vacuum cleaners.**

[B000123] **Carry out ongoing inspections of the product at least every 6 months and perform the following (if applicable):**

- the fastening of all threaded joints;
- the overall technical condition of the fence.

#### [C000182] Painting

When required, zinc layer losses should be repaired with anti-corrosive primer and finishing coat, according to the paint manufacturer instructions, or with a zinc-rich paint.



- [B000007] **Do not use this product in the case of faulty operation or damage to components.** Do not operate; contact an authorised service centre or a Professional Installer.
- [D000668] **Failure to comply may result in severe injuries due to crushing by the product.**
- [A000114] The Manufacturer shall not be liable for any damage caused by failure to comply with safety rules, the Operating and Maintenance Manual or applicable legal requirements.

### Service inspection

#### ACTIVITIES TO BE PERFORMED BY A PROFESSIONAL INSTALLER ONLY

[A000093] **Periodically inspect the door at least every 12 months.**

- [C000474] Identify the product: its type and serial number.
- Inspect the identification marking and stickers on the product, and replace if missing.
- Inspect the warranty certificate or the product logbook for invalid dates and previous entries.
- Note the operating conditions of the product: if the conditions deviate from the specified operating requirements or the product is operated against its intended use, explain the potential consequences (e.g. risk of failure) to the owner.



- Check whether the lock or latch operate properly (if provided)
- Check the operation of the remote control transmitter, replace batteries if required
- Read and record the completed operating cycles on the warranty certificate (applicable to powered products with operating cycle counters).
- All operating defects of the product and safety-critical component damage found during the inspection shall be absolutely rectified.
- [B000247] check the mechanical components affecting the safety and proper operation of the product. Eliminate any failures and repair or replace any malfunctioning components and parts.
- check the mechanical components affecting the safety and proper operation of the product. Eliminate any failures and repair or replace any malfunctioning components and parts.
- check the condition of the seals and brushes, replace if visible damage is found
- check all the installation fastening points for wear, failure or imbalance
- [B000219] perform the required maintenance actions in accordance with section 8.1
- [C000113] Check the condition of all fixtures installed with the product and correct them if necessary.
- It is not recommended to lubricate the moving parts of the product (apart from the specified lubrication points); otherwise, dust and debris will be attracted to deposit on the lubricant film and accelerate the wear of the components.
- Clean photocells cases with a wet cloth; do not use solvents or other chemicals for that purpose as it can damage the units.
- [C000123] check, if all connections are screwed and fixed properly,
- check the hinges and adjust them if necessary,
- If any faults are found, they must be removed in accordance with the Installation and Operating Manual of the product.



- [B000209] **Verify proper adjustment of the product and its compliance with EN 13241.**
- [A000166] **Any alterations and modifications to the door should be agreed on with the door manufacturer.**
- [A000114] **The Manufacturer shall not be liable for any damage caused by failure to comply with safety rules, the Operating and Maintenance Manual or applicable legal requirements.**
- [D000668] **Failure to comply may result in severe injuries due to crushing by the product.**

### 8.3. ACTIONS RESTRICTED TO AUTHORISED SERVICE AGENTS OF THE MANUFACTURER

- any modifications of the product;
- repairs of components



[A000011] **All the actions should be carried out as instructed in this Installation and Operating Manual. Please send any remarks and recommendations you might have to the owner in writing, e.g. note them in the Report Book or in the Warranty Sheet. After completing the inspection, confirm that the inspection was performed**

**by adding an entry in the Report Book or in the Warranty Sheet.**

-----  
 [A000079] **The manufacturer reserves the right to introduce design modifications due to technological progress that do not alter the product functionality, without prior notice.**

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[A000048] **This document has been translated from Polish. In case of discrepancies, the Polish version prevails.**



**9. INSPECTION SHEET**

[A000072] In order to check the technical condition of the product, a Professional Installer should take into account all of the manufacturer's guidelines provided in the Operating and Maintenance Manual and Installation Instructions. Other documents can be appended as a proof of inspection, e.g. the documents which justify decommissioning or complementing of the product, including drawings/sketches and certificates. The appended documents should be listed.

Date	Performed work / defects found	Eliminated defects / recommended, required Date / service technician's signature including remedial actions/legible company name	



Date	Performed work / defects found	Eliminated defects / recommended, required Date / service technician's signature including remedial actions/legible company name	



Date	Performed work / defects found	Eliminated defects / recommended, required Date / service technician's signature including remedial actions/legible company name	Eliminated defects / recommended, required Date / service technician's signature including remedial actions/legible company name

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**10. USER TRAINING SHEET**

On ....., the representatives of the product owner:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

surname, first name

signatures

**Have been trained in operation and use of the product**

**Training schedule**

**Product design**

Overview of safety equipment operation

Overview of maintenance methods

**Service**

Overview of use – normal operation

Overview of use – power supply failure

**Occupational health and safety**

Introduction to OHS rules

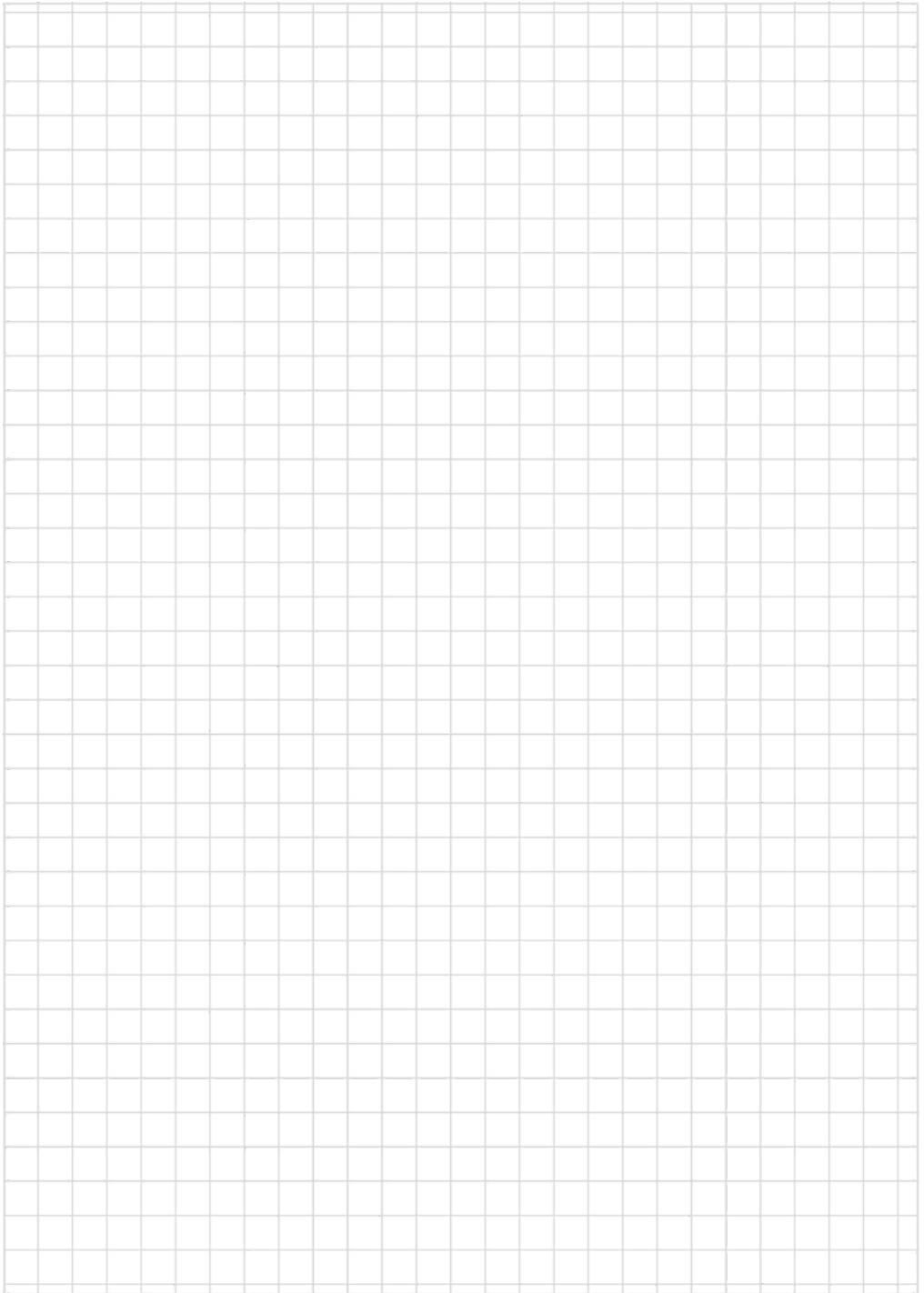
**Training instructors**

1. ....
2. ....
3. ....

surname, first name

signatures







01283 512 111



[www.firstfence.co.uk](http://www.firstfence.co.uk)



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