



# Guidance for the correct processing of Fire Doors

## Introduction

Under the rules of the BWF-CERTIFIRE Fire Door and Doorset Scheme, door leaves are allowed to be processed in a defined way, with the requirement that:-

1. The processing company has been licensed to do so by the initial or prime door leaf manufacturer (PDM), and
2. The processing company is certificated to do so by Warrington Certification Ltd. (WCL), the Scheme's certification partner.
3. The processing company has ISO 9001 Quality Management system in place
4. Agrees to be annually audited on its processes by WCL
5. Purchases certification/traceability labels exclusively from BWF applied to every door leaf

The process involves :-

- a) Obtaining the permission from the PDM<sup>1</sup>
- b) Applying to the BWF-CERTIFIRE Scheme for membership
- c) Pursuing certification under the Scheme Rules via WCL
- d) Undertaking training on processing of the various types of door leaves manufactured by the PDM
- e) Achieving a CERTIFIRE certificate (CAF) which defines the scope of the work the company is then licensed to undertake.

## Guidance and Best Practice

The aim of this guidance document is to assist licensed door processors and prime door leaf manufacturers in determining the scope of work likely to be undertaken and the checks that should be carried out before work commences. It should be adopted as 'best practice' when starting any work of this nature.

**IMPORTANT: In order for the door leaf / doorset to retain its certification, it is vitally important that any work carried out on the door leaf or when making doorsets is within the scope of:-**

1. The certification held by the prime door manufacturer
2. The manufacturer of any components added to the door.

Always refer to the relevant CF technical information held by both the prime door manufacturer and the component supplier.

**DO NOT ASSUME** that the certificate for a component may be safely used on the door leaf to be processed. (Some product descriptions suggest that the work or component is suited to any FD30 or FD60 door without taking the construction of the core material into account. *E.g. limitations to certain products on tubular core doors.*)

If the processor is in any doubt in the use of a particular product or process, he should first consult with the door leaf manufacturer before committing to the work.

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<sup>1</sup> A processor may be licensed by more than one Prime Door Manufacturer

The following checklists will help to ensure the work is conducted correctly, and in accordance with the test evidence.

## DOOR LEAF / DOOR CORE

Action	Comment	Checks to be undertaken
Define what work is to be undertaken	Is the work, or the doorset you are planning to construct, within the overall scope of the original certification of the door leaf / core?	Check the original door leaf / door core CF
Refer to the CF of the door	Does the door leaf / core meet the full specification you require? <i>(Acoustic, security and other properties that are not fire related are not covered under Certifire certification but these must be taken into account).</i>	Check the details of the CF
Does the door leaf and door core meet the specification?	Check the maximum size allowed in the relevant CF - you must check the maximum height and width of the door leaf	Do not exceed
	Check the configuration in the relevant CF - <i>I.e. does the door leaf / core allow for configurations other than single acting / single leaf latched/unlatched?</i>	Prime door manufacturers often have several CFs for different door types. Often these allow different configurations. Do not assume a 'similar' door type means 'Yes'.
	If a pair configuration is planned - is the particular meeting stile arrangement you wish to make permitted within the CF for the door leaf / core you plan to use?  Are edge protectors permitted?	Check the original door leaf / door core CF to see what is allowed

**GLAZING**

Action	Comment	Checks to be undertaken
<p>Glazing</p> <p><i>NOTE: Site cutting of apertures and the supplying of apertured doors without glass is not allowed within BWF-Certifire Scheme rules</i></p>	<p>Check the maximum glazing area permitted in the CF of the door leaf / door core that you plan to use.</p> <p>Check the maximum aperture size permitted. Pay particular attention to distance from edge of door leaf, (edge margins) &amp; minimum separation margins where multi-lights are requested.</p> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. Some door leaf and core CFs do not allow glazing.</li> <li>2. Aperture sizes and datum points to the edge of the door etc. are measured from the inside of the aperture <b>after</b> the aperture liner has been fitted.</li> </ol>	<p>Cross refer the door leaf / door core manufacturer's CF with the CF certification for the glass and glazing system for compatibility.</p> <p>If the maximum size in the CF of the glass or glazing system size is different to the CF in door leaf / door core, you <b>must</b> only use the smaller of the two sizes shown.</p>
<p>Glazing system</p>	<p>The glazing system must be compatible with the door type.</p> <p>The door leaf / door core CF may require a liner that is not mentioned in the glass or glazing system's CF. If the door leaf / door core CF specifies a liner, this must be used in addition to any stated in the glass or glazing system CF. This is especially important with 'Tubecore' doors.</p>	<p>Cross refer to ensure the glass or glazing system is correct and safe to use with the door leaf / door core.</p>
<p>Glazing beads</p>	<p>Check that the bead type, material, shape and size of the proposed bead you plan to use is permitted. Details are given in the glass or glazing system's CF.</p> <p>Check the method of fixing for the bead in the glass or glazing system matches the door leaf / core manufacturer's CF (<i>I.e. pinned or screwed &amp; related fixing centres</i>).</p>	<p>Does the description in the glass or glazing system CF match what you are going to do?</p> <p>The method must be strictly followed.</p>

## INTUMESCENT SEALS AND OTHER PROTECTION

Action	Comment	Checks to be undertaken
Intumescent Seals	<p>Is the intumescent <u>type</u> you plan to use permitted within the CF?</p> <p>Check the door configuration. If it is different to single acting/single leaf then the intumescent specification (<i>sizes and type</i>) in the door leaf / door core manufacturer's CF must be strictly adhered to.</p> <p>Check the intumescent dimensions. Ensure correct use of intumescent seal and size on meeting stiles of pairs. Check any separation where double seals are used.</p> <p><b>NOTE:</b> Substitution of Certifire Approved intumescent seals is only allowed for single acting / single leaf doors. Any other configurations must have the intumescent type and size as stated in the door leaf / door core CF for that configuration.</p>	<p>Refer to door leaf / door core manufacturer's CF</p> <p>Refer to door leaf / door core manufacturer's CF - NOT the intumescent supplier's CF</p>
Other intumescent protection	<p>Check to see if intumescent protection is required behind hinges, latches or other hardware.</p> <p>Check also that you are using the correct type and size of intumescent material.</p>	<p>Refer to the door leaf / the door core manufacturer's CF, <u>NOT</u> the intumescent manufacturer's CF</p>

**DOOR FRAMES. TRIMMING AND LIPPING DOOR LEAVES.**

<b>Action</b>	<b>Comment</b>	<b>Checks to be undertaken</b>
Door frames and installation of the door frame in the opening	<p>Check that the frame material you plan to use is permitted, especially when using non-timber (steel / plastic etc.).</p> <p><b>NOTE:</b> If the door leaf / door core manufacturer's CF does not state that you can use the material (i.e. MDF, steel, aluminum or plastic) then you <u>cannot</u> use it - even if the door frame manufacturer has a CF for that application.</p> <p>Check that the door can be installed in the wall type.</p> <p><b>NOTE:</b> Some door leaf / door core manufacturers CFs do not allow the doors to be used in <u>steel</u> stud partitions.</p> <p>Check to see if over-panels and or side panels are permitted in the CF.</p>	<p>Check door leaf / door core manufacturers CF</p> <p>Check that the door frame section or thickness you plan to use is correct.</p> <p>Check that the method of fixing the door frame to the opening is as specified in the door leaf / door core manufacturers CF.</p> <p><b>NOTE:</b> Some door leaf or door core manufacturers CFs do not allow over-panels or side panels.</p>
Door trimming and re-lipping	<p>Is trimming or re-lipping permissible with the core type used in the door leaf.</p> <p><b>NOTE:</b> Some door constructions cannot be trimmed and re-lipped. If in doubt - ask!</p>	<p>Is the trim you plan to make permitted in the CF?</p> <p>Does the CF require any particular type of lipping or other feature after trimming?</p> <p>Refer to door leaf / door core manufacturer's CF</p>

**IRONMONGERY AND OTHER ANCILLARY ACCESSORIES**

<b>Action</b>	<b>Comment</b>	<b>Checks to be undertaken</b>
<b>Ironmongery</b> Hinges	<p>All hinges must be CE marked for use on a fire door.</p> <p>Are the hinges of the correct number and dimensions, including screw sizes, as stated in the CF?</p> <p>Are they positioned correctly from top, middle and bottom datum points?</p> <p><b>NOTE:</b> All datum points quoted for hinge positions are measured from the centre of the blade of the hinge.</p>	<p>Check with door leaf / door core manufacturers CF NOT the door hinge manufacturers CF</p> <p><b>NOTE:</b> YOU MUST check to see if intumescent material is needed behind the hinge blade. Refer to the Prime Door Manufacturer's evidence NOT the door hinge manufacturer's CF</p>
Latches	<p>All latches must be CE marked for use on a fire door.</p> <p>Are the latch case and depth dimensions within permitted tolerances quoted in the door manufacturer's / door core manufacturer's CF</p> <p>If multipoint locks are required - are these allowable within the door leaf manufacturer's or door core manufacturer's CF? <i>Multipoint locks cannot currently be CE marked.</i></p> <p><b>NOTE:</b> Multipoint locks cannot be fitted unless the door leaf / door core manufacturer's CF allows.</p> <p>For multipoint locks, the intumescent in the frame may have a different specification than that of a standard latch.</p>	<p>Check door leaf or door core manufacturers CF - NOT the latch manufacturer's CF</p> <p>Check to see if intumescent is needed behind the latch faceplate or around the body of the latch.</p> <p>Check door leaf / door core manufacturer's CF - NOT the lock manufacturer's CF</p> <p>Check to see if intumescent material is required behind the lock faceplate or around the body of the latch.</p>
Letterplates (letter boxes)	<p>The CF for the door leaf /door core must permit the fitting of a letterbox/ plate. This must be fitted within the position limits shown in the CF.</p> <p><b>NOTE:</b> Some door types may need the aperture to be lined before the letterbox is fitted.</p> <p>Only 'Certifire Approved' letterboxes/plates can be fitted. Non-Certifire approved letterboxes / plates must NOT be used, even when fire test evidence is available.</p>	<p>Check door leaf / door core manufacturers CF - NOT the letter box/ plate manufacturer's CF.</p> <p>On-site cutting of apertures is allowed within Certifire rules as long as the letterbox/plate is Certifire Approved and any restrictions within the door leaf, door core and letterbox/plate manufacturer's CF are followed.</p>

Air transfer grills	<p>The CF for the door leaf /door core must permit the fitting of a letter box. This must be fitted within the position limits shown in the CF.</p> <p><b>NOTE:</b> Some door types may need the aperture to be lined before the ATG is fitted.</p> <p>Only 'Certifire Approved' ATGs can be fitted. Non-Certifire ATGs may NOT be used, even when fire test evidence is available.</p> <p>The on-site cutting of apertures for an air transfer grill is NOT allowed within BWF-Certifire Scheme rules.</p>	Check door leaf / door core manufacturers CF - NOT the ATG manufacturer's CF, to see if one can be fitted.
Door viewers	The CF for the door leaf /door core must permit the fitting of a door eye-viewer. This must be fitted within the position constraints shown in the CF.	Check door leaf / door core manufacturers CF to see if permitted.
Door closers	<p>Is the type of closer you wish to fit permitted?</p> <p><u>All door closers (overhead or concealed) must be CE marked and Certifire Approved.</u> Non-Certifire Approved CE marked closers must not be fitted.</p> <p>The door closer must be correctly rated for the weight of the door. Refer to the DoP for the closer.</p> <p><b>NOTE:</b> Most Certifire Approved closers have a restriction that limits the size of the glass opening in the door where a closer is fitted to <u>20% of the glass area</u> of the door.</p>	<p>Check door leaf / door core manufacturer's CF - NOT the closer manufacturer's CF, to see if one can be fitted.</p> <p>Check also the CE marking "Declaration of Performance" to see if the closer is correctly rated for the weight of the door.</p> <p>Check the CF of the door closer to see that there are no restrictions on its use.</p>

**IF IN ANY DOUBT: Check with the door leaf manufacturer.**

**If stated in the CF : PROCEED**

**If stated 'not permitted' : DO NOT PROCEED**

**If not mentioned in CF : DO NOT PROCEED**

*Note: Whilst every effort has been made to ensure the accuracy of advice given, the BWF cannot accept liability for loss or damage arising from the use of the information supplied in this publication.*