

SAFE SYSTEM OF WORK — HANGING A DOOR

The weight, the planer, the fire-door certificate — on one page

SSW — ONE PAGE

KD-SSW-HD-008 Rev A0

MHOR 1992 reg 4: a fire door is a heavy, awkward lift, and any door is held at arm's length while the screws go in — assess the lift and use a second person or a door lifter. MHSWR 1999 reg 3: the planer, the router and the chisel assessed with it. One-page safe system of work for hanging a door in an existing lining; the full activity RAMS is KD-RAMS-CJ-002, and for a fire door KD-RAMS-CJ-003 — a fire door is fitted to its certificate, and this sheet does not replace that.

1 THE JOB

PROJECT / SITE REF	SITE	DATE	SHEET PREPARED BY
THE TASK, IN ONE LINE			SUPERVISOR / WHO TO CALL

2 HAZARDS ON THIS JOB — TICK EACH ONE PRESENT; THE CONTROL BESIDE IT IS WHAT YOU WILL DO

- ☐ The weight of the door — two people or a door lifter and wedges; doors stored flat or in a rack, never leaning against the wall
- ☐ Power planer and router — blades sharp, guard on, fence set, both hands on the tool, the door clamped; the tool stopped before it is put down
- ☐ The chisel — sharp, the hand behind the edge, a mallet not a hammer
- ☐ Trapped fingers at the hinge and the closer — the door wedged; hung on the top hinge first
- ☐ Wood dust — extraction or planing outside; dust mask; swept up with a vacuum; KD-COSHH-WD-002
- ☐ A fire door — gaps, intumescent strips, hinges and closer to the door's certificate; a door trimmed past its allowance is no longer a fire door

3 SEQUENCE OF WORK — AMEND EACH STEP TO THIS JOB, OR WRITE "AS PRINTED"; SAY WHO DOES IT

1. CHECK THE DOOR, THE LINING AND THE IRONMONGERY ARE WHAT WAS ORDERED; CHECK THE FIRE RATING, IF ANY	WHO
2. SET UP TRESTLES OR A DOOR STAND; CLAMP THE DOOR FOR PLANING	WHO
3. MARK AND PLANE TO SIZE WITHIN THE MANUFACTURER'S TRIM ALLOWANCE	WHO
4. CUT THE HINGE RECESSES ON THE DOOR AND THE LINING; FIT THE HINGES TO THE DOOR	WHO
5. LIFT THE DOOR IN ON WEDGES WITH A SECOND PERSON; FIX THE TOP HINGE, THEN THE REST	WHO
6. FIT LATCH, HANDLES AND CLOSER; ADJUST FOR A CLEAN CLOSE AND EVEN GAPS	WHO
7. CHECK OPERATION, SEALS AND GAPS; CLEAR THE SHAVINGS; HAND OVER	WHO

4 KIT AND PPE — AND STOP CONDITIONS: STOP AND GET THE SUPERVISOR IF... (TICK WHEN BRIEFED)

Kit: trestles or door stand, door lifter and wedges, planer with extraction, router and hinge jig, sharp chisels, drill, square and gauge, vacuum. PPE: safety footwear; eye protection; dust mask when planing; hearing protection at the router.

- ☐ A fire door needs more trimmed off than its certificate allows
- ☐ The lining is out of square or loose and the door will not hang true without rebuilding it
- ☐ The planer or router guard is missing, or a blade is damaged
- ☐ You are alone with a door you cannot lift comfortably

5 SIGNATURES

Person doing the work — I have read this sheet, the kit and PPE are on the job, and I will stop at the conditions in section 4:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Briefed by / supervisor — I have checked the job against this sheet and amended what needed it:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.