

## Method Statement for fitting a cylinder and turn

### Method Statement for a cylinder and turn into a steel door

This document is to outline the method for how to install a cylinder and turn into a steel security door. This work should be carried out by a trained technician and checked by another technician once completed. This document should be used in accordance with the risk assessment for the same task.

#### Method

1. Using the folk lift truck collect the correct door from the ware house and place the door onto the trestles in your work area.
2. Remove all of the outer packaging from the product, make sure to put the cardboard and bubble wrap to one side as you will need this later to re-package the door. Put the strapping into the bin.
3. Remove all of the clear film from the door leaf on the inside and outside and make sure that the door is in perfect condition. If there are any imperfections or marks on the door leaf you must swap it or bring it to the attention of the manager for assessment/approval.
4. Use an Allen key to remove the turn end of the cylinder and turn. Put both the cylinder and the turn somewhere safe until you need it later in the process.
5. Using a cordless drill and garrison burr drill bit (acorn shape) remove the inside edges of the cylinder covers so they are wide enough to slot the cylinder in place. You need to do the same process to the lock case inside the door leaf so the cylinder and turn can slot through.
6. Using a big headed screw driver you need to remove the central lock key guide from the cylinder cover. You need to make sure you remove the side without the screw thread (side with just the holes only)



## Method Statement for fitting a cylinder and turn

8. Push the turn end of the cylinder into the cylinder cover so the part to re-attach the turn on is sticking through the hole. Use an allen key to re-attach the turn and make sure you tighten the grub screw so the turn is secure in place.
9. Push the cylinder through the door making sure that you have the turn on the correct side of the door. Insert the cylinder screw through central lock to hold the cylinder and turn in place.
10. Place the cylinder cover screws through the inside cylinder cover so they stick through the door blade. Use a screwdriver or impact driver to tighten up the screws into the threaded external cylinder cover.
11. Check that both sides of the cylinder and turn are operational and lock/unlock the door smoothly and double throw the cylinder.
12. Ask a fully trained member of staff to come and check your work and sign the job sheet where necessary.
13. Re-box the door using the previously removed bubble wrap and cardboard packaging.
14. Palletise the product making sure that it is safe and secure.
15. Add any spare parts, handles, instructions or other accessories into a box and secure to the pallet with the door.

