

Operation and maintenance manual

NCA Series 100 - CE marked fire dampers

Thank you for purchasing an NCA Series 100 fire damper.

Please ensure the following information is read, understood and followed at all stages of the damper's life.

Upon receipt of unit - Before signing for the delivery

- Fluorescent yellow stickers are attached to every package we despatch detailing receipt instructions and what to do if your goods are damaged.
- The instructions on this must be followed or HVC will not be able to assist with any claims for damage.

Prior to installation

- If the damper is to be stored on site, ensure it is stored in a clean and dry environment.
- Immediately prior to fitment, remove all packaging from the unit. Take particular care inspecting the inside of the unit for any packing materials which may disrupt damper operation.

Installation

- All fire damper installations must be carried out as stated by HVC.

Installation instructions are available to download at:
www.h-v-c.com/installations
- Installation should only be carried out by competent persons. Fire dampers are life safety devices, their effectiveness is reliant on correct installation.
- Damper edges can be sharp. The relevant PPE should be used when handling dampers, in accordance with the relevant local risk assessment/s.
- Larger dampers can be very heavy, ensure suitable lifting methods are used to help prevent injury.
- Ensure that ductwork is appropriately supported, and that the damper itself will not be relied upon to support ductwork.
- Remove the safety cable tie from the fusible link. Failure to remove this will render the damper inoperable.
- Installation should always take into account the requirement to provide future access for testing and maintenance, by fitting appropriately positioned and sized access doors.

Operation

- Fusible link fire dampers are passive devices, and are designed to operate without any command from an operator or system.
- Fusible links will split, closing the damper when the temperature inside the duct reaches that embossed on the link body.
- The use of electromagnets or solenoids enables the damper to be closed remotely, however they will still close when the link's rated temperature is reached.
- Once the damper has been shut, it can only be reset manually.
- Once a fusible link has split, it must be replaced with a new unit.

Spares

An amount of spare fusible links should be kept on site.

Maintenance information and checklist overleaf >>>

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Maintenance overview and checklist

Fire damper maintenance is essential and should be carried out in accordance with the requirements set out in:

BS 9999 - Code of practice for fire safety in the design, management and use of buildings.

This regulation states that maintenance of air conditioning and ventilation equipment, including fire dampers is of paramount importance both in preventing fire and in ensuring that measures taken to mitigate its consequences are effective when needed.

- The maintenance steps below should be carried out by a competent person at least once per year.
- Local conditions should be taken into consideration when deciding a test plan, more frequent tests may be necessary. For example if dusty conditions are prevalent.
- Series 100 CE marked fire dampers have been designed to operate without lubrication. Do not introduce any as it will attract dust and dirt.

Damper reference and location	
Operation	Result
Cleanliness Clean where necessary, ensuring damper is free from dust and debris.	
Damage and corrosion Check for any damage or signs of corrosion to damper components.	
Drop test Confirm operation of damper with a drop test by following the below steps: <ul style="list-style-type: none"> • Relieve the weight of the blade pack from the fusible link with one hand placed in the centre of the pack width. Ensure bottom blade remains parallel to top of damper at all times. • Failure to support the blade pack from the centre will result in damper blades falling unevenly, potentially causing damage to the damper. In event of damage being caused, damper must be repaired or replaced. Contact HVC for more information. • Remove hand quickly, replicating a splitting fusible link, allowing damper to shut due to springs / gravity. • Perform a visual check of the blades, ensure bottom blade has latched correctly into both lock guides. 	
Reset Reset blade pack by pushing (or pulling if a pull ring is fitted) the bottom blade off the lock guides and pushing blade pack up into the header. Reset fusible link correctly.	
Confirmation Confirm that damper has been left in normal working condition.	

I hereby confirm that the damper detailed above has been tested and maintained in accordance with the above steps.

Name:

Signature:

Date of inspection: