

EACIE Enclosure™ Order Form

Installation Company/ Organisation Name:				End User Organisation Name:			
Installation Company Contact First Name:		Installation Company Contact Last Name:		Installation Company Phone Number:		Installation Company Contact Email:	
Purchasing Company Address:			Town/City:		County/Borough:		Postcode:
Delivery Contact First Name:		Delivery Contact Last Name:		Delivery Contact Phone Number:		Delivery Contact Email:	
Delivery Address:			Town/City:		County/Borough:		Postcode:
Purchase Order Number:		Purchase Order Date:		Please note that for security purposes, UK Fire and Rescue Services (FRS) all use different master key systems. It is important that the building address and/or post code is supplied correctly to ensure that the relevant Fire & Rescue Service has jurisdiction over this building.			

EACIE Enclosure™ Location details

Where the site is existing, we require the details on where the EACIE Enclosure™ will be sited within the building, for example: In the lobby area to the right of the lifts. The reason for this is that the location details are advised to the Fire & Rescue Service.

EACIE Enclosure™ Location		Address <small>We require as a minimum, the building address or 'What 3 Words' location where the EACIE Enclosure is to be sited, if the site is under construction.</small>	City/Town	County	Postcode	New Build	Existing Build
1.							
2.							
3.							
4.							
5.							

Ensure the supporting construction is suitable to accommodate the EC Enclosure™ & its Evacuation Panel. The EACIE Enclosure™ weighs 69 kg. Manual handling guidelines must be adhered to (see HSE website for guidance). Preparation must be made to unload the EACIE Enclosure™ from the delivery vehicle and to lift the EACIE Enclosure™ into position. This could include mechanical equipment such as a forklift or a material lift with counterweight base. **It is recommended that a manual handling risk assessment is carried out prior to the installation.**

By completing this form, you are agreeing to Gerda Security Products Limited™ terms and conditions of sale

EACIE Enclosure™ Key Registration Details

This section relates to the Premises Manager who is responsible for maintenance checks on the EACIE panel.

The Premises Manger is the Registered Keyholder for the EACIE Enclosure™ keys. This section should be completed at point of order, however if the details of the Premises Manger are not known, owing to the building being under construction as a New Build, and unoccupied, then the Premises Manager will need to contact Gerda Security Products at time of handover.

EACIE Enclosures use a high security locking mechanism, and a registered key is required to access the EACIE Enclosure™. Registered keys are only available from Gerda Security Products Limited through an authorised key signatory process.

It is the responsibility of the registered keyholder to ensure that the keys are managed in line with an appropriate key management policy. Replacement keys can be ordered from Gerda Security Products Limited, subject to the authorised key signatory process. In addition to the above information, we require confirmation by the organisation on letter-headed paper, signed by the Line Manager of the Premises Manager.

End User Organisation Name:				Email Address:					
Premises Manager First Name:				Phone Number:					
Premises Manager Last Name:				Mobile Number:					
Department:				Position:					
Address:			Town/City:			County/Borough:		Postcode:	
Pin Number:	This is a 4 digit number of your choice. It is used to verify you as the registered key holder upon reordering of keys			Password:	This is a word of your choice. It is used to verify you as the registered key holder upon reordering of keys.				
Line Manager First Name:				Line Manager Last Name:					

The EACIE Enclosure™ and keys supplied for the EACIE Enclosure™ are strictly not for re-sale. The EACIE Enclosure™ must not be moved to another location outside the jurisdiction of the Fire & Rescue Service for which they were originally specified.

ONLY upon receipt of this form, will details be verified through the authorised signatory process, and the keys for the Premises Manager will be despatched.

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*** PLEASE NOTE:** that we advise the Fire & Rescue Service of the location of the EACIE Enclosure. We may additionally send the Authorised Key Holder and contact number. Should you **NOT** wish your contact details to be sent, please place an X in the box.