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Technical standard applies to caps, closing devices for machines, machinery, operational tools/hereafter referred to as machines or machinery/.

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#### Contents:

1. Caps and closing devices
  - 1.1 General conditions
  - 1.2 Identical caps – BKS systém
  - 1.3 Electronic closing system EKS
  - 1.4 Closing devices – VW type
  - 1.5 Release list of manufacturers
2. Ordering and registering E-keys



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Therefore we strongly recommend that everybody checks the ITS regularly. These documents become valid on the date of their last update. For the contracts signed is decisive the validity of the ITS at the time of the order.

Note: In case of any differences between the Czech, English or German language mutation of this ITS, the Czech version takes precedence. The Czech version is available at <http://cts.skoda-auto.com/>.

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Change - number:	Date:	Remark:
1.	1994-09-01	fully revised
2.	1996-09-01	fully revised
3.	1998-02-01	deleting sheets 8, 9
4.	2002-02-01	Arial font, ŠkodaAuto type
5.	2004-08-02	amending art. 1.4
6.	2005-10-25	arts. 1.4, 2.0 changed
7.	2009-02-10	sections revised
8.	2010-12-21	fully revised
9.	2011-02-17	adjustment norms
10.	2012-02-28	adjustment norms
11.	2013-12-13	arts. 1.2, 2.2 changed
12.	2022-05-04	arts. 1.1.2, 1.3., 2.3 changed

## 1. Caps and closing devices

### 1.1 General conditions

1.1.1 It is forbidden to use silicone or any other materials which contain or imitate substances harmful to the varnish.

1.1.2 Caps and closing devices deliveries must adhere to ČSN and.

1.1.3 General requirements for design of closing devices in accordance with the following standards:

ČSN EN ISO 14119 – Safety of machinery — Interlocking devices associated with guards — Principles for design and selection

ČSN EN ISO 14120 – Safety of machinery — Guards — General requirements for the design and construction of fixed and movable guards

ČSN EN 60204-1 ed. 3 – Safety of machinery – Electrical equipment of machines. Part 1: General requirements

1.1.4 Caps and keys for distribution boards and electric distribution cores are given in ČSN 35 9756.

1.1.5 Terminology

**Key** is used for locking locks and may serve as the operator's tool. Shape is not a decisive feature for this type of tool, it may be squared, with a locking web, etc. The key may be a numeral combination, too (code).

**Holder** is a tool used for operation which is fauly connected with a cap which cannot be removed.

**Lock** is a closing device which is operand with a key, e.g. a cylindrical lock, padlock, etc.

**Cap** is a device used for closing which is operated with an unremovable holder without a key, e.g. a bolt.

**Cap with a lock:** if both a lock and a cap are used the lock is used only to secure the cap.

**Closing** is a type and a combination of holding of a lock which determines the shape of the web of the key.

**Identical closing:** More locks can be locked with an identical key.

**Single lock:** It must be possible to lock every lock with a different key.

**Closing cylinder:** Changable construction arrangement which is fixed on the locking board or a construction element consisting of a cylinder jacket, cylinder core, several pin clips and a locking web. The cylinder jacket may be round, oval or other shape.

### 1.2 Identical closing – BKS system as per G 1083

The use must be previously agreed with ŠkodaAuto.

#### Labelling of BKS closing cylinders and keys – application:

**E1** - Distribution points < 1 kV, e.g. for:

- distributing boards, cupboard distributor doors
- switch with a lock
- light distributing board

**E2** - Shutdown of selected protective (safety) devices which may injure the operating or maintenance staff may be conducted only by an instructed person; this applies to the following (among other)

- switches with locks
- spanning of security devices
- blocking of manual vents
- the key can be disengaged only in the OFF position

**E3** - Switching the light on and off, e.g.:

- cases in which commanding and reporting switching device
- switches with locks for the lighting device apart from light distributing boards or possibly distributing boards controlling the lighting

**E4** - Devices for energy supply and distribution > 1 kV e.g. for closed doors of medium voltage distribution points

**E5** - Lifts, e.g. for:

- door locks at aggregate entries
- switches with locks on a cargo lift

**E6** - Distribution boxes for > 1 kV apart from device with closing E4, e.g. for:

- closing devices on doors of electrostatic and electric filtration devices
- switches with locks for electrostatic and electric filtration devices

**E7** - Machine operation by acquainted personnel, e.g. for

- switches with locks preventing a connection by an unauthorized person to overcome safety bars in locations where persons may be threatened by machinery
- the key may be disengaged only in an ON or OFF position



**E8** - Switching elements of air technical devices as well as of cooling devices e.g. for:

- closing devices of caps where command machinery is located
- switches with a lock of these devices

**E9** – Control of conveyors in the area of loading by maintenance operators

- securing against switching the device and confirmation NOT-HALT
- defect confirmation and selection of operation status – manual/automatic
- key can be disengaged only in the operation status (manual/automatic) selection position

**E10** - Closing devices of adjustable hydraulic elements (except for distribution elements), e.g. with:

- pressure valves
- stream valves
- adjustable hydrogenerators
- pressure switches, etc.

**E11** - Pneumatic devices e.g. for

- distributors
- control cases
- distribution cases
- blocking valves

**E12** - Caps for switching devices of telecommunication technology.

**E13** - Caps for manual control of electromagnetic valves.

**E14** - Tea container closings.

**E15** - Closings of autopilot transport systems.

**E16** - Closings for controlling screw-driving technique.

**E17** - Closings of measuring devices for exhaust gas analysis.

**E18** - Closings of testing and measuring devices.

**GH 1 až GH x** - Special closings for elevated shelf filers.

#### 1.3 Electronic closing system EKS

Keys E2, E7, E9 of the BKS system can be equally replaced by the EKS electronic system, token keys by Euchner company.

#### 1.4 Closing devices adhering to the VW standard

Their use must be agreed with ŠkodaAuto in advance.

##### Type – description, use:

**A** – Concealed closing of a swing lever with a closing valve (supplement 1 – BV 1.09)

Use: distribution board door, heights > 1.000 mm

**B** - Bolt with a locking cylinder (supplement 2 – BV 1.09)

Use: switchboard door, heights < 1.000 mm

**C** - Cylinder lock with a closing lever (supplement 3 – BV 1.09)

Use: switchboard door and blocking, heights < 700 mm

**D** – Lock with a swing push bolt (supplement 4 – BV 1.09)

- Use:
- removable back walls of distributing boards with a fixed concealed desk
  - operating desk
  - door and blocking without special safety

**1H** - Cylindrical lock with a blocking pin (supplement 5 – BV 1.09).

Blocking is activated by turning the key left

Use: Locking device of hydraulic components such as pressure vents, stream vents, regulation hydrogenerators and pressure switches.

**2H** – Cylindrical lock with a blocking pin (supplement 5 – BV 1.09).

Blocking/without cover/can be switched off by turning the key right.

Use: See type 1H



#### 1.5 Release list of manufacturers

List of manufacturers of closings and locking devices applies for all deliveries and operations for Škoda Auto.

Manufacturer:	BKS	FAB
	Dirak	Rittal
	EMKA	Euchner

## 2. Ordering and registering E-keys

Ordering E1 – E18 keys including registration at ŠkodaAuto can only be realized by using a form: „Request of a special Ex key“, see PSZ Intranet

2.1 The keys are delivered with a label:

- released locking system
- type of key
- number assigned by the VSB department according to the list of authorized employees

2.2 Unauthorized manipulation with keys is forbidden. Disrespecting the above mentioned poses a serious breach of work discipline at ŠkodaAuto, see MP.1.732 Locking technical machinery.

2.3 The EKS electronic closing system is delivered as a part of the purchased machinery. The EKS token keys are issued and registered by the authorized employee of the User and they are responsible for authorizations and restrictions based on the needs of the User. The authorized employee is also responsible for registering the EKS tokens in the EKM (Electronic Key Manager) system database.