

# Manual Chair Inspection Procedure



Operation	Description
Visual Inspection	Make a note of the position of the equipment prior to commencing as you will need to return it as close to the original position following completion of the work. Remove any covers / cushions to ensure you have access to all required parts of the equipment. Visually inspect the equipment to be worked on paying particular attention to signs of external damage, missing parts and breakages. Where paintwork is in poor condition ensure there is no rusting or corrosion on metalwork.
Check All Safety Features	Ensure all safety features, where fitted, are functioning correctly. If removeable arms are fitted ensure they lock securely in to position. Check that fitted harnesses in good condition and operational ensuring the harness fixing points are secure.
Check SWL labels	Are the Safe Working Load labels present and clearly visible on the equipment?
Rams And Actuators	Ensure the rams and / or actuators are securely fixed to the equipment. Ensure any springs are in good condition and secure.
Check Seals	Check the seals on hydraulic units, if fitted, ensuring no fluid is leaking.
Check Cables, Clamps And Grommets	Check cables for signs of damage ensuring they are secured where necessary and not trapped within the equipment. Check clamps are secure where fitted and check grommets for signs of perishing.
Check Castors	Check the castors are free from damage / corrosion and rotate freely. Remove any build-up of thread, hair or fluff. Lubricate if necessary with a light mineral based grease. Where brakes are fitted ensure they function correctly.
Locking Levers	Ensure locking levers / thumb wheels, where fitted, are in good condition and operational. If there is a table accessory present ensure this is functioning correctly.

Check Leg Rest / Footplate	Check the leg rest and footplate, where fitted, function correctly by operating them through the entire range.
Check Tilt	Check the tilt functions correctly by operating it through the entire range.
Check Recline	Check the recline functions correctly by operating it through the entire range.
Clean And Label	Wipe down the equipment with a lint free clean dry cloth and label with completed service sticker. Return any items removed at the start of the procedure and ensure equipment is returned to the original position.

