FREEWAY

SA160C mini

User Manual

PRISM MEDICAL UK

Helping to transform lives every day

Contents

1.0 Safety Instructions and Warnings

1.1 Caution

Do not attempt to use this equipment without first understanding the contents of this manual.

The stand aid can easily be operated by one person.

To ensure the safe operation of your stand aid, carefully read this entire manual, and ensure its contents are completely understood before use.

The stand aid is designed to be used in conjunction with slings and accessories. Please refer to any user guides supplied with these components while reviewing this manual.

Should any questions arise from reviewing this manual contact your local authorised representative.

Failure to comply with warnings in this manual may result in; injury to the operator and/or client and/or damage to the stand aid or related components.

Store this manual with the documents included with the stand aid and sling(s).

Contents of this manual are subject to change without prior written notice.

Ensure you are aware of the sling manufacturer's fitting instructions.

⚠ **WARNING**

Do not use a clip fit sling on a hook designed specifically for loop fitting slings.

1.0 Safety Instructions and Warnings

1.1 Symbols used


Caution - consult instructions for use


Caution - consult instructions for use


Manufacturer

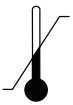

Please observe local laws on recycling


Two-person lift may be required


Refer to user manual


Date of manufacture

Serial number


Temperature range

Humidity range

1.2 Contraindications

There are no known 'contraindications' associated with the usage of the stand aid and its accessories, provided they are used a per manufacturer's recommendations and guidelines.

However, it is recommended that a client specific assessment is completed by a trained and knowledgeable health care professional to determine the method of transfer.

The manufacturer does not recommend a required number of caregivers for the use of our products.

This information and recommendation can only be provided after a thorough, case specific, assessment, as there are many factors that can influence these decisions.

1.3 Intended use

The stand aid is a lifting aid used by trained personnel. The stand aid is used to **assist individuals from sitting to standing**, transporting and walking with minimal strain or risk to the caregiver, while providing complete safety, dignity and comfort to the client.

The stand aid is one of two components that makes this possible.

The other component, the belt/sling, is a specially designed fabric accessory that attaches to the stand aid by means of hooks and straps, and holds the client during the lift/transfer.

Please refer to the user guides supplied with the belt/sling and reference them while reviewing this manual.

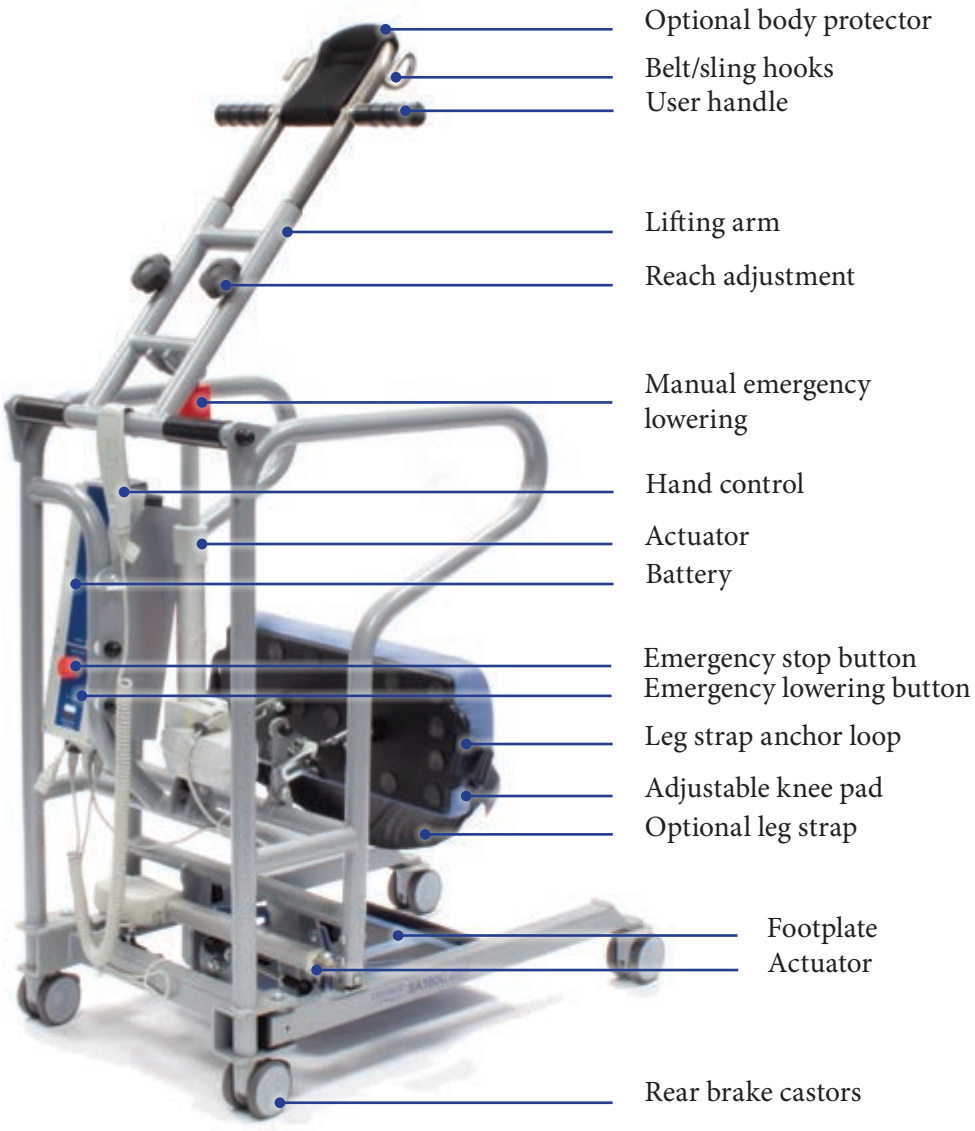
The functions of raising and lowering the lifting arm, and opening and closing of the legs on the stand aid, are accomplished by pressing buttons on the hand control. The hand control is attached to the stand aid.

⚠ WARNING

The stand aid is intended for patients below 160kg. If the safe working load of the stand aid is exceeded, the overlaod feature will be activated.

2.0 Components/Key Parts

Please familiarise yourself with the components of the stand aid by referring to the diagram below:



3.0 Assembly

3.1 Unpacking

⚠ WARNING

Take care whilst removing the stand aid as the unit weight is 40kg and may need two people to remove from its packaging.

The stand aid has been delivered to you as a complete unit wih no assembly required. It is suggested that the battery be fully charged before first use. To charge the battery: connect the charger unit to the control box and mains, ensure that the Emergency stop button is in the out position and allow the battery to recharge (the battery cannot be over-charged).

This user manual should be kept safe for future reference.

WARNING

2-person lift recommended.

a. Remove the straps from the stand aid outer packaging.

b. Lift the cardboard lid from the box.

c. Carefully lift the box sides from the cardbaord base (revealing the stand aid).

d. With care lift the stand aid from the cardboard base (a two person lift is recommended).

3.4 Electrical connections

All cables should arrive securely attached to the control box when the stand aid is unboxed.

⚠ WARNING

Confirm all cables are secure before operating the stand aid.

4.0 Final Inspection

Before first operation of the stand aid:

- Confirm all cables are located and secure.
- Ensure the red emergency stop button on the control box is in the out position (rotate clockwise to release if required).
- Press the up button on the handset and confirm the actuator raises the lift arm.
- Press the down button on the handset and confirm the actuator lowers the lift arm.
- Press the button on the handset to operate the leg opening and confirm the actuator moves the legs outward.
- Press the button on the handset to operate the leg closing and confirm the actuator moves the legs inward.
- Press the red emergency stop button on the control box and check that actuators do not operate until the button is returned to the out position.
- Check the emergency lowering function, both mechanical and electrical, work properly.
- Check the rear wheel brakes work properly.
- Check the battery pack is fully charged.

Your stand aid is now ready to use.

5.0 Stand aid Operating Instructions

5.1 Manoeuvring the stand aid

To move the stand aid forward, hold onto the handle bar (shown in Fig.1) and push forward.

Fig. 1

⚠ WARNING

Do not stand on the actuator, or use the actuator to push the stand aid.

When turning the stand aid, use both hands on the handle. Alternatively, it is possible to rotate the stand aid by applying the brake to a single rear caster and rotating the stand aid about the braked caster. This movement should be performed with a smooth, slow action.

Fig. 2

The SA160C mini stand aid has two rear casters with brake.

The rear casters can be braked for rotation (by applying a single brake), lateral movement, and parking. To apply the brake, press the brake pedal down with your foot (as shown in Fig.2). To release the brake, press the raised pedal towards the wheel (as shown in Fig.3).

Fig. 3

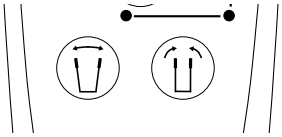
⚠ WARNING

If the footplate is not being used, then the brakes must be applied prior to standing.

5.2 Stand aid leg opening adjustment

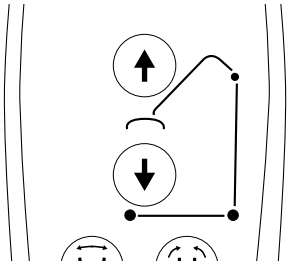
The legs of the SA160C mini stand aid are electrically operated for opening and closing to adjust the base width. The legs can be opened to enable access around arm chairs or wheel chairs. When relocating the stand aid, manoeuvring through narrow doorways or passages, the stand aid legs should be in the closed position.

Leg adjustment is achieved by pressing appropriate buttons on the hand control. The legs' motion will be stopped whenever the hand control button is released.



5.3 Raising and lowering the lift arm

The up and down movement of the lift arm on the SA160C mini stand aid is achieved by a powerful electric actuator which is controlled by hand control. The hand control has two buttons with directional arrows **up** and **down**. The actuator stops automatically at the limit of travel in both directions.



5.4 Emergency stop button

The SA160C mini stand aid is fitted with an Emergency Stop button.

Push the Emergency Stop button (as shown in Fig.4) to cut all power on the stand aid (an audible beep will be heard if the emergency button is pressed during operation of the lift arm or leg opening).

To resume power, release the emergency stop button by turning in a clockwise direction (indicated by arrows on the Emergency Stop button) as shown in Fig.5.

Fig. 4

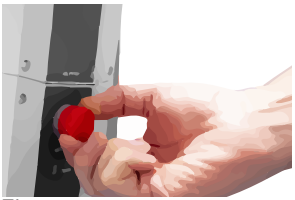


Fig. 5

5.5 Emergency lowering of the lift arm

5.5.1 Electrical emergency lowering

The stand aid lift arm can be lowered by pushing the emergency lowering button on the control box with a suitable object, such as a pen nib or pencil (as shown in Fig.6).

Fig. 6

5.5.2 Mechanical emergency lowering

In case of power failure, it is possible to mechanically lower a patient placed in SA160C mini stand aid.

Turn the manual lowering handle in a clockwise direction (as shown in Fig.7) to lower the lift arm until the lift arm reaches a safe position.


Fig. 7

WARNING

The manual emergency lowering system should be used only if the lowering procedures described in the previous section of the manual do not work. Should you have any concerns or questions contact your local authorized Prism Medical Representative.

5.6 Handset operation

The Hand Control has four functions: up/down and legs in/out.

Press down on each symbol to operate the desired function. It is not possible to use two functions at the same time. Once the stand aid has reached the extent of its travel in a given direction, an audible beep will sound.

The handset is attached to the control box via a flexible, coiled cable that is secured in place with a friction-fit plug. The coiled cable is designed to give the greatest number of options for carer positioning without having a trailing cable around the patient. The handset also incorporates a hook which gives the carer flexibility whist moving/ positioning the patient. Clear and easy to understand labelling of the buttons enable ease of use for the care giver.

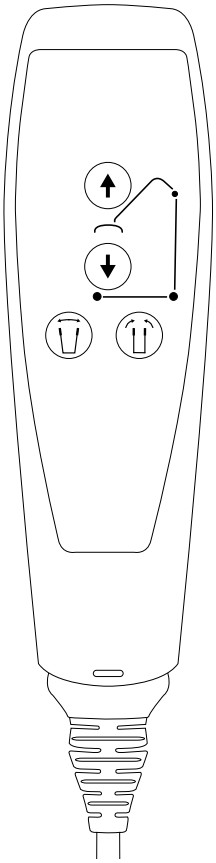


Fig. 8

5.7 Battery pack

The battery pack is protected from full discharge by a low voltage alarm and illuminated LED. The alarm will sound or LED illuminate when the battery needs recharging. Complete the lift and place the battery on charge.

⚠ WARNING

- **Keep the battery pack fully charged.**
- **The battery pack should never be allowed to run completely flat.**
- **The battery pack should never be stored for long periods of time without a regular charge.**

5.8.1 Charging the battery pack

The battery pack can be recharged via mains lead (terminated with a figure of eight plug), or can be unclipped from the control box (see Fig. 9 and 10) and charged via an optional external charger (available separately).

Fig. 9

Fig. 10

a. Fit the mains lead figure of eight plug into charger link cable (see Fig.11).

b. Plug the 3-pin mains plug into a suitable mains outlet and switch the mains supply on.

Note: The red Emergency Stop button has to be out for the battery pack to charge.

c. Charging is automatic and will normally take eight to twelve hours to fully charge (from completely discharged state). You cannot overcharge the battery pack if left for longer periods of time.

d. To return the stand aid to use, switch off the mains supply. Remove the figure of eight plug from the socket at the base of the control box. The stand aid is now ready for use.

Fig. 11

5.8 Knee pad adjustment

The knee pad can be adjusted for reach, height and angle. Adjustment is made by loosening the two star knobs either side of the knee pad (as shown in Fig. 12) and position the knee pad (as shown in Fig. 13).

Fig. 12

Once the knee pad has been positioned correctly tighten the star knobs and ensure the knee pad is secure.

Fig. 13

The knee pad includes loops for the optional knee strap kit. The strap should be passed through the loop at either side of the pad (as shown in Fig. 14) and fastened

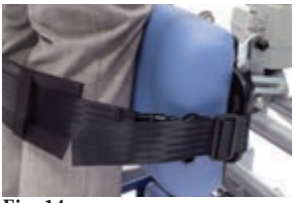


Fig. 14

⚠ WARNING

Ensure the adjustment star knobs are tight on the knee pad to prevent knee support movement during use.

5.9 Carry bar reach adjustment

The carry bar reach adjustment is done by loosening the two star knobs by three turns anti-clockwise (as shown in Fig. 15). Once the carry bar has been positioned correctly (Fig. 16), tighten the star knobs and ensure it is secure.

Fig. 15

Fig. 16

⚠ WARNING

Ensure the adjustment star knobs are tight on the carry bar adjustment before use.

⚠ WARNING

Do not attempt to adjust the carry bar reach position while the lift arm is in use.

5.10 Removing the footplate

The footplate can be removed by loosening and removing the two star knobs (as shown in Fig. 17).

With the two star knobs and bolts removed carefully lift the foot plate from the frame (as shown in Fig. 18). It is recomended to refit the star knobs to the frame for future use.

When re-attaching the foot plate, ensure it is securely fitted before use (as shown in Fig. 19).

Fig. 17

Fig. 18

Fig. 19

⚠ **WARNING**

When using the equipment to assist a person to stand onto the floor (with the footplate removed), the brakes must be applied.

5.11 General operation

Ensure you select the correct sling size for the person being transferred.

The sling should be fitted around the person's stomach/lower back and not around the chest.

Push the SA160C towards the person and apply the brakes.

Adjust the position of the carry bar:

- Unscrew the handles e turns anticlockwise
- Adjust the carry bar to the required position
- Rotate handles clockwise to tighten the carry bar in position

5.11 General operation (continued)

Attach the relevant slings loops to the hooks of the carry bar (Fig. 20).

Use the up function on the handset to raise the person into a standing position (as shown in Fig. 21).

If you are not using the footplate the brakes must be applied prior to standing.

Fig. 20

Fig. 21

⚠ WARNING

The stand aid features a safety cut-off. Should the lift arm encounter an obstruction during lowering, an audible clicking noise will be heard. To re-activate, remove the obstruction and briefly press the up button on the hand control, the unit will then function as normal.

⚠ WARNING

When the lifting arm goes beyond vertical, the lifting arm will require gentle pressure (towards the user), to activate the downward movement as normal.

⚠ WARNING

When not in use, remove the sling from the stand aid to reduce the potential for entrapment or strangulation. Ensure the emergency stop button is pressed to avoid accidental activation.

6.0 Stand aid Safety Advice

6.1 Caution

⚠ WARNING

Your stand aid is designed as a stand assist device.
Do not use it, or allow it to be used, for any other purpose.

⚠ WARNING

When not in use, remove the belt/sling from the stand aid to reduce the potential for entrapment or strangulation. Especially in areas where children may be present.

Your stand aid has been manufactured and tested to exceed BS EN 10535:2006. This does not mean that it can be used without care.

All operators should have read the operating instructions and appreciate this Caution section.

CAUTION: YOUR Stand aid
Is less stable on sloping surfaces. A 5 degree slope is the maximum permitted and then only with great care.
Is less stable when the load is at maximum height.
Is dangerous to the patient being carried when used with undue care and attention or pushed at speed.

6.0 Stand aid Safety Advice

Please read and follow the safety precautions below. These basic safety precautions will help make lifting operations easy and trouble free.

ALWAYS
Carry out the Daily Checks (detailed in section 6.2)
Conduct a risk assessment, including patient, stand aid capacity and belt/sling suitability, prior to any lifting operation
Ensure you have had basic training in moving and handling before using the stand aid
Familiarise yourself with the stand aid controls and safety features
Manoeuvre the stand aid with the handle provided
Fit the belt/sling in accordance to the user manual
Carry out lifts in accordance with this user manual
Apply the brakes when parking the stand aid

NEVER
Push a loaded stand aid at a speed exceeding a slow walking pace
Manoeuvre the stand aid using the lift arm or patient
Use a sling unless recommended for use with this stand aid
Push the stand aid over uneven or rough ground
Bump the stand aid down steps
Depress the carry bar reach adjustment handle during lifting
Expose actuators to cleaning without all cables being fitted
Allow water to enter the handset or control box
Use the stand aid outdoors
Use a frayed or damaged belt/sling
Charge the stand aid in a bathroom or shower

6.2 Daily checks

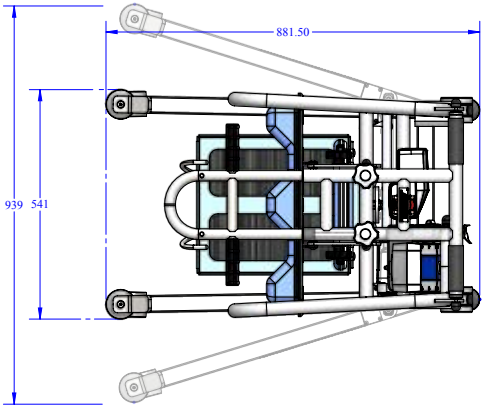
The following checks are those recommended by Prism Medical UK and are supplementary to requirements that may be applicable for current Lifting and Handling and other Health and Safety regulations such as The Lifting Operations and Lifting Equipment Regulations 1998 which may have additional requirements to those set out below:

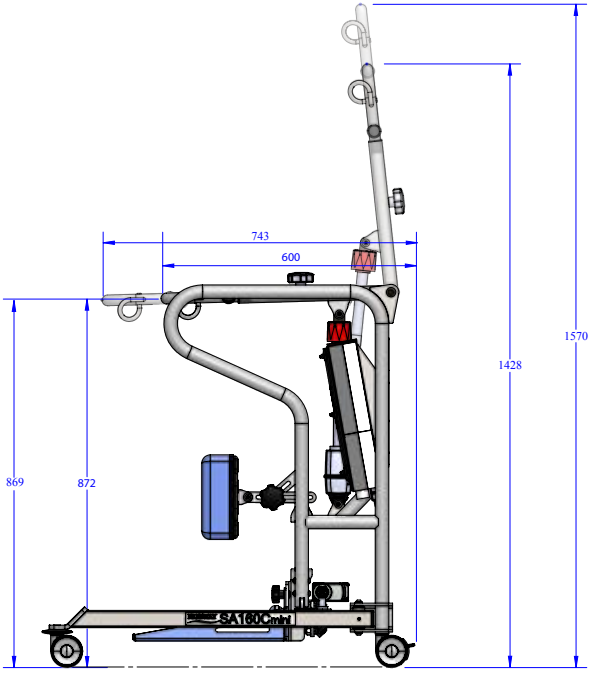
CHECK
The legs open and close correctly.
The stand aid moves freely on its castors.
The carry bar securely locks in position.
The sling hooks on the carry bar are free from excessive wear.
The hand control lowers and raises the lift arm satisfactorily.
The operation of the emergency stop button.
The stand aid is off charge before use and all leads are fully engaged into their sockets.
The stand aid is charged to a satisfactory level of use - raise and lower the stand aid by operating the handset. If the stand aid makes a bleeping sound **do not use** as the stand aid needs to be charged.
The belt/sling for fraying or damage. **Do not use** with any signs of fraying, tears or other damage to the straps or body of the belt/sling.
The footplate is clean, dry and free of any foreign particles.

7.0 Technical Specification

7.1 Dimensions

Total weight: 45kg Actuator thrust: 8,000N





7.0 Technical Specification

7.2 Sound levels

Loaded	**Unloaded**
Up ≤ 50 dB (A)	Up ≤ 50 dB (A)
Down ≤ 50 dB (A)	Down ≤ 50 dB (A)

7.3 Electrical specifications

Battery type:	2 x 12-volt rechargeable sealed lead acid.
Battery capacity:	2.9 Ampere/hours
Charger rated input:	230Vac 50/60Hz
Charger rated output:	27.4/29.0 VDC @ 0.8A

Electric Shock Protection

Charger:	Class II *Lift - internal power source
Degree of shock protection:	Type B *Lift - internal power source
Duty cycle - lift actuator:	10%, Max 2min/18min
Duty cycle - leg actuator:	10% Max 2min/18min
IP rating - lift actuator:	IPX6
IP rating - leg actuator:	IPX4
IP rating - control box:	IPX4
IP rating - handset:	IPX4

Expected Product Lifetime

10 yrs depending usage and compliance to maintenance, servicing and LOLER inspections.

Shipping/Storage Conditions

Temperature:	-40 to +70 °C
Relative humidity:	10 to 100% RH
Atmospheric pressure:	500 to 1060 hPa

Normal Operating Conditions

Temperature:	+10 to +70 °C
Relative humidity:	30 to 75% RH
Atmospheric pressure:	700 to 1060 hPa

7.4 Standards applied

The standards that have been applied to the device are as follows:

BS EN 60601-1-2
Medical electrical equipment. General requirements for basic safety and essential performance. Collateral Standard. Electromagnetic disturbances. Requirements and tests.

BS EN 60601-1
Medical electrical equipment. General requirements for basic safety and essential performance.

BS EN ISO 10535:2006
Stand aids for the transfer of disabled persons. Requirements and test methods.

7.4.1 EMC – Electromagnetic emissions statement

The device complies with the requirements of BS EN ISO 60601-1-2

Should the device come into contact with a similar device having the requirements to meet EMC performance, the reciprocal interference would be eliminated.

8.0 Care & Maintenance

8.1 Troubleshooting

The lift arm raising/lowering or leg opening/ closing action fails to respond to handset operation	Ensure the emergency stop button is in the out position.
	Ensure the battery is charged.
	Ensure the charging lead is disconnected from the control box and mains supply.
	Ensure the handset connection plug is fully inserted into the control box.
	Ensure the actuator connection plugs are fully inserted into the control box.
	If you suspect an actuator is damaged, remove the stand aid from operation and contact your approved agent.
	Ensure there is no visible damage to any stand aid wiring. If you identify damage to any wiring, contact your approved agent.
The stand aid fails to charge	Ensure the charging lead is connected to the control box and mains supply.
	Ensure the emergency stop button is in the out position.
	Ensure the battery pack is correctly mounted to the control box.
	If the battery pack fails to charge, contact your approved agent.
The stand aid makes unusual noises during operation	Try to identify the source of the noise. Remove the stand aid from operation and contact your approved agent.

8.2 Maintenance (to be carried out by a trained engineer)

These recommendations are in line with the Lifting Operations and Lifting Equipment Regulations (LOLER 1998). For further detailed information, please visit:
www.hse.gov.uk/work-equipmentmachinery/loler.html.

Maintenance must be carried out by a competent person and is a UK regulation.

The inspection must take place every 6 months. (Please check if outside of the UK for different specific test requirements).

⚠ WARNING

Before use and on a regular basis, check the carry bar is securely locked into one of the preset positions.

a. **Certification**
An authorised/competent service company or person will issue a test certificate after satisfactory completion of the LOLER inspection. The certificate will be valid for 6 months.

b. **Battery pack**
The battery pack should not require maintenance other than the regular charging as detailed in the charging instructions.

c. **Emergency Stop button**
Check the emergency stop button functionality

d. **Actuator**
The actuator should not require maintenance other than checking for correct operation, listening for unusual noise and checking for any damage.

8.2 Maintenance (continued)

e. Castors
Check the brake functionality on each rear castor. Check all castor fixing points. Check that each castor runs free and rotates easily. Remove any build-up of hair, fluff, dust etc. Lubricate if necessary with a very light mineral based grease.

f. Leg pivot points/under carriage
Check the smooth opening and closing of the legs. Check the steel leg linkages are secure. Adjust the steel linkages if necessary to align the legs. Check all the screws in the under-carriage are secure, if loose secure with Loctite®.

g. Control box
Inspect all male plugs and female sockets for correct fitting. Inspect the hand control functionality.

h. Adjustable reach carry bar
Check the fixing point for excessive wear and inspect the sling hooks for any damage, sharp edges and excessive wear. Check that adjustment is possible throughout the range and that the carry bar locks at each indicated interval

i. Lift arm
Check the attachment of the lift arm to the frame, ensure all fixing points are secure and free from wear.

8.3 Cleaning

8.3.1 General cleaning

The exterior of the SA160C mini stand aid can be cleaned using a damp soapy cloth for general cleaning duties. Please ensure the cloth is damp and not wet. Ensure the exterior of the device is dry after cleaning, dry using a clean dry cloth.

⚠ WARNING

Care should always be taken when cleaning near electrical components, ensure all connections are tight to prevent moisture ingress.

8.3.2 Disinfecting (if necessary)

Should the SA160C mini stand aid require a more thorough clean, the use of the Actichlor™ disinfectant product, which is widely available in tablet form and used throughout the healthcare industry, is recommended.

Ensure the cloth is damp before the cleaning process.

Do not use a wet cloth over electrical systems.

Be careful not to let water ingress into the device as although the device is IP rated, it is not water tight.

⚠ WARNING

Do not expose actuators to cleaning without all cables securely fitted.

⚠ WARNING

Please follow the manufacturers safety instruction for the use of the cleaning product before use to ensure safe use for the operator and the patient.

⚠ WARNING

When handling Actichlor™ disinfectant, avoid contact with skin and eyes. Do not breathe dust/fumes/gas/mist/vapours/spray. Use only with adequate ventilation.

8.3.2 Disinfecting (continued)

Application is through a clean soaked, damp, cloth applied to wipe the device down .

Used in the following dilutions to ensure an effective clean:

- Actichlor™ dissolvable chlorine tablets provide a concentration of 1000 ppm of available chlorine (0.1%) per 1 tablet
- 1 tablet (1.7g formed tablet (x1)) will create a virucidal solution, diluted in 1 litre of water to provide effective means to clean a dirty device.

This is also ideal for use after an outbreak of the Norovirus/winter vomiting and can be used as a precaution against C.Diff. It is effective against viruses, bacteria, spores, yeasts and moulds.

The contact time against the outer components of the device should be for 5 minutes to prevent any virucidal infections without a degradation to the functionality of the device.

5 minutes is a recommended contact time.

The device can withstand a longer contact period but the 5 minute recommendation as a minimum must be followed to provide an effective cleaning regime.

Blood spills should be dealt with by an increased concentration of the solution – please refer to the instructions on the manufacturers product labelling.

8.3.2 Disinfecting (continued)

Concentration limits for differing cleans will be shown on the manufacturers Actichlor™ container, however, this is reflected in the table below:

Actichlor™ Dilution Chart					
Product used as:	Device condition	Concentration (ppm)	Dilution qty *	Tablets per litre	Contact time
Bactericidal	Clean	200	5 litre	1	1 min
	Dirty	1000	1 litre	1	5 min
Yeasticidal	Clean	200	5 litre	1	1 min
	Dirty	1000	1 litre	1	5 min
Fungicidal	Clean	2000	1 litre	2	15 min
	Dirty	5000	1 litre	5	15 min
Mycobactericidal	Clean	1000	1 litre	1	15 min
	Dirty	5000	1 litre	5	15 min
Virucidal	Clean	500	2 litre	1	5 min
	Dirty	1000	1 litre	1	5 min
Sporcidal (C.Diff)	Clean	1000	1 litre	1	10 min
Sporicidal	Clean	5000	1 litre	5	10 min

Dilution is made within water. When diluted in water, one tablet gives 1000 ppm of available chlorine. Do not dilute within any other medium.

The concentration of the solution depends upon whether the device being cleaned is noticeably dirty or not (indicated in the table by 'Device condition').

⚠ **WARNING**

Wash hands thoroughly after handling. Mixing this product with acid or ammonia releases chlorine gas.

8.3.2 Disinfecting (continued)

Safety precautions when using this cleaning agent

Hygiene Measures

Handle in accordance with good industrial hygiene and safety practice. Remove and wash contaminated clothing before re-use. Wash face, hands and any exposed skin thoroughly after handling.

⚠ **WARNING**

Conditions for safe storage, including and incompatibilities:

- **Keep out of reach of children**
- **Keep container tightly closed**
- **Store in suitable labelled containers**
- **Storage temperature: 0°C to 25°C**

Individual protective measures:
Hand protection: Gloves

Dissolve
Dissolve in cold water – With no agitation, 1 tablet will take approx. 10 minutes to fully dissolve in the water used.

The information above has been extracted from the Actichlor™ MSDS (Manufacturers Safety Data Sheet). For a full review of the data please follow the link below:

www.nhsggc.org.uk/media/236215/msds-actichlor-plus.pdf

Contamination control – return of product

Should there be a requirement to return this product it needs to be in a clean condition and should not be soiled. Return of 'contaminated' product will put the health of individuals who are involved with the return process, both delivery and manufacturing staff, in jeopardy.

9.0 Test Certificate

SA160C mini stand aid

TEST CERTIFICATE

Safe Working Load: 160kg

Serial no. . . . . . .

Date of test . . . . . .

This Test Certificate confirms that the above numbered stand aid has been fully tested in accordance with the tests specified in:

- BS EN 10535 and has conformed fully therewith.

Signature of tester. . . . . . .

10.0 Service Record

Initial Information

Complete the following section on Purchase and Service Information as soon as this equipment is purchased.

- Use the service record history to record to any completed service and repairs.
- Ensure that the service record is signed and dated each time it is used.
- Be sure to have this piece of equipment serviced on a regular basis as described in the General Inspection and Maintenance Section.
- Be sure to have this piece of equipment serviced on a regular basis (6 monthly where LOLER applies).

Purchase Information

Product name: *SA160C mini stand aid*

Serial No. ..... Date of purchase: .....

Purchased from: .....

Address: .....

.....

..... Post Code: .....

Telephone number: .....

Comments: .....

Purchase Information

Company: .....

Address: .....

.....

..... Post Code: .....

Telephone number: .....

Comments: .....

10.0 Service Record

Service Record History

Complete this section after each service, repair, inspection and/or maintenance. Photocopy additional pages as required.

Date: ..... Time: .....

Service type:

Periodic inspection ☐ Monthly inspection ☐ Repair ☐

6-Month inspection ☐ Yearly inspection ☐ Other ☐

Completed by (print name): .....

(signature) .....

Company: .....

Remarks and action taken: .....

.....

Device left in a safe, usable condition: Yes ☐ No ☐

(if 'No' explain in remarks and action taken)

Date: ..... Time: .....

Service type:

Periodic inspection ☐ Monthly inspection ☐ Repair ☐

6-Month inspection ☐ Yearly inspection ☐ Other ☐

Completed by (print name): .....

(signature) .....

Company: .....

Remarks and action taken: .....

.....

Device left in a safe, usable condition: Yes ☐ No ☐

(if 'No' explain in remarks and action taken)

10.0 Service Record

Date: ..... Time: .....

Service type:

Periodic inspection ☐ Monthly inspection ☐ Repair ☐

6-Month inspection ☐ Yearly inspection ☐ Other ☐

Completed by (print name): .....

(signature) .....

Company: .....

Remarks and action taken: .....

.....

Device left in a safe, usable condition: Yes ☐ No ☐

(if 'No' explain in remarks and action taken)

Date: ..... Time: .....

Service type:

Periodic inspection ☐ Monthly inspection ☐ Repair ☐

6-Month inspection ☐ Yearly inspection ☐ Other ☐

Completed by (print name): .....

(signature) .....

Company: .....

Remarks and action taken: .....

.....

Device left in a safe, usable condition: Yes ☐ No ☐

(if 'No' explain in remarks and action taken)

10.0 Service Record

Date: ..... Time: .....

Service type:

Periodic inspection ☐ Monthly inspection ☐ Repair ☐

6-Month inspection ☐ Yearly inspection ☐ Other ☐

Completed by (print name): .....

(signature) .....

Company: .....

Remarks and action taken: .....

.....

Device left in a safe, usable condition: Yes ☐ No ☐

(if 'No' explain in remarks and action taken)

Date: ..... Time: .....

Service type:

Periodic inspection ☐ Monthly inspection ☐ Repair ☐

6-Month inspection ☐ Yearly inspection ☐ Other ☐

Completed by (print name): .....

(signature) .....

Company: .....

Remarks and action taken: .....

.....

Device left in a safe, usable condition: Yes ☐ No ☐

(if 'No' explain in remarks and action taken)

10.0 Service Record

Date: ..... Time: .....

Service type:

Periodic inspection ☐ Monthly inspection ☐ Repair ☐

6-Month inspection ☐ Yearly inspection ☐ Other ☐

Completed by (print name): .....

(signature) .....

Company: .....

Remarks and action taken: .....

.....

Device left in a safe, usable condition: Yes ☐ No ☐

(if 'No' explain in remarks and action taken)

Date: ..... Time: .....

Service type:

Periodic inspection ☐ Monthly inspection ☐ Repair ☐

6-Month inspection ☐ Yearly inspection ☐ Other ☐

Completed by (print name): .....

(signature) .....

Company: .....

Remarks and action taken: .....

.....

Device left in a safe, usable condition: Yes ☐ No ☐

(if 'No' explain in remarks and action taken)

FREEWAY

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