

## 34 Appendix: Medical product passport / record of training

### Product specifications:

Serial number:  \_\_\_\_\_

### Customer data:

Surname, forename: \_\_\_\_\_

Street: \_\_\_\_\_

Postcode, city: \_\_\_\_\_

Phone: \_\_\_\_\_

Paying organisation: \_\_\_\_\_

### Training carried out by:

Medical supplies dealer

PROACTIV field representative

\_\_\_\_\_  
Stamp / Date / Dealer's signature

### Record of training

I was / we were instructed in accordance with the associated hand-over certificate about the operation of the product listed and informed about possible operator errors. I was / we were also advised about situations where the assistance of another person is required. The operating instructions were handed to me / us.

#### Instructor

Name, date, signature \_\_\_\_\_

#### 1. Person being trained

Name, date, signature \_\_\_\_\_

#### 2. Person being trained

Name, date, signature \_\_\_\_\_

#### 3. Person being trained

Name, date, signature \_\_\_\_\_

For minors, or persons who are not responsible for their actions, legal guardians / supervisors / responsible persons are to be trained in the use, this is confirmed by their signature. The data is recorded in the feedback system of PROACTIV Reha-Technik GmbH, as the manufacturer of the above named product. It will be managed in accordance with Section 16 BDSG (Federal Data Protection Law).

### 35 Appendix: Hand-over certificate

#### 35.1 Required compliance criteria to authorise use

Topics	Completed / fulfilled	Remarks
The product is suitable for the customer based on their own judgement and the customer information received regarding the disability-related restrictions.		
The use intended by the customer is fully consistent with the intended use as described in the operating instructions (see the Product description / intended use chapter).		
The product's equipment is suitable to allow the customer safe use with maximum reduction of risks (see check list on the following page).		
The customer was informed about the current / applicable regulations in accordance with the road traffic regulations.		
The customer's driving ability was checked during a test drive in difficult driving situations and found to be appropriate (see the check list on the following page).		
The user, according to their own statements, or those of the legal representative or guardian and the assessment of the person providing the training, is able to meet the requirements of public traffic in full and to act accordingly. This ability to act, which is the basis for reducing the risk for the user and other road users to an acceptable level, is also completely achievable taking current illnesses / disabilities into full account.		
The operating instructions, and explicitly all of the warning and safety instructions contained therein, were discussed during the training in detail and understood by the user. The user was then handed these operating instructions.		

**35.2 Check list for training the user**

Topics	Completed / fulfilled
Advised of the applicable legal regulations when driving on public roads.	
All mechanical function controls were explained and their function demonstrated.	
Adaptation and uncoupling the drive unit to / from the chassis was demonstrated and then performed by the user themselves and / or their assistant.	
Operating the parking brake was demonstrated and then performed by the user themselves and / or their assistant.	
Use of the service brakes was demonstrated and then performed by the user themselves and / or their assistant.	
The operation and function of the gears was demonstrated and then performed by the user themselves and / or their assistant.	
The operation of the lights – if fitted – was demonstrated and then performed by the user themselves and / or their assistant.	
Adjustment of the backrest, the seating system and the neck rest was demonstrated and then performed by the user themselves and / or their assistant.	
Removal and installation of the collision guard – if fitted – was demonstrated and then performed by the user themselves and / or their assistant.	
Removal and installation of the running wheels was demonstrated and then tested by the user themselves and / or their assistant.	
Test drive: Forwards and, if required, backwards travel through 4 cones spaced at 1.5 m or 2 m	
Test drive: Driving on the level, uphill and downhill in the direction of travel	
Test drive: Emergency stop from high driving speed	
Information for care, cleaning and maintenance of the product have been provided and understood by the user and / or assistant.	
Information on the wheels with regard to inflation pressure and tread depth and checking the quick release axles have been provided and understood by the user and / or assistant.	
Information on regular checks of the brakes have been provided and understood by the user and / or assistant.	
Information on checking the gears including cables and lines and the maintenance of the chain have been provided and understood by the user and / or assistant.	
The contents of the operating instructions from PRO ACTIV and the other component manufacturers were completely worked through based on the product training and were understood by the user and / or assistant.	

The use of the product is only permitted when all topics listed in "Required compliance criteria for those permitted to use" have been met by the user and all the points have been ticked off in the "Check list for training the user".