



**PROACTIV<sup>®</sup>**



# Usage instructions Service booklet

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## Outdoor wheel attachment

with fixed fork & steering fork

Supplement to the  
wheelchair usage instructions

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The following instructions are intended for and may only be carried out by the rehabilitation specialist dealer or PRO ACTIV.



This document is available in PDF format at [www.proactiv-gmbh.com](http://www.proactiv-gmbh.com) for visually impaired people. Using the zoom function, the font can be increased as desired.

## 1 Preface

Dear Customer,

Congratulations on purchasing your new PRO ACTIV product. We have put together some instructions about its proper and safe use in the following document. Please read these instructions before using the product.

You can always download the latest version of the usage instructions as a PDF document in our download area at [www.proactiv-gmbh.com](http://www.proactiv-gmbh.com).

If you have any further questions about this or any of our other products, we would be glad to be at your disposal.

Enjoy your trips and the best possible mobility.

Your PRO ACTIV team

## 2 Legend

The symbols used in these usage instructions have the following meanings:



Manufacturer



Warnings and safety instructions

## 3 Manufacturer



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## 4 Introduction

Before starting your first trip, familiarise yourself with these usage instructions and the usage instructions for the coupled wheelchair, paying particular attention to all the safety information and hazard warnings they contain.

 The usage instructions of the connected wheelchair must be strictly observed when using the product.

## 5 Safety instructions – prior to driving/use

 If your wheelchair is operated in combination with the product, any existing anti-tipping supports must be put into their passive position or removed (see the wheelchair's usage instructions). If the wheelchair is then used without the product, the anti-tipping supports must be brought back into their operating position again to ensure tipping stability.

 Before every trip, check the condition of the wheels of the wheelchair-product combination (e.g. visual inspection of the spokes and rims, check the tyres for damage, foreign bodies and crack formation). If you have any doubts, the wheelchair-product combination must not be operated any further. In this case, contact your rehabilitation specialist dealer or PRO ACTIV.

 Check the air pressure in the tyres of the wheelchair-product combination at regular intervals. Ensure that you comply with the manufacturer's specifications which can be found on the tyres. When the tyre pressure is too low, it has a detrimental effect on the driving behaviour and the braking reaction of the product. Moreover, there is an increased risk of a flat tyre.

 Before every trip, check that the product is firmly attached to the wheelchair. The product may not be operated on the wheelchair if any of the connections are not tight and secure. In this case, contact your rehabilitation specialist dealer or PRO ACTIV.

## 6 Ending the driving operation

To make getting out of the wheelchair more simple, the product can be disconnected from the wheelchair (see Chapter 8).

## 7 Outdoor wheel attachment

### 7.1 Outdoor wheel attachment with fixed fork

The Outdoor wheel attachment with a fixed fork is suitable for pushing by an accompanying person. It has adaptation components, as displayed in Figures 2 and 3.



Figure 1: Front part of the Outdoor wheel attachment with fixed fork

### 7.2 Outdoor wheel attachment with steering fork

The Outdoor wheel attachment with steering fork increases the user's flexibility, with its steering fork that swivels 360°. Furthermore, the steering fork can be locked in a straight ahead position.

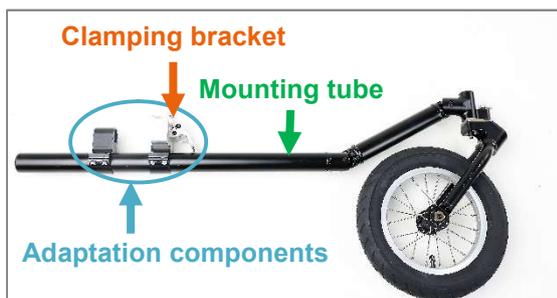


Figure 2: Overall view of Outdoor wheel attachment with steering fork (LITTY, SPEEDY and BUDDY)

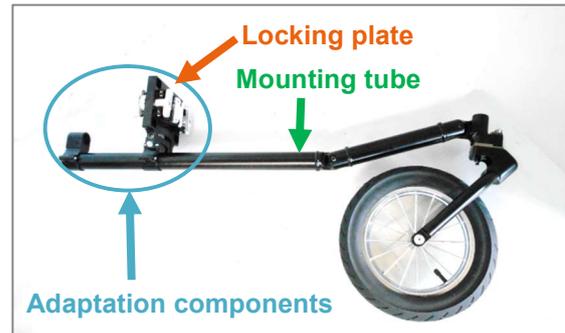


Figure 3: Overall view of Outdoor wheel attachment with steering fork (TRAVELER)



Figure 4: Locking plate, front view

## 8 Adaptation on the wheelchair & removal from the wheelchair

 The product may only be adapted and detached on dry, stable and flat surfaces.

**8.1 Outdoor wheel attachment with clamping bracket**

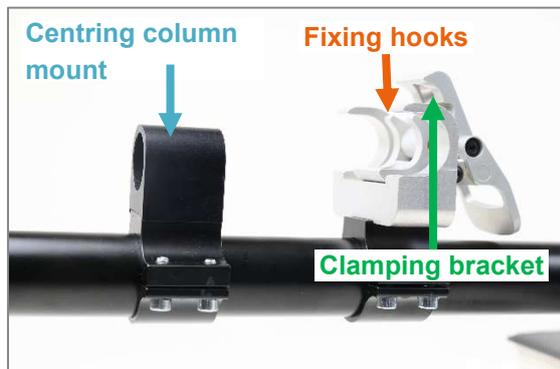


Figure 5: Adaptation components on the mounting tube of the Outdoor wheel attachment

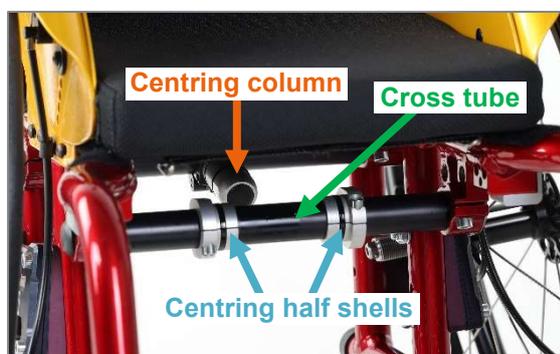


Figure 6: Adaptation components on the wheelchair

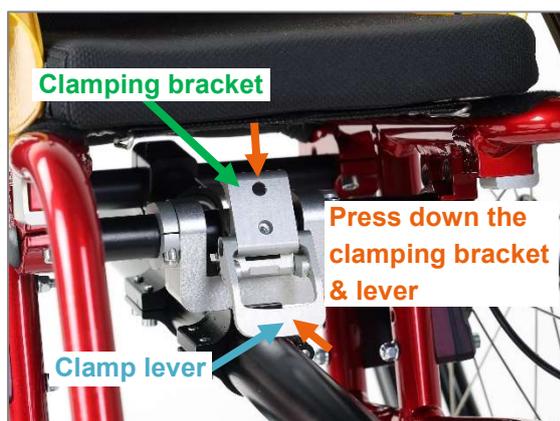


Figure 7: Adaptation components on the mounting tube of the Outdoor wheel attachment

**8.1.1 Adaptation on the wheelchair**

Guide the centring column mount under the cross tube (Fig. 6) and push it onto the centring column mount until the fixing hook rests on the centring column mount of the cross tube (Fig. 5 and 6).

Then press the clamping bracket down against the cross tube and the clamp lever (Fig. 7).

**8.1.2 Removal from the wheelchair**

Open the clamp lever and pull the product out, facing forwards.



**Video** Adaptation and removal of the Outdoor wheel attachment with clamping bracket

<https://www.youtube.com/watch?v=u2ytxyQb9u4>

**8.2 Outdoor wheel attachment with locking plate**

**8.2.1 Adaptation on the wheelchair**

Before adapting the wheelchair, the clamp levers must be released inwards and the locking heads must be placed in the vertical position.

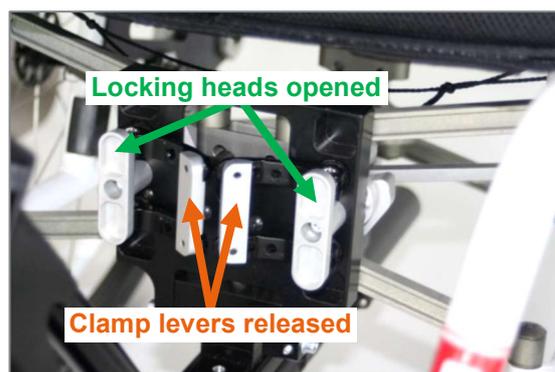


Figure 8: Locking heads in open (vertical) position and clamp levers released



Figure 9: Back view of folding mechanism with open locking sliders

Now the product can be attached to the wheelchair. To do this, push the mounting tube from the front under the folding mechanism and insert the centring column mount onto the centring column.



Figure 10: Centring column with inserted holder

The centring pins on the locking plate must reach the drill holes on the front centre piece of the folding mechanism.



Figure 11: Holes for the centring pins



Figure 12: Centring pins

To fix the mounting tube, the two locking heads on the locking plate must first be turned by 90° – lever in horizontal position. Then the two clamp levers must be firmly tightened externally so that they generate the necessary force for the fixed adaptation of the mounting tube. Only in this position may the product be operated with the adapted wheelchair.

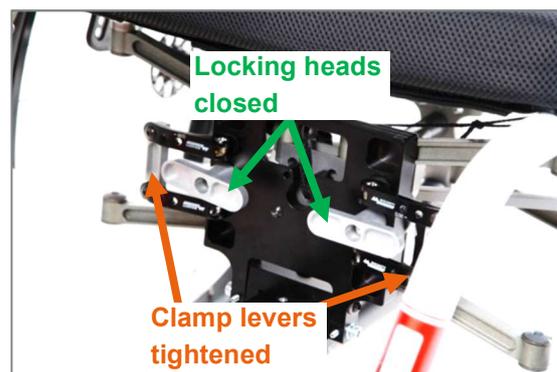


Figure 13: Locking heads and clamp levers in locked position, folding frame adapter assembled and ready for operation

The **tension of the clamp levers** in the new position must always be ensured, i.e. when the clamp levers are tightened, there must be no play between the locking sliders and folding arms and there must always be a noticeable resistance when tightening the clamp levers. If necessary, the tension may be adjusted via the nuts on the locking slider (AF 17 mm), after loosening the M5 threaded pins (AF 2.5 mm), so that the tension is the same as it was when new. Even tension must be ensured on all 4 locking sliders.

Once the tension has been set, tighten the nuts by hand at 20 Nm and the threaded pins at 4 Nm and secure the threaded pins with thread lock.

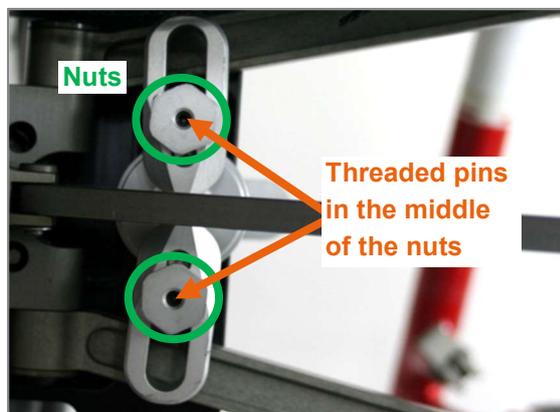


Figure 14: Rear view of folding mechanism with closed locking sliders, nuts to adjust the tension of the clamp levers

If the **locking heads cannot be turned**, this is usually because the release cord of the folding mechanism is incorrectly positioned (release cord in front of the drill holes for the centring pins) and therefore the locking plate cannot rest completely on the folding mechanism.



Figure 15: Release cord positioned correctly, drill holes for centring pins free



Figure 16: Release cord positioned incorrectly, drill holes for centring pins hidden to the bottom left

If this is not the reason, then the distance of the locking sliders (Fig. 9) must be adjusted. To achieve this the distance measurement via the nuts on the locking sliders (AF 17 mm) after loosening the M5 threaded pins (AF 2.5 mm) must be adjusted (Fig. 14) so that the locking heads can be turned and the tension on the clamp levers is ideal (i.e. when the clamp levers are tight there can be no play between the locking sliders and folding arms and there must always be a noticeable resistance when tightening the clamp levers). Even tension must be ensured on all 4 locking sliders. Once the distance measurement and tension has been set, tighten the nuts by hand at 20 Nm and the threaded pins at 4 Nm and secure the threaded pins with thread lock.

**Note:** Based on the FREEWAY steering attachment, you can watch a video on YouTube regarding the adaptation, with the locking plate on the wheelchair:



<https://www.youtube.com/watch?v=Pj5u74YIZ5M>

### 8.2.2 Removal from the wheelchair

To remove the product from the wheelchair, pull both clamp levers inwards until the stop has been reached and rotate the locking heads by 90° - lever position is vertical (Fig. 8). Then pull the product forwards and out.

## 9 Adjustment options

### 9.1 Locking & releasing the centre position lock on the steering fork

The wheel can either be swivelled by 360° or locked to go straight ahead for directional stability.



Figure 17: Wheel pivotable 360°; pre-selection lever grid mechanism open



Figure 18: Wheel in locked position; pre-selection lever grid mechanism closed

For the **centre position lock**, first of all turn the wheel, so that the hole (Fig. 17) is located more or less under the locking pin. Then fold the pre-selection lever grid mechanism under or into the horizontal position (Fig. 18). Now move the wheel gently from side to side until the locking pin clicks into the hole.

To **release the centre position lock**, fold the pre-selection lever grid mechanism upwards or into the vertical position (Fig. 17).



**Video** straight ahead position activated, deactivated, adaptation and removal:

<https://www.youtube.com/watch?v=oP3DPoHbmAU>

### 9.2 Wheel angle adjustment

 The following instructions are intended for and may only be carried out by a rehabilitation specialist dealer or PRO ACTIV

At the beginning, angle adjustment can be necessary to adapt the product to the wheelchair.

#### 9.2.1 Outdoor wheel attachment with fixed fork

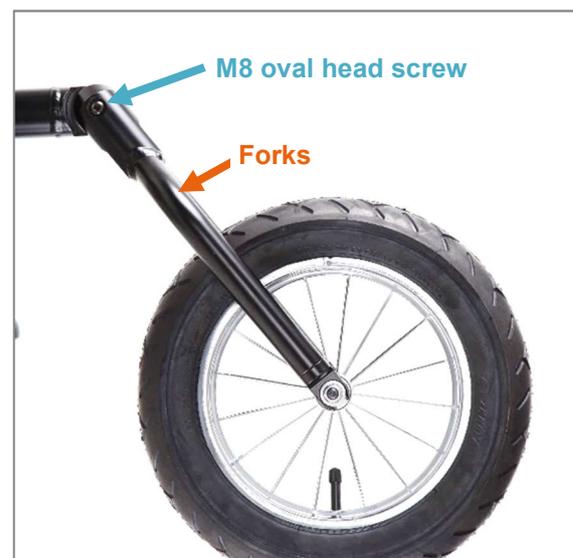


Figure 19: Outdoor wheel attachment with fixed fork

The wheelchair must be adapted for **wheel angle adjustment**. First of all, gently unscrew the M8 oval head screw (AF 5 mm; Fig. 19). Adjust the angle of the fork again so that the steering wheels of the adapted wheelchair lift approx. 5 cm off the ground. Finally, tighten the M8 oval head screw with up to 26 Nm of torque.

### 9.2.2 Outdoor wheel attachment with steering fork

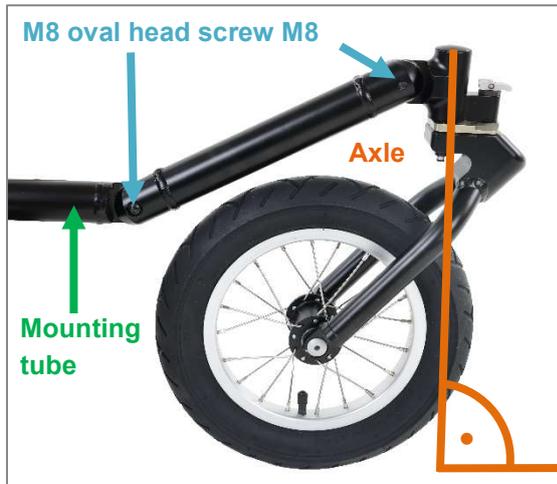


Figure 20: Outdoor wheel attachment with steering fork

The wheelchair must be adapted for **wheel angle adjustment**. First of all, gently unscrew the two M8 oval head screws (AF 5 mm; Fig. 20). Now adjust the angle, so that the axle of the middle bearing block sits perpendicular to the ground and the caster wheels of the adapted wheelchair lift approx. 5 cm off the ground. To do so, the wheel must be able to swivel 360°. Finally, tighten the two M8 oval head screws with up to 26 Nm of torque.

### 9.3 Adjustment options of adaptation components

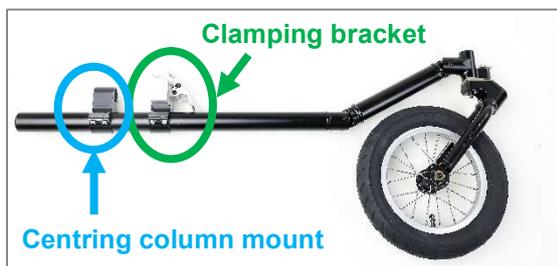


Figure 21: Adaptation elements with clamping bracket (LITTY, SPEEDY and BUDDY)

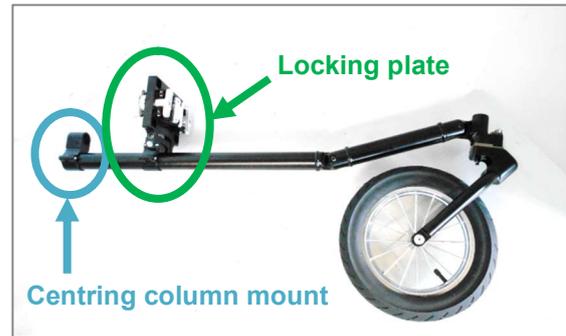


Figure 22: Adaptation elements with locking plate (TRAVELER)

### 9.3.1 Height adjustment

 The following instructions are intended for and may only be carried out by a rehabilitation specialist dealer or PROACTIV

When reordering, the items delivered include **spacers** which can be assembled as required between the locking plate or clamping bracket as well as between the centring column holder and terminal clamp. The distance that the steering wheels are lifted off the floor on the adapted wheelchair can be modified by the assembly/removal of several spacers. When fitting spacers, it may be necessary to use a longer M8 fixing screw (AF 6 mm).

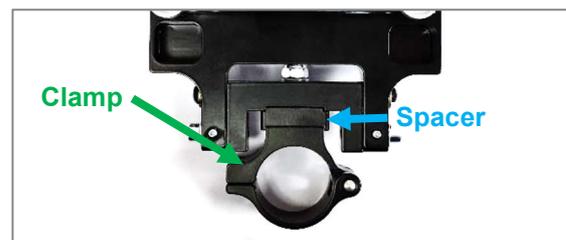


Figure 23: Terminal clamp with spacer (front view, removed from the mounting tube)

To adjust the height of the **centring column mount**, first loosen the respective M6 fixing screws (AF 5 mm; Fig. 26) on the terminal clamp and remove the mounting tube. In the next step, loosen the M8 fixing screw (AF 6 mm; e.g., Fig. 24). Then either remove or add spacers as required. Now tighten up the M8 fixing screw to 17 Nm and secure with thread lock.

Then re-insert the mounting tube into the terminal clamp, tighten the M6 fixing screws with 7 Nm and secure these with thread lock.

**Note:** Ensure that the M8 fixing screw on the centring column mount does not protrude out of the component. When removing spacers, it may be necessary to use a shorter screw.

### 9.3.1.1 Outdoor wheel attachment with clamping bracket

To **adjust the height of the clamping bracket**, first of all release the respective M6 fixing screws (AF 5 mm; Fig. 24) on the terminal clamp and remove the mounting tube. In the next step, loosen the M8 fixing screw (AF 6 mm; Fig. 24). Then either remove or add spacers as required. Now tighten up the M8 fixing screw to 17 Nm and secure with thread lock. Then re-insert the mounting tube into the terminal clamp, tighten the M6 fixing screws with 7 Nm and secure these with thread lock.

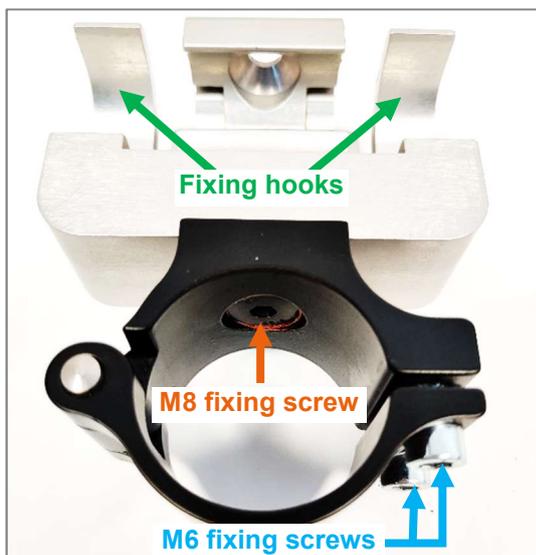


Figure 24: M8 fixing screw for clamping bracket height adjustment

### 9.3.1.2 Outdoor wheel attachment with locking plate

To adjust the height of the **locking plate**, first loosen the respective M6 fixing screws (AF 5 mm; e.g., Fig. 24) on the terminal clamp and remove the mounting tube.

In the next step, loosen the M8 nut with an open-ended spanner (AF 13 mm; Fig. 25). Then either remove or add spacers as required. Now tighten up the M8 nut to 17 Nm and secure with thread lock. Then re-insert the mounting tube into the terminal clamp, tighten the M6 fixing screws with 7 Nm and secure these with thread lock.

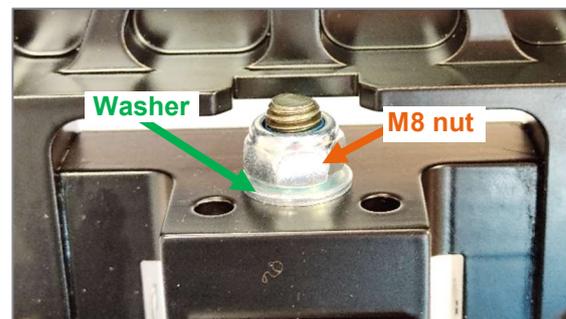


Figure 25: M8 nut with washer (rear view)

### 9.3.2 Horizontal positioning

 The following instructions are intended for and may only be carried out by a rehabilitation specialist dealer or PROACTIV

The position of the product on the wheelchair can be adjusted due to the infinitely variable horizontal adjustment and the possible **angle adjustment of the clamping bracket or locking plate** as well as the horizontal adjustment of the **centring column mount**. The wheelchair geometry can be taken into account. Adapt the product to the wheelchair as described in Chapter 8 and check the necessary adjustment work.

To **position the clamping bracket or locking plate or the centring column mount horizontally**, loosen the respective M6 fixing screws (AF 5 mm) on the clamp (Fig. 26). You can then move the clamping bracket or locking plate or the centring column mount continuously along the mounting tube. At the desired position, tighten the M6 fixing screws again with 7 Nm and secure these with thread lock.



Figure 26: M6 fixing screws to horizontally position the centring column mount along the mounting tube

**⚠** When adjusting settings, make sure that the clamping bracket or locking plate and centring column mount are exactly aligned.

When the product is attached to the wheelchair, the centring column mount should have around 0.5 - 1 mm play to the terminal clamp on the centring column (Fig. 27).

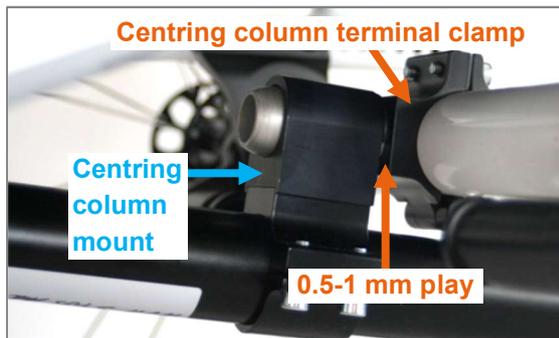


Figure 27: Centring column mount on the centring column

### 9.3.3 Locking plate angle adjustment

**🔧** The following instructions are intended for and may only be carried out by a rehabilitation specialist dealer or PROACTIV

To **adjust the angle of the locking plate**, the four M4 adjustment screws (AF 2 mm, Fig. 28) must first be released. The four M6 fixing screws are then loosened (AF 5 mm and 4 mm). The locking plate can now be moved into the correct angle.

When the angle adjustment is completed, the four M6 fixing screws can then be tightened with 7 Nm and the four M4 adjustment screws with 2 Nm. Secure the adjustment screws with locking fluid.

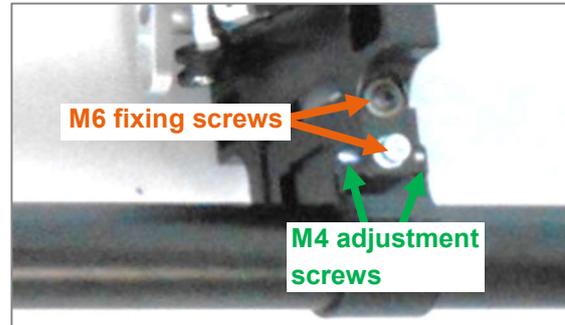


Figure 28: M6 fixing screws and M4 adjustment screws to adjust the angle of the locking plate

Before you now adapt the product to the wheelchair, check (this is usually pre-installed by the factory) whether the two **centring pins on the locking plate** are mounted correctly for the size of the central part of the folding mechanism on the wheelchair (two sizes possible). To do so, compare the perforation distance on the folding mechanism with the distance of the centring pins. If the positioning is incorrect, you can modify the centring pin position by loosening the M5 fixing screws (AF 3 mm). After repositioning the M5 fixing screws tighten with 4 Nm.



Figure 29: Centring pins assembled for wide centre part

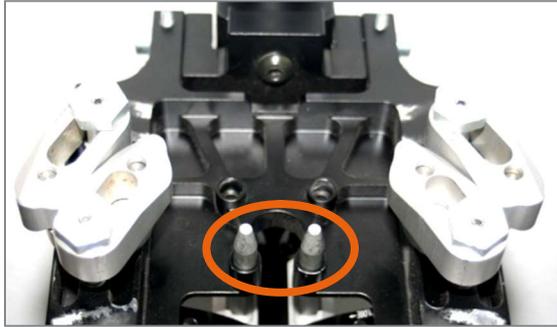


Figure 30: Centring pins assembled for narrow centre part

## 10 Wheel removal and attachment on the steering fork

The Outdoor wheel attachment with steering fork enables the removal of the wheel for transport.



Figure 31: Wheel removed from wheel attachment

To **remove the wheel**, press the locking knob and pull the wheel out from underneath.

To **attach** the wheel, press and hold the locking knob and insert the wheel with the quick-release axle into the corresponding socket on the mounting tube. In doing so, take particular care that the locking knob jumps back out completely after attaching the wheel. You will know this if you can see the index groove.

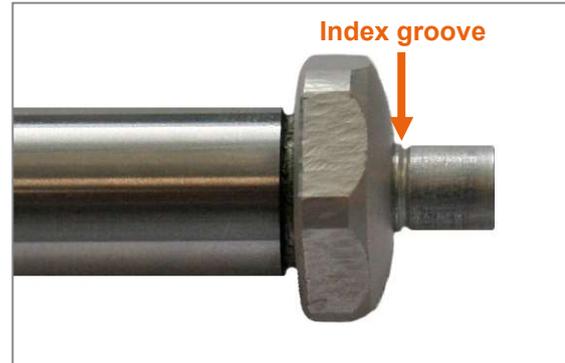


Figure 32: Quick release axle with index groove

 Before using the product, check if the wheel is positioned securely and that the quick release axle is locked.

## 11 Transport

The product must be uncoupled from the wheelchair when loading. When loading or transporting, the product can be held on the mounting tube. For the Outdoor wheel attachment with steering fork, removing the wheel is recommended (see Chapter 10).

## 12 Malfunctions

In the event of malfunctions that cannot be repaired by yourself based on the usage instructions included in the scope of delivery, please contact your rehabilitation specialist dealer or PROACTIV directly.

 Malfunctions must be repaired before any further use or, if they occur during the trip, it must be interrupted immediately.

All serious incidents that have occurred in connection with the product must be reported to the manufacturer and the responsible authority in the state in which the user resides.

## 13 Cleaning and care

Regularly cleaning the product is prescribed to prevent the components from becoming stiff due to soiling. In particular, the product should be carefully cleaned after every major use, e.g. summer or winter holidays.

To avoid corrosion and therefore malfunctions or breakages of components, the product may not be exposed to any aggressive environmental influences. If this cannot be avoided, the product should be cleaned immediately after such use and moving parts need to be greased. Regular cleaning prevents corrosion and increased wear.

In case the product becomes wet when using, please dry it after use.

 Approx. every 8 weeks, clean the quick release axle and the ball bearings and grease them with a little lubricating oil with high corrosion protection properties (e.g. Neoval MTO 300) in order to guarantee the reliable functioning properties.

 Clean your product with water, solvent or neutral cleaning agents. Do not use any abrasive cleaning agents or aggressive, acidic cleaners when cleaning.

 The product must not be cleaned using steam or high pressure.

## 14 Maintenance

### 14.1 General instructions

The product is not a maintenance-free device. Therefore, please observe the following instructions about maintenance.

 If repairs are required or there are any defects in your product, in the interests of your own safety, you should contact your rehabilitation specialist dealer or PRO ACTIV before using it again and have the defect remedied. Screws and other elements need to be secured properly again after repairs.

 As soon as there is one or more points with less than 1 mm of tread on the tyres of the product, the tyres must be changed as otherwise there is an increased risk of an accident.

 Only manufacturer's original parts may be used when ordering spare parts.

 Repairs and conversions to the product may only be carried out by your rehabilitation specialist dealer or PRO ACTIV.

Tightening torques and securing details for fastening elements as shown in the table in chapter 19 must be observed.

### 14.2 Service schedules

There is some **maintenance work or checks which should be carried out by the user themselves** at regular intervals (approximately every 4 weeks depending on the frequency of use):

- Check the tyres for damage, foreign bodies and any cracks that form.
- Check the tyre pressure and correct if needed (the tyre pressure should always be as printed on the tyre covers).

 If you should discover any problems during these checks, please immediately contact your rehabilitation specialist dealer or PRO ACTIV. Service and repair work on the product may only be carried out by your rehabilitation specialist dealer or PRO ACTIV.

In addition to these maintenance tasks/checks by the user, PRO ACTIV has prescribed **maintenance tasks to be carried out by the rehabilitation specialist dealer or PRO ACTIV** for safe operation of the product and to minimise the risk to the user or third-parties.

The initial inspection is performed 5 months after delivery. The maintenance schedule can be found in the inspection lists in chapter 22.

Subsequent inspections are always carried out alongside wheelchair inspection. The maintenance schedule can be found in the inspection lists in chapter 22.

After extreme stresses, such as during holidays where the product was exposed to sand, sea water or snow, an additional deep clean and inspection by your rehabilitation specialist dealer is recommended.

To maintain the warranty validity, the performance of the maintenance tasks must be documented. Any faults identified during maintenance work must be rectified and documented as such before further use of the product.

Even if your product does not show any signs of wear, damage or malfunctions, the regular safety-related checks on your product must be carried out in accordance with the maintenance schedule.

### 14.3 Proof of maintenance

To provide proof of the maintenance, you can use the inspection lists in Chapter 22. Always keep all receipts/service reports as proof, and have any service work that has not been carried out by the manufacturer documented.

**Please bring these usage instructions/the service booklet along with you each time maintenance is performed.**

## 15 Disposal and recycling

At the end of the service life, the product can be returned to PRO ACTIV or your rehabilitation specialist dealer for disposal in a proper, environmentally-friendly manner.

The disposal or recycling must be carried out by a waste disposal company or a municipal waste disposal centre.

Special guidelines may apply on-location with regard to the disposal or recycling. These must be clarified and considered when disposing (this may also include the cleaning or disinfection of the product before the disposal).

In the following text, you will find a description of the materials for the disposal and recycling of the product and its packaging:

**Aluminium:** Mounting tube, rim

**Steel:** Axes, screws, nuts

**Plastic:** Tyres, bags for packing

**Cardboard/paper:** Packaging

## 16 Re-use

If your product has been provided to you by your funding provider and you no longer require it, you should report this fact to your health insurance company or your rehabilitation specialist dealer. Your product can then be simply and economically re-used.

Prior to each re-use, a technical safety check must be carried out on the product at PRO ACTIV or the rehabilitation specialist dealer. In addition to the instructions contained in Chapter 13 (Cleaning and care), a thorough cleaning of all control elements must be carried out before using it again.

Before the product can be reused, it must be prepared with care. A disinfection agent that is suitable for medical products must be sprayed onto all surfaces that the user may come into contact with. A liquid, alcohol-based disinfectant for residue-free, quick disinfection (e.g. Exporit 4712) must be used for this, and the respective usage instructions for use of the disinfectant must be observed.

These preparations will be performed by PRO ACTIV or the rehabilitation specialist dealer as part of the technical safety check. This safety-related check **must** be initiated by the funding provider.

Moreover, in event of wear or due to adaptation to the new user, components can be adjusted or replaced using the modular system. The product has a wide range of adjustment options and can therefore be optimally adjusted to the user.

## 17 Warranty

PRO ACTIV guarantees that the product was free of any defects at the time it was handed over. This warranty expires 24 months after the product was delivered.

Further information can be found in PRO ACTIV's general terms and conditions at [www.proactiv-gmbh.com](http://www.proactiv-gmbh.com).

The warranty shall be null and void if the product or a part needs to be repaired or replaced due to the following reasons:

- Normal wear on components such tyres, etc.
- The product has not been maintained and serviced in accordance with the maintenance schedule laid down by PRO ACTIV.
- The product or a part of the product has been damaged due to neglect, accident, or improper use.
- The product has been commissioned and used in non-compliance with these usage instructions.
- Repairs or other work have been carried out by non-authorized persons.
- Third-party parts have been installed or connected to the product or the product was otherwise modified.

 Any modifications to the product which have not been expressly approved by PRO ACTIV will invalidate the warranty. Such modifications can lead to unforeseeable safety risks and are therefore not permitted.

## 18 Liability

As the manufacturer of the product, PRO ACTIV is not responsible for its safety if:

- The product is handled improperly.
- The product is not maintained in accordance with the maintenance schedule laid down by PRO ACTIV.
- The product is commissioned and used in non-compliance with these usage instructions.
- Repairs or other work are carried out by non-authorized persons.
- Third-party parts have been installed or connected to the product or the product has otherwise been modified.

Further information can be found in PRO ACTIV's general terms and conditions at [www.proactiv-gmbh.com](http://www.proactiv-gmbh.com).

## 19 Appendix: Tightening torques and securing details

The following table shows the torques for shaft screws with a metric control thread (valid providing the drawing, assembly, or usage instructions do not state different values!):

Dimension	Tightening torque Ma in Nm depending on the screw strength	
	Strength 8.8 (e.g., cylinder head screw)	Strength 10.9 (e.g., oval head screw)
M4	2.1	3.1
M5	4.2	6.1
M6	7.3	11
M8	17	26
M10	34	51
M12	59	87
M10 x 1	36	53

Securing details: All screws on PRO ACTIV products should be secured with thread lock fluid "medium strength" (e.g. Weicon AN302-43), where there are no securing clamps on the screw connections present or there is a lubrication requirement with grease or copper paste.

In the following table you will find tools and care products for your PRO ACTIV product:

Tool	Order number
<b>Care kit for PRO ACTIV wheelchairs and handbikes</b> Assembly paste (dosing syringe 10 g), Neoval oil (spray 100 ml), thread lock, medium strength (pen system 10 ml), surface cleaner (spray 150 ml), terminal grease (tube 50 ml)	8000 900 026

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

### Product specifications:

Serial number of the wheelchair: **SN** \_\_\_\_\_

### Customer data:

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

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

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

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

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

### Training carried out by:

**Rehabilitation specialist dealer**

**PRO ACTIV Field Representative/ Product adviser**

\_\_\_\_\_  
Stamp / Date / Rehabilitation specialist 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 usage 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 are recorded in the feedback system of PRO ACTIV Reha-Technik GmbH as the manufacturer of the above named product. It is managed in accordance with § 16 BDSG (German Data Protection Law).

## 21 Appendix: Hand-over certificate

### 21.1 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 product's equipment is suitable to allow the customer safe use with maximum reduction of risks.		
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 usage 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.		

**21.2 Check list for training the user**

Topics	Completed/fulfilled
All mechanical function control elements were explained and their function demonstrated.	
Adaptation and uncoupling the product to/from the wheelchair have been demonstrated and then performed by the user themselves and/or an assistant.	
Test drive: Forward and - if necessary - backwards travel.	
Test drive: Driving on level ground and uphill and downhill in the direction of travel.	
Information for care, cleaning and maintenance of the product has been provided and understood by the user and/or an assistant.	
Information on the wheel with regard to inflation pressure and tread depth has been provided and understood by the user and/or an assistant.	
The contents of the usage instructions from PRO ACTIV have been 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".

## 22 Appendix: Inspection lists

**Initial inspection:** after 5 months

Serial number of the wheelchair: <input type="text" value="SN"/>	OK/ carried out	not OK	resolved
_____			
Check that all screws/fastening elements are firmly seated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional and safety check of the mounting tube, adaptation elements and the fork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the spoke tension of the wheel and, if required, correct the tension/re-centring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK / carried out = OK | not OK = not OK | resolved = the fault was corrected

<p><b>Comments:</b></p>    
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<p><b>Rehabilitation specialist dealer:</b></p> <p>_____</p> <p>_____</p> <p><b>First name and last name of contact:</b></p> <p>_____</p>
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<p><b>Stamp:</b></p>    <p>_____</p> <p>Date/signature</p>
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To maintain the warranty rights, the completed inspection list must be sent by e-mail or post to PRO ACTIV within four weeks of the inspection.

**Subsequent inspection:** The inspection takes place on wheelchair inspection.

Serial number of the wheelchair: <span style="border: 1px solid black; padding: 2px;">SN</span>	OK / carried out	not OK	resolved
_____			
Check that all screws/fastening elements are firmly seated and replace, if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and oil/grease all pivot points and bearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual inspection of the product with regard to crack formation, deformations, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the spoke tension of the wheel and, if required, correct the tension/re-centring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional and safety check of the wheel and, where necessary, replacement of the tyre on the product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional and safety check of the mounting tube, adaptation elements and the fork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test drive/functional test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK / carried out = OK | not OK = not OK | resolved = the fault was corrected

**Comments:**

**Rehabilitation specialist dealer:**

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\_\_\_\_\_

**First name and last name of contact:**

\_\_\_\_\_

**Stamp:**

\_\_\_\_\_

Date/signature

To maintain the warranty rights, the completed inspection list must be sent by e-mail or post to PRO ACTIV within four weeks of the inspection.

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Serial number of the wheelchair: <span style="border: 1px solid black; padding: 2px;">SN</span>	OK / carried out	not OK	resolved
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**Comments:**

**Rehabilitation specialist dealer:**

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**First name and last name of contact:**

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**Stamp:**

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Date/signature

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**Rehabilitation specialist dealer:**

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**First name and last name of contact:**

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**Stamp:**

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Date/signature

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**First name and last name of contact:**

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**Stamp:**

\_\_\_\_\_  
Date/signature

To maintain the warranty rights, the completed inspection list must be sent by e-mail or post to PRO ACTIV within four weeks of the inspection.

Your rehabilitation specialist dealer:

**PRO**  **ACTIV**<sup>®</sup>



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