Visual Inspection Checklist

Chair No.:

Provision and Use of Work Equipment Regulations (PUWER) states that you should undertake regular visual inspections of your equipment. Evacusafe provide you with a visual checklist to assist you with this.
Inspections should be carried out on a minimum of a quarterly year basis and more frequently if required, or if the equipment has been used.
EVACUSAFE RECOMMEND AFTER 5 YEARS THAT AN AUTOMATIC RENEWAL OF TRACK BELTS IS UNDERTAKEN, TO ASSIST IN MAINTAINING THE OPERATIONAL CONDITION OF YOUR EQUIPMENT.

Part	Check	OK Y/N	Comments
Dust Cover	In situ and not damaged.		
Wall Hooks	Securely fixed to wall.		
Chair	Unfolds smoothly.		
Footrest *(where present)*	Opens and bolts secure.		
Arms *(tracked chairs only)*	Rotate freely and bolts secure.		
Handle locking pins *(4 Wheel transit chair only)*	Each side pin is present and attached to tethering cable. Will pass through locking holes smoothly.		
Top Handle locking clips *(tracked chairs only)*	That they are secure, open freely and allow the handle to move up and down. That they re-engage and locks handle into place in each position.		
Track Mechanism locking clips *(tracked chairs only)*	That they are secure, open freely and allow the track mechanism to open and close. That it/they re-engage and lock the track mechanism into place.		
Track Belts *(tracked chairs only)*	They move smoothly around the runners and should be rotated around the wheels on a regular a basis (at least once per quarter)		
Locking Clips	Need to be opened and sprayed with a lubricant such as WD40.		
Seat Belt	All adjustments work, male and female sections connect and fasten and red release button operate. Check for rips.		
Rear Wheel brakes *(where present)*	That the rear brake(s) lock and unlock freely.		
Seat Materials	That it is secure at fixing points, is clean and has no rips.		
Nuts/Bolts	That they are all in place and are secure, protective caps are present on all exposed nuts.		
Front Wheels *(where present)*	Ensure that the wheels rotate and run freely.		
Rear Wheels	Run free.		

Name: _____ **Signed:** _____ **Date:** _____

- Evacusafe UK Ltd guarantees the working parts for 2 years from day of purchase.
- Tracks are guaranteed for 5 years.
- Parts are subject to general wear and tear. Damage caused by vandalism or misuse will not be covered by the guarantee.
- **If any major faults are found, the chair should be taken out of service and Evacusafe contacted immediately on 01256 332723.**