



# Operating instructions

## Service booklet

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**FREEWAY**

Steering attachment

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## 1 Preface

Dear Customer,

Congratulations on purchasing your new PRO ACTIV product. You have bought a quality product which has been especially customised to meet your requirements.

We have put together some instructions about its proper and safe use in the following document. Please read these instructions before using the product.

Throughout these operating instructions, the operation of standard components is explained. If you have individual solutions or non-standard components on your product, your dealer or we at PRO ACTIV would be happy to deal with any questions you may have about handling it.

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 operating instructions have the following meanings:



Manufacturer



Warnings and safety instructions



Serial number



Additional information

## 3 CE Declaration of Conformity / other information

### 3.1 Classification

The FREEWAY steering attachment (referred to as a "product" below) is classified as a class I product.

### 3.2 Declaration of Conformity

PRO ACTIV Reha-Technik GmbH declares in the context of an individual declaration of conformity that the respective product has been developed and manufactured according to the relevant provisions of EC Directive 93/42/EEC 2007.

If the product is adapted in a manner which has not been agreed by PRO ACTIV Reha-Technik GmbH, this declaration becomes void.

### 3.3 Manufacturer



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## 4 Scope of delivery


The product may only be operated with an adapter supplied by PRO ACTIV which is suitable for the wheelchair.


The delivery includes the product configured in accordance with the order, with operating instructions including record of training / hand-over certificate and inspection lists. You can view the basic equipment in chapter "Technical specifications". According to your order, the product is, for example, equipped with a special handlebar.


Please check that the delivery is complete after you have received your product.


The product is tested to ensure it is completely functional prior to shipping. If your product has been damaged during transit, please contact your dealer or PRO ACTIV immediately.

## 5 Introduction

 Before starting your journey for the first time, familiarise yourself with these operating instructions paying particular attention to the safety information and hazard warnings contained within them.

 If you are not sure how to handle the product or if technical faults occur, please contact your dealer or PRO ACTIV before using it.

 When operating the product, the wheelchair operating instructions must also be observed. Information on limit values must not be exceeded. If the values contained in the two operating instructions differ, the lower limit is the one which applies.

 Never leave the product unattended.

## 6 Product description / purpose

The product is coupled to a manual wheelchair as a steering attachment. The steering attachment makes it much easier for the wheelchair user and, if applicable, an accompanying person, to ride over cobbles, smaller raised areas, pot holes or unpaved surfaces.

When driving downhill, the wheelchair user can change the direction (using the steering) and speed (using the service brake) via the steering attachment. This allows high temperatures which may develop when braking with your hands on the pushrims to be avoided. By supporting themselves on the steering when riding on slopes, the wheelchair user experiences significantly safer upper body and seating stability without having to lean at an angle in the wheelchair.

For safety reasons, the product may only be operated by persons who

- have been trained in its use by the dealer or PRO ACTIV.

- can move and control their hands and arms so that they are able to operate the controls and perform the full steering movement without restrictions while driving.
- are physically and mentally capable of safely operating the device in all operating situations.

## 7 Acceptable usage and operating conditions / places of use

Observe the instructions on permitted operating conditions in the operating instructions for your wheelchair which the product has been adapted to.

The product has been approved for speeds that also occur when using the wheelchair in normal operation.

Avoid driving on unpaved or loose surfaces (e.g. on loose gravel, in sand, mud, snow, ice or through deep puddles of water), as this may result in incalculable risks.

The maximum permitted load of the product in its standard design is 120 kg towed capacity and 10 kg payload. Individual customisation can be made to accommodate a higher load; this will be indicated on the ratings plate. Please ensure that the load limit indicated on the ratings plate is not exceeded when transporting objects.

## 8 Technical specifications

### 8.1 Product weight

The total weight starts from 2.7 kg with the basic equipment.

### 8.2 Load weight

#### Maximum load weight:

120 kg towing capacity and 10 kg payload

### 8.3 Obstacle height and turning circle

#### Maximum drive-over / negotiable obstacle

**height:** 10 cm (must be ensured through an appropriate adapter assembly / setting, steering wheels must be removed (→ recommended equipment of the wheelchair: steering forks with quick-release axle))

#### Turning circle:

- approx. 3.2 m without manoeuvring back and forth
- approx. 2 m with manoeuvring back and forth (much dependent on the number of manoeuvres)

### 8.4 Basic equipment

In its basic equipment, the product comprises one wheel with handlebar, handles with brake fittings and rim brake.

### 8.5 Service life

The service life of the product is 6 years in accordance with the medical products law.

## 9 Rating plate

The rating plate is located on the frame of the product. The rating plate includes the precise model, the serial number and other technical specifications.

When contacting your dealer or PRO ACTIV with regard to your product, please always have the serial number and year of construction on the rating plate at hand.

The rating plate includes the following data:

<b>PRO ACTIV</b> REHA-TECHNIK	
<b>PRO ACTIV</b> Reha-Technik GmbH Im Hofstätt 11 72359 Dotternhausen Germany Tel. +49 (0) 7427 9480-0 www.proactiv-gmbh.de	<b>Modell</b> <b>xx</b> model <b>SN</b> <b>xx</b> serial number <b>Baujahr</b> <b>MM/JJJJ</b> year of manufacture <b>max. Zuladung</b> <b>xx</b> kg max load <b>max. Anhängelast</b> <b>xx</b> kg max towed capacity
 	



Manufacturer



CE marking



Operating instruction present for the product



Serial number

## 10 Commissioning

The product will be handed over to you ready for use by a PRO ACTIV dealer or a field representative or by a product consultant from PRO ACTIV. They will fit, if not already done, the required fastening elements to your wheelchair to hold the adapter and, if required, any other accessories.

Finally, you will be fully instructed in the use of the product based on the operating instructions included in delivery. If you wish (recommended by PRO ACTIV), you will be presented with a record of training and a hand-over certificate as written evidence and in addition the operating instructions and any other accessories for your own use. The form for the record of training and the hand-over certificate can be found in chapters 28 and 29.

It is recommended that you take along an assistant to the training so that, if required, they can assist you later when handling the product.

Always adapt the speed and driving manoeuvres to match your own abilities, the external circumstances and the legal regulations. You will get a feel for how to use the product safely after a short time. Before driving up or down slopes or hills with the product, you should be proficient in the safe handling of the product on the flat.




## 11 Hand-over


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The hand-over must be done by your dealer or a field representative or by a product consultant from PRO ACTIV. During the hand-over, the record of training (chapter 28) and the hand-over certificate including the associated check list (chapter 29) must be filled in. The dealer should send a copy of the completed documents to PRO ACTIV for filing either as a scanned file via e-mail, by fax or in the post. These documents are available as pdf files which can be completed in the download area at [www.proactiv-gmbh.com](http://www.proactiv-gmbh.com) under the link "more documents >>".


## 12 Safety instructions – prior to driving / use


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


 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 operating 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 (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 dealer or PRO ACTIV.

 Check tyre pressures at regular intervals. Ensure that you comply with the manufacturer's specifications which can be found on the tyres. Tyre pressure which is too low affects handling and has a negative effect on the braking action for wheelchairs.

 Before starting your trip check that the product's brake functions. You are not allowed to take trips if the brakes are not fully functional.


 Before every trip, check that the product is firmly attached to the adapter and that the adapter 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 dealer or PRO ACTIV.


 Always ensure that your feet cannot slip off the feet plate of the wheelchair when using the product, if necessary by using a special fixation device.


 When travelling, always carry a repair kit and tyre pump for repairs in event of punctured / flat tyre. A alternative to this is a pump spray that fills your tyre with a foam that hardens in the tyre.


## 13 Safety instructions – while driving / using


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 Use particular caution when approaching stairs, edges, drops or other hazard areas.

 When waiting at potential hazard areas (e.g. while waiting at a pedestrian crossing, on hills or slopes or at ramps of any type), always hold down the service brakes or activate the wheelchair's handbrake.

 Do not ride parallel to slopes due to the risk of tipping.

 You may only drive on slopes where the wheelchair-product combination can be safely controlled by steering and braking of the product.

 Due to the increased turning circle, it can be difficult to turn in buildings, in front of or in lifts or other buildings, as the standard in such buildings assumes a maximum turning circle of 1.5 m.

⚠ Do not attach objects (carrier bags, etc.) to the product handlebars. These could prevent safe operation of the product while driving.

⚠ When driving on areas which are used for pedestrians, observe the maximum permitted speed (walking speed 6 km/h) and keep a sufficient distance (at least the width of a wheelchair) from the kerbs or other obstacles and other road users.

⚠ Avoid driving on unpaved or loose surfaces (e.g. on loose gravel, in sand, mud, snow, ice or through deep puddles of water), as this may result in incalculable risks.

⚠ When travelling on poorly maintained paths (e.g., large gravel, potholes) there is an increased risk of puncturing your tyres as well as tipping.

⚠ If you encounter new driving situations which are unknown to you, approach them with great care. If you consider that the risk is too high, you must immediately abort the driving manoeuvre and, if required, call for help to assist you in extracting yourself from this situation.

⚠ Operating the product can affect other devices, for example theft protection barriers in department stores.

⚠ By performing regular checks, ensure that the safety bolts of the adapter are always in the correct position while driving (see operating instructions "Adapter & adaptation").

⚠ When driving, never jerk the handlebars to the left or the right, as this may cause the wheelchair-product combination to tip over sideways in certain circumstances.

⚠ While driving, never grab onto the wheelchair wheels, in the area of the product wheel or into other rotating parts; if you do you may cause injuries.

⚠ Only brake the product using the service brakes or the hand rims of the wheelchair.

⚠ During long trips, especially when travelling downhill, the wheel rim and the brakes of the product may heat up. Therefore, do not touch the brakes or the wheel rim during or immediately after the trip (e.g. when detaching or loading the product).

⚠ If the situation allows it, the speed should be reduced by carefully applying the service brake. Abrupt braking can cause the upper body to fall forwards which can thereby result in injuries or loss of vehicle control.

⚠ The product is only designed to be used to transport persons with limited mobility and must not be used for any other purpose, e.g. by playing children or to transport goods.

⚠ If the weight load on the product wheel falls (e.g. when driving on slopes) or when driving on loose / slippery surfaces, the braking action of the wheel may be considerably reduced. The driving style and speed should be adjusted so that the product can be safely stopped at all times using the brakes.

⚠ Make sure that cables cannot be kinked or can catch up somewhere. This could cause damage to them which could lead to the brakes not working correctly.

## 14 Safety instructions regarding obstacles


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⚠ Driving on steps with the product is forbidden.

⚠ Obstacles like curbs, for example, should always be negotiated driving forwards and always using the minimum speed required.

⚠ The maximum obstacle height which can be negotiated is 10 cm. This value can, however, be reduced due to the specifications of the type of wheelchair or its settings. Therefore, you should observe the values given in the wheelchair's operating instructions or the restrictions dependent on the settings.



 When driving over or passing obstacles, it is important that you avoid any product or body parts catching on the obstacle as this may lead to falling causing serious injuries to the user and third parties as well as damage to the product.


 Always drive over curbs or other obstacles so that you cross them to the front or at right angles. If you drive at them on an angle, or only have one rear wheel on the obstacle, there is an increased risk of tipping over to the side which can result in serious injuries to the user and third-parties as well as damage to the product and the wheelchair.


## 15 Safety instructions regarding dangerous locations and dangerous situations


The operator of the product determines the route to be driven taking the operating instructions, their driving knowledge and physical abilities into consideration.


The personal driving skills are particularly important in the following dangerous locations which are provided as examples; the product's user must use their judgement before driving in such locations:

- quay walls, landing and berthing locations, paths and locations close to water, unsecured bridges and dykes.
- narrow paths, slopes (e.g. ramps and driveways), narrow paths on a slope, mountainous routes.
- narrow and / or steeply sloping paths along main roads or near cliffs.
- routes which are covered in leaves, snow or ice.
- ramps and lifting equipment on vehicles.

 When driving in a circle or turning on hills or downward slopes, there may be an increased tendency to tip over to the side due to the changes in the centre of gravity. Always perform these driving manoeuvres with increased caution and only at slow speed. If required, the driving manoeuvre must not be performed or only with the help of an assistant.

 When crossing main roads, intersections and level crossings, extreme caution is needed. Crossing rails in the road or at level crossings must never be undertaken while driving parallel, otherwise the wheels could become caught which would result in the wheelchair and the product being unable to manoeuvre.


 When driving on ramps and lifting equipment on vehicles, extreme caution is needed. When lifting or lowering a ramp or the lifting equipment, the service brake of the product must be operated or the handbrake of the wheelchair must be activated. This prevents rolling away.

 The grip of the tyres on the ground is reduced in the wet. There is an increased risk of slipping. Adjust your driving, braking and steering behaviour accordingly.

## 16 Adapter & adaptation

Where necessary and ordered, a suitable adapter for your wheelchair is included with the delivery.

Please read the operating instructions and assembly instructions "Adapter & adaptation" before using the product.

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

## 17 Functional elements

### 17.1 Service brake

A rim brake is mounted on the product. Where possible, driving in a manner that allows you to reduce your speed gradually if required.

The brakes are operated using the brake lever.



Figure 1: Brake lever

You will be instructed on the way the brake works and how to operate it during the hand-over / training. Later on, you can also get information from the component manufacturers' operating instructions enclosed, or if needed, by asking your dealer or PRO ACTIV. The operating instruction from the component manufacturer can also be downloaded online:

Shimano components:

<http://si.shimano.com>

(Subject to changes to the link provided by the component manufacturer.)

or in the download area of <http://www.proactiv-gmbh.com>

**⚠** In the event of abrupt hard braking, there is a risk that you might fall forward with your upper body and thereby cause injuries to yourself.

**⚠** Please make sure that the braking surfaces on the rim and the brake pads on the rim breaks do not come into contact with oils or greases which could otherwise impair the braking effect. If rims or brake pads do come into contact with oils or greases, the brake pads must be replaced and the rim must be professionally cleaned with brake cleaner (e.g. Weicon surface cleaner).

You can find further information in the instructions of the brake manufacturer.

## 17.2 Wheel

To reduce the packing dimensions, the wheel of the product can be removed.

In order to remove the wheel, first of all the rim brake needs to be unhinged. For this purpose, pull the sleeve to the side and press both brake arms together in the upper area (figure 3). Now the cable can be disconnected (figure 4).

If you cannot disconnect the cable, reduce the tension by adjusting the cable length on the brake lever (figure 2).

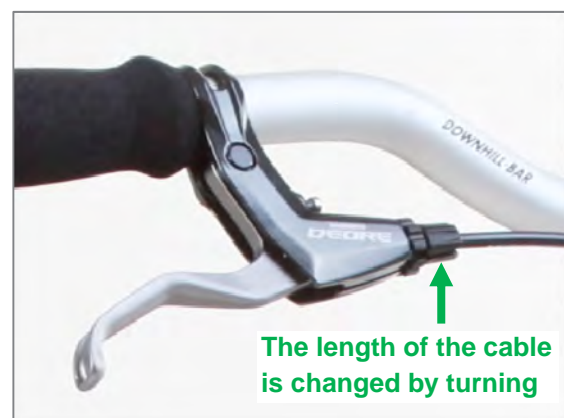


Figure 2: Brake lever with option to adjust the cable length

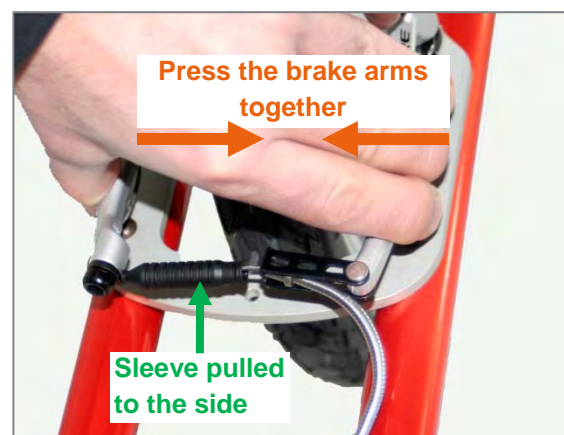


Figure 3: Sleeve pulled to the side and press the brake arms together

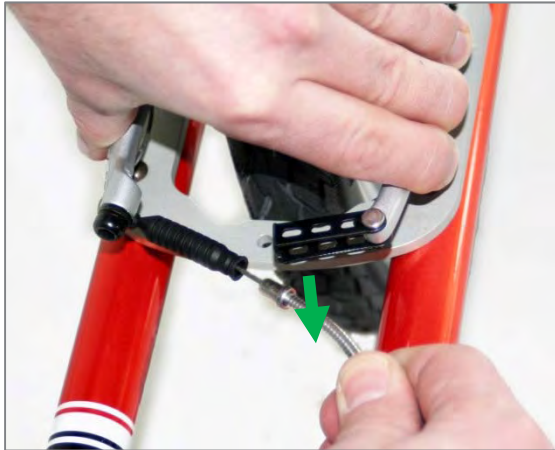


Figure 4: Disconnect the cable



Figure 6: Open and turn quick release



Figure 5: Brake disconnected



Figure 7: Remove the wheel by pulling downwards

Now the wheel can be removed. To do this, open the quick release and then turn it a few rotations to the left to loosen the wheel. Then you can remove the wheel by pulling downwards.



Figure 8: Packing size with wheel removed

In order to insert the wheel again, proceed in the reverse order. Place the wheel back on the fork, turn the quick release hand tight again and then close it. Then connect the rim brake and if necessary, readjust the cable to the right length (or in the initial position).

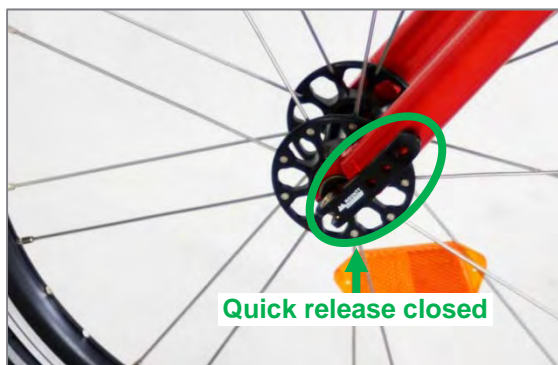


Figure 9: Quick release, tightened hand tight and closed



Figure 10: Rim brake connected and cable length set correctly

## 18 Storage

Store the product on an easy to clean surface in a dry environment, preferably at room temperature (+15 °C to +25 °C).

For storage, please also observe the instructions in the other sections of these operating instructions and in the component manufacturers' instructions included with the delivery.

⚠ If the product is not used or is stored over a longer period, before using it again, we recommend having a dealer give it a general function and safety check.

## 19 Transport

When loading or transporting, the product can be held on the handlebar.

⚠ When transporting in vehicles it must be noted that the product is not approved for use as a seat in vehicles or disabled person's vehicles when combined with a manual wheelchair. All vehicle occupants must only sit on the seats installed in the vehicle during the journey with the associated restraint systems. Failing to observe this leads to increased risk of injury for the user as well as for third-parties.

⚠ The product must be secured during transport so that it is not damaged (e.g. by falling over) and does not become a hazard to persons or other products.

⚠ When loading, make sure that the cables are not caught up, become kinked or otherwise damaged.

## 20 Malfunctions

In the event of any malfunctions which cannot be solved by yourself based on the operating instructions included in the scope of delivery, please contact your specialist retailer or PRO ACTIV directly.

⚠ Malfunctions must be solved before any further use or, if they occur during the journey, this must be interrupted immediately.

## 21 Cleaning and care

Regular cleaning of the product is prescribed to prevent the components becoming clogged up due to dirt. Moreover, regular cleaning prevents corrosion and increased wear. 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.

For all cleaning processes, only use commercially available, household cleaning agents. Do not use any abrasive cleaning agents or aggressive, acidic cleaners, to prevent scratching or fading of the coating or the anodised parts.

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

The product wheel should be regularly cleared of contamination. It is recommended that you use a soft sponge or a soft brush.


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


 If you need care products for your product, please contact PRO ACTIV.


## 22 Maintenance

### 22.1 General instructions


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


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

 For tyres without tread: As soon as there is one or more points where the tyre carcass or the accident protection is visible on the product or the adapted wheelchair, the tyres must be changed since otherwise there is an increased risk of an accident.

 When maintaining the brakes, it is imperative that the operating instructions of the

manufacturer which were included in delivery are followed.

 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 dealer or PRO ACTIV.

Tightening torques and securing details for fastening elements as shown in the table in chapter 27 must be observed.

### 22.2 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.
- Cables should be checked for kinks and crushing.
- Check the brake pads.
- 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 dealer or PRO ACTIV. Service and repair work on the product may only be carried out by your 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 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 being delivered. The maintenance schedule can be found in the inspection lists in chapter 30.

Subsequent inspections are then always performed after another year after the last inspection. The maintenance schedule can be found in the inspection lists in chapter 30.

After extreme loads, e.g. during holidays where the product was used on sand, near sea water or in snow, it is recommended that an additional deep clean and inspection is performed by your dealer or PRO ACTIV.

To maintain the operating licence and 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.

### 22.3 Proof of maintenance

To provide proof of the maintenance, you can use the inspection lists in chapter 30. The inspection lists are also available as pdf files which can be filled in within the download area of [www.proactiv-gmbh.com](http://www.proactiv-gmbh.com) under the link "more documents >>". In any event, keep all documents / service reports as a means of proof, and get any service work which was not carried out by PRO ACTIV documented.

**Please bring these operating instructions / service booklet to every service.**

## 23 Disposal & Recycling

At the end of the service life, the product can be disposed of by PRO ACTIV or your dealer 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 section, you will find a description of the materials for the disposal and recycling of the product and its packaging:

**Aluminium:** frame, rim

**Steel:** fastening points, screws, nuts

**Plastic:** handles, quick release lever, tyres, bags for packing

**Cardboard / paper:** packaging

## 24 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 dealer. Your product can then be simply and economically re-used.

Before any re-use, a safety check must be carried out on the product by PRO ACTIV. In addition to the instructions contained in chapter 21 (Cleaning and care), a thorough cleaning of the grips and all controls must be carried out.

Before the product can be reused, it must be prepared with care. A disinfection agent must be sprayed onto all surfaces that the user may make contact with. For this purpose, a liquid disinfection agent based on alcohol must be used for the quick residue-free disinfection (e.g., Exporit 4712). Please observe the manufacturers instructions for use for the disinfection agent that you use.


This will also be done by PRO ACTIV as part of the safety check. The safety-related check must be initiated by the funding provider.

## 25 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).

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

## **26 Liability**

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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  
contrary to the instructions in these  
operating instructions
- repairs or other work are carried out by  
non-authorised persons
- third-party parts are installed or connected  
to the product

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

## 27 Appendix: Tightening torques and securing details

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

Dimension	Torque MA in Nm depending on how tight the screws are	
	Stability 8.8	Stability 10.9
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 AN302-42), where there are no securing clamps on the screw connections present or there is a lubrication requirement with grease or copper paste.

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

### Product specifications:

Serial number: **SN** \_\_\_\_\_

### Customer data:

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

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

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

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

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

### Training carried out by:

☐ Medical supplies dealer

☐ PRO ACTIV 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 PRO ACTIV 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).

## 29 Appendix: Hand-over certificate

### 29.1 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'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 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.		

## 29.2 Check list for training the user

Topics	Completed / fulfilled
All mechanical function controls were explained and their function demonstrated.	
Adaptation of the adapter to the wheelchair and removing the adapter from the wheelchair was demonstrated and then performed by the user themselves and / or their assistant.	
Adaptation and uncoupling the product to / from the wheelchair 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.	
Test drive: Forwards and, if required, backwards travel through 4 cones spaced at 1.5 m or 2 m	
Test drive: Operating the service brake downhill (check the 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 wheel with regard to inflation pressure and tread depth 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.	
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 / or assistant, and all the points have been ticked off in the "Check list for training the user".

### 30 Appendix: Inspection lists

**Initial inspection:** after 5 months

	OK / carried out	not OK	resolved
Check all screws / fastening elements are firmly seated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional and safety check of the steering, adaptation to the product and the adapted wheelchair / wheelchairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional and safety check of the brakes and, where necessary, replacement of the brake pads, brake cables and tyres on the product and wheelchair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the spoke tension of the product wheel and, if required, correct the tension / re-centring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

resolved = the fault was corrected

**Comments:**

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Date / Signature



**Subsequent inspection:** After another year after the last inspection or already beforehand following particular loading

	OK / carried out	not OK	resolved
Check all screws / fastening elements are firmly seated	<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 frame and attachments for crack formation, deformation, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional and safety check of the brakes and, where necessary, replacement of the brake pads, brake cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the spoke tension of the product wheel and, if required, correct the tension / re-centring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functional and safety check of the product 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 steering, adaptation to the product and the adapted wheelchair / wheelchairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test drive / functional test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

resolved = the fault was corrected

**Comments:**

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**Subsequent inspection:** After another year after the last inspection or already beforehand following particular loading

	OK / carried out	not OK	resolved
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Functional and safety check of the product 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 steering, adaptation to the product and the adapted wheelchair / wheelchairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test drive / functional test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Your dealer:



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