



Sunbeam

INSTRUCTION MANUAL



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Introduction

The Sunbeam is designed to provide comfort and postural support. The system is only available in one size to suit children between the ages of 3 months and 3 years approximately. The seating system is not intended for those who have significant athetosis.

This instruction manual contains very important information about the Sunbeam seating system, how to use it safely and obtain the best results from it. Please read all the information contained in this manual before using the chair and retain for future reference. Ensure everyone using the equipment is aware of the contents of this manual and understands how to use the equipment safely.

These instructions provide guidance on the adjustments for professionals, but they also give information on how the equipment should be safely used, maintained, checked, and correctly assembled by anyone who uses the seating system.

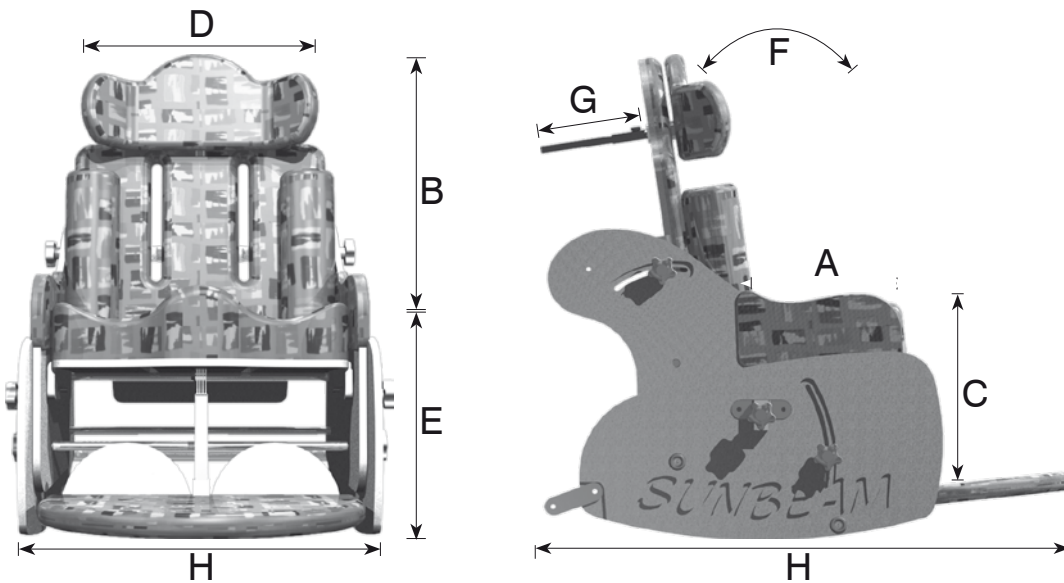
In every case the equipment should be supplied via qualified professionals who will have adjusted the equipment, checked its compliance and tested it appropriately.

The seating system should only ever be adjusted by qualified professionals and persons that are suitably trained. For further information please do not hesitate to contact us - all contact details are on the back cover of the manual.

Thank you for purchasing our product, we hope you enjoy your new seating system.

Measurements & Useful Info

MEASUREMENTS (inch)		MIN	MAX
A	Seat Depth	6	10 ³ / ₄
B	Seat to Headrest	9 ³ / ₄	17 ³ / ₄
C	Seat to Footplate	-	11
D	Seat Width (between laterals)	6 ¹ / ₂	14 ¹ / ₄
E	Floor to Seat (hi-lo base)	22	27 ¹ / ₂
F	Tilt / Prone	5.0°	-35°
G	Back Recline	15.0°	-30°
H	Base Footprint	19 ³ / ₄ x 16	
Max User Weight		22 lbs	
Weight of chair		31 ³ / ₄ lbs	



Effective Operation of Lock Levers

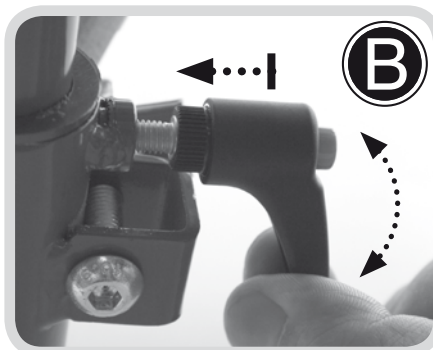
Never remove these levers entirely as this will prevent you from being able to perform adjustments in the future.

To use:

- Turn the lever handle clockwise to tighten or anti clockwise to un-tighten.

To use the lever when an obstruction is met:

- Pull the handle of the lever outwards, towards you (A). This disables the



function of the lever.

- Continue to hold the lever out and reposition the lever handle in a suitable position past the obstruction.
- Release the handle to re-engage the lever function (B) and continue to tighten or un-tighten in the normal way.
- Repeat this procedure in areas where adjustment is restricted due to an obstruction.

Seating System Components

- A Headrest
- B Side Rolls
- C Flexi Supports
- D Pelvic Strap
- E Shaped Seat
- F Footplate
- G Locking Lever - Tilt in Space / Prone Function
- H Locking Lever - Arm Rest Fixing
- I Locking Lever - Back Recline Function



Important Safety Advice



We at JCM are committed to producing products of the highest standard. All of our products fulfil the essential safety and environmental requirements as defined in the European Directives. However, improper use of the products will potentially put the users at risk and therefore JCM strongly suggest that the following information is strictly adhered to at all times.

Throughout the manual there are important points to note identified by the symbol:



- Ensure all adjustment mechanisms are secure and in place before operation. If it is likely that the hand-wheels will be repeatedly loosened, JCM can supply allen key bolts as an alternative. We strongly recommend this if there is a danger from those in the vicinity of the user.
- All postural support straps and harnesses should be in place and properly adjusted to the user, prior to usage of any kind (see pages 8 & 9).
- Whilst the seating system is stable on a 5-degree slope, even in its most upright position, it is not intended to be used in this manner. It is however, intended to be used on a level flat floor, where movement is confined to a single room. For safety ALWAYS return the product to a neutral position before moving (lower in height, level the seat, ensure the back is upright etc).
- Heavy items on the tray will affect stability. The fitting of anything other than the standard JCM tray may substantially affect the stability of the seating system and should therefore be checked before issue.
- If at any time it is noted that areas of the users skin remain reddened after being out of the seating system for around 10 minutes, urgently contact the qualified professional who performed the hand over of the equipment. This may be a sign of excessive pressure being exerted by the seating. This might occur in the initial use of a new seat where further adjustment may be required, where the user has been badly placed, grown or where an underlying medical problem exists. Review may be necessary in such cases
- After completing any alterations ENSURE all nuts, bolts, knobs, hand wheels and other fixings are securely tightened and in position, and that they are regularly checked as part of the maintenance of the chair. Never over adjust or over tighten moving parts.
- Keep all products away from excessive sources of heat, cigarettes and naked flames.
- If you suspect that the system may be faulty, cease use of the equipment straight away and immediately contact the organization who supplied the system. (JCMs contact information can be found on the back cover).
- The equipment will be labelled with important information. NEVER REMOVE these information labels or allow them to be defaced, overlaid or altered.
- All modifications, adjustments, reconditioning, repairs, disposal, and servicing of the seating unit must ONLY be carried out by the agencies who supplied the equipment (see pages 20-21).

Important Safety Advice -(Accessories)

Moore Head Support

Should only be adjusted by a therapist or competent person who understands the product and its principals. The prongs on the head support should never be tight around the head. Check that the prongs are NOT set near the eyes or infringe behind the ears. The foam covering the prongs should be inspected regularly and replaced if damaged.

Multi Adjustable Head support

Wings on the head support are ideally set at 45 degrees. Do NOT bring the wings in tight to the head. Ensure that the head support is set in such away that the child cannot loop their head around the wings and get stuck.

Flexi-Supports and Lateral Supports

Ensure the straps do not infringe on any feeding tubes the child may have.

Pommel

The pommel is designed to abduct the users knees to help keep the hips in a good position. Do NOT use the pommel as a way of holding the user in the seat. Remove the pommel when transferring the user in and out of the seat (not required for Star X Series.)

Foot Sandals and Straps

Should only be fixed when the user is wearing shoes or boots.

Tray

Do NOT use the tray as a way of securing children in a chair always ensure that the lap strap and any other straps supplied are used. Ensure that the tray clips are secure on both sides of the tray. If the tray is damaged, ensure that this will not be a hazard to the user. Never leave hot items on the tray while children are unattended.

Important - Chest Harness Adjustment



GREAT CARE should be taken when fitting a chest harness and the following points should always be followed:

- The straps on the harness should never be allowed to move close to or in any way cause an obstruction to the child's neck.
- The straps should never be fitted too tightly and should be clear from any obstruction.
- The cross strap on the chest harness should always be adjusted prior to use to ensure that it is no higher than the middle of the user's chest.
- A lap strap should always be fitted if a harness is being used to ensure the child cannot slide down onto the cross strap.
- Always ensure that the belts offer your child both comfort and support. If the child's clothing has been adjusted (i.e. a jumper removed) the straps should be re-adjusted accordingly.



Fixing Onto Chair

The straps at the top of the harness should be attached to the back frame of the chair. The straps at the bottom of the harness should be attached to the back of the seat frame.

Fastening of Belts

- Feed the fabric belt through the buckle on the strap.
- The belts should be pulled through enough to suitably support your child whilst still being comfortable.
- When this has been achieved the buckle should be snapped closed to secure the strap in place.



The same precautions highlighted here should be adhered to when using any form of trunk supports or flexi supports with straps.



If there is any possible chance of the child getting the straps caught around their neck, **REMOVE THE HARNESS IMMEDIATELY.**

Important - Lap Strap Safety

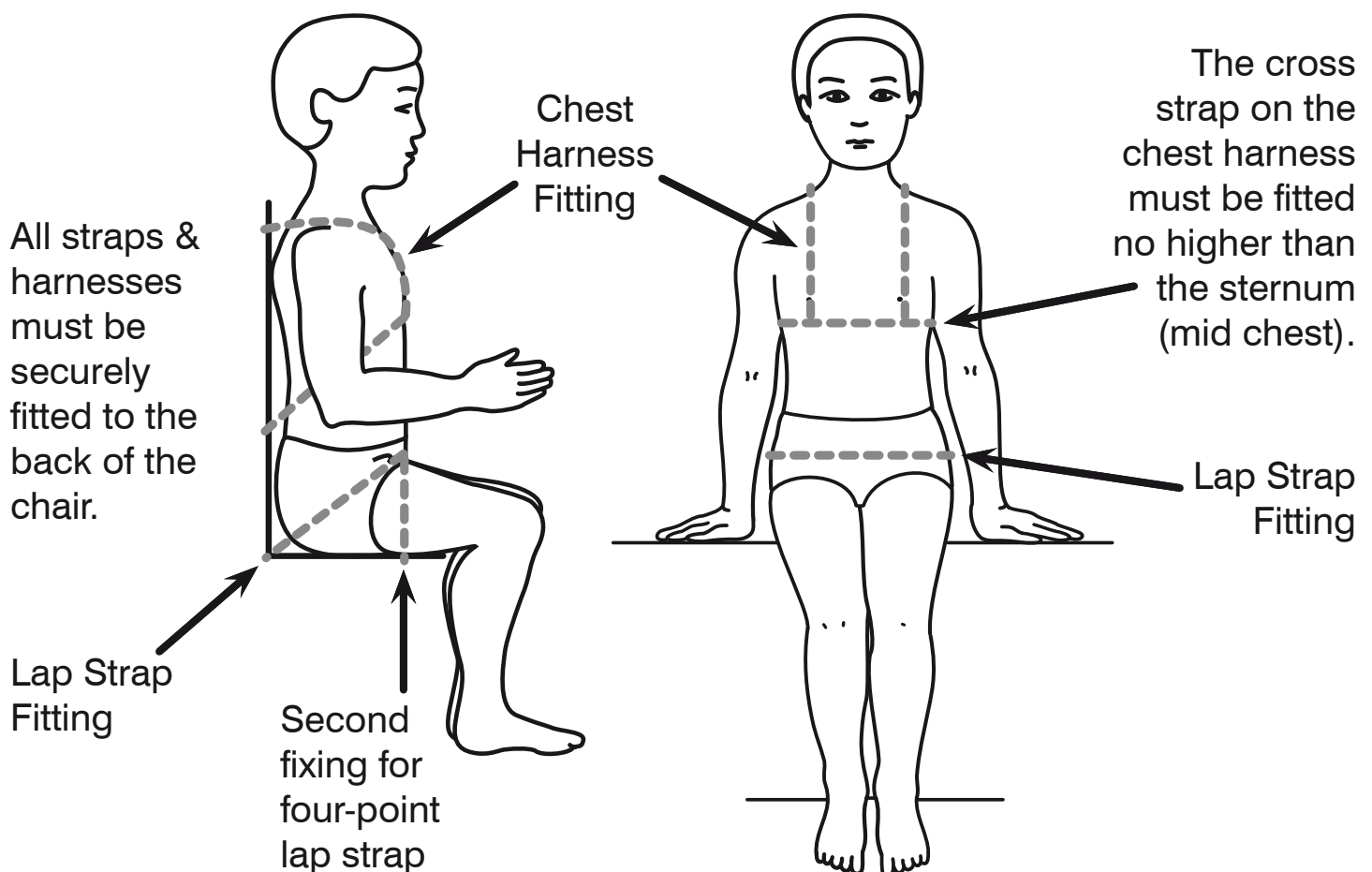


Incorrect fitting of lap straps can put the user at serious risk. When using lap straps we recommend the following points should always be adhered to:

- Lap straps must always be fitted at 45 degrees to the pelvis of the user.
- Always check that the child's pelvis is symmetrical and positioned securely at the back of the seat.
- Always ensure that the lap straps and chest harness hold the child securely and are comfortable. Ensure they provide a snug fit, a simple rule of thumb is to allow two fingers to be inserted between the belt and the child's body.
- Never leave a child in a chair unattended without the lap strap being fastened.
- A lap strap should always be fitted if a harness is being used.
- When altering the angle between the seat and the back of the chair always re-adjust the chest harness and lap strap accordingly to ensure all safety recommendations are followed.

Harness and Lap Strap Positioning

This diagram shows the recommended positioning of the chest harness and lap straps:



Footplate & Leg Length Adjustment

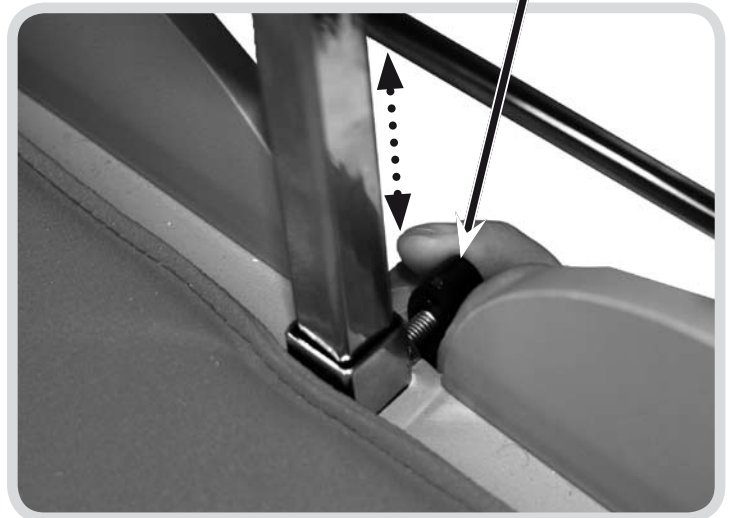
Leg Length Adjustment

Lever (A) allows the operator to position the footplate and cater for the leg length of the child seated.

- Turn lever (A) in an anti-clockwise direction. Once loose enough (do not remove levers entirely) the footplate is free to be manually slid up and down the chrome leg.
- Once a suitable footplate position has been acquired the user should lock it into place by tightening the lever, turning in the clockwise direction.



A

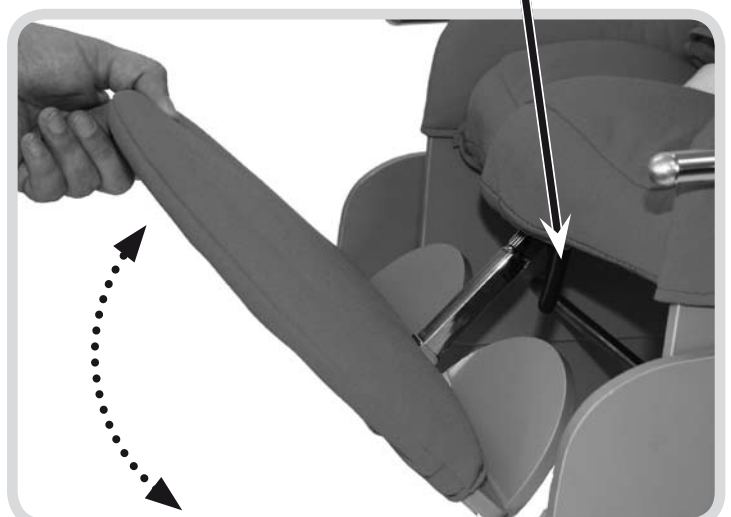


Angle Position of Footplate

Lever (B) allows the operator to adjust the angle position of the footplate.

- Turn lever (B) in an anti-clockwise direction. Once loose enough (do not remove lever entirely) the footplate is free to be manually swung about the point where the lever is located.
- Once a suitable footplate position has been acquired, lock the footplate into place by tightening the lever, turning in the clockwise direction.

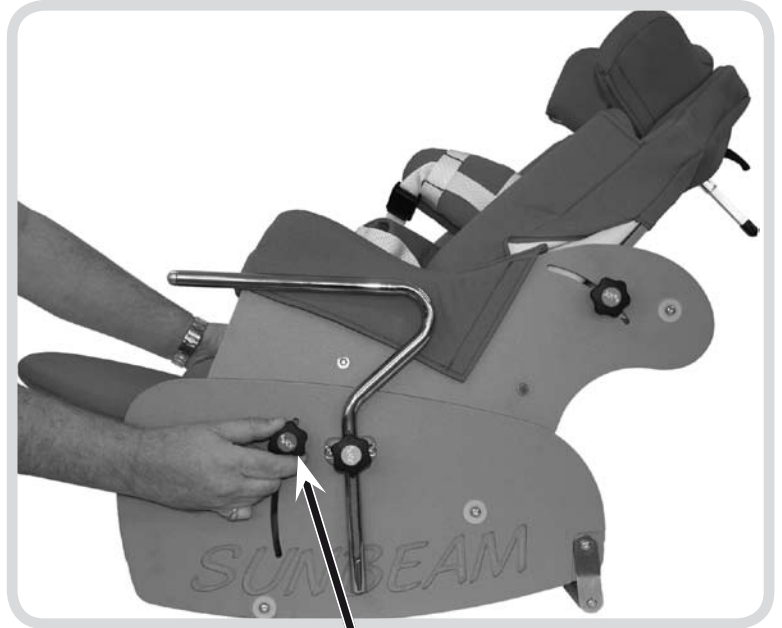
B



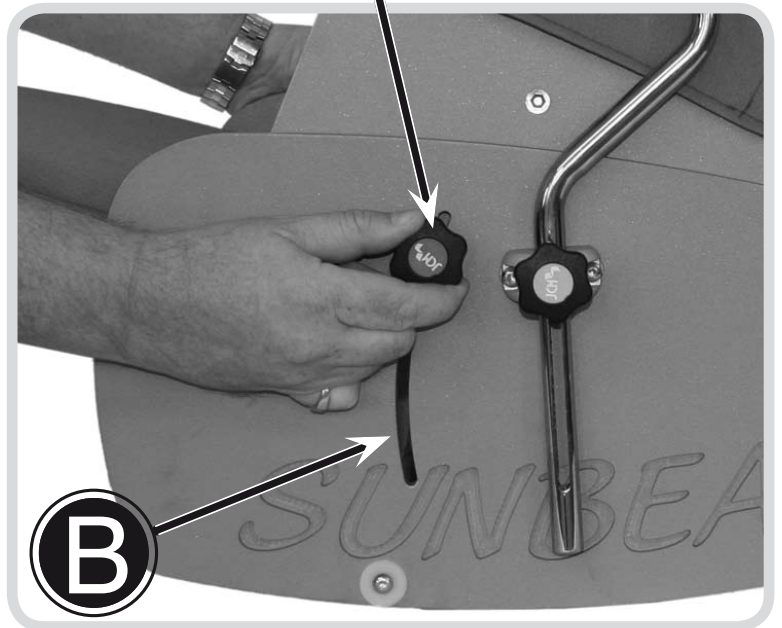
Adjusting the Tilt / Prone in Space

The Sunbeam is fitted with a substantial range of tilt adjustment to enable you to seat your child in a position of comfort and support whatever the situation.

- Loosen the locking lever (A) and its opposing lever on the opposite side of the chair by turning them gently in the anti-clockwise direction (never remove these levers entirely.) Whilst performing this operation the user should maintain control of these levers as the weight of your child will no longer be supported.
- Gently raise or lower the chair and position the frame within its adjustment range (B). Once the desired position has been achieved the user should lock the chair in place by re-tightening the levers, turning them in the clockwise direction until secure.



A



B



The tilt in space should only be set to maximum when the chair is supervised and your child is at rest. Activity in this position can potentially topple the chair.



The weight of your child is supported by the levers indicated. Ensure they are locked of suitably at all times and thoroughly supported when adjusting.

Adjusting the Back Recline / Prone

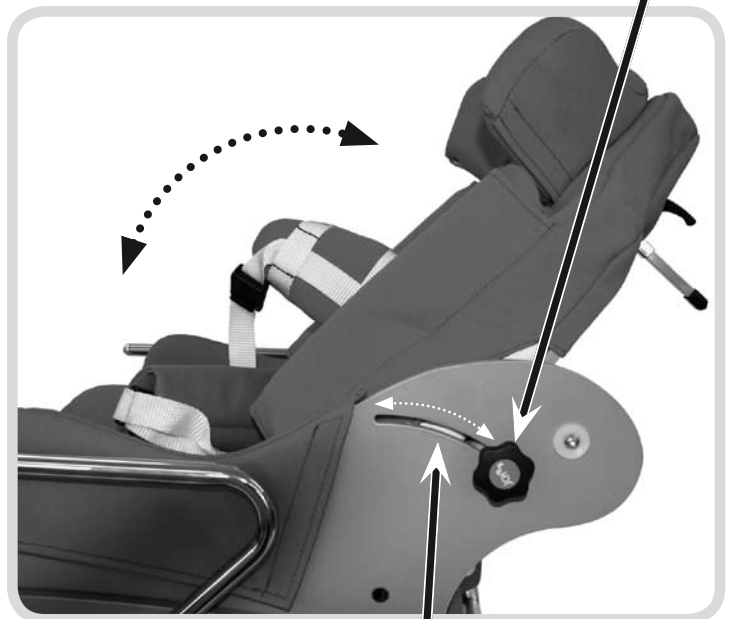
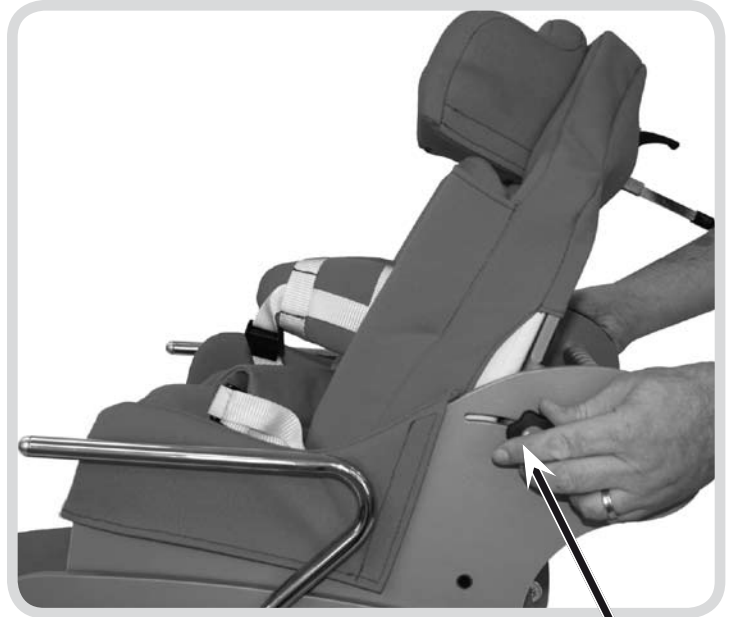
The lever indicated by (A) and its opposing lever on the other side of the chair should be used collectively to adjust the back recline positioning of the Sunbeam.

- Loosen the levers by turning them anticlockwise. Once this has been done the back should be free to move into prone or recline.

Important Note:

It is important to remember that the back is supporting your child's weight and should therefore be assisted at all times whilst adjusting. The slot cut into the plastic (B) is a visual indication of the amount of adjustment provided and this should never be exceeded for safety reasons.

- Once a suitable position of prone/recline has been achieved, lock the back into position by tightening both levers (A) on either side of the frame, turning them in the clockwise direction until the back is unable to be moved under the weight of your child.



The back recline should only be set to maximum when the chair is supervised and your child is at rest. Activity in this position can potentially topple the chair.

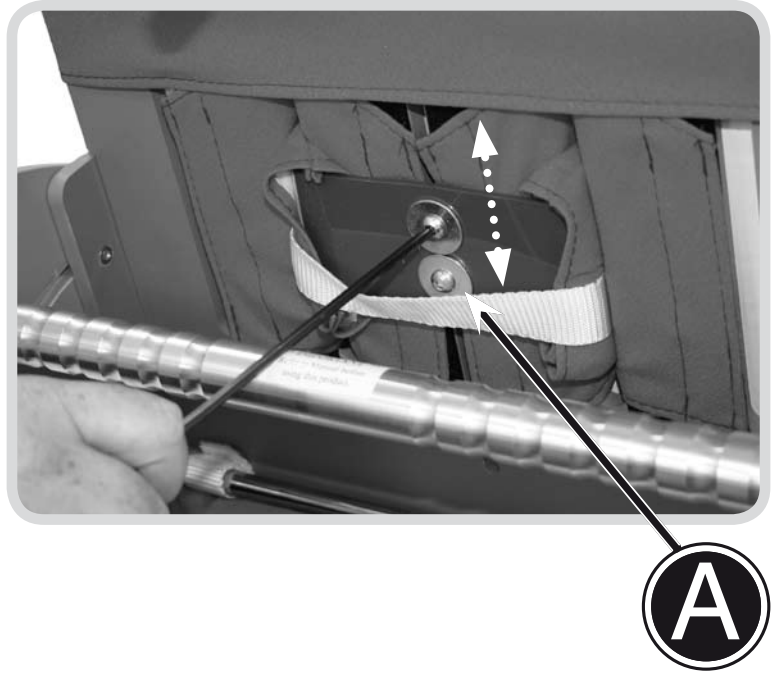


The weight of your child is supported by the levers (A). Ensure they are locked securely into position at all times and thoroughly supported when adjusting.

Lateral Flexi & Lap Strap Adjustment

Positioning of Flexible Lateral Support

The position of the flexible lateral support can be adjusted to enable the user to seat the child in a position where the correct support is provided. The allen key bolts (A) should be used to set the vertical positioning of the flexible lateral supports:



- Slacken off the two bolts indicated by turning them anticlockwise using the allen key provided. **(Do not completely remove these bolts!)**
- Once loose, the supports can be manually slid up and down within its locating channel on the plastic back.
- When the desired position has been acquired, use the allen key to re-lock the support into place by tightening the bolts against the back of the chair.

Adjustment of Lap Strap

The Sunbeam comes with a lap strap as standard which is easily adjusted to suit the size of your child:

- Un-clip the buckle (A) by raising the plastic lever with your hands. Once raised the white strap should be free to slide within the buckle, this allows you to either pull tight or loosen off the strap depending on the position desired for your child.
- When you have achieved the strapping you require the buckle should simply be snapped closed to trap the white strap and secure it in its place.



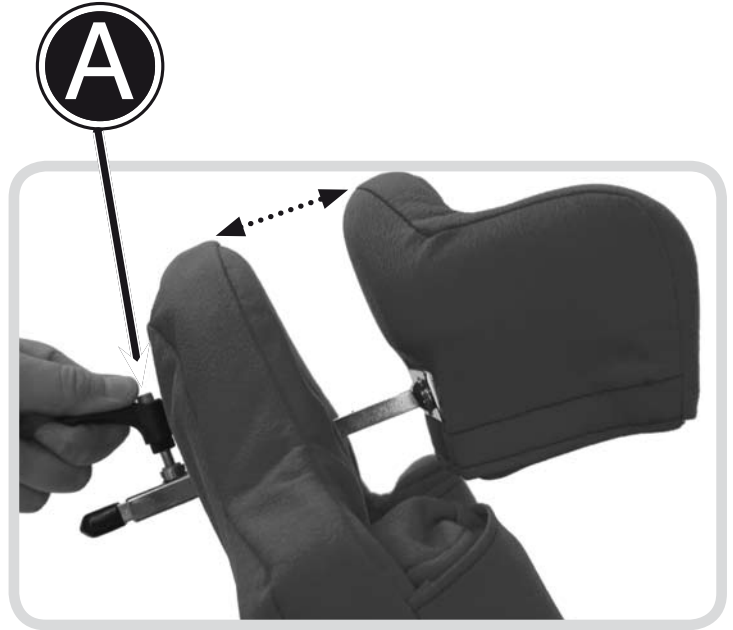
Adjustment of Flexible Lateral Support

- Buckle (B) operates in the same manner as the lap strap buckle described above. In this instance it is used to adjust the lateral strap which is fed around the flexible plastic lateral support.

Adjusting the Headrest Position

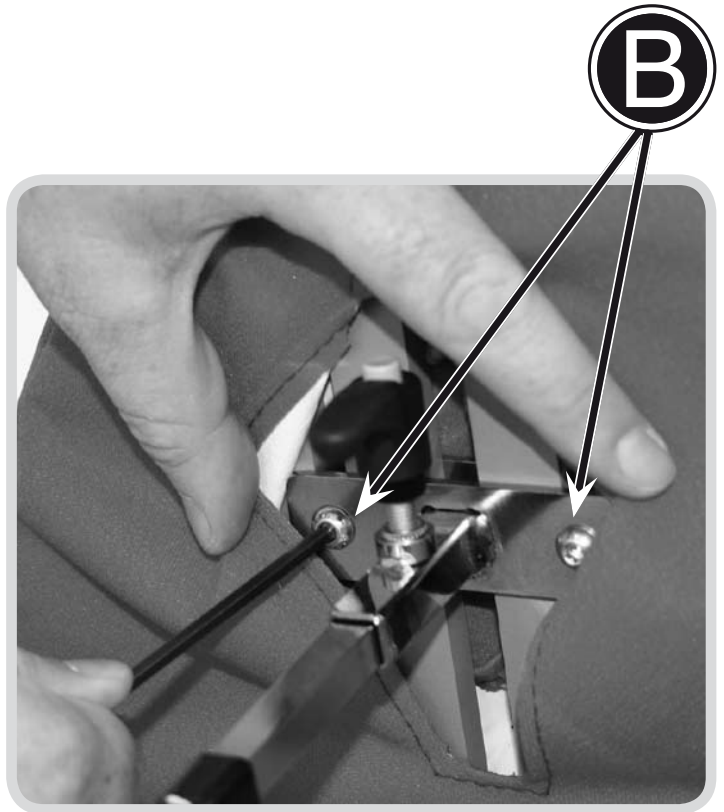
Head Support Positioning

- Loosen lever (A) by turning it in the anticlockwise direction. Once loose, the head support should be free to be manually moved towards or away from the back as indicated.
- The head support can also be manually removed from the chair by sliding forward, away from the chair until you have disengaged it from its locating bracket.
- To lock the head support in the desired position tighten the lever by turning it in the clockwise direction until it can no longer be adjusted manually.



Height of Head Support

- Loosen the two bolts (B) by turning them in the anticlockwise direction by a full turn using the allen key provided. (Do not completely remove these bolts!)
- Once loose the head support can be manually slid up or down on the plastic back support within the range of its location channel.
- When the desired position has been achieved, lock the head support into place by tightening the allen key bolts, turning them in the clockwise direction until the head support is secure.



(A) is the locking lever which is used to adjust the depth position of the head support (it is also used to remove the head support entirely.)

(B) are the two allen key bolts which are used to adjust the height positioning of the head support.

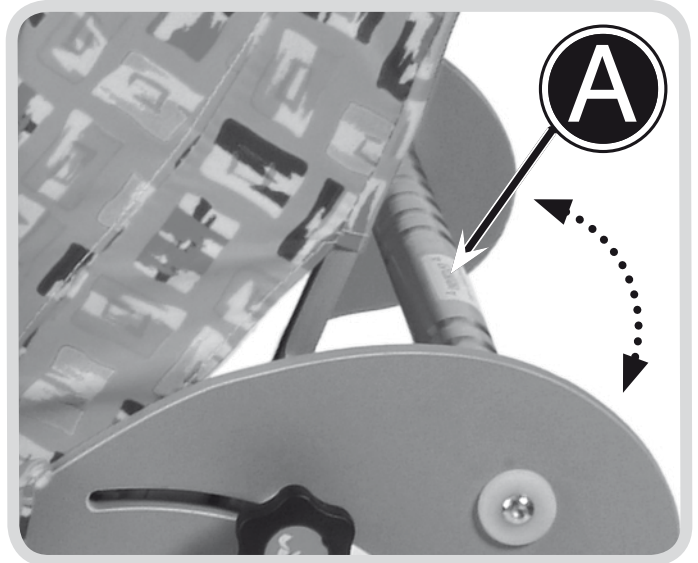


It is important to ensure your child is situated in a position offering both comfort and support.

Operating the Rocking Mechanism

Use of the Rocking Action

(A) highlights the grab bar which is used for rocking your child when the chair is set in the rocking position. Gently pushing on this rail will allow the chair to rock gently and comfort your child. It should be ensured that the chair is located on a suitable flat surface before rocking is performed. The rail can also be used to carry the chair when it is not in use.

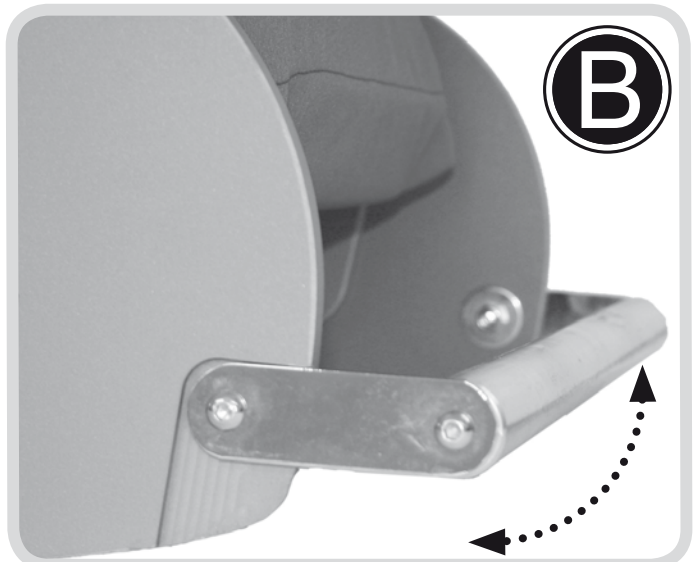


Engaging / Disengaging Rocking Motion

The rail shown in the photos opposite allows the user to either engage or disengage the rocking mechanism of the chair. The rocking motion should only be used if the child involved is sufficiently comfortable under the type of movement generated.

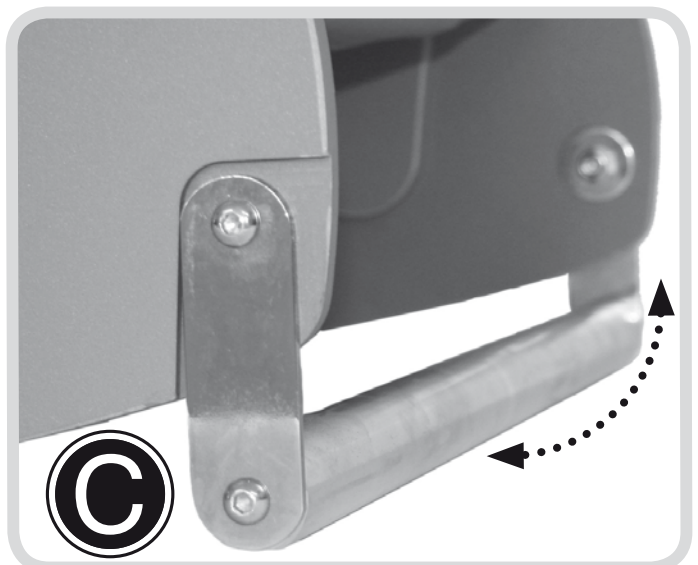
Engaging Rocking Motion

- Tip the chair forward 5 degrees using the rail indicated by (A).
- Using the other hand the user should then hinge rail (B) upward towards them so that it protrudes at right angles to the chair (B). The chair should then be gently lowered back down for rocking to be commenced.



Disengaging Rocking Motion

- Hinge the rail down towards the floor as far as it will go (C). Ensure that it is securely in position.



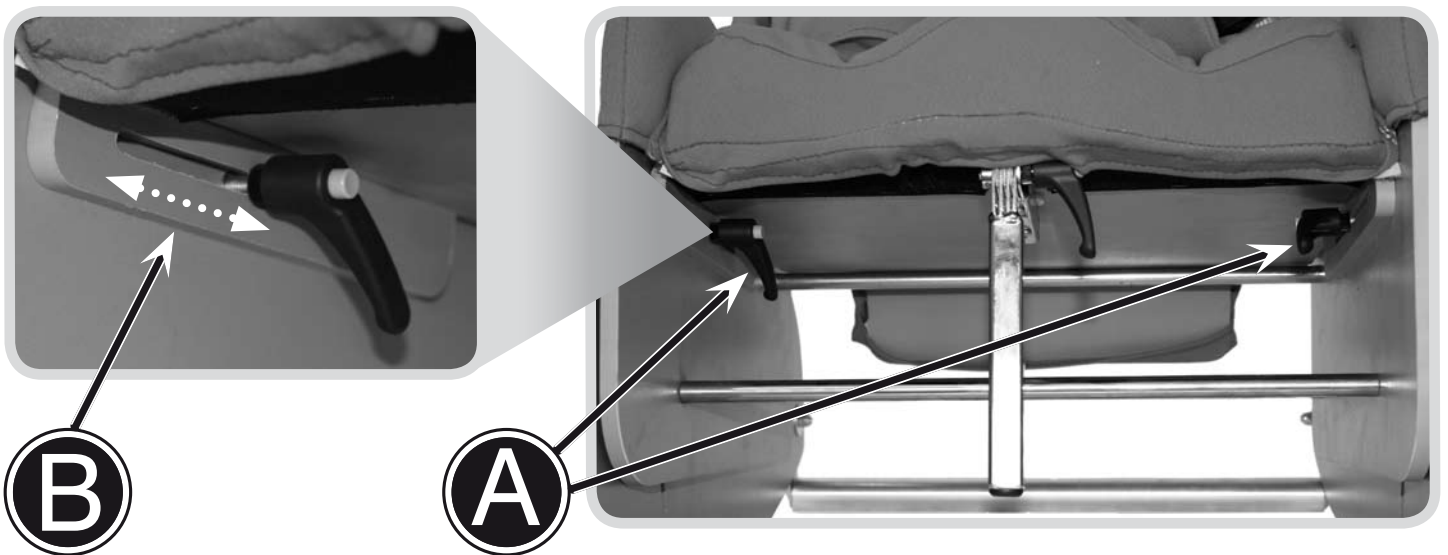
Never rock the chair with the back reclined and the chair tilted. We recommend supervision of the chair at all times when the rocking motion is being used.

Adjusting the Seat Depth

The seat depth of your Sunbeam chair can be easily adjusted to accommodate the size of your child.

Seat Depth Adjustment

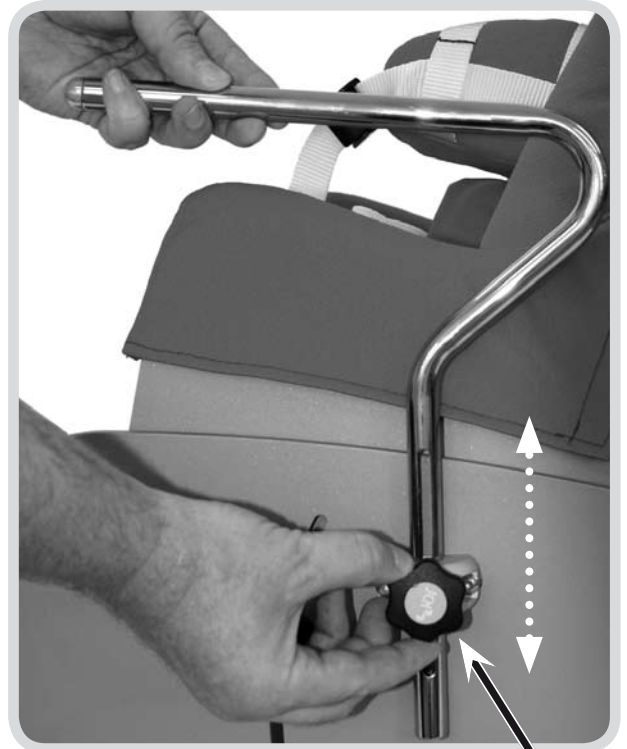
- To alter the seat depth, loosen off both levers (A) by turning anti-clockwise.
- Once loose the entire seat can be pulled forward or pushed toward the back using the chrome footplate arm and the rocking handle for leverage. The location slots in the seat (B) allow for a substantial amount of growth in the seat ensuring children from as young as 3 months to as old as 3 years can be seated comfortably.
- When the desired position has been achieved, re-tighten the levers by turning them in a clockwise direction until the seat is locked in place.



Tray Fitting & Adjustment

Adjusting the Tray Height

- To adjust the height of the chrome arms simply loosen off the lever (A) by turning in an anticlockwise direction until the arm is free to slide up and down within its location bracket. It is necessary that both the left and right hand side arms are adjusted together to ensure that the tray sits level.
- When the desired height position has been acquired, lock the arms into place by tightening the levers against the arms, turning them in the clockwise direction.



A

Fitting the Tray

- Rest the tray on the arms of the chair.
- Line the tray rail brackets (B) up with the chrome arms and slide the chrome arms into the brackets.
- Once the arms are clearly located within the rails it is necessary to lock the tray into place by tightening levers (C) attached to the rails either side. Turn in the clockwise direction until they have gripped the arms of the chair securely.



To remove the tray the user should simply reverse this process.

Positioning on the 5 Star High-Low Base



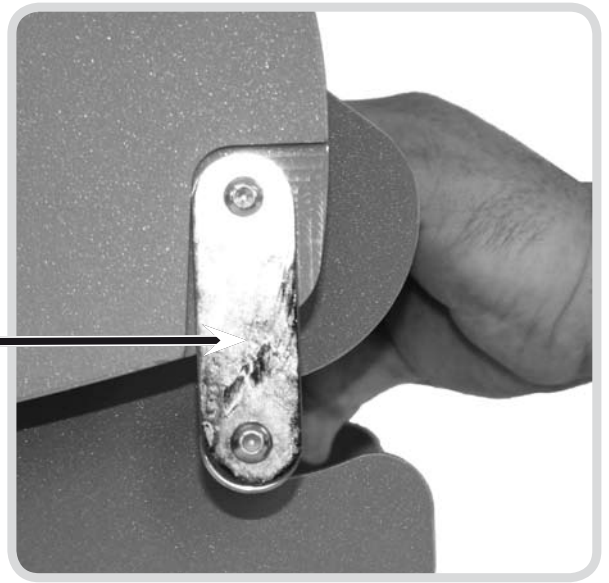
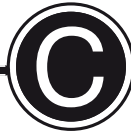
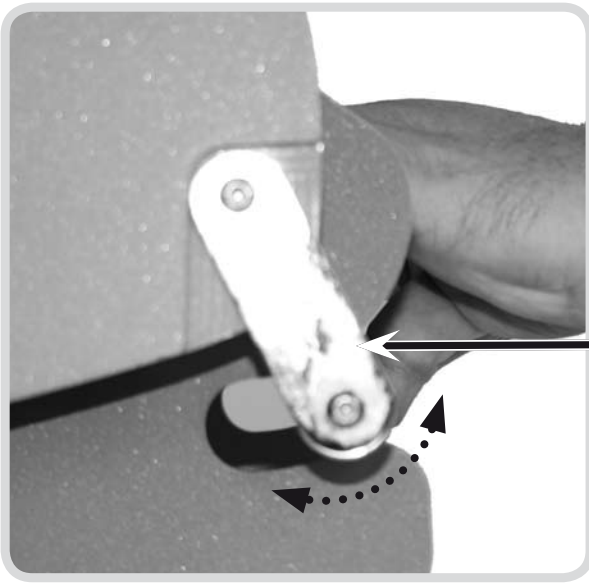
Never attempt this operation with the user seated in the chair.



1. Apply all the brakes to the 5 star base to ensure it is stable.
2. Lift the chair from the ground ensuring that a suitable stance is taken and that you have complete control of your Sunbeam chair.
3. Position yourself behind the base and lower the chair down gently so that the cross bars (A & B) guide into grooves (C) on both sides of the base.



4. Always ensure that both bars are slotted securely right to the front of the locking grooves and that the chair is secure on the base.



5. Finally the locking bar (C) should be rotated clockwise by hand until it locks home in the slot on the base.



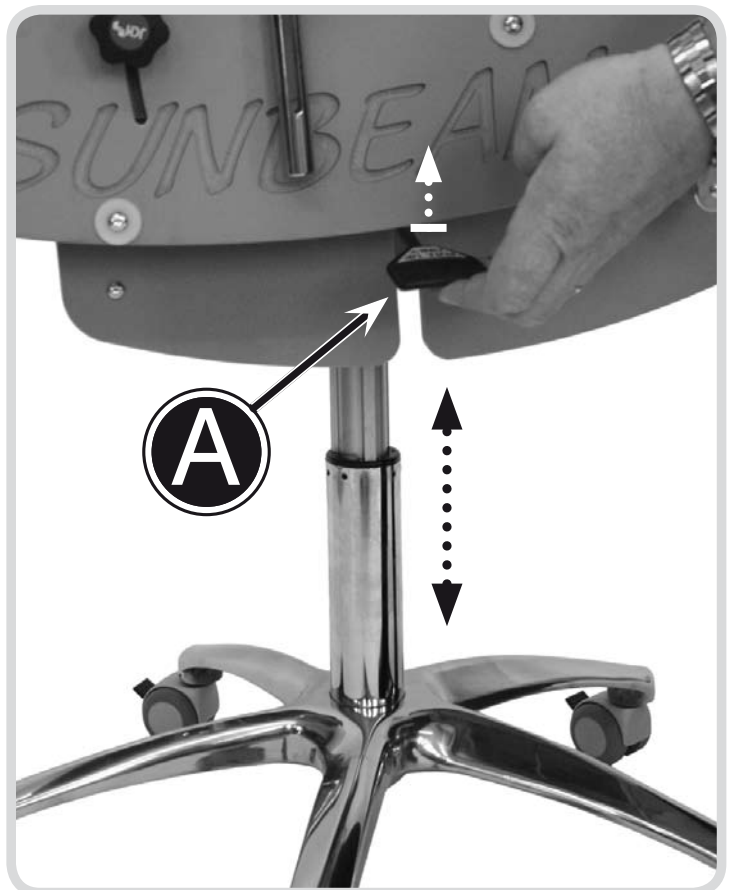
Never use the chair on its base without the lock bar being secured in place



Regular inspection of the locking mechanism by a competent person should be completed before each and every use of the chair on its base.

Raising & Lowering - 5 Star Base

- Hinge paddle (A) vertically up towards the seat to release the mechanism and raise the chair - it may be necessary to assist the lift manually if there is weight in the chair.
- To lower the chair simply hinge the paddle up as before and push the chair manually down, releasing the paddle when the desired position has been found. If weight is loaded to the chair it will not be necessary to assist when lowering.
- The chair can be secured in any position within this range to suit the user and activity.



Cleaning & Care

We recommend the following points for successful cleaning of your equipment. (It is possible that some surface wrinkling may occur following these processes)

Fabric Upholstery Care

Refer to JCMs fabric cleaning guide which can be found on their website www.jcmseating.co.uk
Do not use bleach, acidic, solvent, abrasive, biological or phenolic based cleaners.

Metal Framework

- If all upholstery is removed the metal framework can be cleaned with hot soapy water and detergent or it can be steam cleaned. (Labelling may need to be replaced following steam cleaning).
- Ensure that the framework is thoroughly dried after cleaning.
- Always ensure that any moving or adjustable parts are re-lubricated.

General Maintenance



General maintenance should be carried out by a competent, professional person who is well informed on how to use the equipment (see warranty - page 23) if there is no such person available or a more thorough check is needed, a service via an approved repairer (see opposite) should be booked. The person who carries out the maintenance check or service should always fill out the service history log record (page 22) in order to ensure the warranty remains valid.

As documented opposite, the degree of maintenance required is dependant on various factors relating to the use of the product. In addition to the specific functional adjustment warnings specified in this manual, it should be ensured that a thorough inspection of the following should be completed at no greater than 6 month intervals: (Points listed here are generic across the JCM range and do not apply to all products).

Castors	<ul style="list-style-type: none"> • Lift base and check each wheel to ensure it is not damaged, loose or worn.
Brakes	<ul style="list-style-type: none"> • Removing any grease or dirt that has built up on the wheels, check that the brakes stop the wheels rotating. • Check they are securely fixed in place & that there are no signs of damage or wear & tear.
Pushing Handles	<ul style="list-style-type: none"> • Ensure handles are functioning correctly. • Check there are no signs of damage or wear and tear. • Ensure push handle grips are secure.
Seat Tilt In Space Mechanism	<ul style="list-style-type: none"> • With the tilt lock released check for free movement with no signs of damage or wear to the mechanism, lever or cables. • Tighten the lock and ensure it holds the seat angle.
Base Height Adjustment	<ul style="list-style-type: none"> • With the seat unloaded, press the lever & ensure it moves freely to the maximum height. • Place the appropriate maximum load (40, 60, 80 or 100kgs) and, over a period of time (approx 10 - 15 minutes), check that there is no creep (lowering) of the seat. If it is not practical to perform this test, as a minimum requirement, immediately following the maintenance check, the static position of the seat should be monitored whilst a user is positioned in the system. • With the load on, press the lever & ensure the seat travels freely to the lowest position.
Seat/Backrest Upholstery	<ul style="list-style-type: none"> • Check the attachment points of the seat and backrest upholstery are tight. • Check for worn covering. Rough worn upholstery can cause discomfort, would be difficult to keep hygienically clean, and may cause skin irritation.
Interface	<ul style="list-style-type: none"> • Check there are no signs of damage or wear and tear. • Ensure the function secures the seating unit properly.
Frame With correct maintenance the frame should provide at least 5 years trouble free use but, depending on conditions of use, wear will occur and a thorough inspection is recommended.	<ul style="list-style-type: none"> • Check all metal parts to ensure there are no signs of damage or wear and tear, paying particular attention to adjustable or moving parts. • Check there are no signs of failure in joints and welds. • Check tightness & security of all fixings, bolts, nuts, spring loaded pegs, & other fitments. • Check for signs of fatigue wears, replace parts that show signs of wear or repeatedly becoming loose. • ANCHOR POINTS (where applicable) for transportation must be checked to ensure security, check there are no signs of damage, wear and tear or failure.
Fixtures	<ul style="list-style-type: none"> • Check arm pads and headrest and replace if worn.

Servicing via Approved Repairer

What should be completed during a service?

A service is a comprehensive combination of inspection, maintenance and repair or replacement of worn, faulty or missing components. The growth and any changes of the occupants needs since the original assessment is taken into account when performing the service. This is in contrast to general maintenance (opposite), where only straightforward checks, inspections and adjustments take place and primary services are planned.

What happens if a fault is found?

If any faults are found that could prove to be a risk to either the user or the operator then all use of the equipment should be ceased immediately until the product has been repaired.

Who should carry out the service?

It is stressed that only a JCM approved repairer or a person with competent training of a Class 1 medical device should carry out this work.

Any modifications must not be carried out without prior agreement of JCM Seating Solutions Ltd. It must be understood that unauthorised modifications may pose a risk to all users and attendants, as well as potentially invalidate the warranty.

Any new parts required should be genuine JCM Seating Solutions Ltd. approved parts, fitted to JCM specifications.

Frequency of Service

JCM recommend that a service of this product is completed once every 6 months as a minimum. However, the frequency of inspection and service must be altered depending upon the severity of use. If the system is used in any of the following ways then the use could be said to be fairly heavy and constant. Therefore we would recommend the service interval be reduced to once every three months;

- Daily for around 8 to 10 hours.
- Weekly for at least 6 days out of 7.
- Monthly for at least 11 months a year.
- By an active user or somebody who is very active voluntarily or involuntarily.
- By a user who is above 80% of the maximum user weight recommended.
- Transported in a moving vehicle twice or more in a day.

If the usage exceeds the amount highlighted above it is possible that services every six weeks or less might be needed.

How To Book A Service

JCM have specified technicians trained to service our products. If you would like JCM to service your chair or for further information please contact us on 888-831-9831.

Alternatively, contact the person who issued you with the product.

Warranty

3 YEAR WARRANTY

Products manufactured by JCM are covered with a manufacturers 3 year warranty.

What it Covers

The warranty covers all aspects of product failure due to faulty workmanship or manufacturing.

Period of Cover

The period of the warranty runs for 3 years from the date that the product is dispatched.

The Work JCM is Obligated to Complete

JCM's obligation under this warranty is to replace or repair any defective goods within the period of the warranty free of charge.

What the Warranty Does Not Cover

- Items that are damaged or fail due to natural wear and tear, extreme usage, neglect or misuse.
- Accidental damage, modifications or repairs carried out by a third party unauthorized by JCM or non professional healthcare representative.

Customer Responsibility

To ensure the warranty remains valid, customers are advised that servicing, maintenance and re-issuing guidelines must be followed and documented as stated in the manual.

JCM will require proof of service (see opposite) for any warranty claims or orders.

When making a claim JCM reserve the right to inspect the product and all necessary documentation.

Only valid for products purchased after 1st April 2006. Applies only to products exclusively manufactured by JCM.



3 YEAR WARRANTY

IMPORTANT

JCM Seating Solutions Ltd. will not be held responsible for any damage or injury caused by incorrect use of this product. For any information or guidance on the use of this product please call our office who will put you through to your local representative or send you any additional information you may require.

Tel: 888-831-9831

Inspecting & Reissuing of Equipment

Most JCM Seating Solutions Ltd. products are individually assessed for a client prior to issue. They are handed over in a controlled way to ensure optimum fit and specification, checks are completed and any additional individual verbal instructions given. We therefore recommend the following points are adhered to prior to any re-issue of equipment:

- **Cleaning**

Follow a rigorous process of cleaning in order to decontaminate the product and eliminate the chance of cross infection.

- **Assessment of Fabrics / Foams**

Carefully assess the condition of fabrics and foams in the seating product, and have these replaced partially or even completely if need be. In severe cases if the chassis is worn and the seating in poor condition it may be necessary to have the product re-furnished by the manufacturer. In very severe cases if the chassis is badly worn and the seating in very poor condition then the product should be decommissioned and disposed of.

- **Electrical and Electronic Equipment Decommissioning**

If your product is set up with an electrical function you should always contact JCM or your authorised representative for de-commissioning information.

- **Appropriateness of Equipment**

Check that the equipment supplied is appropriate for the needs of the user taking age, weight, ability, diagnosis, and any other important factors into account. For instance, JCM Seating Solutions Ltd. products may not be suitable for persons with severe challenging patterns of behaviour. Also ensure safe specified limits for use are not exceeded by the new user. Your sales representative can advise on the suitability of the equipment.

- **Manuals and Records**

Ensure this instruction manual and any additional manuals for the seating unit are handed over to the new user with the equipment and ensure the servicing log history is up to date. Records on the new user must be updated to maintain traceability.

- **Inspection**

The equipment should have a rigorous inspection prior to the reissue, to include the points covered in the six monthly routine check, regardless of if the checks were recently completed. The equipment should be free of excessive wear or distortion in any aspect of its main construction or accessories.

- **Condition**

Wheels, tyres and brakes must be in good working condition, properly adjusted and inflated as appropriate.

- **Accessories**

Check all accessories carefully for damage and potential shortcomings which may pose a risk to the user.

- **Function**

Ensure that all the functions of the chair are working correctly e.g. tilt in space, height adjustment, back recline, folding etc.

- **Fixings**

Check that any knobs, hand wheels, nuts, bolts, levers and fixings are in good condition and fitted in place securely.

- **Modifications**

Any special modifications, adaptations, alterations or other such procedures including added accessories may require review. If they are found inappropriate, remedial action (if considered safe and practical) should be taken to reverse them if possible.

- **Labelling**

Any labelling specific to the previous user should be removed and replaced with labelling specific to the new user.

- **Adjustment**

Adjustment of the equipment to the new user must be carried out by suitably qualified and experienced professionals. These adjustments along with the other appropriate checks and tests should be completed with the owners knowledge and agreement.

- **Hand Over**

Competent handing over of the equipment to the new user or attendant must include proper training and advice in safe use, particularly regarding transportation issues.

- **Packaging**

Always ensure that the chair is packaged correctly before delivery.

www.jcmamerica.com™



24-hour postural care

because disability isn't part time

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