

PRE DESPATCH INSPECTION CHECK

	Work through the build form line by line checking all features
	Check additional build notes and that special requirements have been completed
	Measure and check seat width
	Measure and check seat depth
	Measure and check back support canvas height from seat
	Measure seat to ground angle of chair (4-6 degrees)
	Check all 4 wheels touch the ground using flat checking surface
	Measure push handle height from ground, check against build form.
	Measure seat height from ground - at seat centre
	Measure foot support height from seat - at seat centre
	Check footrest jacking screw stoppers are adjusted correctly and tightened
	Check back canvas cushion fits chair (length and width)
	Check fit of quick release wheels and do not have excess movement
	Check footrest / leg support accessory engagement with positive click in place
	Check castor swivel tension and that footrests do not catch on swivelling castors
	Check back folding mechanism by rear leverage test and positive click in place
	Check brakes engage (especially Hub brakes) Hub Brake cables adjusted tight
	Check anti tippers are fitted (or included if applicable) and allow 125mm castor lift
	Check seat rails locate (5mm gap max) and release (small chairs to operate freely)
	Check straight line push test 6 metres max deviation 15cm
	Visually check chair is clean form dust grime and sharp edges
	Lubricate catches and quick release axles with protective lubricant
	Check serial number of chair matches paper work
	Enter serial number
	Check Max Occ Label matches Max Occ on Build Form

BUILT BY		CHECKED BY	
PACKED & WRAPPED SAFELY IN BOX		DATE & TIME	
USER GUIDE		ANTI TIPPERS INCLUDED	
FOOT HANGERS		TENSION BACK CUSHION	
ELR or Stump support		SEAT CUSHION	
OTHER advise detail			