



Periodic preventive maintenance Safety check



Manual for Latera bed

P	Picture	Action	Tools
Bed frame		Bed identification Write the bed serial and model numbers onto the preventive check report.	N/A
Undercarriage		Checking the welds Visually check the welds on the whole undercarriage.	N/A
Undercarriage		Checking the tightness of the fixings Visually check all screw connections on the whole undercarriage. Check the screws on all four castors – tighten loose screws using the specified tool.	Allen key
Undercarriage		Checking the function of the bed's braking system Check the brake function on each castor (red lever down) – Castor wheel rotation and castor swivelling should be locked. Check the neutral function on each castor (lever horizontal) - Castor wheel rotation and castor swivelling should be unlocked. Check the steering lock function - 3 castors unbraked, steering castor locked in the forward direction, castor wheels unbraked. (green lever down - version without 5th castor).	N/A
Undercarriage		Checking the castor wheel rotation Move the bed 1m in various directions while the brake is in the neutral position. Check each castor for smoothness of motion and lack of noise.	N/A
Undercarriage		Checking the COK (brake) levers Check the tightness of the COK (brake) levers	Allen key
Undercarriage		Checking the column screws Check the tightness of the screws which connect the columns to the column clamp. Tighten the screws with the appropriate tool to 10Nm. Check the tightness of the screws which connect the column clamp to the undercarriage frame.	Allen key Socket set
Undercarriage		Checking the night light Connect the supply cable to mains electricity. Visually check the function of the light.	N/A
Undercarriage		Checking electrical wiring Visually check all groups of cables on the bed undercarriage. Check that the plastic trunking is securely fixed and that the covers are closed. Check that the cables are correctly secured with cable ties.	N/A

Undercarriage		<p>Checking the main power cable Visually check the complete main cable. Check that the cable gland is securely fixed to the bed frame.</p>	N/A
Undercarriage		<p>Checking the 5th castor system Check that the 5th castor raises (when the green lever is up) and lowers (when the green lever is down).</p>	N/A
Undercarriage		<p>Checking the Brake alarm Check that the brake alarm is working. Connect the supply cable to mains electricity.</p>	N/A
Patient surface		<p>General visual check of patient surface parts Check these parts: frame, HPL parts, siderails, siderail mechanisms, head and foot bed ends, other parts. Check the surface finish (paintwork). Check the welded connections.</p>	N/A
Patient surface		<p>Checking electrical wiring Visually check all groups of cables on the patient surface. Check that the plastic trunking is securely fixed and that the covers are closed. Check that the cables are correctly secured with cable ties.</p>	N/A
Patient surface		<p>Checking fixations on the patient surface Visually check all screw connections. Check the screw under cover of angle switch</p>	Screw driver Allen key
Patient surface		<p>Checking the column screws Check the tightness of the screws which connect the columns to the patient surface. Tighten the screws with the appropriate tool to 10Nm.</p>	Allen key
Patient surface		<p>Checking the siderail fixing Check the tightness of the siderail connect to the siderail mechanisms.</p>	N/A

Patient surface		<p>Checking the moving parts Check the parts visually and check the function of the moving parts: (back rest, thigh rest, calf rest, bed extension, siderail locking, bed end locking, etc.). If necessary, lubricate all surfaces in contact under friction with the appropriate product.</p>	<p>BioFluid</p> 
Controllers		<p>Checking the functions from all controls ACP, handset, satellite, foot controls etc. Check all buttons on all controls (including the GO and STOP buttons). Check all functions on all controls (movement, lock functions).</p>	<p>N/A</p>
Actuators		<p>Checking the functions of all actuators Columns, back rest, thigh rest actuators. Check actuator movement to full extension/retraction. Check the synchronisation of the columns. Check the actuators subjectively for vibration and noise. Check the actuator pins and starlocks.</p>	<p>N/A</p>
Bed systems		<p>Checking the mechanical unblocking of the back rest CPR Visually check the unblocking mechanism, the cable sleeve and fixing screws. Test the mechanical unblocking from the highest position of the back rest. Malfunction or deterioration of the unblocking function: Adjust the setting screw – cable sleeve length Lubricate the actuator piston with the appropriate product.</p>	<p>Biofluid</p> 
Battery		<p>Battery Test the battery functions. Test the internal resistance of the battery. Replace the battery after two years.</p>	<p>N/A</p>
Electrical		<p>Electrical test Electrically test the bed according to the appropriate standards. Write the results to the preventive check report.</p>	
Label		<p>Placing the preventive check sticker on the bed Place the LINET sticker on the foot end crossbar and make a note of the date of the next preventive check (1 year).</p>	
Report		<p>Complete the preventive check report</p>	<p>Preventive check report</p>

Periodic Preventive Maintenance protocol



The protocol for periodic safety technical inspection.

Bed serial number:		Bed model number:	
Customer:		City:	

Operation	Visual Checks ✓	Test Function ✓	Fault Detection	
			YES	NO
welds	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
tightness of the fixings castors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
function of the bed's braking system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
castor wheel rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COK (brake) levers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
column screws - undercariage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
night light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
electrical wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
main power cable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ibrake system	N/A	N/A	N/A	N/A
5th castor system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
general visual check of patient surface parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
electrical wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
fixations on the patient surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
column screws – patient surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
siderail screws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
moving parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
functions from all controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
function of the LCD	N/A	N/A	N/A	N/A
functions of all actuators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
weighing system	N/A	N/A	N/A	N/A
Nurse Call system	N/A	N/A	N/A	N/A
mechanical unblocking of the back rest CPR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X-ray cassette	N/A	N/A	N/A	N/A
battery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electrical Test (measurement according to the norms in the country)

		measured	allowed	unit
earth leakage current	normal condition		0,50	mA
	single fault		1,00	mA
insulation test.			>2.000	MΩ
earth bond test.			0,3	Ω

Replaced spare part number(s) / action made on the bed:

Results: **The bed passed the service inspection and can be returned to use:**

YES

needs to be repaired

NO

Date: _____

Validity expires on: _____

Checked done by	Name	Signature