

# Product Log Book

Handover / Inspection / Re-Issue

Product Name: .....

Purchase Date: .....

Serial Number: .....

Purchaser: .....



## IMPORTANT INFORMATION

**This Log must be kept with the product at all times**



This Product Inspection Log must be kept with the product at all times. If the Product Inspection Log is damaged or lost, please call Sales Support on 0114 285 3376 for a free replacement or download from [www.jenx.com](http://www.jenx.com)



**This product must be thoroughly inspected by a qualified person at least annually**

**[www.jenx.com](http://www.jenx.com) [info@jenx.com](mailto:info@jenx.com)  
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Jenx Limited Wardsend Road Sheffield S6 1RQ**



# Product Handover



This guide should help you (the prescriber) to ensure that the person that will take responsibility for the product on a day to day basis (the carer) knows how you intend the product to be used. This list is a suggestion only and you should make sure that the handover procedure you adopt is acceptable to your employer. This document is a guide only.

<b>Date of handover session:</b>	
<b>Address of handover location:</b>	
<b>Set up by (technical user):</b>	
<b>Set up for (client):</b>	
<b>Person(s) instructed (carer):</b>	

Have you shown the carer:

<b>How the product is to be used?</b>	<b>Yes / No</b>
<b>How to adjust any areas they will need to adjust?</b>	<b>Yes / No</b>
<b>List the adjustments that the carer can make:</b>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<b>List the adjustments that the carer must not touch:</b>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>



# Product Handover

<b>Date of next inspection</b>	
<b>Have you explained the dangers of not following your instructions?</b>	<b>Yes / No</b>

**Declaration by the prescriber:**

I confirm that I have shown all of the above to \_\_\_\_\_(name of carer) and I am confident that they have understood. I have given them details of how to contact me in the case of need.

Signature.....

Name (block capitals).....

Contact Details.....

**Declaration by the carer:**

I confirm that I have been shown how to use the Jenx \_\_\_\_\_(name of product)

I confirm that I know how to adjust the areas that I need to adjust and I know what adjustments I must not make. I understand that failure to follow these instructions may pose a danger to the child using the product. I understand that I am responsible for inspecting the product in the manner in which I have been trained today and I know how to contact:

\_\_\_\_\_ (name of prescriber) should I have any questions.

Signature.....

Name (block capitals).....

**For free advice on the use of this product, please contact our sales support team:**

Jenx Limited, Wardsend Road, Sheffield, S6 1RQ **Email:** info@jenx.com

**Tel:** +44(0)114 285 3376 **Fax:** +44(0)114 285 3528

## Product Inspection



Stores should follow the MHRA guidelines for the recording, issuing, servicing or repairing of products in their charge. Check the MHRA web site for the latest bulletins: [www.mhra.gov.uk](http://www.mhra.gov.uk)

1. **Structure** Is the product structurally sound, no wobbles or loose parts?
2. **Safety** Is the product safe and fit for use?
3. **Straps** Are the straps in good condition and not showing any signs or wear?
4. **Stability** Is the product stable on an even surface, no rocking?
5. **Screws, Nuts and Bolts** Are there nuts and bolts missing or damaged?
6. **Castors** Are the castors in good order? Do swivels and brakes work?
7. **Springs** Do all gas springs work and hold pressure and weight?
8. **Sandals** Are the sandals in good condition? Do straps and Velcro show signs of wear?
9. **Upholstery** Is the upholstery in good, clean condition with no rips, wear or gaping of the cushions?
10. **Steel and Woodwork** Is the steel and wood work in good order? Check for deformities, splinters or breaks

If there is any doubt about the safety of the product, do not hesitate to contact our Sales Support Department for advice



## Product Re- Issue

Jenx Limited products are usually assessed for an individual client, therefore the following points must be adhered to prior to the re-issuing of any Jenx products.

1. Check with issuing Therapist that the product is standard and no special attachments or modifications have been made. If modifications have been made: contact Jenx Limited for advice
2. Check that the product has been fully cleaned, taking into account the condition of the fabric and the foam inside
3. Check that all hand wheels and levers are in good condition and fitted securely
4. Check the product and any accessories fully for any sign of wear and tear or distortion
5. Check that all the functions of the product are working correctly e.g. tilt, height adjustment or back recline, etc.
6. Always ensure that the Instruction For Use stays with the product and is passed on to the new user. For new sets of instructions please contact our Sales Support Department on 0114 285 3376 or visit [www.jenx.com](http://www.jenx.com)
7. If the product is being delivered, always ensure that the product is packed securely

Follow the inspection guide document, supplied separately.  
Fill in the Inspection/Check Sheet to record all services and repairs to the product. Use extra pages if required, extra sheets are available from the Jenx Limited website: [www.jenx.com](http://www.jenx.com)



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**Tel:** +44(0)114 285 3376 **Fax:** +44(0)114 285 3528













## Jenx Limited

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Company Registration Number: 1808921

VAT Registration Number: 308 8237 51



INVESTORS  
IN PEOPLE



MADE IN  
SHEFFIELD