

# INSTRUCTION MANUAL

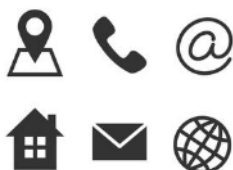
## RETRACTILE COT – MODEL FR-R1

CÓDE: RMA / REVISION: 001 – DECEMBER 2020 – ENGLISH VERSION



Thank you for purchasing a Forza Rescue equipment. This manual describes the basic procedures for operating and maintaining the equipment. Procedures performed in breach of this manual are total responsibility of the owner. Reading this manual in its entirety is essential for correct use of the equipment. Any questions, difficulties or additional information, please contact us:

**WARNING:** Check the correct product model and instruction manual version. This care is important to ensure the effective and safe use of the product. To receive printed instructions, contact with **Forza Rescue**.



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### SUMÁRIO

LIMITATION OF LIABILITY: .....	2
RETRACTILE COT – MODEL FR-R1 .....	3
BASIC FUNCTIONS .....	3
INSTALATION .....	4
SPECIFIC FUNCTIONS .....	5
AVAILABLE ACCESSORIES FOR THIS PRODUCT .....	6
IDENTIFICATION AND TRACEABILITY .....	6
WARNING STICKERS .....	6
CLEANING AND ASSEPSY SUGGESTION .....	7
PERIODIC MAINTENANCE .....	7
STORAGE .....	7
ORIGIN .....	7



**ATTENTION: ALL INFORMATION CONTAINED IN THIS TABLE IS EXTREMELY IMPORTANT. PLEASE READ ALL THE INFORMATION HEREIN CAREFULLY. ANY QUESTIONS PLEASE CONTACT OUR TEAM IMMEDIATELY THROUGH E-MAIL [forza@forzarescue.com.br](mailto:forza@forzarescue.com.br) OR BY PHONE: +55 54 3771 1188.**

**LIMITATION OF LIABILITY:** Forza Rescue is not responsible for damage or accidents arising from failure to don't observe the instructions contained in this manual or use in violation of it. Natural wear and tear of parts and components, improper installation or use by untrained persons are also not the responsibility of the manufacturer. For a longer useful life, do not expose or use this equipment under adverse conditions, such as: rain, humidity, excessive heat or cold.

This equipment was developed for use in emergency medical services routines, with a unique and exclusive application for the transport of disabled people and victims of accidents. After each use, it is recommended a complete cleaning of all its parts and components. The cleaning and sterilization procedures are the owner responsibility, and the owner must follow the current protocols established by the local policies and regulations.

This equipment must be handled only by a qualified professional (paramedic) with knowledge of the emergency medical service routines, first aid, handling and transport of patients as well as any other procedure that involves emergency medical service activities.

After removal the equipment from the original packaging, a cleaning is recommended to eliminate any contamination from the factory.

During the patient transportation make sure that all safety items, such as: Belts, side straps, locks, supports are properly engaged, locked, fasten or in use.

Perform periodic maintenance as described in the manual. Maintenance ensures a longer life for the equipment as well as greater safety during its use. To obtain a copy of the complete manual, access our download area on the website: [www.forzarescue.com.br](http://www.forzarescue.com.br).

Using non-compatible spare parts, or modifying the equipment by altering the original design by inserting components such as iron, wire, ropes, nails or items for palliative repair creates the risk of accidents and total loss of warranty. Use only original parts provided by Forza Rescue and never change parts or any maintenance that requires a change in the structure of the equipment without first contacting our technical department. The manufacturer is not responsible for damage or accidents resulting from unauthorized repairs or adjustments. The use of any third part, accessory or material is the responsibility of the owner.

Before using the equipment, make sure that it is in perfect condition. Regularly check its structure for damage, loose components or any other anomaly, malfunctions or abnormal behavior. If faults or any other strange behavior are detected during an inspection, the equipment must be immediately taken out of service until the correct maintenance is carried out.

Do not remove the serial number identification tag. In addition to the immediate loss of the warranty, the equipment will also lose its traceability control for information from the manufacturer.

Pay attention to the load capacity of the equipment never exceeding the established limit. Use with a weight above the stipulated can cause serious accidents and irreversible structural damage to the equipment.

Before disposing of parts or equipment, check the need for disinfection or sterilization. Perform conscious disposal by directing to the correct recycling processes.

Never leave patients alone on the equipment. Pay attention when traveling over rough, steep terrain or any obstacle along the way. Never transport patients without additional help, always use the help of at least 2 people (paramedics) to perform any transport.

This equipment and its fasten system have been tested to support 10G impacts to ensure the safety of ambulance occupants. If the ambulance suffers any type of accident with impact, the equipment and its fasten system must be discarded and replaced.

Read carefully the guarantee certificate available for download on the website: [www.forzarescue.com.br](http://www.forzarescue.com.br) paying attention to its scope and limitations.

**EXPIRY DATE:** The average useful life of this equipment is 5 years, taking account all cleaning, conservation and preventive maintenance guidelines.

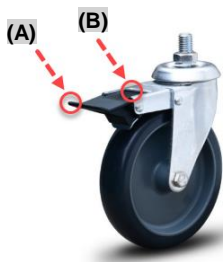
**STERILIZATION:** Non-sterile product.

## RETRACTILE COT – MODEL FR-R1

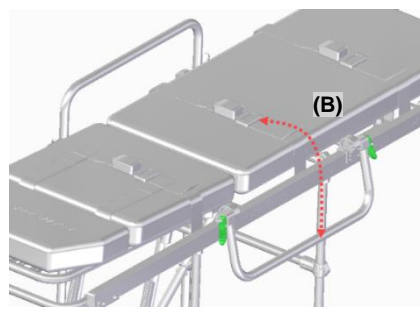
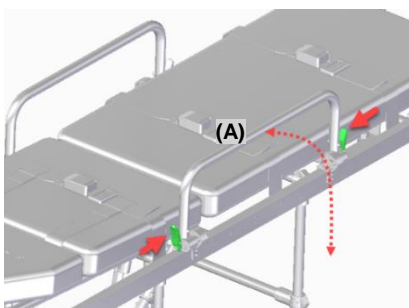
Use the cot according to the following instructions. Read carefully all the indications in the warning board on page 2. If you have any questions or difficulties, please contact our technical department. **Load capacity for this model: 300Kg**

### BASIC FUNCTIONS

1) Before starting any patient transfer process, use the wheel brakes to park the stretcher. To lock the wheels, step on the bottom of the *brake* (A) and to release step on the top (B).

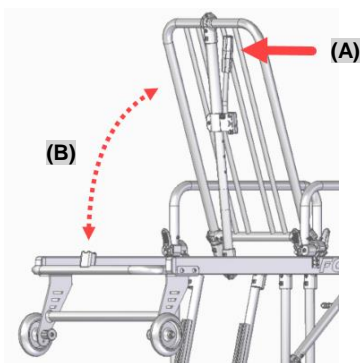


2) Side handles with double actuation: Press the upper part of the trigger simultaneously on both sides (A), lowering the handle. To close again, just return to the original position (B). The handle will lock automatically.

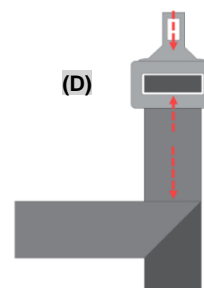
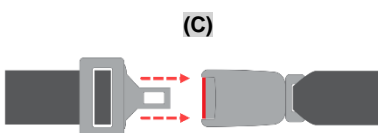
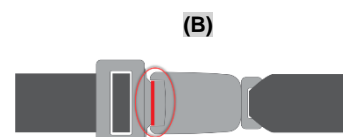
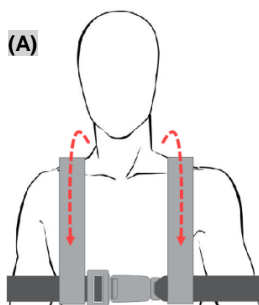


(B)

3) Backrest system: Press the lever (A), raising or lowering the backrest at the desired angle (B), releasing the lever and allowing it to lock automatically in one of the height positions.

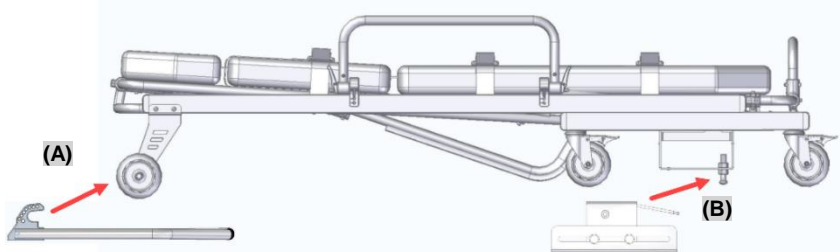


4) The harness belt (A) must be passed over the patient's shoulders and attached to the chest belt. To open or close the seat belts, press the red button at the top of the coupling part (B), inserting or removing the metallic coupling (C). If necessary, adjust the belt by pressing the metal latch and pulling the upper part of the belt (D).

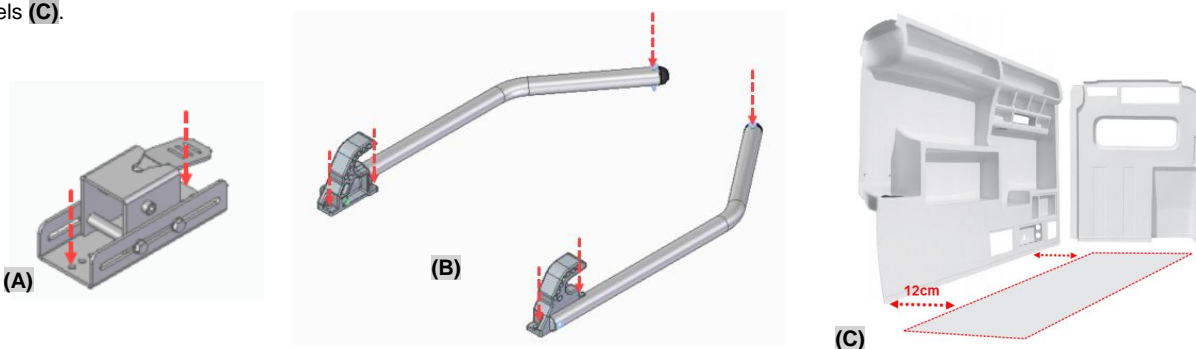


## INSTALATION

1) Place the stretcher inside the ambulance at the desired location for installation. Fit the front guides to the loading wheels pins **(A)** and fasten the lock assembly to the locking pin **(B)**. Make sure that both sides are correctly attached on the cot and in the correct position.



2) Do it a mark on the both sides the drill positions on the vehicle floor, **(A)** and **(B)**. The necessary holes for each side are indicated with red arrows. Leave a minimum space of 12cm between the cot and the ambulance wall / furniture, allowing free movement (turning) of the stretcher wheels **(C)**.



ATTENTION: The fasten rail has several sequential holes. Choose the best drilling position according to the characteristics and availability of the floor of your ambulance.

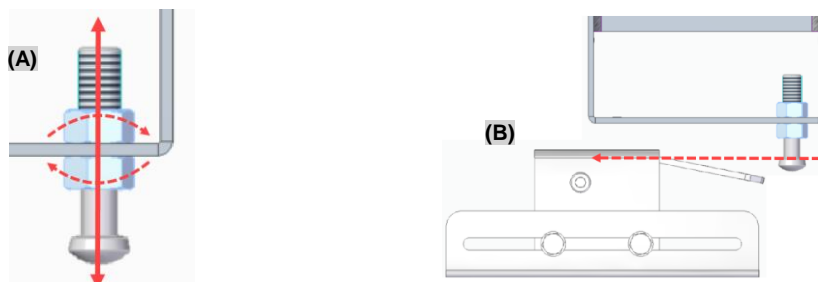
3) Remove the assembled sets to drill the holes in the previously marked locations. Place the lock and guides in the perforated positions and secure both sets using the screws provided with the equipment. Tighten all nuts and bolts, making sure that the assemblies are immobile. The drilling layout will be similar to the figure below, with the front part **(A)** for fixing the guides and the rear part **(B)** for fixing the lock.



ATTENTION: Before drilling the floor of the vehicle, make sure that there are no structural sleepers, electrical parts and fuel tanks in the location chosen for installing the cot. Be carefully to don't drilling them, remove them if necessary or hire the services of a professional to carry out the installation.

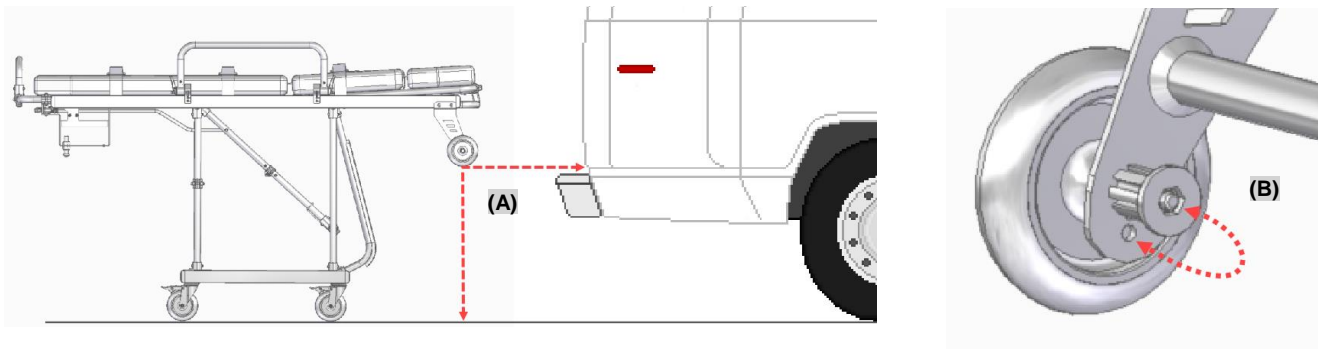
4) After fasten the sets, fine adjustment of the locking pin will be necessary. Test the fastening of the cot by loading and unloading it from the fasten system, with and without weight on the equipment. The perfect fit consists on the simultaneously locking on the both sides of the fasten system, rear and front parts.

5) If necessary, adjust the height and longitudinal position of the locking pin, loosening the nuts and adjusting as necessary **(A)**. The ideal height of the locking pin is when its hitch base is aligned with the lock trigger **(B)**.



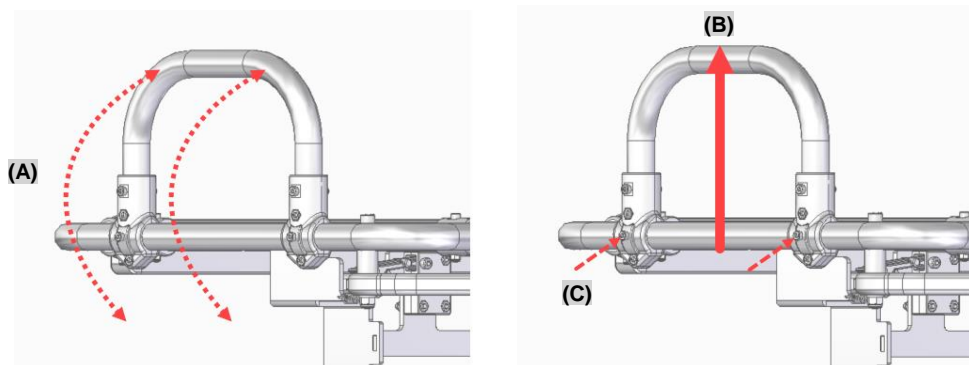
ATTENTION: Regularly check the fit and fixation of the cot. Over time, due to use, it may shift slightly from the system, compromising its fastening. This adjustment must also be made in case of replacement of the cot or adaptation of a spare cot.

6) Forza Rescue cots are made to measure with the height of the ambulance floor to be used, however fine adjustment of the loading height of the wheels may be necessary. It is very important that the loading wheels are always in line with the vehicle's floor height (A). If necessary, adjust the height, removing the screw and repositioning the wheel in the lower or upper hole, as needed (B).



ATTENTION: Cots with different height levels from the ambulance floor have a great risk of falling when unloading from the ambulance. If the cot has a different height level between the loading wheels and the ambulance floor, keep it out of the service until height adjust can be made according to the prior instructions.

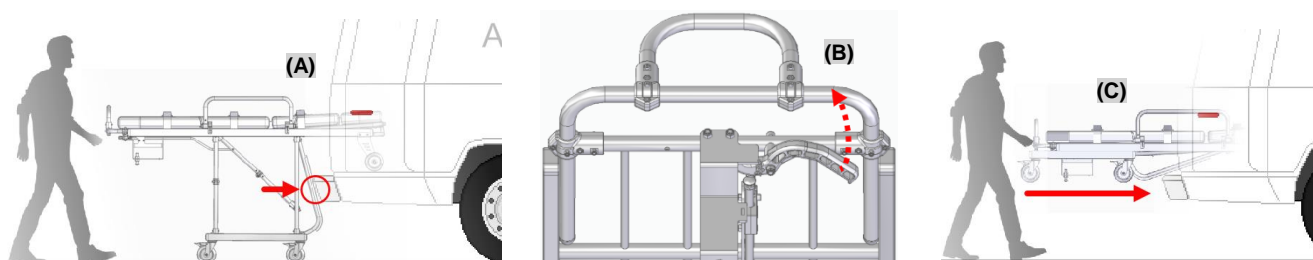
7) The cot has a movable rear handle (A). You can use it mobile or if you prefer you can fasten it using the screws provided. To fasten it, place the handle in a 100% vertical position (B) and insert the screws in the holes of the aluminum profile (C). Use appropriate wrenches and tighten the nuts until the handle is completely secure.



### SPECIFIC FUNCTIONS

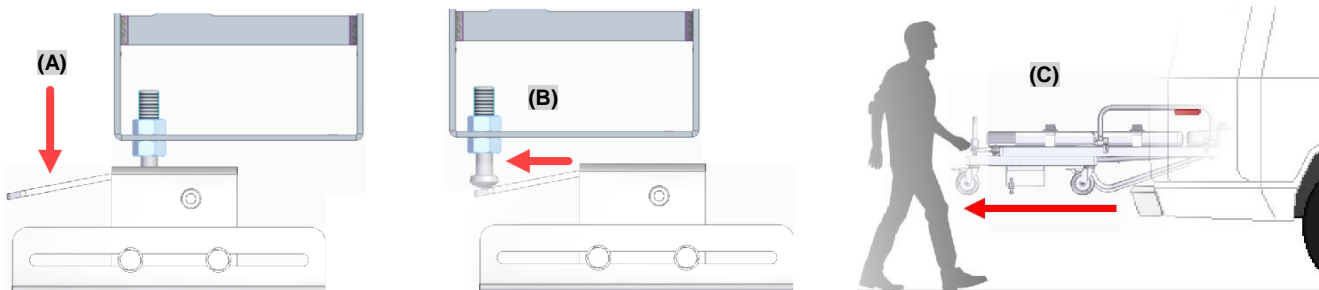
ATTENTION: Any previous procedure for using the cot that refers to the handling of patients / first aid, especially with regard to immobilization, transfer and placement of the patient on the cot, must be performed only by trained professionals.

1) After lay down the patient on the cot, start the transfer to the ambulance. Bring the cot closer to the ambulance by touching the front legs simultaneously on the vehicle's bumper (A). Pull the retraction lever (B) suspending the patient's weight until there is a displacement of the articulation rod (knee) of the cot. Loading the cot into the ambulance (C), keeping it in a 100% horizontal position until it is attached on the fastening system. Pull the cot making sure that it is correctly attached to the fasten system.



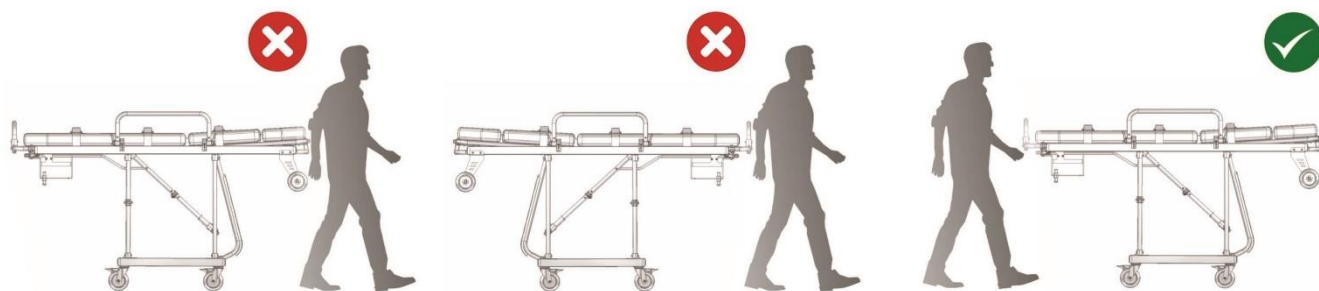
ATTENTION: For transporting obese patients, it is recommended that the cot be handled by at least four paramedics, placed on all sides of the cot to help support and move it.

2) To remove the cot from inside the ambulance, press the lock trigger downwards **(A)** to release the locking pin. Pull the cot backwards, keeping the trigger pressed, until the pin **(B)** is fully released. Remove the cot by suspending the weight and keeping the stretcher level in a horizontal position **(C)**, until it is fully opened and locked in the articulation set.



ATTENTION: Be careful when the ambulance is parked on steep or uneven terrain. Tilt of the cot may be necessary to compensate for leveling and full opening of the articulation set. When pulling the cot out of the ambulance, release the retract lever and check that the articulation set has been correctly armed.

3) Never move the cot by pulling or pushing it from the rear side. Always carry it in front of the patient and always pushing the stretcher forward. The front part of the stretcher is characterized by the existence of the backrest and the rear part where the rear handle is located.



#### AVAILABLE ACCESSORIES FOR THIS PRODUCT

The accessories for this product are bundled separately. The accessories available for this cot model are:

- IV pole.
- O2 cylinder bracket.
- Folding table for cardiac monitor.

#### IDENTIFICATION AND TRACEABILITY

All Forza Rescue equipment is identified with a sticker label, which contains the serial number for traceability control. Among others, the serial tag serves for proof of warranty, identification of spare parts and equipment manufacturing history. Never remove or damage the serial label, as this will void your equipment's warranty.



#### WARNING STICKERS

Forza Rescue equipment has some visual communications made through specific stickers. Be aware if your equipment model has any of the stickers below. Never remove, damage or scratch the warning stickers.

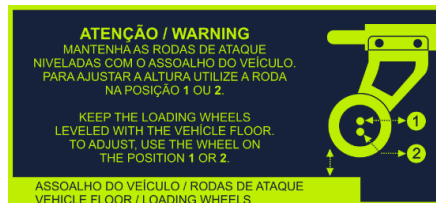
- a) Load capacity: Indicates the maximum load limit that can be carried on the equipment. Check the respective indication on your equipment and respect the stipulated limit. Example:



- b) Fasten the belts: Indicates that all seat belts (including shoulder restraints) must be fastened for any patient to be transported.



- c) Loading wheels: If you have any model of folding cot. Indicates that the loading wheels must always be on the same level as the vehicle / ambulance floor, to ensure the correct and safe loading or unloading operations.



## CLEANING AND ASEPSY SUGGESTION

Forza Rescue suggests that cleaning and basic asepsis for all equipment can be done using 70° alcohol or neutral soap. After cleaning, remove residues from these products in order to avoid direct contact with the patients' skin or mucosa. We do not recommend the use of bleach or abrasive products.

In extreme cases, when there is a large concentration of blood, fluids or debris, we recommend using a jet wash with neutral soap. After this process dry all equipment with a dry cloth and lubricate all moving parts using a 100% vegetable lubricant.

Seat belts should be washed weekly by immersing them in water and mild soap in order to remove the deepest dirt. We recommend periodic replacement of all seat belts within an average period of 6 months in order to avoid contamination. Mattresses with a torn or perforated protective cover should be discarded and replaced immediately.

## PERIODIC MAINTENANCE

Since the equipment is composed by a several mechanisms and articulation systems, we recommend carrying out a periodic maintenance schedule in order to increase the safety and useful life of the equipment. Periodic maintenance must include (in agreement with the equipment you have) the verification of the following points:

- Check all the main structure, looking for possible damage.
- Check for wear on moving parts or joints.
- Check for loose screws, nuts, or pins.
- Check that the castor brake is working and that there is no dirt blocking its rotation.
- Check that all mechanisms are working perfectly.
- In the case of stretchers, check that there are no holes or tears in the mat cover.
- Check that all seat belts are working correctly.
- In the case of stretchers, check that the loading wheels are at the same height as the ambulance floor and that the fasten system in the vehicle is working correctly, without looseness or strange behavior.
- Check that all moving parts are lubricated.

Create a maintenance schedule to check the points above. We recommend that this check is made weekly and that a script of notes is created to monitor the state of conservation of the equipment.

## STORAGE / CONSERVATION CONDITIONS

Store this product in its original packaging. If this is not possible, store it in an appropriate place, free from weather and nature agents.

## ORIGIN

Product made in Brazil - Brazilian Industry.