



Specialised
Orthotic
Services
By *drive*

DIGI-SEAT SEATING SYSTEM



USER'S MANUAL

ALL USER'S OF THE EQUIPMENT SHOULD BE AWARE
OF THIS DOCUMENT AND ITS CONTENT

Specification of the Seating System supplied.

- Specified below are the details of the equipment supplied.
- On the list each item ticked is a part of your Seating System and opposite each item is the reference of the relevant section in this user documentation for that item.

Seating System Reference No.	Date Issued: / /
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Seating System Type	Weight of Seating System	Kg
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			User Manual Reference	
Item	Tick if supplied	No. of Items Supplied	Page	Section
Digi-Seat Cushion				
Pommel				
Kneeblocks				
Digi-Seat Backrest				
Lateral Supports				
Sacral Pad				
Adj - Headrest				
Adj - Footrest				
Specify any other features;			Maximum Client Weight Limit for Seating System <div style="text-align: right;">Kg</div>	
1 piece unit <input type="checkbox"/> 2 piece unit <input type="checkbox"/>			It is recommended that this equipment is only suitable for use; Indoor <input type="checkbox"/> Indoor & Outdoor <input type="checkbox"/>	

Details of wheelchair(s) approved for use with the Seating System.

Model of Wheelchair	Wheelchair Manufacturers Reference Number	Tested at (Specify Angle)

Index

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DIGI-SEAT SEATING SYSTEM

(Custom Made Device)

Introduction

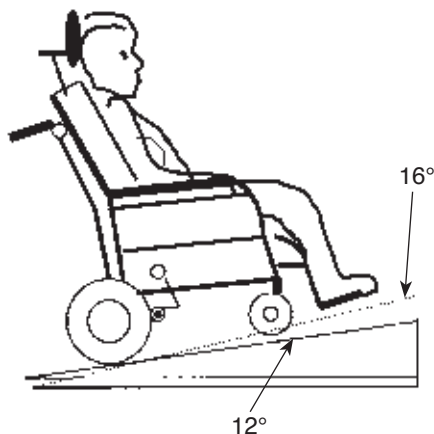
- The Digi-Seat Seating System is a custom made Seating System intended for use with Standard Wheelchairs.
- The maintenance and safety instructions described in this manual should be adhered to. By following these instructions you will be ensuring correct use of the Digi-Seat Seating System.
- The Digi-Seat Seating System has a customised insert intended for use by a particular client and should not be used for any other client.
- The assessment as to the level of support required by a client will normally be done through a Special Seating Clinic organised by your Wheelchair Service.
- Each system is manufactured for use with a particular wheelchair(s). To make sure using the Digi-Seat Seating System does not render the wheelchair unsuitable, the Digi-Seat Seating System and wheelchair should be tested for stability with the client seated in the equipment (for more details regarding stability of wheelchair and seating systems, see page 4).
- As with most Seating Systems it is advisable to monitor a client's initial use of the Digi-Seat Seating System in the early stages of its use. It is recommended that the time a client sits in the system is controlled, this will vary due to circumstances, but where possible periods of sitting in the system should not exceed more than 3 hours at any one time.
- Removing the client from the system is advised after such a period to offer a change of posture. By doing this you will improve a clients tolerance to sitting in the Digi-Seat Seating System on a daily basis.
- It is also important to read the 'Wheelchair User Manual' with regard to general use, transportation use and maintenance.

Clinical Review

- To ensure the Digi-Seat Seating System continues to meet the clinical requirements of the client, it is recommended that the system is reviewed by the Special Seating Clinic at least once a year.
- This may be done automatically by your District Wheelchair Service.
- If a client has had a Digi-Seat Seating System over 12 months it is recommended that you contact the District Wheelchair Services for a review. This will ensure that the Digi-Seat Seating System is maintaining the clinical needs of the client.

Stability of Wheelchair and Seating Systems

- To ensure that the Digi-Seat Seating System and wheelchair are safe to use, it is important that fitting the Digi-Seat Seating System to the wheelchair does not make the wheelchair unstable during normal daily use. Each Digi-Seat Seating System when handed over to the user will be tested for stability to the relevant angle of stability for the chair to be tested.
- The recommended maximum angle of tilt is 12 degrees for attendant transit wheelchairs and 16 degrees for users of self propelling wheelchairs and 16 degrees for users of electric indoor and outdoor electric wheelchairs.
- If the client is going to use additional items mounted to the wheelchair or seating system such as communications aids etc., then it is essential that the test be done with these in situ to assess their impact on the safety of the wheelchair. Similarly, simple items such as trays need to be in place for the test to take into account all the equipment to be used by the client (see diagram opposite).
- The stability test is always done with the client seated in the seating system and all equipment to be used by the client on a daily basis when in the wheelchair in situ. The combined client Seating System and wheelchair assembly is tested to the specified maximum angle of tilt.
- Once the test has been successfully completed a Stability Certificate will be issued by Specialised Orthotic Services Limited. A copy of this certificate will be handed over when the equipment is supplied and should be kept with the user manual for future reference.



Stability of Wheelchair and Seating Systems (Cont.)

- The Digi-Seat Seating System is not to be used with any other wheelchair(s) than those for which it has been stability tested and proven safe for use.
- Always steer clear of obstacles where possible.
- When using the equipment never attempt to climb or descend an incline where the surface is rough, wet or slippery (gravel, loose chippings, grass, rain, ice, snow, etc).
- If the equipment is to be used in an electric wheelchair then read carefully the wheelchair manufacturers instructions with regard to safety.
- **WARNING:** Whilst the client is seated in the wheelchair, the attachment of any heavy object to the wheelchair (i.e. shopping bags etc.) will have a serious effect on the overall stability of the wheelchair and may place the safety of the client at risk.

Recommendations for the Transportation of SOS Seating Systems

The following information is intended to give guidance with regard to the use of SOS Seating Systems by wheelchair users and carers during transportation.

- ***Specialised Orthotic Services Ltd*** have carried out extensive investigations into the suitability of our Special Seating Systems for transportation use and has established clear guidelines for users.
- Following these investigations the following user information is intended to give guidance to users of SOS Seating Systems regarding the use of the equipment during transportation.
- All SOS Seating Systems are prescribed via Special Seating Clinics and during the assessment process the wheelchair to be used with the Seating System will be identified.
- As part of the assessment process, transportation requirements will be assessed and a suitable wheelchair prescribed for use with the Seating System.

This information will be of interest to all parties involved in the daily management of the wheelchair user (Relatives, Carers, Support Staff, Healthcare Professionals and Transport Service Providers).

General Safety Guidelines for Wheelchair User Transportation

- Wheelchair users should transfer to vehicle seats whenever possible.
- Wheelchair users should not travel with the wheelchair at an angle or facing sideways to the direction of travel.
- There should be sufficient free space around the wheelchair and user to avoid the user making contact with other vehicle occupants, unpadded parts of the vehicle, wheelchair accessories or W.T.O.R.S. anchor points.
- Wheelchairs should have the parking brakes applied and their power units switched off during vehicle movement. Powered wheelchairs should not be left in free wheel mode.
- Wheelchairs should not block gangways and exits for other passengers in the vehicle.
- A headrest should be provided for a wheelchair user when travelling in a vehicle where other seated passengers have headrests.
- Do not place / hang any additional items onto the wheelchair during transportation such as shopping bags and holdalls.
- Trays should be removed for transportation whenever possible. If it is necessary for a tray to be used on transportation, then a risk assessment should be done.

Wheelchair Tie Down and Occupant Restraint System (W.T.O.R.S.)

- Secure methods for the safe retention of wheelchairs have been developed and are used on a regular basis to secure wheelchairs during transportation use.
- These systems are now commonly referred to as **W.T.O.R.S.**

Wheelchair Tie down and Occupant Restraint Systems

- There are many types of W.T.O.R.S. available from various manufacturers (a list of some manufacturers is given on page 9). Refer to your Wheelchair Manufacturers Handbook for details of their particular recommendations.
- Please note that all lap /chest belts and harnesses supplied with the seating system **are not** sufficient for occupant restraint when the equipment is used on a moving vehicle and additional Occupant Restraint is required.

Use of Seating System in a Wheelchair for Transportation

To make sure that the seating system and wheelchair are used effectively and safely for transportation use, the following recommendations are provided for:

- The Seating System - Wheelchair Interface
- The Wheelchair Tie down System
- The Occupant Restraint System

1. WHEELCHAIR TIE DOWN SYSTEM

- **Wheelchair users should not travel in cars, taxis or minibuses, unless the wheelchair is tied down.**
- Please refer to your wheelchair users guide for information regarding the recommended wheelchair tie down system to be used.
- Only the wheelchair specified for use with the seating system can be used.

2. OCCUPANT RESTRAINT SYSTEM

- **Wheelchair users should not travel in cars, taxis or minibuses, unless an occupant restraint system is in place on the client.**
- For any client to be transported safely in the Seating System and wheelchair, it is essential that an Occupant Restraint System be used.
- SOS have proven during crash tests on Digi-Seat Seating Systems that transporting any client on a moving vehicle without an approved occupant restraint system is extremely dangerous and will place the **client at great risk**.
- It is important that the Occupant Restraint System is positioned correctly as most clients using Special Seating will be dependent on carers for correct placement of the occupant restraint.
- Consideration should be given to the most suitable type and positioning of restraint for the user, both in normal travel and during an impact.
- The Occupant Restraint should have a clear path from the user to the anchor point and should not be interfered with by any part of the vehicle, wheelchair, seating or accessory.

Stowage of the Seating System and Wheelchair

- During use of your Special Seating System it may be necessary for you to remove the Seating System and stow this along with the wheelchair in a vehicle.
- It is **important** to realise that these items pose a **risk** if not adequately restrained whilst in transit.
- It is **not** adequate to simply place the items into a car boot or the floor of an open vehicle such as an MPV or estate car as in a collision these unsecured items could cause **serious injury** to occupants of the vehicle.
- Various retention methods are available to secure such equipment during transit, and once again the list of Wheelchair Restraint System Manufacturers in this booklet will be happy to advise on this matter (see below).

W.T.O.R.S MANUFACTURERS

Below are details of some Wheelchair Tie down and Occupant Restraint Systems manufacturers.

UNWIN SAFETY SYSTEMS

Unwin House
The Horseshoe
Coat Road
Martock
Somerset
TA12 6EY

TEL: 01935 827740
FAX: 01935 827760
E Mail: sales@unwin-safety.co.uk

KOLLER ENGINEERING LTD

Unit 5, Garrett Road
Lynx Trading Estate
Yeovil
Somerset
BA20 2TJ

TEL: 01935 426695
FAX: 01935 433766
E Mail: enquiries@koller.co.uk

QSTRAINT (EUROPE)

Unit 175
John Wilson Business Park
Whitstable
Kent
CT5 3RB

TEL: 01227 773035
FAX: 01227 770035
E Mail: qstraint@qstraint.com

SAFETEX

Unit 16 / 17
Bookham Industrial Park
Church Road
Bookham
Surrey
KT23 3EU

TEL: 01372 451272
FAX: 01372 451282
E Mail: sales@safetex.com

USER GUIDE 1.0

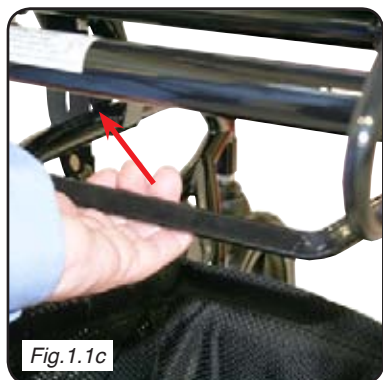
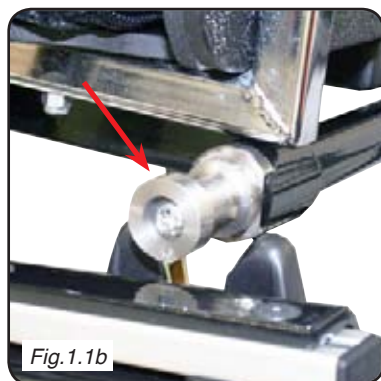
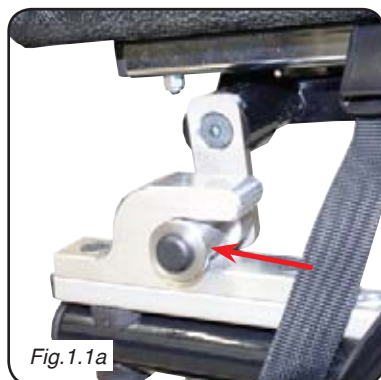
THE SEATING SYSTEM WHEELCHAIR INTERFACE

- The Digi-Seat Seating System will have been configured to suit the wheelchair specified at the assessment. The method of interfacing the seat will vary depending on the type of wheelchair the seating system is interfaced to.
- Digi-Seat Seating systems can be manufactured as one piece or two piece seating systems.

1.1. LOCATING THE 1 PIECE DIGI-SEAT SYSTEM SEAT FRAME

QUICK RELEASE (Quick-Loc) INTERFACE METHOD

- Whilst holding the Digi-Seat Seating System, place this into the wheelchair making sure that the front of the interface frame locates into stops as shown (Fig.1.1a).
- Lower the back of the seat into the wheelchair until the interface locates into the rear catches as shown and it clicks into position (Fig.1.1b).
- Secure the Seat Retention Straps around the back of the wheelchair frame.
- With the Digi-Seat Seating System now installed into the wheelchair it is now safe to place the client in position.
- Before removing the Digi-Seat Seating System from the wheelchair, SOS recommend that the client is removed from the seating system.
- To remove the Digi-Seat Seating System from the wheelchair, release the retention strap (if fitted), pull back the interface lever or cable (Fig.1.1c) until the catches release, raise up the rear of the interface clear of the catches, release the lever and pull the interface clear of the front stops.



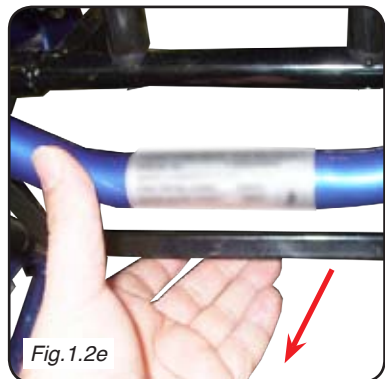
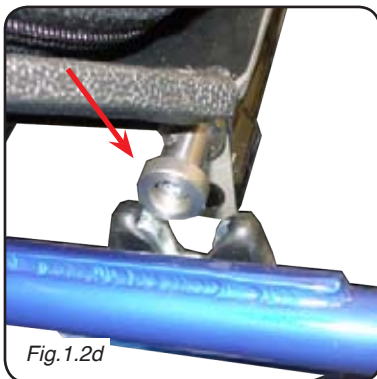
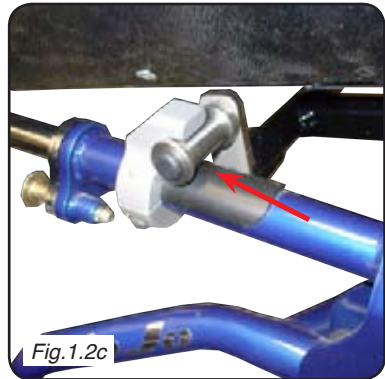
1.2 LOCATING THE 2 PIECE DIGI-SEAT SEATING SYSTEM

- 2 Piece Digi Seat seating systems are located into the wheelbase as two separate items. This will involve locating the base unit (cushion) (Fig.1.2a) And the backrest unit (Fig.1.2b) to the wheelbase.
- This is commonly done by using a **Quick Lok** interface system for the base unit and a **V Track** interface for the backrest unit.



Base Unit (Cushion)

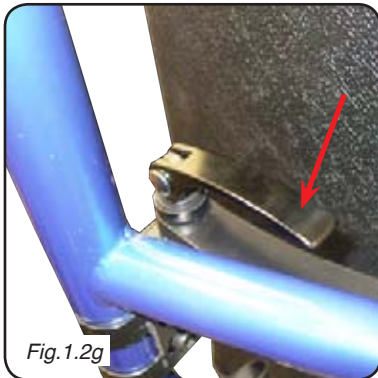
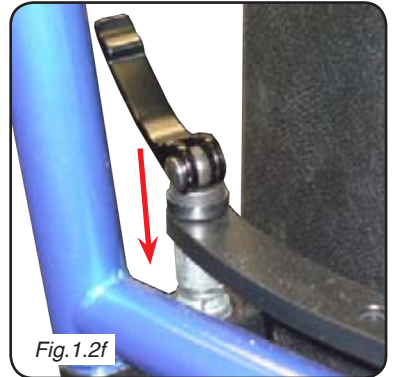
- To locate the base unit onto the wheelbase:
- Locate the front location on the interface to dock with the aluminium location brackets situated on the wheelchair/wheelbase (Fig. 1.2c).
- Locate the back location into the rear catches as shown and it clicks into position (Fig. 1.2d).
- To remove the base unit from the wheelchair, pull back the interface lever or cable (Fig. 1.2e) until the catches release and lift the base unit clear, release lever/ cable.



1.2 LOCATING THE 2 PIECE DIGI-SEAT SEATING SYSTEM (Cont.)

Backrest Unit

- To locate the backrest unit onto the wheelbase:
- Load the **V Track** location spigots into the location brackets situated on the back posts of the wheelchair/wheelbase (Fig.1.2f).
- Lock the V Track into position by pushing the clamping levers into position (Fig.1.2g).
- Secure the backrest retention strap around the back of the wheelchair frame (Fig.1.2h).
- Removal of the backrest unit from the wheelchair is the reverse of the above procedure.



- Having located both the base and backrest units, just check that they are secure before placing the client into the Digi seat.
- With the Digi-Seat Seating System now installed into the wheelchair it is now safe to place the client in position.
- **SOS Seating Systems need to be interfaced to the wheelchair safely for client safety.**

1.3. DIGI-SEAT SYSTEM SEAT SUPPORT PADS

- All the custom moulded supports fitted to the Digi-Seat Seating System are attached by Velcro. The pads have fitted covers and these can be removed by simply unzipping the cover.

1.4. ELECTRIC WHEELCHAIRS

- When fitting the Digi-Seat Seating System to an electric wheelchair, the fitting procedures are the same as in 1.1.
- However it is also necessary to make sure that any electric cables etc., are not trapped or jammed by the Digi-Seat Seating System during placement into an electric wheelchair.

1.5. MAINTAINING THE WHEELCHAIRS

- It is important that the wheelchair manufacturers guidelines for maintenance are carried out.
- Under inflated tyres or faulty brakes etc. can render a wheelchair dangerous if used with such faults.
- All new wheelchairs are supplied with a copy of the manufacturers user instructions.
- You should have a copy of the Wheelchair Manufacturers User Information.
- If you do not have a copy, contact your Wheelchair Service to obtain a copy.

Always maintain your wheelchair as per manufacturers instructions.

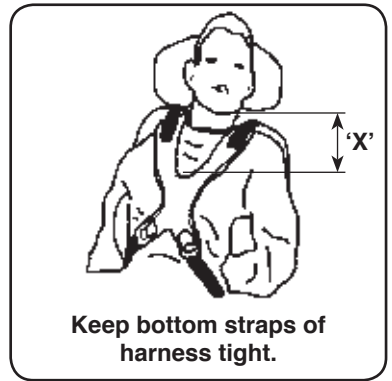
USER GUIDE 2.0

2.1. LIFTING & HANDLING THE CLIENT IN & OUT OF THE DIGI-SEAT SYSTEM

- Most users of Digi-Seat Seating Systems will need to be hoisted into the equipment. Manually lifting the client is not recommended, however with some clients it may not be possible to hoist them safely by conventional means and in instances such as this you are recommended to carry out a **'RISK ASSESSMENT'** to assess the risks involved in any such action.
- It is important that all carers are aware of the Health & Safety guidelines for **'Lifting and Handling'**.
- Before lifting the client make sure all straps are placed out of the Digi-Seat Seating System. This will avoid the straps becoming trapped under the client when seated.
- When using the hoist, make sure that you follow the **hoist manufacturers instructions** regarding correct use.
- On lowering the client into the Digi-Seat Seating System make sure that the client's hips / pelvis are located as far back as possible into the seat.
- Leaving the hoist sling in the Digi-Seat Seating System once the client has been placed is not recommended as this could cause discomfort and pressure areas to be generated. However, if any management issues require the sling to be left in situ then it is recommended that the most appropriate sling be used. If you require further information regarding this, contact your local Wheelchair Service Therapist.
- **Please note, that it is very important that the client is correctly positioned to give maximum comfort and support.**

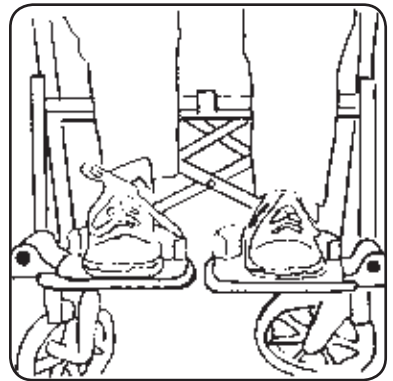
2.2. CLIENT STRAPS / HARNESES

- Secure all straps / harness supplied. Straps and harness must be tightened to work correctly.
- It is dangerous to have straps too loose or not in place on the client.
- If the Digi-Seat Seating System has been fitted with a 'Butterfly X Harness', it is important that it is correctly adjusted to maintain safe clearance at the top of the harness as illustrated in the diagram opposite at 'X'.



2.3. FOOTREST ADJUSTMENT

- It is recommended that feet be supported on the foot supports provided to ensure that the client is seated with optimum comfort.
- Leaving the clients feet unsupported is not recommended as this can lead to great discomfort and abnormal pressure being generated at the pelvis and other weight bearing areas.
- It is therefore essential that the footrests of the wheelchair be adjusted correctly (see Wheelchair User Manual for details).



USER GUIDE 3.0

MAINTENANCE OF THE DIGI-SEAT SYSTEM

To make sure that the Digi-Seat Seating System remains satisfactory it is necessary to carry out simple maintenance.

3.1. CLEANING THE DIGI-SEAT SYSTEM

- All the covers on the Digi-Seat seating system can be removed for washing. ***(Please refer to the instruction label on the inside of the cover for washing instructions.)***
- The ***Carved Foam Supports*** are sealed in a special water proof clear plastic protective skin which although waterproof is air permeable to assist daily management. **Under no circumstances is the clear protective skin to be removed as the foam will have no protection against contamination and will need to be replaced. If the plastic skin becomes seriously damaged contact SOS immediately.**
- With the covers removed, to clean the moulded supports, simply wipe down with mild detergent and a damp cloth and towel dry and leave at room temperature to dry thoroughly. Under no circumstances use excessive heat to try to dry the foam as this could damage the protective skin.
- **DO NOT PUT THE DIGI-SEAT SYSTEM NEXT TO A HOT FIRE OR USE EXCESSIVE HEAT TO DRY AS EXCESSIVE HEAT COULD AFFECT THE COMPONENTS OF THE SEAT.**
- **DO NOT USE SCOURERS OR CAUSTIC SUBSTANCES SUCH AS BLEACH.**

3.2. REMOVABLE COVERS

- For cleaning of removable covers please refer to wash label on the inside of the padded cover.
- To remove the covers simply remove the supports from the Digi-Seat Seating System and unzip the cover on each support.
- **DO NOT REMOVE THE FOAM FROM THE WATERPROOF LINER OR TRY TO WASH IT AS THIS FOAM WILL ABSORB WATER AND WILL BE A PROBLEM TO DRY OUT.**
- **ANY DEVIATIONS FROM THE ABOVE MAY AFFECT THE FIRE RETARDANCY OF THE COVER(S).**

3.3. HARNESSSES, PADS & STRAPS

- Make sure all straps are in good working order and that buckles work correctly.
- If any show signs of fraying or any buckles are broken or faulty contact your Wheelchair Service immediately, **DO NOT ATTEMPT TO REPAIR.**
- Harnesses may be cleaned by applying a warm damp cloth with a mild detergent, **DO NOT USE POLISH.**

3.4. VISUAL INSPECTION

- Every 3 - 4 weeks check the condition of the Digi-Seat Seating System and wheelchair, if you notice any faults or broken parts please notify your Wheelchair Service immediately, **DO NOT ATTEMPT TO REPAIR.**
- Look at the tubular frames of the Digi-Seat Seating System and make sure there are no signs of distortion, make sure they are securely attached to the shell of the seat and there are no loose attachments.
- Make sure that all fixings are secure, especially after making any adjustments.
- Check the shell of the seat for any signs of severe wear and tear. Also the foam lining of the seat.

3.5. FIRE RETARDANCY

- Fire retardant materials have been used in the construction of this seating system.
- It is important that no accelerants are introduced to the materials (e.g. Hairspray, fabric cleaners, deodorants, polish etc..), as this may adversely affect the fire retardancy of your equipment.

USER GUIDE 4.0

OPTIONAL FEATURES

4.1. ADJUSTABLE HEADREST

- If the Digi-Seat Seating System has been fitted with an adjustable headrest, the headrest will have been adjusted when the Digi-Seat Seating System was originally supplied.
- If any adjustments need to be carried out this can be done by releasing the locking knobs and adjusted for height (Fig.4.1a) and depth (Fig.4.1b), re-tighten locking knobs when finished.
- **PLEASE NOTE THAT SOS RECOMMEND THE HEADREST IS USED AT ALL TIMES WHENEVER THE CLIENT IS BEING TRANSPORTED IN THEIR WHEELCHAIR AND SEATING SYSTEM.**



4.2. ADJUSTABLE FOOTREST

- If the Digi-Seat Seating System has an adjustable footrest, it is important that the feet are well supported (Fig.4.2a) and the footrest positioned correctly. The footrest will have been correctly adjusted when the equipment was handed over in clinic as opposite.
- The footrest is adjustable for height (Fig.4.2b) and reach (Fig.4.2c).
- If the Digi-Seat Seating System has been set up for use with the standard wheelchair footrests, then these will be adjusted correctly when the equipment is handed over in clinic. Adjustments can easily be done to the footrests if necessary (***see the wheelchair manufacturers user information for more details***).
- If the Digi-Seat Seating System has been set up to use an integral footrest (Fig.4.2a), then the wheelchair footrests are not to be used.



Fig.4.2a



Fig.4.2b



Fig.4.2c

4.3. DETACHABLE POMMEL

- If the Digi-Seat Seating System has a detachable pommel this is secured in place by either a wing knob underneath the seat or a locking knob at the front of the pommel.

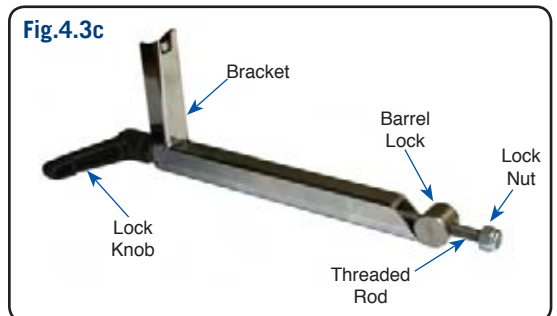
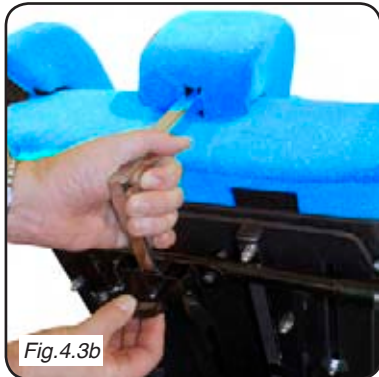
Wing Knob Underneath:

- To remove/adjust, turn the wing knob (Fig.4.3b) underneath the seat anti-clockwise to release. The pommel can then be withdrawn/adjusted (Fig.4.3a) and re-tightened when in position.
- Re-fitting is a reversal of the above procedure.



Locking Knob at Front:

- To remove/adjust, turn locking knob (Fig.4.3c) at the front of the bracket anti-clockwise to release. The pommel can then be withdrawn/adjusted (Fig.4.3a) and re-tightened when in position.
- To replace simply insert bracket stem back into the square socket, slide into desired position and lock into place, turning the lock knob clockwise until secure making sure that the barrel lock is correctly positioned as shown (Fig.4.3c).



You can identify all the relevant parts supplied with your Digi-Seat Seating System by referring to Page 1, ***“Specification of the Seating System supplied”***.

IF YOU DETECT A FAULT OR BREAKAGE

1. IF YOU DETECT A FAULT OR BREAKAGE OF THE EQUIPMENT THEN REPORT THIS IMMEDIATELY.
2. UNDER NO CIRCUMSTANCES ARE ANY MODIFICATIONS / ALTERATIONS TO BE DONE BY ANYONE OTHER THAN SPECIALISED ORTHOTIC SERVICES LTD (see contact details enclosed).
3. TO CONTACT SPECIALISED ORTHOTIC SERVICES LTD PLEASE REFER TO THE INFORMATION INCLUDED IN THIS USER MANUAL.

REPAIRS & SERVICE

Within the warranty period.

All Seating Systems manufactured by Specialised Orthotic Services Ltd. carry a guarantee on the main parts for 12 months, excluding covers and straps which are guaranteed for 3 months, when used normally. If during this period the product becomes defective and needs repair then please contact SOS (please see the end of this users guide for details). You can also contact your local wheelchair service regarding any faults requiring attention.

Outside the warranty period.

For any goods requiring repair or attention after the guaranteed period, then assessment can be made as to the cost of the work required to effect the repair.

On acceptance of this quotation the work will proceed.

Misuse or neglect.

The repairs necessary resulting from misuse or neglect, whether within the warranty period or not will be charged for.

MEDICAL DEVICES DIRECTIVE 93 / 42 EEC

Specialised Orthotic Services Ltd. in compliance with the Medical Devices Directive have an obligation to investigate and take corrective action on defective devices. To assist us with this procedure we would appreciate your assistance in meeting this obligation by informing us as soon as possible and make the device available for inspection as soon as possible having become aware of a defect.

We are required to notify the Competent Authority of certain types of incidents within 10 to 30 days.

As part of our quality system we have established procedures to deal with such incidences and would appreciate your swift notification to us via our telephone, fax or e-mail details at the end of this users manual.

NOTES

If you require further copies of this handout or require further details relating to any of its content, then please contact us (Copyright applies):



Units 127/128, Fauld Industrial Park, Tutbury, Staffordshire. DE13 9HS
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E-mail: enquiries@specialorthotic.com
Web: www.specialisedorthoticservices.co.uk