

Evacuation chair inspection checklist

It is a requirement under PUWER (Provision and Use of Work and Equipment Regulations) that a business should ensure any equipment used by its employees is maintained in efficient order and good repair. We recommend that you inspect your equipment on a quarterly basis at minimum, more frequently if required or if the equipment has been used. In order to help you inspect your equipment regularly, we've put together the checklist below.

Evacuation chair part to check	Y/N	Y/N	Y/N	Y/N
Is your chair securely fixed to the wall?				
Does your chair unfold smoothly?				
Do the rear wheels run free?				
Is the seat material secure at fixing points, is it clean and free of rips?				
Have the locking clips been maintained? These need to be opened and sprayed with a lubricant such as WD40 regularly				
If your chair has a dust cover, is it still in place and not damaged?				
If your chair has a footrest, does it open and are the bolts secure?				
If your chair has a seat belt, do all adjustments work? Do the male and female sections connect and fasten? Does the release button operate correctly?				
If your chair has rear wheel brakes, do they lock and unlock freely?				
Are all the nuts and bolts in place and secure with all protective caps present on exposed nuts?				
Tracked evacuation chairs				
If your chair has arms, do they rotate freely and are the bolts secure?				
If your chair has top handle locking clips, are they secure and open freely allowing the handle to move up and down? Do they re-engage and lock handle into place in each position?				
If your chair has track mechanism locking clips, are they secure and open freely allowing the handle to move up and down? Do they re-engage and lock the track mechanism into place?				
If your chair has track belts, do they move smoothly around the runners and do they rotate around the wheels? This should be done on a regular basis				
4 wheel transit chairs				
If your chair has handle locking pins, is each side pin present and attached to the tethering cable? Will it pass through the locking holes smoothly?				
Date of inspection				