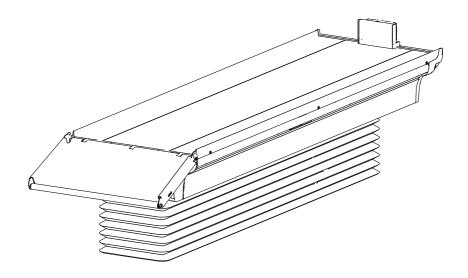
User manual BOB GALAXY Stretcher support



Indicative image

CE The device is manufactured in compliance with directive 2006/42/EC

(E1) 10 R - 05/019760 - 01 Device E-Marked according to Regulation 10

Warning

The information contained in this manual is subject to change without notice.

The Diagrams are inserted only for reference and may vary slightly from the actual device.

Spencer Italia S.r.l. assumes no responsibility for any errors contained herein or for damage, accidents or consequences connected with the supply, performance or use of this manual

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SPENCER ITALIA SRL– Via Provinciale 12 – 43038 Sala Baganza (PR) - Italy <u>spencer.it</u> | <u>support.spencer.it</u> - e-mail: <u>info@spencer.it</u> | service: <u>service@spencer.it</u> | Ph./Tel. +39.0521.541111 Quality System EN ISO 9001 – EN ISO 13485

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1. MODELS

The standard following models can undergo change, revision and implementation without any notice.

BOB GALAXY – ELECTRICALLY POWERED STRETCHER SUPPORT WITH SUSPENSION

2. INTENDED USE

BOB is a stretcher support to be permanently installed inside an ambulance to facilitate loading and unloading procedures of the stretcher.

3. REFERENCE STANDARDS

As a distributor or end user of products manufactured and/or marketed by Spencer Italia S.r.l. you are strictly required to have basic knowledge of any legal requirements applying to the devices contained in this supply that are in power in the goods final destination Country (including laws and norms regarding technical specifications and/or safety requirements) and therefore you are strictly required to have the necessary knowledge to guarantee all aspects regarding the total conformity of the products to the regulations in the relevant territory.

REFERENCE	DOCUMENT TITLE		
EN 1789:2007+A2:2014	Medical vehicles and their equipment - Road ambulances		
EN 1865-5:2012	Patient handling equipment used in road ambulances - Part 5: Stretcher support		
Dir. 2006/42/CE	Directive of the European Parliament and of the Council of 17 May 2006 on machinery		
Regulation 10	Uniform provisions concerning the approval of vehicles with regard to electromagnetic compatibility		

4. INTRODUCTION

4.1 Use of the manual

This manual is intended to provide the operator with all the necessary information for its safe and appropriate use as well as adequate maintenance of the device

Note: The manual is an integral part of the device. It must be kept for the duration of the device and must accompany the device in case of change of ownership or destination. If the operating instructions received relate to products not received, you must immediately contact the manufacturer before use.

The Spencer product manuals can be downloaded from the website or can be requested by http://support.spencer.it or by contacting the manufacturer. Exceptions are items whose essentiality for reasonable and predictable use is such as to make it unnecessary to prepare instructions in addition to the following warnings and directions on the label.

At least every 6 months is necessary to check if there are updated version of this user manual on the website.

Regardless of the level of experience gained in the past with similar devices, it is recommended that you carefully read this manual before installing, operating or using the product or any maintenance

4.2 Labelling and tracking control of the device

Each device has an identification label positioned on the device itself and/or on its box, which includes identification data about the manufacturer, the product, the CE mark, the serial number (SN). It must never be removed or covered.

The label on the device has the following informations:

SPENCER ITALIA S.R.L.	CE	
43038 SALA BAGANZA - Via Provinciale 12		
BOB GALAXY - ELECTRICAL SHOCK		
ABSORBING STRETCHER SUPPORT		
S.N. OP2-XX-XXXXX-XX-XXX	XX	
(E ₁₁) 10 R - 05/019760 - 01		
120 Kg 12 V 0,6 Kw	50 A	

In case of damage or loss, request a duplicate from the manufacturer. Failure to do so will interrupt the validity of the guarantee as the device can no longer be traced.

Simbolo	Significato			
	See instructions for use			
Use gloves during maintenance				
LOT Lot number				
REF	Product code			
SN Serial number				
CE Device is manufactured in compliance with directive 2006/42/EC				
12 V DC	Direct current			
	Fuse			
X	Warning for the correct disposal of the product according to the European Directive 2012/19/UE			
I - O	ON/OFF			
E1) 10 R - 05/019760 - 01	Device E-Marked according to Regulation 10			

4.1 Warranty and support

Spencer Italia S.r.l. guarantees that products are without defects for a period of **one year from the date of purchase**. For any information regarding the correct interpretation of the instruction manual, the use, maintenance, installation and restore of the product, contact the Spencer customer care service ph. +39.0521.541111, fax +39.0521.541222 or e-mail <u>service@spencer.it</u>.

In order to facilitate the assistance service, please always indicate the lot number (LOT) or serial number (SN) shown on the label applied on the box or on the device.

Conditions for warranty and assistance can be viewed on http://support.spencer.it.

Note: Record and store; these instructions, lot (LOT) or serial number (SN) if any, date and place of purchase, date of first use, date servicing, user names and comments.

5. WARNINGS

The warnings, notes and other important safety information are indicated in this section and are clearly visible throughout the entire manual.

User training

Note: Laboratory testing, post production tests, instruction manuals cannot always consider every possible scenario for use. This means that in some cases the performance of the product could be notable different from results to date obtained. The best instructions consist in continuous practice under the supervision of trained and competent staff.

- The use of BOB stretcher support, is allowed only and exclusively to properly trained and qualified staff. Before any operation on the device, is necessary to read carefully each section of this user manual
- Regardless of the level of experience gained previously with similar devices, it is recommended that you carefully read this manual before
 installing, operating or using the product or carrying out any maintenance. If in doubt, contact Spencer Italia S.r.I. to obtain the
 necessary clarifications.
- Do not allow any untrained person to intervene on the device
- The device can be used by medic and paramedic staff during ordinary use and from technicians authorized by Spencer Italia s.r.l. for maintenance procedures.

Note: Spencer Italia S.r.l. is always at your disposal to organise product training.

Installers training

The installation of the device must be carried out only by qualified and trained staff authorized by Spencer Italia S.r.l. Timing and procedures for conducting training courses shall be agreed between the customer and our Commercial offices.

Product functionality

Use of the device in anyway other than described in this manual is forbidden.

- Before each use of device the perfect operating state of the device must be checked as specified in the instruction manual. If any damage
 or abnormalities which could in any way influence the correct functioning and the safety of the device are detected, the device must be
 immediately removed from service and the manufacturer must be contacted.
- If any failure or incorrect functioning of the device is detected, turn off the power supply and bring the stretcher support in the lowest height.
- The appliance must not in any way be tampered with (modification, adjustment, addition, replacement). In such cases all responsibility will be denied for any malfunctions or injuries caused by the appliance itself; moreover CE certification and product warranty will be considered void.
- Those who modify or have modified, prepare or have prepared the product in such a way that they no longer serve the purpose for which they were intended, or no longer supply the intended service, must satisfy the valid conditions for the introduction onto the market.
- Ensure that all the necessary precautions are taken in order to avoid the hazards that can arise as the result of contact with blood or body fluids, when applicable.
- Ensure that the fastener of the stretcher is properly installed on the stretcher support before starting to use the product.
- Operating temperature: from 0°C to +50°C

Storage

- The device must be stored indoors in a dry and clean place, about 100 / 150 mm off the ground. Avoid exposure to direct sunlight; It is possible to stack up only a maximum of two supports, with their original cardboard box and wooden pallet in good condition. Stacking up is prohibited if these conditions are not met.
- Do not store the device underneath any heavy objects which could cause structural damage.
- Store and transport the device in its original packaging. Failure to do so makes the warranty void.
- Storage temperature: from -10°C to + 50°C
- Storage Humidity: max 80%

Maintenance/cleaning

Spencer Italia S.r.l. disclaims any liability for any damage, direct or indirect, which is a result of improper use of the product and replacement parts and / or otherwise of any repairs made by an entity other than the authorized Spencer service centres; this will also invalidate the warranty.

- The operator must always wear adequate personal protection such as gloves. during all checking and maintenance procedures.
- Establish a maintenance program and periodic testing, identifying an employee responsible for overseeing. The person to whom the ordinary maintenance of the device is entrusted must ensure the basic requirements foreseen by the manufacturer in the user's manual.
- The frequency of inspection is determined by factors such as legal requirements, the type of use, frequency of use, environmental conditions during use and storage.
- Spencer Italia S.r.l. disclaims any liability for any damage, direct or indirect, that is the result of incorrect repairs or use of products made by Spencer Italia S.r.l. Repairs must necessarily be carried out by an authorized Spencer Italia service center, which in using original spare parts will provide a quality repair service in strict accordance with the technical specifications given by the manufacturer. Spencer Italia S.r.l. disclaims any liability for any damage, direct or indirect, which is a result of improper use of spare parts and/or otherwise of any repairs made by an entity other than the Spencer service centers authorized to repair or make substitutions on this product and parts and/or otherwise of any repairs made by an entity other than the Spencer service centers authorized to do so; the warranty will also be invalidated.
- Use only original components, spare parts and or accessories, approved by Spencer Italia S.r.l., in order to carry out any operation without causing any alteration or modification to the device.
- All maintenance and revision must be recorded and documented with the corresponding report for technical assistance; documentation shall be maintained for at least 10 years from the end of life and must be made available to the competent authorities and/or the manufacturer if requested.

Regulatory requirements

As a distributor or end user of products manufactured and/or marketed by Spencer Italia S.r.l., you are strictly required to have a basic knowledge of any legal requirements applying to the devices contained in this supply that are in power in the final destination Country (including laws and norms regarding technical specifications and/or safety requirements) of the goods and therefore you are also strictly required to have the necessary knowledge to guarantee all aspects regarding the total conformity of the products to the regulations in the relevant territory.

- Promptly notify Spencer Italia S.r.l. (already during the first product enquiry) when requesting in details regarding any revisions to be made by manufacturer in order to guarantee the conformity of the products to the territory's legal specifications (including those resulting from rules and/or norms of other kind).
- Act, with all due care and diligence, and contribute to ensure conformity to general safety requirements of all devices marketed in the territory, by providing final users with all necessary information for carrying out periodical checks on their devices, exactly as specified in the relevant user's manual.
- Actively contribute to safety checks on product sold, by communicating any relevant risk analysis information to the manufacturer.

• The distributor or final user is aware that in the event of any failure to conform to the above mentioned requirements you will be deemed fully responsible for all damages that might occur. Therefore Spencer Italia S.r.l. expressly disclaims any responsibility and/or liability for your non-compliance with the present regulatory provisions.

General warnings

The user must carefully read not only these general warnings, but also those listed below.

- It is not foreseen that the use of the device is prolonged beyond the time necessary for the first responders to the complete the stages of transport to the nearest rescue point
- Follow the procedures and protocols approved by the internal organization for maintenance and disinfection procedures of the product.

6. SPECIFIC WARNINGS

- The stretcher used together with the stretcher support, must be installed in accordance with the specifications provided by the manufacturer and ensuring its compatibility with technical specifications of the stretcher support.
- Spencer Italia s.r.l. shall not be liable if unauthorized stretcher fastener is used.
- Do not dismantle parts or components of the device except those expressly indicated in this manual.
- Do not change the load after the suspension function has been activated (if the device is provided with this function)
- Do not allow untrained and unauthorized staff to operate the system
- Do not apply devices that may interfere with the operation of the stretcher support or that could hinder its movements.
- Repeated operation of controls, not consistent with normal usage practices, may damage the device and may impair its normal operation
- Spencer Italia s.r.l. shall not accept responsibilities in the event that the support is used in the conditions mentioned above, considered as improper use.
- Check that the settings and the installation of the stretcher support are adequate for the stretcher being used in order to ensure the proper use of the stretcher itself.
- Always disconnect the electric stretcher support from the power supply during maintenance and cleaning.
- Always use gloves during maintenance procedures.
- Do not intervene on the concertina guard during ordinary operation of the stretcher support. The concertina guard can be opened only for maintenance procedure and/or emergency procedures.
- When the stretcher is loaded or unloaded from the stretcher support, the operator may have to hold heavy loads. For this reason it is
 necessary to verify that both devices have been properly adjusted in order to ensure that all operations are carried out safely. In case of
 heavy loads, the presence of at least 2 operators is needed.
- Laws regarding safety in workplace shall always be respected. Spencer Italia s.r.l. is not liable for damages caused by non-compliance with these requirements.
- In case of breakdown, the emergency operations must be carried out by at least 2 operators.
- The installation of the stretcher support on the vehicle floor must be carried out ensuring compliance with the safety requirements of EN 1789. In order to be in compliance with the requirements of EN 1789, the installer has the duty to check the fixation based on the exact position on the floor and based on the structure of the floor itself.
- The layout of the cables inside the structure must never be changed.
- The installation of the fastener of the stretcher must be done on the stretcher tray without affecting the below frame, nor other parts of the stretcher support.
- The projection of elements below the stretcher tray should not exceed 15mm.
- The device is intended to be used on Emergency vehicles.
- The installation and placing of the device must consider what is described in tables of paragraph 9 in order to ensure that the device maintain its essential performance and basic safety.
- Do not use if the device presents any kind of damage or poor cleaning state.
- The user must not have impairments that prevent proper reading and interpretation of informations contained on the device labelling and in this manual, and that could prevent proper operation of controls.
- Do not wash or clean the device with water jets or pressurized air.
- Do not use drying machines
- Before and after each use, check the proper operation of the device; if altered or yielding is noticed, is necessary to restore its safety status before next use.
- If any failure or incorrect functioning of the device is detected, carry out the emergency procedures like described in this manual.
- Before each use of device the perfect operating state of the device must be checked as specified in the Instruction manual. If any damage
 or abnormalities which could in any way influence the correct functioning and the safety of the device and or to the user are detected,
 the device must be immediately removed from service and the Manufacturer must be contacted.
- If the product comes with accessories with limited lifespan, do not use them after the expiration date.
- Do not lubricate any part other than those described in this manual.
- Do not use the device if the condition of the paragraph 9 are not met.
- Do not use the device if it has not been subjected to scheduled maintenance or maintenance required by normal use.
- Use only accessories and spare parts approved by the manufacturer.
- Ensure that the scheduled maintenance has been carried out.
- The fastener use to fix the stretcher on the stretcher support must comply with the requirements of the EN 1789 standard, making it able to withstand accelerations of 10 g in all directions.

6.1 Requirements of operators

BOB is a device intended for professional use only. Each operator must be trained in their use and maintenance of good operating conditions. Do not allow untrained people to assist in the use of the product, as this may cause injury to themselves or others.

Operators must be able to assess the integrity of the fixation. They must also be able to evaluate any anomalies of the supply systems communicating the problem to the responsible figures, interrupting the use of the devices.

The abilities of all operators must be considered before determining their role in the employment of the device.

7. RESIDUAL RISK

The residual risks listed below have been identified exclusively in reference to the intended use of the device.

- The electro-valves temperature can reach high values (about 70°C). In case of maintenance, use appropriate Individual Protection Devices such as gloves. It is however suggested to wait for the cooling of such components.
- Do not place body parts under the stretcher support; this may cause crushing risks when the stretcher support is moved. Never put your feet or hands under the device
- Installation carried out by untrained personnel, could result in inadequate fastening of the device inside the vehicle, with consequent risks related to its instability or mobility.
- The connection to a power source with improper voltage, or other than described in this manual, can make the device not usable or cause serious injuries.
- The device is not for continuous operation. Repeated operation of controls, not consistent with normal usage practices, may damage the device and may impair its normal operation causing the impossibility to use the device when needed. Always respect the duty cycle described in following paragraphs.
- Loading of the stretcher on the stretcher support, especially if the device is in tilted position, could need great effort from the operator, resulting in injuries. Pay attention during loading and unloading of the stretcher and, in case of heavy weight, consider that at least 2 operators are required.
- Crushing injuries could arise from sideways or extraction movements of the stretcher support. Always ensure that nothing interferes with the stretcher support before moving it
- The operation of any movement of the device when the vehicle is running, could result in extremely violent movements in case the vehicle has an impact. It is recommended to make the adjustments only when the vehicle is not moving
- Turning off the device or disconnecting it from the power supply will result in lowering the rear part of the device. Before carrying out this operation, both in standard and maintenance conditions, it is therefore necessary to make sure that nothing interferes with its movement. In case of maintenance, it is therefore necessary to place supports sufficiently robust and stable that are able to support its weight.

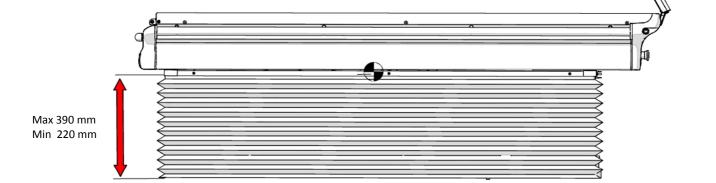
8. TECHNICAL DATA AND COMPONENTS

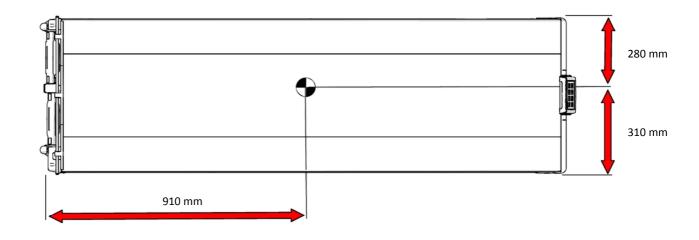
Note: Spencer Italia S.r.l. reserves the right to make changes to specifications without prior notice.

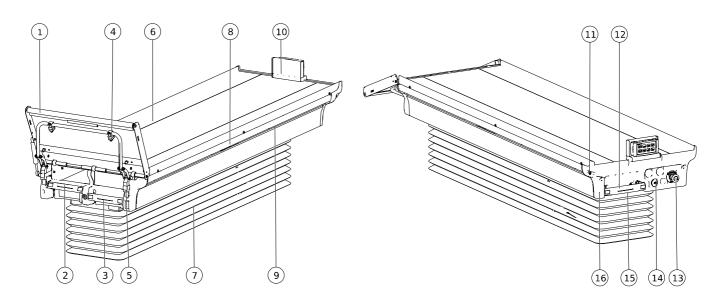
8.1 Technical data

Specifications	Dimensions
Length (mm)	2010 mm roller version
	Presence of the slide increases overall length
Width (mm)	600 mm roller version
	630 mm slide version
Cigarette lighter output (if present)	12V - Max 15 A
Stretcher support surface Height	Minimum 375 mm
	Maximum 580 mm
Surface extraction	700 mm
Sideways movement (lockable)	230 ± 10 mm
Tilt front angle	10°
Tilt back angle	15°
Absorption when not moving	25 W
Absorption activated shock absorber	25 W
Maximum power	0,6 kW
Absorption	50 A
Oil tank capacity	1L
Oil type	ISO 32
Standby time	4 hours of inactivity

CENTER OF MASS POSITION

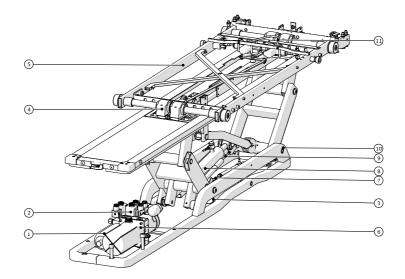






N° Description		N°	Description	N°	Description
1 Slide (if present) 7 Concertina guard		13	Emergency stop (if present)		
2 Extraction lever		8	Sideways movement unlocking lever (if present)	14	Cigarette lighter socket (if present)
3	Sideways movement unlocking lever	9	Led light bar (if present)	15	Main power switch
4	Slide adjustment stoppers	10	Control panel	16	Front protection
5	Slide supports end of stroke	11	Led light switch (if present)		
6 Stretcher support surface		12	Sideways movement unlocking lever		

8.3 Internal components



N°	Description	N°	Description		
1	Suspension system tank	7	Front rectilinear transducer		
2 Electrovalves 8		8	Rear piston		
3	Front piston	9 Rear rectilinear transducer			
4	Linear bearings	10	Base frame		
5	Upper movable frame	11	String to be manually energied to allow manual autraction of the support		
6 Hydraulic pump with oil tank		11	String to be manually operated to allow manual extraction of the support		
	Note: Above the PART 1, there is a box (not shown in the picture) where the electronic board is placed.				
	Do not open the box or intervene on the electronic board without written authorization				

The list of elements described above is for illustration purpose only, with the aim to provide an idea of the operation of the machine. Any operation on such components is limited to personnel authorized by the manufacturer.

The end user can only carry out the operations described in the paragraph Ordinary maintenance

9. INSTALLATION AND START-UP

9.1 Installation

The installation of the device is a critical step to ensure a proper operation. When the product is recieved, verify that:

- The packaging is intact and has no signs of impacts, falls and isn't wet.
- All the items in the accompanying list are present
- The device does not show any kind of damage
- Ensure that the vehicle in which you want to install the device, is manufactured in compliance with EN 1789.
- DO NOT DISMANTLE PARTS OR COMPONENTS OF THE DEVICE EXCEPT THOSE EXPRESSLY INDICATED IN THIS MANUAL. If tampering and/or any kind of operation other than those described in this user manual will be found, the warranty would be invalidated.

ATTENTION

The device is supplied mounted on a pallet on which it is placed in tilted position and with the concertina guard raised. To place the device in horizontal position, it is necessary to connect it temporarily to the electrical supply (see par. 9.6) This will allow to unscew the device from the pallet.

Avvertenza: By disconnecting the device from the power supply, the rear part of the device (slide side) will go down. It is therefore important to pay extreme attention that nothing is placed between the moving parts before disconnecting the device from the power supply.

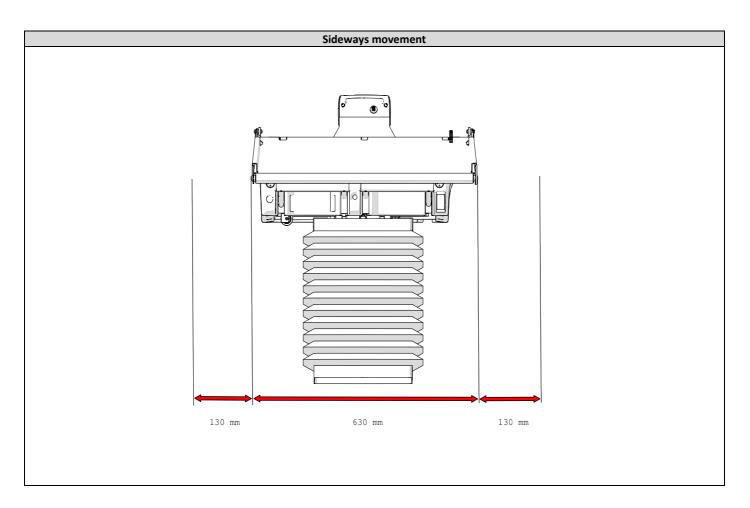
The device, tested in laboratories of a notified body, has successfully passed all the electromagnetic tests required by automotive regulation. Verify that other ambulance equipment has passed the required EMC tests too. Failure to comply with this specification, may cause improper operation of the stretcher support.

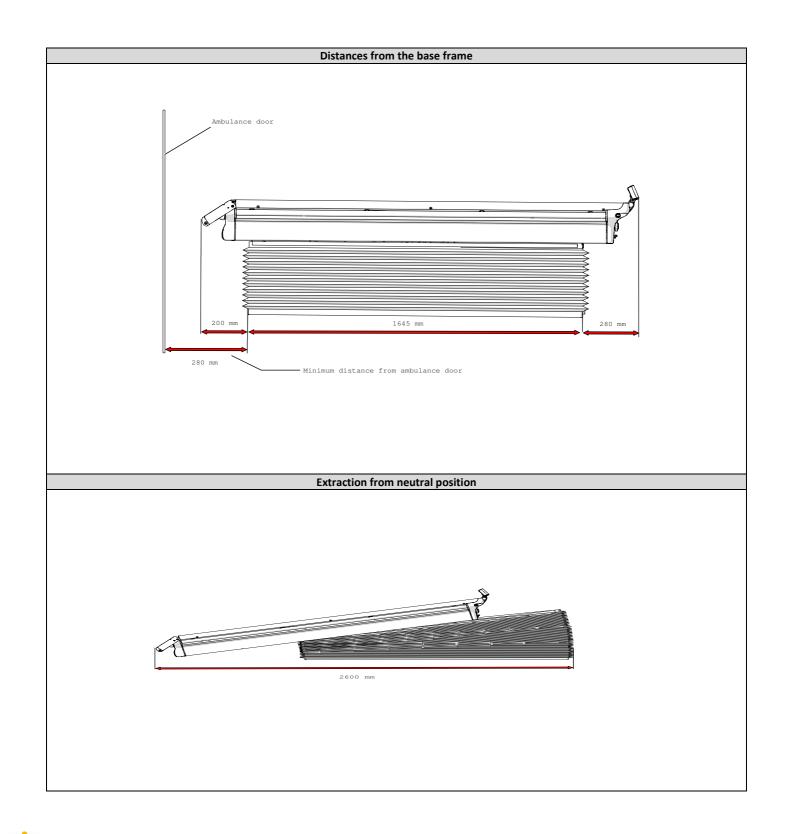
9.2 Ambulance compartment check

Before the installation inside the ambulance, is fundamental to check that the ambulance is capable to store the stretcher support, allowing its movements in all directions.

Make sure that the installation floor is perfectly flat. Non flat surfaces or parts of the floor not perfectly leveled, could compromise the proper operation of the product.

Ensure that the positioning of the stretcher support is done according to the following table:





WARNING: The distance from the ambulance door/ambulance floor end indicted must be observed. Failure to respect such distance could interfere with device's movements with consequences on its safety.

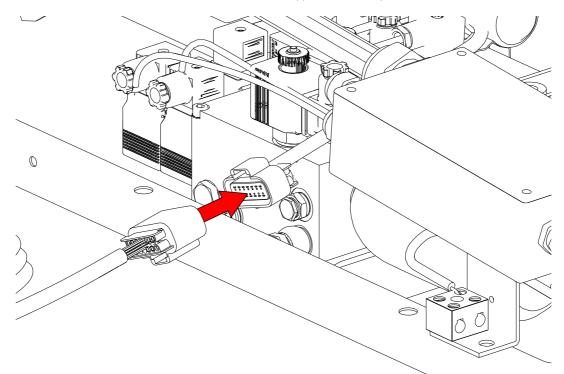
WARNING: The dimensions in the table above are indicated with a tolerance to avoid installation problems, and do not consider the space needed for the normal use of the stretcher support. The installation must ensure a quick and easy access to the stretcher support, in particular a free access to the control panel and levers must be ensured.

9.3 External control panel

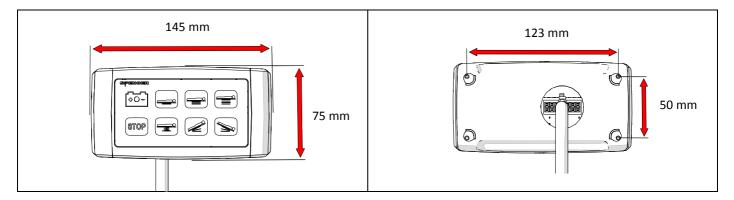
The control panel of Bob Galaxy stretcher support, is usually installed on the front end of the stretcher support. In this configuration, the control panel is factory installed and no further action is required.

If You required the external control panel, it is supplied disconnected and it is provided with a 5 meters long connection cable. This cable shall pass away from heat components and/or other parts of the vehicle that could damage it. Identify the shortest and most linear path as possible, then anchor it so as to minimize frictions that could lead to premature wear.

Before fixing the control panel on the wall, lift the concertina guard and connect the male connector (on the cable of the control panel) to the female connector located at the base of the frame of the stretcher support, near the hydraulic unit.



After the connectors have been coupled, is possible to proceed with the installation of the control panel, considering the dimensions and quotes of the following table:



To fix the control panel, use the holes on its backside and fix it using self-threading screws ø3mm. These screws must penetrate inside the panel for a maximum depth of 1,5cm.

9.4 Floor installation

Once the conditions of previous paragraphs are verified, is possible to start the operations needed for the installation on the ambulance floor.

Before the installation verify that:

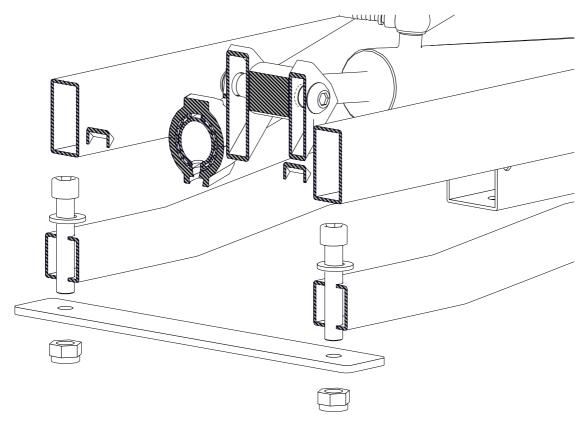
- The installation floor is leveled and strong enough to withstand accelerations and vibrations to which the device could be exposed during use on the ambulance
- Check that electric cables or gas supply systems do not interfere with the installation of the device.
- The following diagram shows the quotes of the holes needed for floor installation.

WARNING: The installation floor must be adequately reinforced to withstand the stresses to which it may be subject.

As minimum requirement, the installation floor should be able to hold the weight of the stretcher support and its maximum loading capacity in the event of impact of the vehicle up to 10g accelerations in all directions in accordance with EN 1789.

The installation on the vehicle floor must be done according to the following specifications. It is necessary to use backplates to be placed under the vehicle floor. The choice of such backplates is an installer responsibility which has to make proper evaluations to ensure the compliance of the installation with the requirements of EN 1789.

The following image shows an example of backplate positioning how to use fixation elements such as nuts, bolts and washer. The choice of the dimension of the backplates and their technical specification are an installer responsibility who will make the necessary evaluations considering the characteristics of the installation surface.



View of the lower frame – Installation quotes for BOB GALAXY

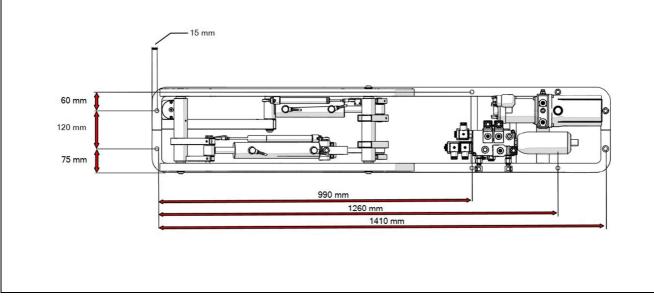
Simply place the stretcher support in the desired position considering bulk dimensions described above.

Verify that the stretcher support can be moved in the provided directions, free from obstacles and that there is enough space needed for rescuers.

The following picture shows the drilling quotes needed to check the installation surface.

It is imperative to verify that the installation surface is free from pipes, electrical wirings or other elements that could be damaged during drilling.

The installation on the vehicle floor must be done using 8 bolts M12 fitted in all the holes of the base frame



INSTALLATION OF THE FASTENER FOR STRETCHER

Once the stretcher support has been fixed, is possible to install the fastener of the stretcher on the stretcher support.

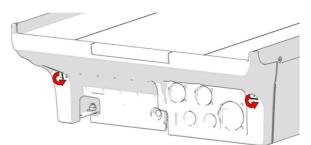
This procedure should be carried out according to the instruction manual of the fastener to be installed.

If the fastener is not factory installed, is necessary to remove the front bumper of the stretcher support removing the screws shown in the picture below with a nose plier.



All the free surface of the stretcher support, except the joint points, can be used for the installation of the fastener.

If your device is equipped with optional accessories like electric pack and/or medical gas delivery system, do not move too far the bumper from the stretcher support to avoid damaging of wirings and/or pipes.



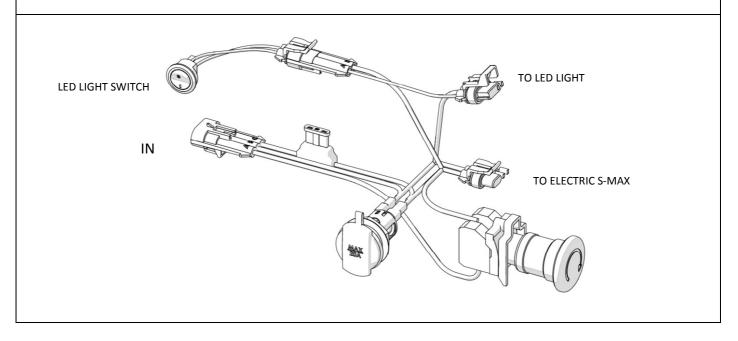
Place the stretcher with the fastener on the support surface so that the assembly is properly placed.

Drill the support surface according to the instructions manual of the fastener in use.

Thanks to the structure of the surface of the stretcher support, backplates are not required for the installation of the stretcher fastener (unless expressly required by the manufacturer of the fastener). Wide band washers and self–locking nuts shall be used.

If an electric S-MAX fastener is used, if not factory installed, it shall be connected to the dedicated connector as shown in the picture below.

Carefully reinstall the bumper after the fastener has be installed



9.6 Electrical installation

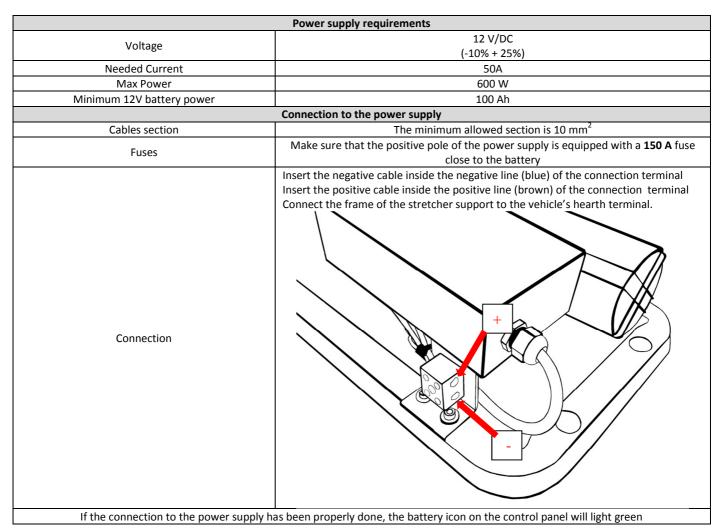
The device must be connected to an electrical power source that allows the height adjustment of the stretcher support, allows to tilt its front or back and to adjust the loading height for the stretcher through the actuation of hydraulic pistons. These movements are controlled by the user via the control panel placed on the front of the device.

WARNING:

- Carefully check the requirements for the power supply in the following table.

- The device needs to be connected to the electrical supply ensuring that it is powered also if the vehicle is turned off, ie *close to the battery*. The connection to the power supply can be made only after the device has been properly fixed on the ambulance floor like described in the previous paragraph.

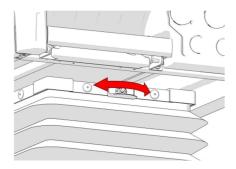
Failure to comply with above requirements, can lead to serious injuries for user, operators or installer.



After the connection to the main supply, is possible to turn on the device placing the main power switch in I position. The device will do a diagnostic test with acoustic and visual feedback to verify the proper operation. If after this test the led lights green, the device has been properly powered.

Before you start using the stretcher support, carefully check that it works properly In accordance with the operating instructions described in paragraph 10 and all remaining warnings of this manual.

Always turn off the device when the vehicle is not used to prevent vehicle's battery running out.



10. INSTRUCTION FOR USE

10.1 Sideways movement



The stretcher support can be moved sideways operating one of the three red levers shown in the picture. This movement is mechanical or, if provided in your model, the operation of such handles will operate an electromechanical unlocking system. This movement doesn't require to operate on the control panel.

The stretcher support can be placed in 7 different positions

WARNING: Never place hands or feet between the stretcher support and the concertina guard when the stretcher support is moved sideways because this may result in crushing injuries.

10.2 Moving up and down the stretcher support

The stretcher support height can by adjusted pressing on the buttons placed on the control panel.

When a button of the control panel is pressed, the battery icon will light yellow.

BUTTON "A": Keep the button pressed to lower the stretcher support BUTTON "B": Press the button one time to bring the stretcher support in intermediate position

BUTTON "C": Keep the button pressed to rise up of the stretcher support.



Standby: If the no commands of the stretcher support are operated within 4 hours, the device goes automatically in standby mode and deactivates the shock absorber if it was activated.

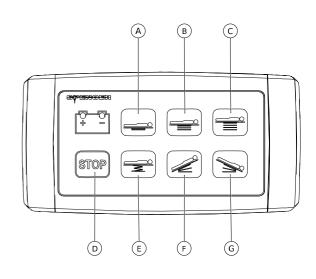
Push any key to exit the standby.

If the device is not used, it shall always be placed in the lowest position.

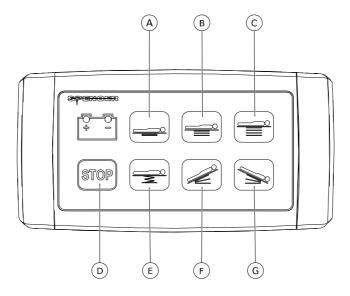
If the stretcher support is in raised position and a power failure occurs, the rear part (stretcher loading side) will go automatically down into the lowest position, allowing the unloading of the stretcher.



Always ensure that the stretcher is properly anchored to its fastener.



10.3 Adjustment of the stretcher support inclination



The stretcher support can be tilted in order to adapt to the operators needs.

BUTTON "F": Keep the button pressed to lower the rear end of the stretcher support. (*Tilt back position*) BUTTON "G": Keep the button pressed to lower the front end of the stretcher support (*Tilt front position*)

To bring back the stretcher support to the horizontal position, press Button "B".

10.4 Activation and deactivation of the suspension mode

The stretcher support is equipped with a suspension which can be activated or deactivated.

BUTTON "E": Press the button to activate the suspension mode BUTTON "D": Press the button STOP to deactivate the suspension mode

Once the suspension button has been pressed, the stretcher support raises up to the intermediate height. In shock-absorbing mode, all functions of the device except the extraction, will be disabled! If the shock-absorbing mode is active and the STOP button is pressed, the stretcher support will go down to its lower height.



Warning: The suspension has an automatic adjustment system used to adapt its rigidity to the applied load. Do not change the load supported by the stretcher support after the suspension mode has been activated. This may result in a sudden rising of the stretcher support. If you need to change the load, press the STOP button (button **D**).

The suspension mode should always be activated when the vehicle is moving. This will contribute to reduce vibrations on the structure of the stretcher support.

Standby time:

When the suspension mode is activated but no commands are operated for more than 4 ours, the stretcher support goes in standby mode deactivating the shock absorbing mode and going in its lower position. To exit the standby mode, press any key on the control panel.



WARNING: When the suspension mode is active, the staff should always inform patients, that they are carried on a device with a shock absorbing system. This is needed to reassure the patient, because the floating motion could lead to alarm or concern or fear for the patient if the cause of this movement is unknown.



WARNING: DO NOT USE THE SUSPENSION MODE IF THE PATIENT MUST UNDERGO CPR TREATMENT. If CPR procedures are to be performed, it is absolutely necessary to deactivate the suspension mode (rigid position) and bring the stretcher support to a suitable height to perform such procedures.

10.5 Extraction of stretcher support

The stretcher support can be partially extracted from its neutral position in order to make the loading procedures of the stretcher easier.

This feature shall not be used when the vehicle is moving!

To extract the device, push down the extraction lever shown in the picture. When the lever is pushed down, the stretcher support will go in its lower position.

Push down again the same lever and pull the stretcher support till the end of stroke (all out position).

When the lever is operated the system to unlock the extraction remains active for about a second, during which the status LED will light orange. If the stretcher support is not extracted during this time, the LED switches from orange to green and the system will lock the device making the extraction not possible.

The rear part of the stretcher support (where is located the slide), will automatically tilt down according to the standard settings. This inclination can be adjusted following the instructions of the next paragraph.

If the height is suitable for your stretcher, is possible to carry out the loading of the stretcher.

Once the stretcher has been loaded, push down a bit the extraction lever to tilt up the stretcher support.

Once the stretcher support has reached the horizontal position, push down again the same lever and push the stretcher support inside the vehicle pushing the bumper in the upper part of the rear bumper. The upper part o Do not push the stretcher support pressing the slide, the handles or other parts non intended for the scope. The part designed for this purpose is the upper part of the rear bumper.

Once the stretcher support is inside the ambulance, make sure it is properly locked.



In the event of power failure, the stretcher support can be unlocked to allow the extraction pulling the dedicated string (see component n°12 par. 8.3). The string is placed below the compartment under the support surface. The string can be reached lifting the protective sheets on the lower side of the compartment.

This command is an emergency device! Make sure that you have restored all safety conditions before using the stretcher support again. It is indispensable to identify and correct the reason that has caused the power supply failure.

Remember that in case of power failure, the device tilts automatically. The need to unlock the extraction in these conditions must therefore be assessed with great accuracy as the load to be supported could be considerable. To unlock the emergency extraction, it may be necessary to push the device forward while pulling the string for the emergency extraction.

10.6 Loading height adjustment

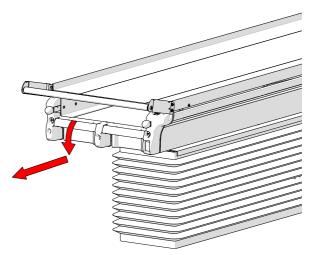
The stretcher support can be equipped with an automatic leveling system that regulates the loading height by measuring the distance from the ground when the stretcher support is extracted. This distance can vary depending on the ambulance load conditions or due to particular ground conditions. The following instructions apply to all Galaxy stretcher supports.

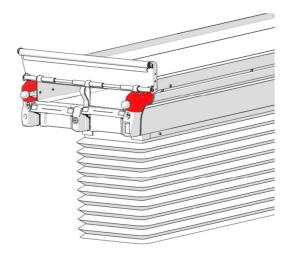
The desired distance from the ground can be adjusted following these steps:

1: Extract the stretcher support as described in paragraph 10.5

2: Turn off the device.

Press and hold the "STOP" button and simultaneously switch on the device. The emission of a rapid acoustic signal and the lighting of the orange LED indicate that the device has entered the calibration mode. Release the "STOP" button.





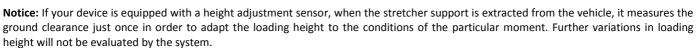
3: Adjust the height by pressing the button G to lower the front end of the stretcher support, or button F to raise it in order to obtain the desired loading angle. This operation will also have a marginal effect on the rear end of the device. If you want to have a greater effect on raising the rear side, press button C

3: If the adjustment is suitable for the stretcher in use and allows You to load and unload it in safety, store the new position by pressing and holding the STOP button (D) for 5 seconds and in any case until the acoustic signal is emitted and the led of the battery icon lights on.

4: After the acoustic signal, release the button then turn off the device.

If after turning off the device it does not perform tilt movements, the new load height has been correctly set.

It is now possible to turn on the device, the battery icon LED will turn green.



If the height is not adequate to load the stretcher, carry out the manual adjustment with buttons **F** and **G** (or with switch placed in the rear plastic bumper). This adjusted position is temporary, it will not be stored.

10.7 Turn on and off the courtesy light (if present)

On the right side of the stretcher support is installed a led bar. The light can be turned ON or OFF using the button shown in paragraph 8.2 n°10.

10.8 Battery icon

The control panel has a battery icon with a led light.

Green light: The stretcher support is ready for normal use Yellow light: A command has been operated and the stretcher support is working Red light: The power supply cannot allow normal operation of the stretcher support (i.e. the vehicle battery has a low charge). Yellow flashing light: The stretcher support is in setting mode, waiting for adjustments.

Warning: If the red light turns on, immediately turn on the engine of the vehicle in order to provide enough power to the stretcher support and other ambulance equipment.

10.9 Emergency procedures and undesired interruption of the power supply

The stretcher support is equipped with an emergency stop button placed on the front bumper.

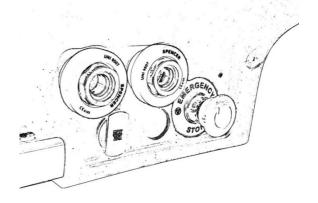
Press this button to switch off all electrical operation of the device.

By pressing the emergency button, the device will stop all its electrically operated functions. Only lowering and mechanical adjustments will be possible and the control panel will not respond to any command.

The suspension mode, if present, is not affected from the activation of emergency stop.

After the condition which required the activation of the emergency stop has been removed, is possible to restore the normal operating conditions of the device by turning clockwise the emergency button.

WARNING: Before performing the restore, verify that no hazardous condition is present

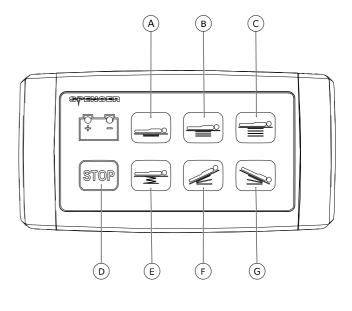


If the emergency button has been accidentally pressed, you may think that your device is not working properly. Before contacting the manufacturer, always make sure that the emergency button has not been accidentally pressed.

If the stretcher support has been locked due to a power source failure or an internal breakdown, carry out the following checks before loading or unloading the stretcher:

- At least two operators are present
- The operators are capable to hold the weight of the stretcher and the carried load.
- Check the conditions of the loading/unloading area.
- Proceed to load or unload the stretcher adapting the procedures to the above mentioned conditions.

If the stretcher support has been locked in raised position, is possible to lower it performing the procedures described in paragraph 10.2



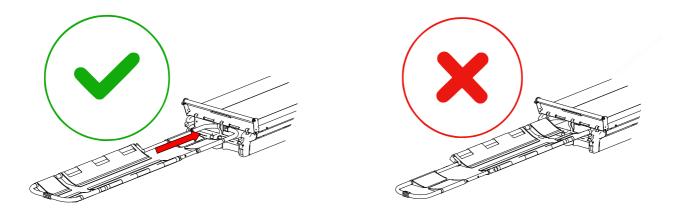
NOTICE: In case of overcurrent, the device is disconnected from the power supply through the intervention of the circuit breaker. The recovery can be done only after the cause that has triggered the event has been identified and solved. After the cause has been removed, is possible to restore the power supply by moving the general power switch (n° 14 par 8.2).

10.10 Housing for immobilization devices

The device has a dedicated compartment (single or double) in which is possible to store immobilization devices like spinal boards or pick-up stretchers.

Notice: The pick-up stretcher must be inserted introducing first its narrow side and with the top side facing up.

Once the device has been completely inserted, lock it with the dedicated belt. Make the belt pass around the frame of the pickup stretcher or inside the upper hole of the spinal board, then fix it joining the strap zones.



10.11 Optionals

If the device is equipped with oxygen distribution line, optional which could be factory installed upon request, refer to its specific user manual. This manual does not provide detailed and exhaustive informations about optional devices provided with the stretcher support.

11. CLEANING AND MAINTENANCE

11.1 Cleaning

Failure to carry out the correct cleaning routine could increase the risk of cross infection, due to presence of body fluids and/or residuals. The operator must always wear adequate personal protection such as gloves and mask, etc. during all checking and cleaning procedures.

- Turn off the device
- Isolate it from the power supply
- The cleaning of the external parts of the device can be carried out using suitable disinfectants for surfaces as described in the table.

USABLE PRODUCTS	NOT USABLE PRODUCTS	
Disinfectants with aldehydes	Compounds that release halogens	
Disinfectants with alcohol	Strong organic acids	
Quaternary ammonic compounds	Compounds that release oxygen	
	Trichloroethylene	

• Be careful to ensure that no kind of solution enters inside any part of the device

• After confirming the stretcher support is completely dry, is possible to reconnect the device to the power supply.

The use of high pressure water is prohibited, because it should penetrate into the device causing risks of corrosion of components and risks of electric leakage and short circuits. During every cleaning procedure, check that were not used any kind of lubricants.

11.2 Ordinary maintenance

Establish a maintenance program and periodic testing routine, identifying an employee responsible for this. The person to whom the ordinary maintenance of the device is entrusted must ensure the basic requirements foreseen by the manufacturer in following paragraphs are inspected.

All maintenance and periodic servicing activities must be registered and kept together with the servicing reports. These documents have to be kept for a period of 10 years after the disposal of the device itself. This register will be made available to the competent authorities and/or manufacturer if requested.

Routine maintenance of the device must be carried out by operators in possession of specific qualifications, trained and experienced in the use and maintenance of the device. Such training must be recorded and maintained for at least 10 years from the end of life of the product and shall be made available to the competent authorities and / or the Manufacturer upon request.

The operator must always wear adequate personal protection such as gloves and mask, etc. during all checking and cleaning procedures.

	Check	Procedure	Frequency
	Proper operation of the emergency stop	Keep the stretcher support moving and press the emergency stop – verify that the device stops immediately its operation	Every month
	Fixation of the stretcher support on the vehicle floor	Verify that all nuts and bolts are tight	Every 3 months
)	Integrity of cables	Lift the concertina guard and verify that electric cables are in optimal condition. If a minimal wear is present, put the device out of service and contact the manufacturer	Every 3 months
	Oil leaks	Lift the concertina guard and verify that no oil leak is present and check the level in the oil tank – if the level is low, top up oil	1 month after installation And then every 3 months
	Proper operation of mechanical commands	Verify that the stretcher support can be moved in all the positions described in the manual and locks properly	Every month

After each use verify :

- General functionality of the device
- Cleanliness of the device (remember that the failure of cleaning may cause the risk of cross infections)
- No structural part is deformed or compromised

The inspection frequency is determined by factors such as legal requirements, the type of use, frequency of use, environmental conditions during use and storage.

Please note that you must do the cleaning as described in this manual and verify functionality before and after each use. Spencer Italia S.r.l. declines any responsibility for the improper functioning or damages caused to the patient or user by the use of devices not subject to routine maintenance and will void the warranty.

Use only accessories/original spare parts approved by Spencer Italia S.r.l., otherwise we will accept no responsibility for the incorrect functioning and/or damage caused by the use of any device which has not been repaired, or certified on expiry date by the manufacturer or by one of the manufacturer's authorised service centres.

The components in the following table need to be replaced at the indicated deadline by Service center or Staff trained by the manufacturer.

	Component	Frequency
	Oil	Every year
	Reel and spring for spinal board locking	Every year
	Suspension electrovalve	Every 2 years
	Other electrovalves	Every 2 years
	Hydropneumatic accumulator	Every 3 years
	Concertina guard	Every 3 years
	Mechanisms protection sheet	Every 3 years

11.3 Periodic maintenance

The device must be serviced by the manufacturer or by an authorised centre, every year.

If the correct revision is not carried out, the device MUST BE PUT OUT OF SERVICE, because the CE branding will no longer be considered valid and consequently it is no longer compliant with the safety standards declared by the manufacturer at time of purchase.

Spencer Italia S.r.l. will take no responsibility for the incorrect functioning or any damage caused by a device that has not undergone regular revision.

For any operations that are not carried out directly by the manufacturer but by an authorised centre, we have to underline that a report regarding all operations carried out must be requested. This will permit both Spencer Italia S.r.l. and the end user to keep a log book regarding the operations carried out on the device.

11.4 Special servicing

Only the manufacturer or centres with written authorisation are authorised to complete any special servicing operations.

For any operations that are not carried out directly by the manufacturer but by an authorised centre, we have to underline that a report regarding all operations carried out must be requested. This will permit both Spencer Italia S.r.l. and the end user to keep a log book regarding the operations carried out on the device.

The end user is authorised to replace only the spare parts according to the table in paragraph "Spare parts".

11.5 Life span

The device, if used as indicated in the following instruction manual, has an average life span of 5 years starting from the purchase date.

The life span of the device is of 5 years from the date of purchase and can be extended for up to another 5 years following the annual revision.

General revisions must be carried out by the manufacturer or by a centre authorised by the manufacture. If such annual revisions are not carried out, the device MUST BE DISPOSED ACCORDING TO THE PROCEDURES SPECIFIED IN PARAGRAPH 15 AND THIS EVENT MUST BE NOTIFIED TO THE MANUFACTURER.

Spencer Italia S.r.l. will accept no responsibility for the incorrect functioning and/or damage caused by the use of any device which has not been serviced by the manufacturer or authorised centre, or of any device for which the life span is expired.

12. TROUBLESHOOTING

PROBLEM	CAUSE	SOLUTION
	The emergency STOP button has been pressed	Carry out the procedures described in the manual to unlock the emergency button
The stretcher support doesn't move	The power supply is not able to provide enough power	Check the power supply
when the control panel is operated	The stretcher support is not turned on	Turn on the stretcher support
	Damage to an internal component	Carry out emergency procedure, put the vehicle out of service and contact the manufacturer
The concertina guard is broken	Damage cause by wear	Replace the concertina guard
The led battery lights red	The power supply is low	Immediately turn on the engine of the vehicle
The rear status led lights red	The device is in loading senso ht configuration mode	Complete the configuration as described in this manual
The suspension cannot be deactivated	Damage to the control circuit or to the suspension	Bring the stretcher support to the lower position, carry out the emergency procedures, then put the vehicle out of service and contact the manufacturer.
The stretcher support cannot move	Something interferes with the movements of the stretcher support	Check the space around the device
sideways	The unlocking actuator is blown	Put the device out of service and contact the manufacturer
	The unlocking lever has been operated but the device has not been pulled out before 1 second	Operate again the lever and pull out the stretcher support while the rear status LED lights orange (about 1 second)
The device cannot be extracted	The unlocking actuator is blown	Put the device out of service and contact the manufacturer
	Mechanical components are broken	Carry out emergency procedure, put the vehicle out of service and contact the manufacturer
The stretcher support doesn't carry out	The self-leveling position is not stored	Carry out the procedures to store the distance from the ground
self-leveling	The sensor (if present) is broken	Adjust manually the height, put the vehicle out of service and contact the manufacturer
Tilt movements are not working	Software failure or mechanical failure	Put the device out of service and contact the manufacturer
		Лининининининининининининининининининин

12.1 How to return for servicing

In accordance with new European regulations, Spencer Italia S.r.l. lists some key points to preserve the hygiene of the equipment and operators who use them. Spencer Italia S.r.l. trusts in compliance with these standards in order to ensure hygiene and health to all the people who work to achieve quality and well-being.

Every device that will be returned to Spencer Italia S.r.l. will undergo health checks before the repair.

If Spencer Italia S.r.l. judges the instrument not suitable for repair because of visible signs of external and/or internal contamination, will send the device to the customer with specification NOT REPAIRED, attaching a letter of explanation of the defects. Spencer Italia S.r.l. will decide if contamination is due to a malfunction or incorrect use. If the contamination is due to a malfunction, Spencer Italia S.r.l. will replace the product only in presence of a SALE RECEIPT. Spencer Italia S.r.l. does not respond for the accessories that show signs of contamination, then will replace the same charging material costs to the customer. For the above, the device MUST be carefully disinfected on the outer casing with a cloth moistened with denatured alcohol or solutions containing hypochlorite and accessories immersing them in the same disinfectant. Place it in a bag with specified equipment and accessories disinfected. Request to specify the defect in order to carry out the repair in the shortest possible time. It therefore requires to carefully read the instructions to avoid compromising the device with inappropriate use. It requires you to specify the kind of fault to give way to the technical Spencer Italy S.r.l to judge whether the fault falls into the category of warranty

13. ACCESSORIES

Optional
BO10103 – ELECTRIC PACK (STANDARD EQUIPMENT IN THIS MODEL)
BO10105 - EXTERNAL CONTROL PANEL GALAXY (ADDED TO THE ONE ALREADY INSTALLED ON THE DEVICE IF NOT OTHERWISE REQUESTED)
BO10100 – SLIDE 120MM FOR BOB
BO10101 – SLIDE 180MM FOR BOB
BO10102 – SLIDE 350MM FOR SHAPED BOB
BO10104 – SLIDE 500MM FOR SHAPED BOB

Part code	Image	Description
RIBO001		CONCERTINA GUARD
RIBO002		CONTROL PANEL
RIBO003	Jan Carlor Carlo	GAS SPRING FOR SLIDES
RIBO005		PVC PROTECTION SHEET
RIBO006		HOLDING REEL FOR SPINAL BOARD
RIBO009	Le Contra	FRONT PROTECTION BOB EP
RIBO010		REAR PROTECTION FOR BOB
RIBO011		TOP SURFACE BOB
RIBO012	•• •	CYLINDER SUPPORT TILT V2 GALAXY
RIBO013		FRONT ROTATION ARM
RIBO014		FRONT SIDEWAYS MOVEMENT HANDLE
RIBO018		SIDEWAYS MOVEMENT ACTUATOR V2 BOB
RIBO020		CIRCUIT BREAKER BOB
RIBO028		CONTROL PANEL SUPPORT FOR GALAXY

15. DEMOLITION

When the device is no longer suitable for use, if it wasn't been contaminated by any particular agents, can be disposed of as normal solid waste, otherwise follow the current regulations for demolition.



WARNINGS FOR THE CORRECT DISPOSAL OF THE PRODUCT IN ACCORDANCE WITH EC DIRECTIVE 2012/19/EU WEEE:

At the end of his life, the product must not be disposed as household waste. Can be taken to special recycling centers provided by local government, or return it to the dealer on purchase of a new device of the same type and used for the same functions. Dispose of the product separately avoids possible negative consequences for the environment and human health resulting from inappropriate disposal and allows to recover the materials in order to obtain significant savings in energy and resources. The symbol on the label indicates separate collection of electrical and electronic equipment.

Warning: One incorrect disposal of electrical and electronic equipment could result in sanctions.

DECLARATION OF CONFORMITY/ DICHIARAZIONE DI CONFORMITA'

In conformità alla Direttiva Macchine 2006/42/CE, Allegato II, parte I, sezione A In compliance with the Directive on Machinery 2006/42/CE, Annex II, part I, section A

Manufacturer /Fabbricante:

Spencer Italia s.r.l.

Via Provinciale, 12 – 43038 Sala Baganza (PR) – Italy

Name and address of the subject authorized to hold the technical file/ Nome e indirizzo del soggetto autorizzato a custodire il Fascicolo Tecnico

Spencer Italia s.r.l. Via Provinciale, 12 – 43038 Sala Baganza (PR) – Italy

Device /Dispositivo:

BOB GALAXY – STRETCHER SUPPORT

SN/ Matricola

Quantity/Quantità

Spencer Italia s.r.l. declares under its sole responsibility that the above mentioned device is in compliance with:

- All relevant provisions of the Directive 2006/42/CEE of the European Parliament and of the Council of 17 May 2006 on machinery
- Regulation No 10 of the Economic Commission for Europe of the United Nations (UN/ECE) Uniform provisions concerning the approval of vehicles with regard to electromagnetic compatibility.

Technical File and supporting documentation are retained under the premises of the Manufacturer at disposition of the Competent Authorities.

Spencer Italia s.r.l. dichiara sotto la sua sola responsabilità che il dispositivo sopra menzionato, è conforme:

- a tutte le disposizioni pertinenti contenute nella Direttiva Macchine 2006/42/CEE del Parlamento Europeo e del Consiglio del 17 maggio 2006 relativa alle macchine
- al Regolamento n. 10 della Commissione economica per l'Europa delle Nazioni Unite (UN/ECE) Disposizioni uniformi relative all'omologazione di veicoli riguardo alla loro compatibilità elettromagnetica.

Il Fascicolo Tecnico contenente la documentazione pertinente è conservato presso il Fabbricante e a disposizione delle Autorità competenti.

In compliance with Annex II, Part I, Section A of the Directive 2006/42/CE, the manufacturer points out that this declaration relates exclusively to the machinery described above, in the conditions and the intended use for which it was placed on the market, excluding additional components and/or operations carried out by the end user after the machinery has been placed on the market, without manufacturer's written authorization.

In conformità a quanto indicato nell'Allegato II, parti I, sezione A della Direttiva 2006/42/CE, il fabbricante evidenzia che tale dichiarazione è relativa esclusivamente alla macchina sopra descritta, nello stato e con la destinazione d'uso per la quale è stata immessa sul mercato, escludendosi i componenti eventualmente aggiunti e/o le operazioni effettuate successivamente dall'utente finale senza l'autorizzazione del fabbricante.