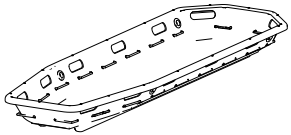
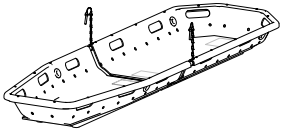
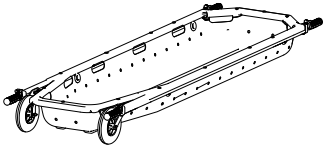
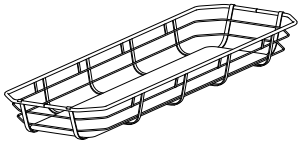
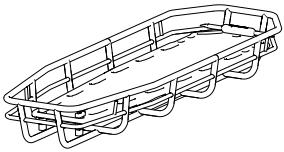
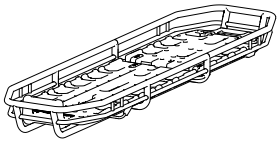
SPENCER

SHELL	TWIN SHELL	DAKAR
		
DAKOTA/DAKOTA LIGHT	**BOSTON PRO**	**BOSTON TEC/BOSTON LIGHT**
		

Manuale d'uso e Manutenzione
BARELLE BASKET IT

Use and Maintenance Manual
BASKET STRETCHERS EN

Betriebs- und Wartungshandbuch
KORBTRAGEN DE

Manuel d'utilisation et d'entretien
CIVIÈRE DE TRANSPORT FR

Manual de uso y mantenimiento
CAMILLAS TIPO CESTA ES

Manual de Uso e Manutenção
MACAS PARA REGASTE TIPO CESTO ("BASKET") PT

Návod k použití a údržbě
KOŠOVÁ NOSÍTKA CS

Bruger- og vedligeholdelsesvejledning
KURVEBÅRER DA

Gebruikers- en onderhoudshandleiding
KUIPBRANCARDS NL

Instrukcja obsługi i konserwacji
NOSZE KOSZOWE PL

CE

SPENCER ITALIA SRL – Via Provinciale n° 12
43038 Sala Baganza (PR) – Italy

1. MODELS

The following basic models may be subject to implementation or change without notice.

- SHELL
- TWIN SHELL
- DAKAR
- DAKOTA
- DAKOTA LIGHT
- BOSTON TEC
- BOSTON LIGHT
- BOSTON PRO

2. INTENDED USE

2.1 INTENDED USE AND CLINICAL BENEFITS

Basket stretchers are intended for the recovery and transport of patients They can be used for rescue operations in those cases where it is necessary to protect patients from side impacts, where it is not possible to intervene with normal transport equipment. The devices can be hoisted with lifting systems applied to fixed anchors, in all cases keeping the stretcher in a horizontal position with respect to the ground, and only if equipped with a Spencer harnessing system. It is not foreseen that the patient be able to intervene on the devices.

2.2 TARGET PATIENTS

There are no particular indications related to the patient group.
The product configuration is able to accommodate any subject as long as he/she is within the maximum capacity and within the limits of the size of the device. If paediatric subjects must be transported, it will be in the role of the rescuer to determine whether the belt systems are suitable for immobilization or if it will be necessary to use another device.

2.3 PATIENT SELECTION CRITERIA

The patients foreseen are those with injuries that prevent them from walking in a given rescue situation, or who are in a state of unconsciousness.
No particular contraindications or side effects are known with relation to use of the device, as long as it is used in accordance with the user manual.

2.4 CONTRAINDICATIONS AND UNWANTED SIDE EFFECTS

No particular contraindications or side effects are known with relation to use of the device, as long as it is used in accordance with the user manual.

2.5 USERS AND INSTALLERS

The intended users are rescue workers, typically technical, carrying out operations related to the use of harnessing systems.

- Personnel trained for use of the device must also have training in managing lifting and handling suspended loads with people.
- Personnel who carry out interventions in situations classified as high risk or which are purely technical must be suitably trained and experienced in rescue.

These devices are not intended for lay people.

Basket stretchers are a device intended for professional use only. Do not allow untrained persons to help while using the product, as they may cause injury to themselves or others.
Despite all efforts, laboratory tests, trials, and instructions for use, standards do not always reproduce practice, so the results obtained under actual conditions of product use in the natural environment may sometimes differ significantly.
The best instructions are the continuous practice of use under the supervision of competent and trained personnel.

Operators using the device should be physically able to use the device and have good muscle coordination, as well as strong back, arms, and legs, should it be necessary to lift and/or support the device and the patient. Operators' ability must be assessed before the definition of roles in use of the stretcher.
Operators must be able to provide the necessary patient care.

2.5.5 USER TRAINING

- Regardless of your level of experience with similar devices in the past, you should carefully read and understand the contents of this manual before installing, operating, or servicing this product. In case of any questions, please contact Spencer Italia S.r.l. for the necessary clarifications.
- The product must be used only by personnel trained in the use of this product and not on other similar products.
- The suitability of the users for use of this product can be attested by the training registration, in which trained persons, trainers, date and place are specified. **This documentation must be kept for at least 10 years after the end of the product's life and must be made available to the competent authorities and/or the Manufacturer when requested. In the absence of such documentation, the relevant bodies will apply any foreseen sanctions.**
- Do not allow untrained persons to help while using the product, as they may cause injury to themselves or others.
- The product must be put into use only by personnel trained in the use of this product and not on other similar products.

Note: *Spencer Italia S.r.l. is always available for training courses.*

2.5.6 INSTALLER TRAINING

Installation is not required.

3. REFERENCE STANDARDS

As Distributor or End-User of the products manufactured and/or marketed by Spencer Italia S.r.l., users are strictly required to be familiar with the legal provisions in force in the country of destination of the goods, applicable to the devices to be supplied (including regulations relating to technical specifications and/or safety requirements) and, therefore, to understand the requirements necessary to ensure compliance of the products themselves with all legal requirements of the territory.

REFERENCE	DOCUMENT TITLE
EU Regulation 2017/745	EU Regulation on Medical Devices

4. INTRODUCTION

4.1 USING THE MANUAL

The purpose of this manual is to provide healthcare professionals with the information necessary for safe and appropriate use and maintenance of the device.

Note: *The Manual is an integral part of the device and therefore it must be kept for the entire life of the device and must accompany it in any changes of use or ownership. If any instructions for use for products other than the one received are present,please contact the Manufacturer immediately before use.*

Spencer products User Manuals can be downloaded from the site **http://support.spencer.it** or by contacting the Manufacturer. Exceptions are those items whose essentiality and reasonable and predictable use are such that it is not necessary to draw up instructions, in addition to the following warnings and indications on the label.

Regardless of your level of experience with similar devices in the past, it is advisable to carefully read and understand the contents of this manual before installing, operating, or servicing this product.

4.2 DEVICE LABELLING AND TRACEABILITY

Each device is provided with a label, placed on the device itself and/or on the packaging, which contains the Manufacturer's identification data, product, CE marking, serial number (SN) or lot number (LOT). This must never be removed or covered.

In the event of damage or removal, request a duplicate from the Manufacturer, or else the warranty will be void as the device can no longer be traced.

If the assigned Lot/SN cannot be traced, the device must be reconditioned, provided only under the responsibility of the manufacturer.

EU Regulation 2017/754 requires manufacturers and distributors of medical devices to keep track of their location. If the device is in a location other than the address to which it was shipped or sold, or if it was donated, lost, stolen, exported or destroyed, permanently removed from use, or if the device was not delivered directly from Spencer Italia S.r.l., please register the device at http://service.spencer.it, or inform Customer Service (see § 4.4).

4.3 SYMBOLS

Symbol	Meaning	Symbol	Meaning
CE	Device in compliance with EU Regulation 2017/745		Danger – Indicates a hazardous situation that may result in a situation directly related to serious injury or death.
MD	Medical device		See the user manual
	Manufacturer	LOT	Lot number
	Date of manufacture	REF	Product code
UDI	Unique Device Identifier	Rx only	Caution: Federal Law restricts this device to sale by or on the order of a licensed practitioner (only for USA Market)
	(01)08057711230006 (11) 200626 (10) 1234567890		Production identification Alphanumeric code that identifies the production units of the device, composed of: (01)0805771123 company prefix 000 progressive GS1 6 control number (11)200626 date of production (YYMMDD) (10) 1234567890 lot/SN

4.4 WARRANTY AND SERVICE

Spencer Italia S.r.l. guarantees that products are free from defects for a period of **one year from the date of purchase.**

IT

For information regarding correct interpretation of the instructions for use, maintenance, installation or return, please contact Spencer Customer Service tel. +39 0521 541154, fax +39 0521 541222, e-mail service@spencer.it.
To facilitate service, always indicate the lot number (LOT) or serial number (SN) on the label attached to the package or device itself.
Warranty and service conditions are available at http://support.spencer.it.

EN

Note: *Record and keep with these instructions: lot (LOT) or serial number (SN), if present, place and date of purchase, date of first use, date of checks, user name and comments.*

To ensure the traceability of the products and protect maintenance and service procedures on your devices, Spencer has made the SPENCER SERVICE portal (**http://service.spencer.it/**) available to you. From this site, you can view the data of the products in your possession or placed on the market, monitor and update schedules for periodic checks and view and manage special maintenance.

DE

5. WARNINGS/DANGERS

Warnings, dangers, notes, and other important safety information are provided in this section and are clearly visible throughout the manual.

FR

At least every 6 months, it is important to check for updated instructions and any changes involving your product.
This information is freely available on the website **www.spencer.it** on the specific product page.

Product features

ES

Use of the product for any purpose other than that described in the User Manual is prohibited.

- Before each use, always check the conditions of the product, as specified in the User Manual. In the event of faults/damage that could compromise its functionality/safety, immediately remove it from service and contact the Manufacturer.
- If the product is found to be malfunctioning, immediately use a similar device to ensure continuity of ongoing operations. Non-compliant devices must be taken out of service.

PT

- The product must not be tampered with or modified without the manufacturer's authorisation (modification, tweaking, additions, repair, use of non-approved accessories), as they may constitute imminent danger of injury to persons and material damage. Should these operations be performed, we decline any responsibility for incorrect operation or any damage caused by the product itself; moreover, the CE marking and the product warranty shall be null and void.
- When using the devices, position and adjust them in such a way that they do not hinder operator works or the use of any other equipment.

CS

- Be sure to take every precaution to avoid hazards from contact with blood or body secretions, if applicable.
- Avoid contact with sharp or abrasive objects.
- Device installation, if necessary, must be carried out by qualified personnel trained and enabled by Spencer Italia S.r.l. The times and methods of such shall bee agreed upon between the customer and our Sales Offices.
- Operating temperature: from -5°C to + 50°C.

DA

Storage

- The product must not be exposed or come into contact with thermal sources of combustion or flammable agents, but must instead be stored in a dry, cool place, away from light and sun.
- Do not store the product under other more or less heavy materials that may damage the structure of the product.
- Store and transport the product with its original packaging, otherwise the warranty shall be invalidated.

NL

- Storage temperature: -10°C to +60°C.

Regulatory requirements

PL

As Distributor or End-User of the products manufactured and/or marketed by Spencer Italia S.r.l., users are strictly required to be familiar with the legal provisions in force in the country of destination of the goods, applicable to the devices to be supplied (including regulations relating to technical specifications and/or safety requirements) and, therefore, to understand the requirements necessary to ensure compliance of the products themselves with all legal requirements of the territory.

- Promptly and in detail notify Spencer Italia S.r.l. (already in the quotation request phase) about possible fulfilments by the Manufacturer necessary for the compliance of products with specific legal requirements of the territory (including those deriving from regulations and/or regulatory provisions of another nature).
- Act with due care and diligence to help ensure compliance with the general safety requirements of the devices placed on the market, providing end-users with all the information necessary to carry out periodic revisions on the supplied devices, exactly as indicated in the User Manual.
- **Participate in safety checks on products placed on the market**, transmitting information regarding product risks to the Manufacturer as well as to the Competent Authorities

for their respective actions.

- Without prejudice to the above, the Distributor or End-User shall assume wider liability related to non-compliance with non-fulfilment of the above-mentioned obligations, with consequent obligation to indemnify and/or hold Spencer Italia S.r.l. harmless from any possible injurious effect.
- With reference to EU Regulation 2017/745, please note that public or private operators who, when exercising their activity, detect an incident involving a medical product are required to notify the Ministry of Health, within the terms and in the manner established by one or more ministerial decrees, and notify the Manufacturer. Public or private health care professionals are required to notify the Manufacturer of any other incident that may allow the adoption of measures to ensure the protection and health of patients and users.

General warnings for medical devices

The user must carefully read the following in addition to the general warnings.

- ⚠ It is not foreseen that application of the device lasts longer than the time required for first aid operations and subsequent transport to the nearest rescue point.
- ⚠ Qualified personnel and at least two operators must be present during use of the device.
- Do not use if the device or parts of it are punctured, torn, frayed, or excessively worn.
- Follow the internal procedures and protocols approved by your organisation.
- ⚠ Do not alter or modify the device arbitrarily, as doing so could result in unpredictable operation and damage to the patient or rescuers and shall void the manufacturer's warranty and release the manufacturer from all liability.
- Disinfection operations must be carried out in accordance with the validated cycle parameters, as stated in the specific technical standards.
- Do not use drying machines to dry the device.
- In case of exposed and/or injured skin, cover the surfaces in contact with the patient with a surgical sheet that respects bio-compatibility regulations to protect the patient's health.

6. SPECIFIC WARNINGS

To use the basket stretchers, you must also have read, understood and carefully follow all the instructions in the user manual.

- ⚠ Always comply with the maximum capacity, if any, indicated in the User Manual. Maximum load capacity means the total weight distributed according to human anatomy. When determining the total weight load on the product, the operator should consider the weight of the patient, equipment and accessories. In addition, the operator should assess whether the overall size of the patient reduces the functionality of the product.
- If foreseen for the device, make sure that operators are in good physical condition before lifting, as listed in the User Manual.
- **The maximum weight, which weighs on each operator, must comply with local health and safety requirements.**
- **The warranty seals, if present on the product, must not be removed;** otherwise, the Manufacturer shall no longer recognise the product warranty and shall decline all responsibility for incorrect operation or any damage caused by the product itself.
- Establish a maintenance program and periodic checks, identifying a designated reference person. The person entrusted with routine maintenance of the device must ensure the basic requirements envisaged by the manufacturer within these operating instructions.
- All maintenance activities must be recorded and documented with the relevant technical operation reports. This documentation must be kept for at least 10 years after the end of the device's life and must be made available to the competent authorities and/or the manufacturer when requested.
- Use only original or Spencer Italia S.r.l. approved components/replacement parts and/or accessories to carry out any operation without causing alterations or modifications to the device. Otherwise, we decline all responsibility regarding incorrect operation or any damage caused by the device to the patient or the operator, invalidating the warranty and invalidating compliance with EU Regulation 2017/745.
- Never leave the patient on the device unsupervised, as they could get injured.
- If applicable, lubrication must be carried out after cleaning and complete drying.
- Avoid contact with sharp objects.
- Follow approved Emergency Medical Service procedures for patient immobilization and transportation.
- ⚠ Follow approved Emergency Medical Service procedures for patient positioning and transportation.
- Before lifting, make sure that operators have a secure grip on the supporting structure of the device.
- ⚠ The device is a patient transport stretcher and cannot be used as a stationing device.
- Practice with an empty stretcher to make sure you are familiar with the manoeuvres.
- ⚠ At least two operators in suitable physical conditions are required for use of the device. They must be endowed with strength, balance, coordination, common sense and must be trained on the correct operation of the Spencer stretcher device.
- For patient loading techniques for particularly heavy patients, for operations on steep terrain or in special and unusual circumstances, the presence of more than two operators is recommended in addition to the two minimum operators.
- Before each use, always check the conditions of the device and its accessory components, as specified in the user manual. In case of faults or damage that may compromise the functionality and safety of the device, and therefore the patient and the operator, remove the device from service or replace the components that are not intact.
- Make sure that the belts are properly fastened to the stretcher frame.
- Always immobilize the patient, using at least the belts provided by the manufacturer. A failure to do so can cause serious damage to the patient.
- Do not move the stretcher if the weight is not properly distributed.
- Use the stretcher only as described in this user manual.
- ⚠ Do not alter or modify the stretcher to adapt it to unforeseen conditions of use: doing so could result in unpredictable operation and damage to the patient or rescuers and shall void the manufacturer's warranty and release the manufacturer from all liability.
- Pay the utmost attention to any obstacles (water, ice, debris, etc.) present on the route, as they may cause the operator to lose balance and compromise proper functioning of the device. If you cannot clear the route, choose an alternative route.
- During hoisting, the stretcher must be kept horizontal with respect to the ground. Any abnormal inclination can cause serious damage to the patient, the device and the operator.
- If it is necessary to use ropes, winches, ladders, lifting straps or other special equipment to move the stretcher or in the presence of a rescue that is classified as high risk or of a purely technical nature, these interventions must be carried out solely by personnel adequately trained and experienced in rescue.
- For lifting with harness, use only the appropriate fixing points as indicated in the operating instructions.
- The stretcher can only be hoisted with Spencer harnesses and with hoisting systems given by a fixed position.
- Dragging the basket stretcher on any type of surface leads to premature deterioration of the stretcher, which reduces its useful life and initial safety conditions.
- To preserve the life of the device, protect it as much as possible from UV rays and adverse weather conditions.
- The Dakar, Dakota e Dakota Light basket stretchers cannot be used in water.
- ⚠ No fixing devices are envisaged for basket stretchers inside vehicles or other environments.
- Spencer basket stretchers are not approved for use in aircraft.

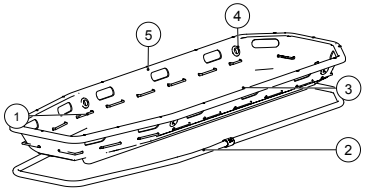
7. RESIDUAL RISK

No residual risks, or rather risks that could arise despite compliance with all warnings in this user manual, have been identified.

8. TECHNICAL DATA AND COMPONENTS

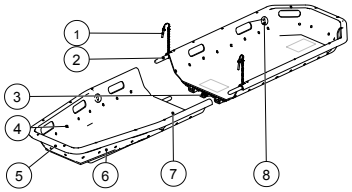
Note: *Spencer Italia S.r.l. reserves the right to make changes to specifications without notice.*

SHELL



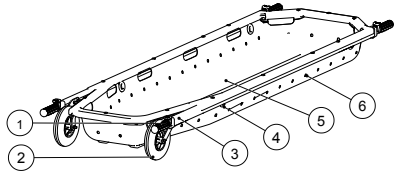
	Description	Material
1	Perimeter rope	Nylon
2	Framework	Aluminium
3	Mat	Polyurethane
4	Grommets	Aluminium
5	Shell	Polyethylene
	Belts	Nylon
	Footrest	Polyethylene

TWIN SHELL



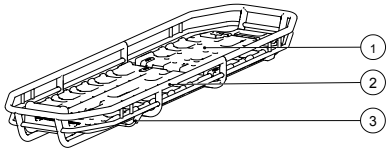
	Description	Material
1	Linchpin	Steel
2	Pins	Nylon-coated steel
3	Lever lock	Steel
4	Perimeter rope	Nylon
5	Framework	Aluminium
6	Shell	Polyethylene
7	Mat	Polyurethane
8	Grommets	Aluminium
	Belts	Nylon
	Footrest	Polyethylene

DAKAR



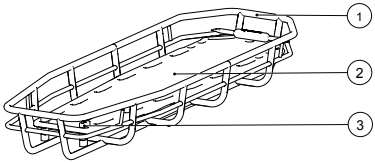
	Description	Material
1	Telescopic handles	Aluminium and PVC
2	Wheels	Polyamide and polyurethane
3	Framework	Aluminium
4	Grommets	Aluminium
5	Mat	Polyurethane
6	Shell	Polyethylene
	Belts	Nylon
	Footrest	Polyethylene

BOSTON TEC / LIGHT



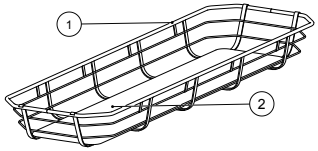
	Description	Material
1	Loading bed	Polyethylene
2	Framework	Steel or aluminium
3	Feet side incline lever	Steel
4	Belts	Nylon

BOSTON PRO



	Description	Material
1	Framework	Steel or aluminium
2	Spine board	Polyethylene
3	Spinal immobilizers	Nylon
4	Belts	Nylon

DAKOTA / DAKOTA LIGHT



	Description	Material
1	Framework	Steel
2	Support bed	Wood
3	Belts	Nylon
4	Footrest	Polyethylene

Characteristics	Shell	Twin Shell	Dakar
Height (mm)	200 ± 10 mm	200	190
Width (mm)	650 ± 10 mm	650	640
Length (mm)	2150 ± 10 mm	2140 ± 5	2240 (min)
	-	-	2760 (max)
Length divided (mm)	-	1180	-
Weight (without accessories)(kg)	12,5 ± 0,5 kg	13,8	16±0.5
Load capacity (kg)	280	280	356
	Boston Pro	**Boston Tec**	**Boston Light**
Length (mm)	2110	2110	2110
Width (mm)	650	650	550
Height (mm)	250	185	185
Weight (kg) (Steel/Aluminium)	26/17	23/12	22/11
Maximum load capacity (kg)	360	360	360
	Dakota	**Dakota Light**	
Height (mm)	190	181	
Width (mm)	566	480	
Length (mm)	2050	2050	
Weight (kg)	16,5	14,5	
Maximum load capacity (kg)	290	290	

9. COMMISSIONING

For first use, check that:

- Packaging is intact and has protected the device during transportation
- Check that all parts included in the packing list are present
- General functionality of the device
- Product cleanliness
- Absence of cuts, holes, tears or abrasions on the entire structure, including belts and footrests where provided
- Correct fixing of screws or rivets
- Correct fixing and holding of belts
- Check that the perimeter rope, where provided, is correctly taut.
- Check that the grommets for anchoring the lifting harnesses, where provided, are correctly attached to the shell of the device.
- Conditions of wear of the device and its standard accessories provided.
- Lubrication of parts where provided as described in this use and maintenance manual.
- Make sure the patient bed has the intended handling capabilities (for Boston Tec/Light model).
- No piping or metal sheet present bends or cracks
- Check that the footrest can be fixed to the basket and can be adjusted (for models where this is foreseen).
- Check that the spine board can be correctly inserted and extracted (for Boston Pro model).
- Check that the spine board can be locked and unlocked correctly (for Boston Pro model).
- Check that the stretcher can be separated and joined correctly (for Twin Shell model).
- Check that the telescopic handles can be removed or stored and that the locking mechanism is effective (for Dakar model).
- Check that the wheels are not damaged and have a proper glide (for Dakar model).

See paragraph 11 for how to carry out the above-mentioned checks.
Do not modify the device or its parts for any reason as this could cause damage to the patient and/or rescuers.

⚠ **Failure to take the above measures will preclude safe use of the device, resulting in risk of damage to the patient, operators and the device itself.**
For subsequent use, perform the operations specified in paragraph 12.
If the above conditions are met, the device may be considered ready for use; otherwise, you must immediately remove the device from service and contact the Manufacturer.

Do not alter or modify the device arbitrarily, as doing so could result in unpredictable operation and damage to the patient or rescuers and will void the warranty and release the Manufacturer from all liability.

10. OPERATING CHARACTERISTICS

See paragraph 11 - Proper use for operating characteristics.

11. PROPER USE

Primary medical evaluations must be carried out before intervening on the patient.

11.1 LOADING THE PATIENT ONTO THE STRETCHER

Before moving the patient, appropriate medical evaluations of the patient's condition must be performed to stabilize the patient's clinical condition, verify possible surrounding hazardous situations and identify how to move the patient from that situation. Once these priorities have been met, you may proceed to the next steps in using the device.

- Immobilize the patient using the spine board, vacuum mattress, cervical collars, extricators, head restraints, or other devices that stabilize the patient in relation to the clinical condition in which he or she is in.
- Unbuckle the belts and remove the footrest if they are already on the stretcher
- Check the correct side to place the patient's head inside the basket and position the patient according to the procedures provided by the local emergency medical service. If the patient's skin is in contact with the device, protect it with a bio-compatible surgical sheet to further protect his/her health.
- Once placed in the basket, proceed by fastening the belts provided. In the case of children and patients of small build, place support padding, such as pillows or blankets, to best stabilize the patient.
- Position and adjust the footrest, where provided. See point 11.4 on how to carry out installation and adjustment operation. If the patient has lower limb injuries that do not allow use of the footrest, use other devices approved by local emergency medical service procedure.

11.2 TRANSPORTING THE BASKET STRETCHER

TRANSPORT BY HAND

- Transport can only be performed if the patient is correctly positioned as described in 11.1 and all requirements specified in this user manual are met.
- Transporting the stretcher requires a minimum of 2 operators.
- A greater number of operators is necessary in the case of transport for long and/or difficult journeys. Moreover, in the case of particularly heavy patients, evaluate the weight that each rescuer can support in compliance with the legal requirements in terms of safety in the workplace and according to the physical conditions of the operator.
- Basket stretchers are equipped with various gripping points along the entire perimeter of the device itself. This lets operators position themselves at the point considered most suitable by the coordinator of the handling operations.

DRAGGING THE STRETCHER

- Some rescue situations may require sliding the stretcher on the ground. In these cases, pay attention to the presence of obstacles that may create danger to the patient, the operators and that may damage the device itself.
- The Dakar basket stretcher can be used by dragging given by the wheels present on the device which facilitate its handling and relieve the load to be transported by the operator.

TRANSPORT BY OTHER MEANS

- If it is not possible to transport the basket stretcher by hand, but ropes, winches, ladders, lifting straps or other suitable means are used, this is considered high risk rescue and must be carried out only by personnel adequately trained in this area and with the necessary experience on the field.
- The specific proper use for high risk rescue are specified in section 11.9.

USE IN WATER

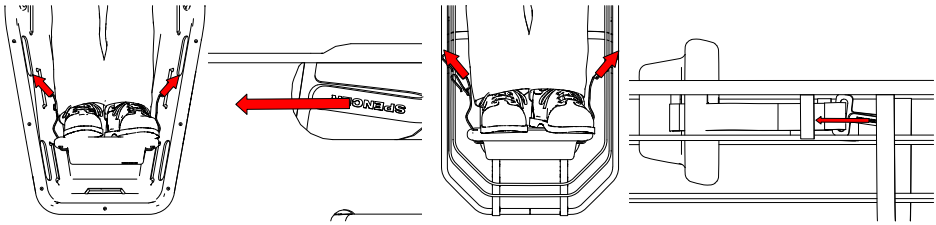
- Basket stretchers can be used for rescue in water, with the use of the accessory floatation devices discussed in point 14, with the exception of the Dakota, Dakota light and Dakar models. ACCESSORIES
- Use of the basket stretcher in such situations must be conducted by specially trained rescue personnel.

11.3 INSTALLATION AND BELT ADJUSTMENT

- For basket stretchers equipped with perimeter rope, use the holes that the rope creates as a fixing point. Use the structure tubes for stretchers with metal structure. The points where you the belt should be fixed must be selected according to the rescue situation and the size and condition of the patient.
- Unbuckle the belt, pass one of the two parts of the belt down between the rope at the chosen point and the stretcher or the chosen stretch of tube, insert the end with the buckle inside the loop until it tightens around the fixing point.
- To fasten the opposite part of the belt, repeat the step indicated above with the opposite part of the belt to be fastened.
- Repeat the above steps for all belts provided for use of the basket stretcher.
- To adjust the belts, connect the male part with the female part of the buckle and hold the free part of the belt in the side of the male buckle and pull it to the desired adjustment.
- To lengthen the belt, unbuckle the male buckle, perpendicular to the belt, and loosen the free belt to the desired size.

11.4 FOOTREST INSTALLATION AND ADJUSTMENT (WHERE APPLICABLE)

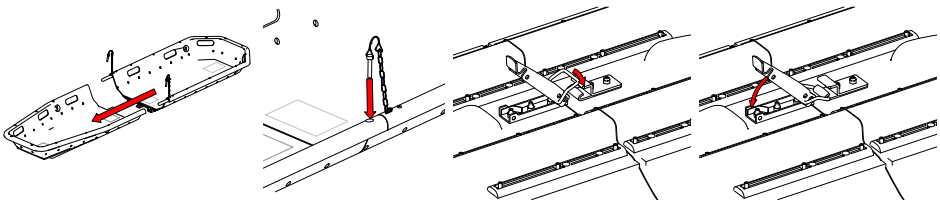
- After placing the patient inside the basket stretcher, position the footrest at the appropriate height so that its flat surface comes into contact with the patient's feet to avoid longitudinal movement.
- Insert the buckles at the ends of the belt through the holes/handles on the perimeter of the basket stretcher.
- Make sure that the footrest is correctly centred on the belts and in relation to the patient, making sure that it maintains a position perpendicular to the stretcher plane.
- ⚠ **If the patient has leg injuries, immobilise the legs with the adequate devices approved by the EMS Service for immobilisation and transport of patients and secure the patient to the basket stretcher with greater number of belts according to the decision of the rescue leader.**



11.5 ⚠ STRETCHER SEPARATION AND JOINING (Twin Shell model only)

Perform this operation with at least two operators and use the necessary personal protective equipment.

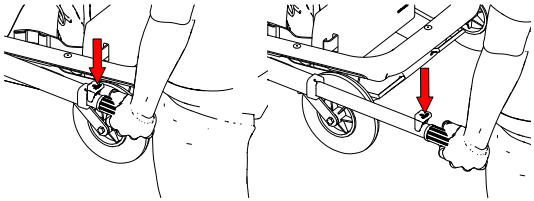
- The two parts of the stretcher are joined by inserting the black pins (no.2) in the holes on the other half of the stretcher. Carefully join the two parts of the Twin Shell, at the same time checking that the pins do not encounter difficulties during their insertion, and that they are completely inserted in the seat reserved for them.
- Position the two linchpins (no.1) in the corresponding hole located on the other half of the shell, making sure to lock the pin previously placed in the hole (perform the same operation on both sides of the basket stretcher).
- Rotate the stretcher 180° and tighten the central buckle, taking care to correctly hook the metal buckle present and verify that the linkage is closed.
- To separate the basket stretcher, perform the points described above in reverse.
- ⚠ **When the stretcher is separated, take care not to damage the connecting elements or dirty them with debris that could prevent them from working properly. Before using the stretcher, make sure that the structure is solid and all the buckles are correctly fixed.**



11.6 HANDLING TELESCOPIC HANDLES (Dakar model only)

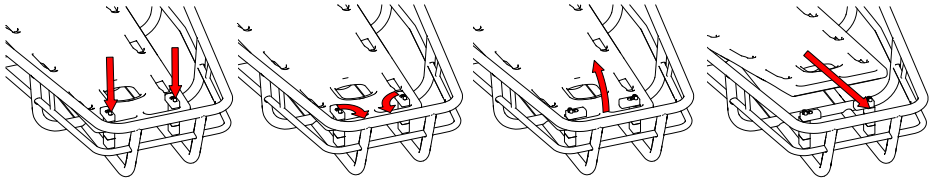
- Dakar has been equipped with telescopic handles with non-slip grips to lift the stretcher ensuring greater freedom of movement for the operators. There are two on each end of the stretcher. The handles can be used to facilitate transport and can only be used extracted from the patient's head side to allow transport using the wheels on the opposite side, or with all 4 handles removed for transport with two or more operators.
- To extract the handles, press and hold down the red button indicated by the arrow in the figure, then pull towards you until it is fully extended and release the red button to activate locking of the extracted handle.
- Close the handles by pressing and holding down the button as shown in the figure and inserting them until they are fully extended, and the safety mechanism lock will be activated.

⚠ **To reduce the likelihood of damage to third parties and the device, always close the handles, even if the device is temporarily unused. Always observe the maximum load for the device.**



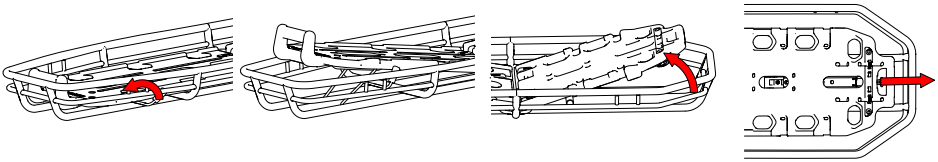
11.7 SPINE BOARD EXTRACTION AND INSERTION (Boston Pro model only)

- To unlock the spine board, press and hold down the two brass unlocking system pawls (no.3) and rotate the upper plastic part until freeing spine extraction.
- Lift the spine board from the patient feet side and slide the board a few cm towards the foot end of the basket stretcher, so as to free the constraint present in the patient head side, and release and lift the spine with the help of additional operators.
- To insert, repeat the operations described above in reverse order.
- ⚠ **Be careful not to jam parts of other devices in use or the patient between the spine board and the basket stretcher.**
- ⚠ **Please refer to the SPENCER ROCK PIN spine board user manual for SPENCER ROCK PIN spine board usage specifications. Please contact the Manufacturer if it is not available.**



11.8 TRENDELENBURG AND BACK LIFT ADJUSTMENT (Boston Tec and Light models only)

- To adjust the Trendelenburg function, operate the red lever on the feet side basket stretcher, helping to lift the patient's footrest and adjusting to one of the desired positions with the other hand. Check that the table is stable once the position has been selected.
- ⚠ To return the table to the horizontal position, perform the operations as described above in reverse.
- **Always alert the patient if he/she is present on the device when this function is activated.**
- To adjust the back lift function, lift the support table without activating any commands. The mechanism automatically locks into one of the positions on the system. Make sure the position is properly locked before letting go of the table.
- To bring the table back to the lower position from the chosen or horizontal position, support the table with one hand and, with the other, pull the leverage placed in the upper head part and accompany the table to the desired position, then release the leverage.
- Always alert the patient if he/she is present on the device when this function is activated.
- ⚠ If the patient is already immobilized with the belts before lifting, loosen them to prevent damage to the patient, as well as lower the back rest. Be sure to check the tensioning of the belts after adjusting the table.



11.9 PROPER STRETCHER USE IN HIGH-RISK RESCUE SITUATIONS

⚠ **It is the responsibility of properly trained personnel to be familiar with high-risk rescue techniques and to be able to choose the most appropriate equipment and procedures for each rescue situation.**

The weight limit for the use of the basket stretcher includes the weight of the patient, the stretcher, the equipment and, in some rescue situations, the rescuer.

Dakota and Dakota Light stretchers are not intended for use in high-risk rescue situations.

this manual provides general information only, as rescue conditions may vary. It is the responsibility of trained personnel to choose the stretcher, belt system, and all equipment best suited to the situation.

ANCHORAGE POINTS FOR LIFTING HARNESSES AND ROPES

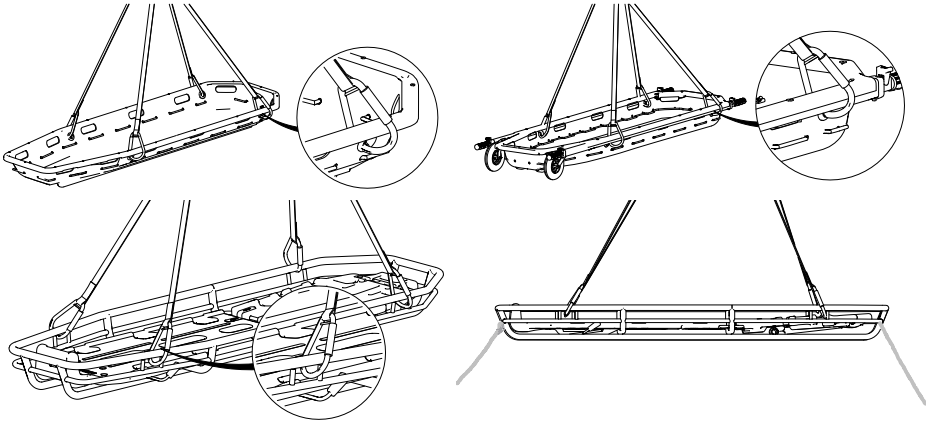
- Basket stretchers are equipped with 4 grommets or 4 slots for horizontal lifting and lowering that provide the anchorage points for the harnesses with their spring catches.

Spencer supplies accessories for operating in this lifting situation.

⚠ **Always verify correct fastening between the harness and the stretcher fixing point. For instructions on how to use the harnesses, check the relevant product-specific user manual and also comply with the provisions of this manual.**

- You may need to attach "anti-rotation" cords to the basket stretcher to help rescuers manoeuvre the stretcher during handling.

Spencer does not supply anti-rotation cords among the accessories provided.



Before lifting or lowering, after carrying out all the safety checks necessary for handling, adjust the harness and/or distribute the load inside the basket stretcher in order to balance its horizontal position when it is then handled.

IT

Whenever a patient is lifted onto a basket stretcher, the patient should be secured to the stretcher using an appropriate number of belts.
Weather conditions, geographical location, height and weight of the patient, type of wound, etc. will determine the number of belts to be used. Specific training in this high-risk area is essential for operators responsible for conducting operations.

EN

12. CLEANING AND MAINTENANCE

Spencer Italia S.r.l. declines all responsibility for any direct or indirect damage which is the consequence of improper use of the product and spare parts and/or in any case of any repair carried out by a person other than the Manufacturer, who uses internal and external technicians authorised to do so; moreover, doing so will invalidate the warranty.

DE

- The operator must wear suitable personal protective equipment, such as gloves, goggles, etc. during all checking, maintenance and cleaning operations.
- Establish a maintenance schedule, periodic inspections and extend the average life span, if foreseen by the Manufacturer in the User Manual, identifying a reference person who meets the basic requirements set forth in the User Manual.
- **The frequency of inspections is determined by factors such as legal requirements, type of use, frequency of use, and environmental conditions during use and storage.**

FR

- Repairs of products manufactured by Spencer Italia S.r.l. must be carried out by the Manufacturer, who shall make use of specialised internal or external technicians who, using original spare parts, shall provide quality repair service in strict compliance with the technical specifications indicated by the Manufacturer. Spencer Italia S.r.l. declines any responsibility for any direct or indirect damage which is a consequence of improper use of spare parts and/or any repair work carried out by unauthorised parties.
- Reconditioning, a process performed on the device to restore the technical and functional safety of the device used, for example re-registration, must be performed by the Manufacturer.

ES

- Where foreseen, use only original or Spencer Italia S.r.l. approved components/spare parts and/or accessories in order to carry out all operations without causing alterations or modifications to the product.
- All maintenance and overhaul activities must be recorded and documented with the relevant technical operation reports. This documentation must be kept for at least 10 years after the end of the product's life and must be made available to the competent authorities and/or the Manufacturer when requested.
- Cleaning, provided for reusable products, must be carried out in accordance with the Manufacturer's instructions in the User Manual in order to avoid the risk of cross-infection due to the presence of body fluids and/or residues.

PT

- If required, the product and all its components must be washed and left to dry completely before storage.
- If the product requires lubrication, this must be done after cleaning and complete drying.

12.1 CLEANING

Failure to carry out the correct cleaning operations could increase the risk of cross-infection due to presence of body fluids and/or residues.
The operator must wear suitable personal protective equipment, such as gloves, goggles, etc. during all checking and cleaning operations.

CS

Any metal parts exposed to external agents undergo surface treatments and/or coating in order to obtain better resistance. Clean the exposed parts with water and delicate soap. **Never use solvents or stain removers.**
Rinse thoroughly with lukewarm water, making sure you have removed all traces of soap, which may deteriorate or compromise conditions and durability. **Avoid using high pressure water**, as it penetrates the joints and removes lubricant, creating the risk of corrosion on components. Let dry completely before storing. Drying after washing or after use in a wet environment must be natural and not forced. Do not use flames or other direct heat sources.

DA

If **disinfecting**, use products that do not have a solvent or corrosive action on materials constituting the device, in addition to being classified as medical-surgical devices. Be sure to take all precautions to ensure that there is no risk of cross-infection or contamination of patients and operators.
In the case of disposable products, no cleaning is required except that the product be properly stored and packaged according to the manufacturer's specifications.

12.2 ROUTINE MAINTENANCE

NL

If routine maintenance is planned, establish a maintenance program and periodic checks, identifying a designated reference person. The person entrusted with device maintenance must ensure the basic requirements envisaged within this user manual.
All routine and special maintenance activities and all general overhauls must be recorded and documented with the relevant technical intervention reports. This documentation must be kept for at least 10 years after the end of the device's life and must be made available to the competent authorities and/or the Manufacturer when requested.

PL

The operator must wear suitable personal protective equipment, such as gloves, goggles, etc. during all checking, maintenance and cleaning operations.

The device does not require a routine maintenance program, but checks must be made to verify:

- General functionality of the device
- Cleanliness of the device (remember that the failure of cleaning may cause the risk of cross infections)
- Fulfilment of the requirements of the user manual in section 5 Warnings and 6 Specific Warnings.
- Fulfilment of the requirements of the manual in section 11 Proper use.

Use only original or Spencer Italia S.r.l. approved components/replacement parts and/or accessories to carry out any operation without causing alterations or modifications to the device. Otherwise, we decline all responsibility regarding incorrect operation or any damage caused by the device to the patient or the operator, invalidating the warranty and invalidating compliance with EU Regulation 2017/745.

12.3 PERIODIC OVERHAUL

No periodic overhaul is foreseen for the device.

12.4 SPECIAL MAINTENANCE

Special maintenance can only be carried out by the Manufacturer, who uses internal and external technicians specialised and authorised by the Manufacturer itself.

Only maintenance activities carried out by specialised technicians authorised by the Manufacturer are considered valid by Spencer Italia S.r.l..
The end-user can replace only the spare parts indicated in § 15.

12.5 LIFE SPAN

The device, if used as described in the following instructions, has a life span of 10 years from the date of purchase.
Belts shall be replaced every 2 years.

Spencer Italia S.r.l. will accept no responsibility for incorrect operation or damage caused by the use of devices that have exceeded the maximum allowable life span.

13. TROUBLESHOOTING TABLE

PROBLEM	CAUSE	REMEDY
Damage to the shell, to riveting and/or the stretcher structure	Improper use	Immediately remove the stretcher from service and contact the Customer Care Service
Difficulties in assembling parts (Twin Shell only)	Dirty inlets	Clean inlets thoroughly in both the convex and the concave parts
	Change shells, if necessary	Make sure that there has not been an exchange of other Twin Shell shells that may be in your possession
	Damaged pins and/or linchpins	Immediately remove the stretcher from service and contact the Customer Care Service
The stretcher does not stay aligned when lifted (Twin Shell only)	Parts assembly error	Dismantle and reassemble the parts, carefully checking the stretcher
The stretcher does not stay joined (Twin Shell only)	Safety device and/or linchpin broken	Immediately remove the stretcher from service and contact the manufacturer
Breakage of the patient support bed and/or integrated spine board	Improper use	Immediately remove the stretcher from service and contact the manufacturer
The back lift piston and/or the Trendelenburg position are not locked/in position (Boston Tec and Boston Light model only)	Damaged locking mechanism	Immediately remove the stretcher from service and contact the manufacturer
Spine board release mechanism does not work (Boston Pro model only)	Possible dirt inside the mechanism	Thoroughly clean the mechanism
	Breakage of the lock/release mechanism	Immediately remove the stretcher from service and contact the manufacturer
The perimeter rope is not sufficiently taut (Shell, Twin Shell and Dakar models only)	The rope may be worn or no longer attached to the main structure	Immediately remove the stretcher from service and contact the Customer Care Service
Failed blocking of telescopic handles (Dakar model only)	Breakage of the internal locking mechanism	Immediately remove the stretcher from service and contact the Customer Care Service
Wheels do not slide (Dakar model only)	Excessive wear on wheels	Immediately remove the stretcher from service and contact the Customer Care Service
	Damaged wheel support or wheel itself	Immediately remove the stretcher from service and contact the Customer Care Service
The footrest is not stable after fixing to the stretcher (Shell, Twin Shell , Dakota , Dakota Light and Dakar models only)	Damage to buckle structure or to the structure of the footrest or adjustment belt	Immediately remove the stretcher from service and contact the Customer Care Service
Belts do not stay joined	Damaged buckle mechanism	Immediately remove the stretcher from service and contact the Customer Care Service

If a problem or fault is detected that does not correspond to the above, please contact Spencer Italia srl customer care service.

14. ACCESSORIES

14.1 ACCESSORIES

CODE	DESCRIPTION	COMPATIBLE
ST00592A	STX 598 - 2 PIECE YELLOW BELT W/METAL BUCKLE	All versions
ST70002A	STX 702 - TWO PIECE METAL BLACK REFLEX BELT	All versions
ST04519C	STX 519 - ADJUSTABLE HARNESS SYSTEM	SHELL / TWIN-SHELL / DAKAR / BOSTON TEC / BOSTON LIGHT / BOSTON PRO
ST04522B	STX 540 - FIXED HARNESS SYSTEM	SHELL / TWIN-SHELL / DAKAR / BOSTON TEC / BOSTON LIGHT / BOSTON PRO
ST04518A	STX 518 - 2-PART UNIVERSAL FLOAT FOR BASKET	SHELL / TWIN-SHELL / BOSTON TEC / BOSTON LIGHT / BOSTON PRO
ST04524B	STX 538 - 3-PART UNIVERSAL FLOAT FOR BASKET	SHELL / TWIN-SHELL / BOSTON TEC / BOSTON LIGHT / BOSTON PRO
ST04040A	STX 40 - YELLOW BAG FOR SHELL	SHELL / BOSTON TEC / BOSTON LIGHT / DAKOTA / DAKOTA LIGHT
ST04110A	STX10 - YELLOW BAG FOR TWIN SHELL	TWIN-SHELL

15. RICAMBI

CODE	DESCRIPTION	FOR MODEL
ST00592	STX 592 - 2 PC YELLOW BELT METAL BUCKLE	All
ST70002	STX 702 2pcs BLACK REFLEX BELTS w/METAL BUCKLE,	All
RIST111	MATTRESS FOR BASKET STRETCHERS WITH ADHESIVE	Shell/Twin Shell

RIST112	FOOTREST FOR BASKET STRETCHERS COMPLETE	Shell/Twin Shell/Dakar/Dakota/Dakota light
RIST113	PERIMETER ROPE FOR BASKET STRETCHERS	Shell/Twin Shell
RIST114	PAIR OF CLOSING PINS FOR TWIN SHELL	Twin Shell
RIST115	LOWER SNAP CLOSURE FOR TWIN SHELL	Twin Shell
ST02010	ROCK PIN SPINE BOARD YELLOW W/PINS	Boston Pro
RIST116	RIGHT REMOVABLE HANDLE FOR DAKAR	Dakar
RIST117	LEFT REMOVABLE HANDLE FOR DAKAR	Dakar
RIST118	BLACK WHEEL Ø193 WITH BEARINGS	Dakar

16. DISPOSAL

When devices and their accessories are no longer suitable for use, they can be disposed of as normal municipal solid waste if they have not been contaminated by special agents. Otherwise, follow the regulations in force regarding disposal.

Notice

The information in this manual is subject to change without notice. Images are included as examples and may vary slightly from the actual device.

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