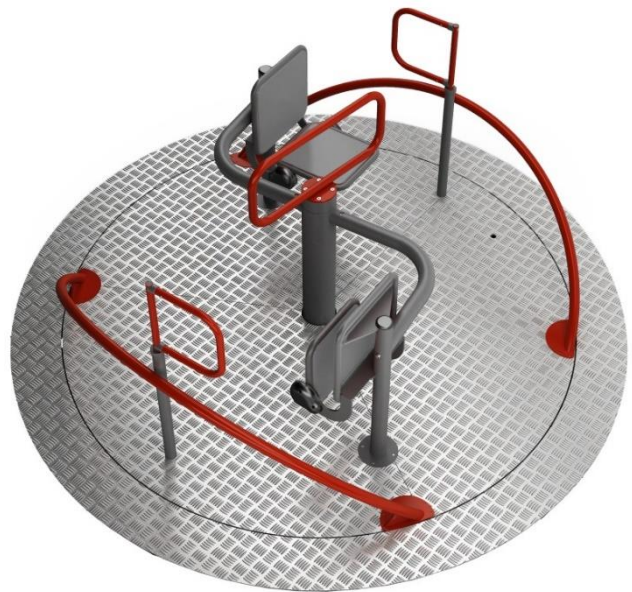




TERMA
SINCE 1990

INCLUSIVE ROUNDABOUT USER GUIDE

V.1.0.R3.2021





USER GUIDE V.1.0.R3.2020



1. INTRODUCTION

Thank you for choosing our product! We believe you would be satisfied using our Inclusive Roundabout.

TERMA Inclusive Roundabout combines outdoor fun with therapy. Device aims to integrate non-disabled people and those with disabilities (using wheelchairs), giving them possibility of playing together. Besides integration purpose TERMA Inclusive Roundabout provides kinesiotherapy and social rehabilitation. The device complies with PN-EN 1176 standard.

The device complies with the premise of universal design, which provides ideas of accessibility to all potential users, physically able-bodied, and with movement impairments.

TERMA Inclusive Roundabout is dedicated to be used outdoor, at such a places as outdoor gyms, parks, accessible recreation areas, private gardens.

The following User Guide provides all instructions refer to correct installation process, safe use and exploitation of the device.

The Manufacturer reserves the right to change the contents of the User Guide. The updated version of the User Guide could be downloaded from the Manufacturer's website www.termamed.pl at the "Download" section.

Manufacturer:

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INSTRUKCJA V.1.0.R3.2021

1. DEVICE STRUCTURE

Materials:

Construction: steel profiles with epoxy primer, painted and powder coated, stainless steel elements

Platform: aluminum riffled plate

Backrest and sittings: HDPE board

Substructure: concrete class min. B-15

Dimensions and parameters:

External device dimensions: diameter 2640 mm

Device height from the ground: 1028 mm

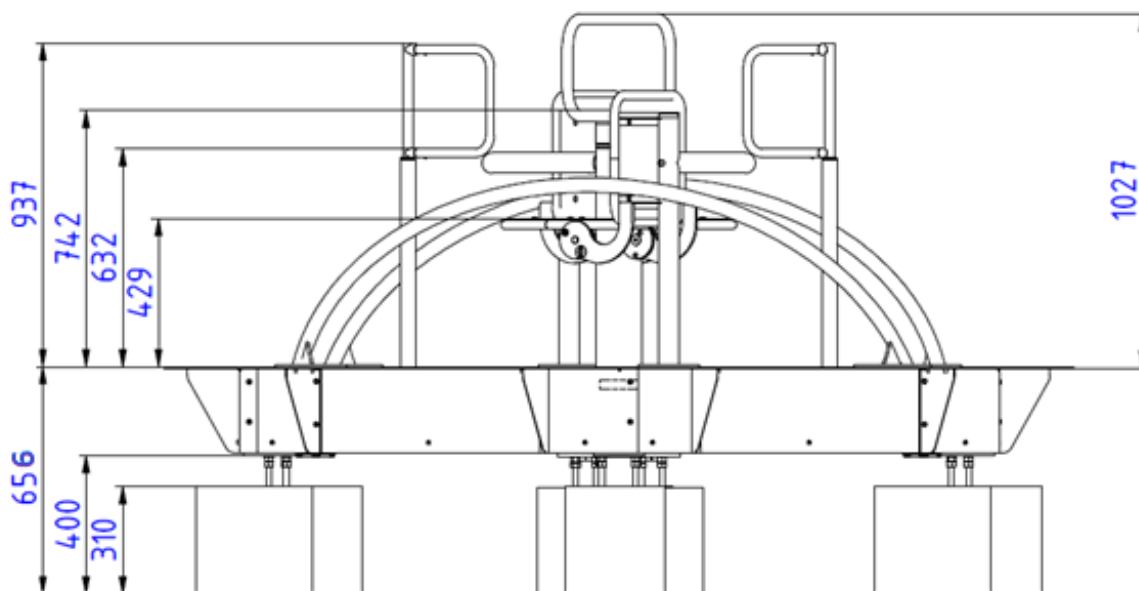
Device weight without substructure: 600 kg

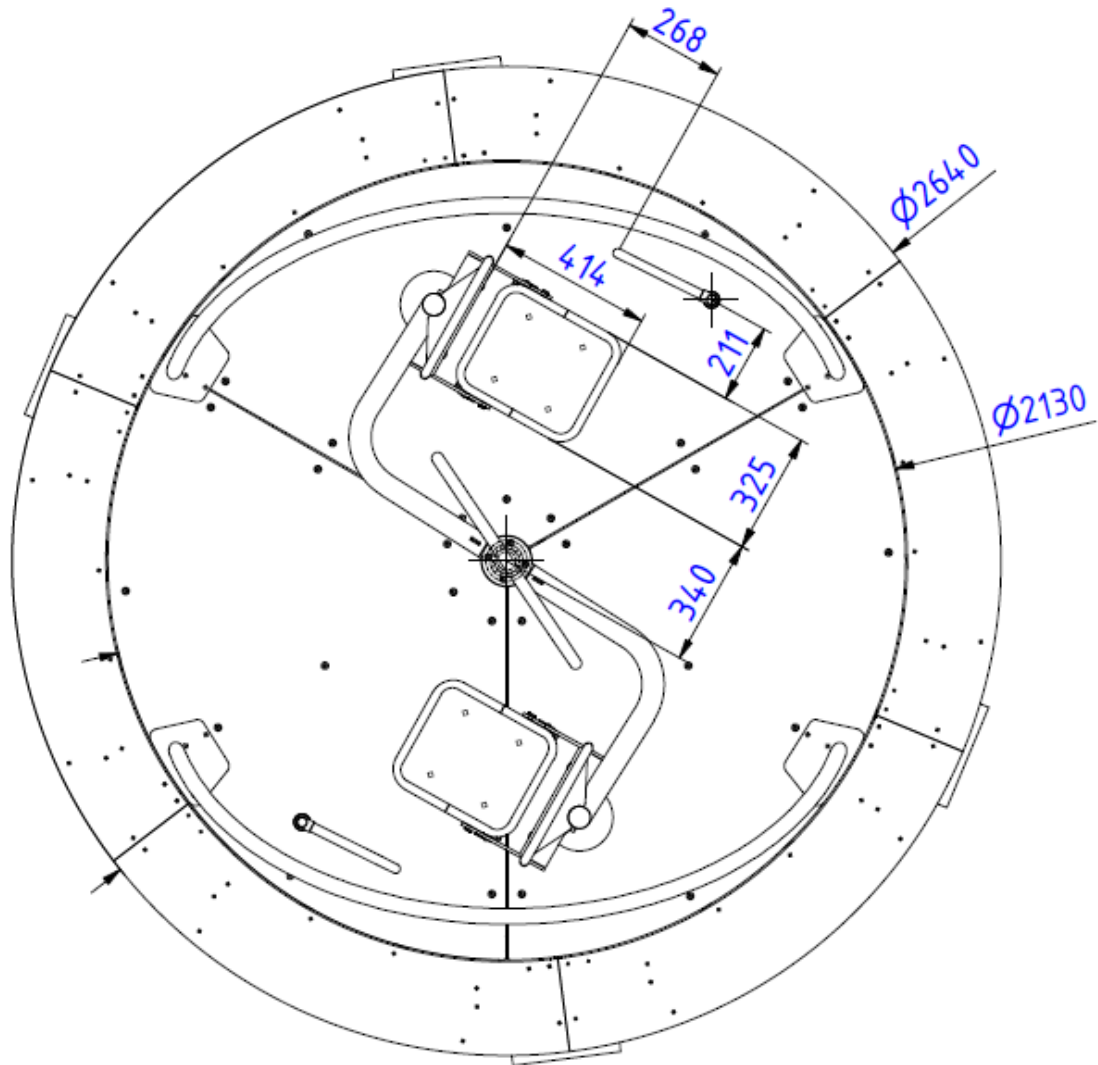
Free falling height: 433 mm

Safety zone area dimensions: 2000 mm radius from each edge of the platform

Functional area: 29.21 m²

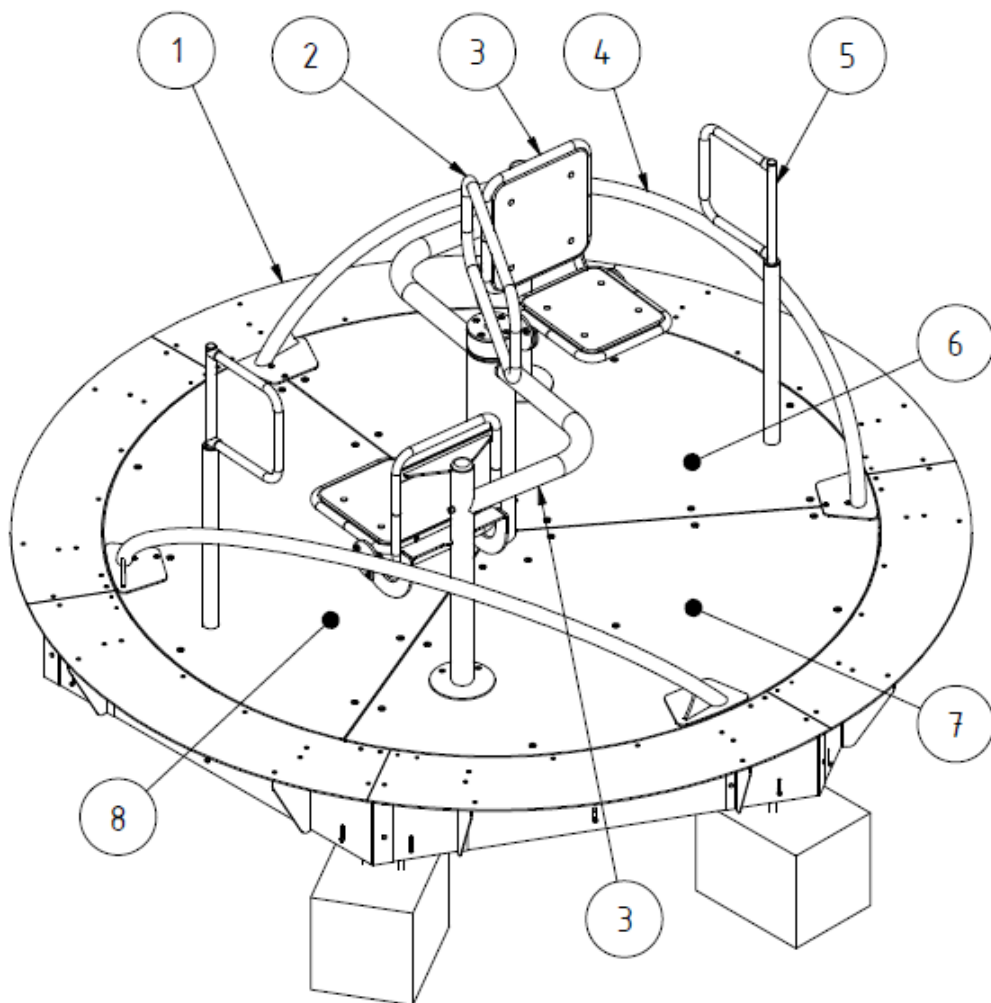
Substructure depth: 656 mm below the ground level

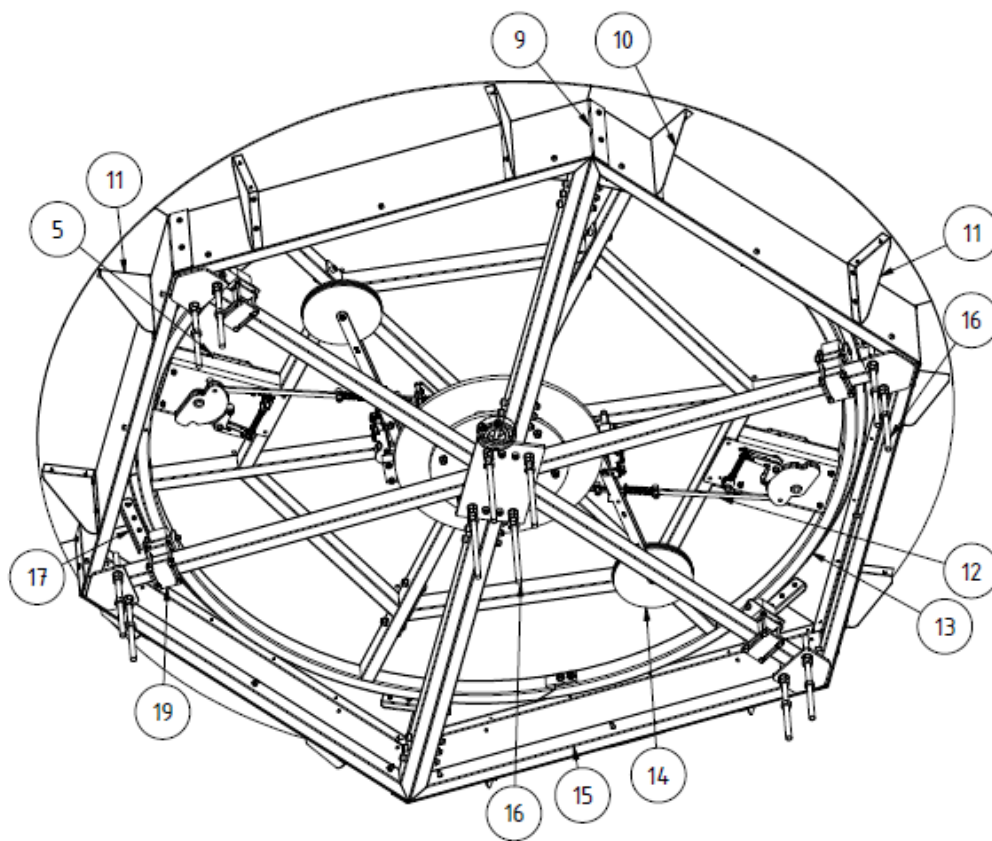




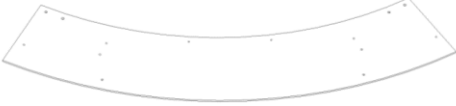
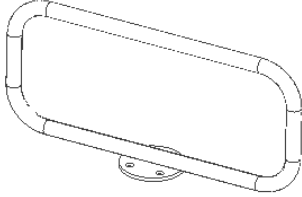
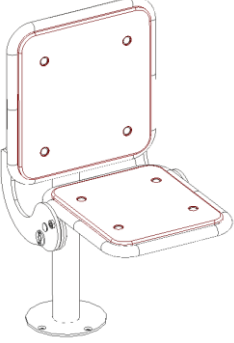
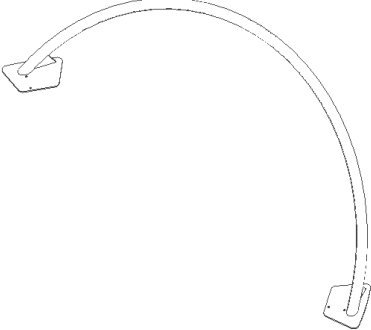
DEVICE STRUCTURE

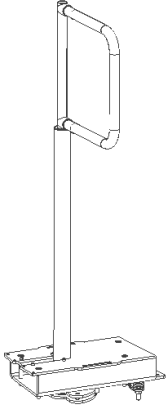

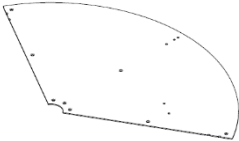
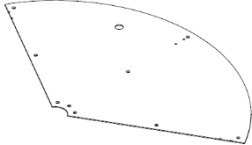
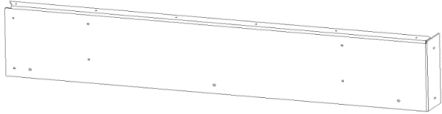
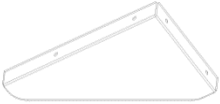
TERMA's Inclusive Roundabout consists of the following elements:

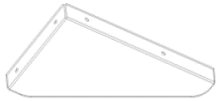
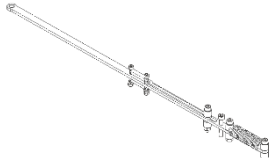
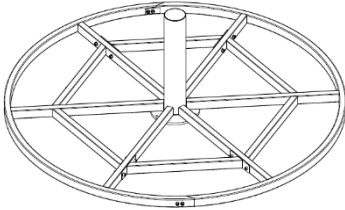
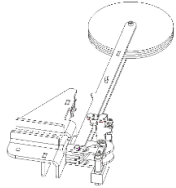
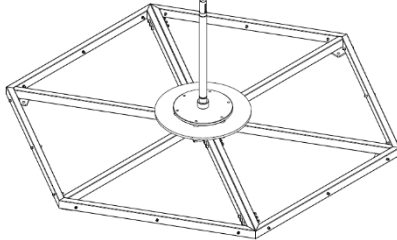
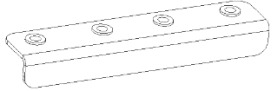




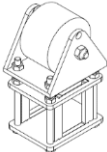


List of elements shown in the table:


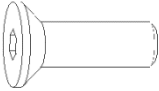
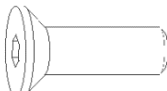



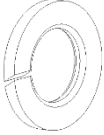
No	Component	Quantity	Figure
1.	External platform plate	6	
2.	Drive lever	1	
3.	Folding chair	2	
4.	Protective railing	2	



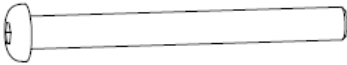


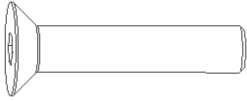


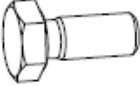
5.	Brake Lever Unit	2	
6.	Platform plate 1	1	
7.	Platform plate 2	1	
8.	Platform plate 3	1	
9.	Side plate foundation frame	6	
10.	Stiffening of the outer landing plate, left	6	

11.	Stiffening of the outer landing plate, right	6	
12.	Brake cable module	2	
13.	Swivel frame	1	
14.	Brake module	2	
15.	Foundation frame with axle	1	
17.	Connector for external landing plates	6	
18.	Chair connector	2	
19.	Fastening the chair to the axis	2	

20.	Castor module	4	
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List of standardized parts:

Component	Quantity	Figure
Foundation pin M16x300	12	
Hexagon socket head cap screw M6 x 12 DIN EN ISO 10642	60	
Hexagon socket head cap screw M8 x 16 DIN EN ISO 10642	51	
Nut M16 DIN 934	36	
Nut M6 ISO 4032	24	
Nut M8 ISO 4032	12	
Spring washer $\varnothing 6$ DIN 18	24	

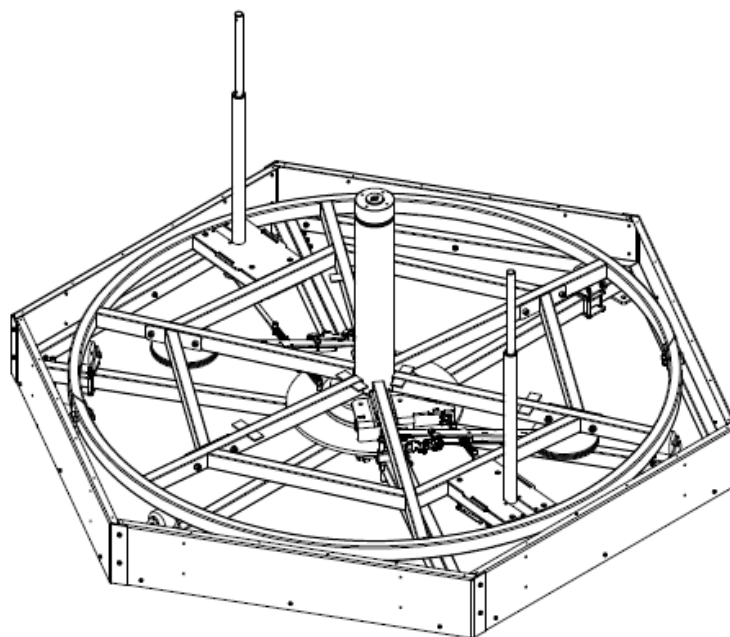
Spring washer $\varnothing 8$ DIN 18	12	
Allen mushroom head bolt M5x8 ISO 7380	4	
Allen mushroom head bolt M8 x 80 DIN EN ISO 7380	12	
Hexagon socket head cap screw M10 x 25 DIN EN ISO 4762	2	
Hexagon socket head cap screw M10 x 20 DIN EN ISO 4762	2	
Hexagon socket head cap screw M8 x 20 DIN EN ISO 10642	4	
Hexagon socket head cap screw M10x80 DIN EN ISO 4762	2	
Hexagon socket head cap screw M8x70 DIN EN ISO 4762	4	
Hexagon head screw M6x16 DIN 933	24	

The longest component dimension:

Main structure of the device: 2220 mm x 2532 mm x 1195 mm

Weight of the single heaviest component:

Main structure of the device: 354 kg



INSTALLATION

To ensure the highest level of safety standards for users and caregivers, it is necessary to read and follow the steps of installation sequence, assembly quality and safety instructions below.

The manufacturer offers the device in a set with its assembly. In the case of purchasing the device itself and providing the assembly with another entity, the assembly instructions must be strictly followed. The manufacturer is not responsible for the consequences of improperly performed installation by external entities.

Place of installation

TERMA Inclusive Roundabout is dedicated to be installed on a playground. The safety zone shall be defined around the equipment which is 2000 mm from each edge of the device. The safety zone of the Inclusive Roundabout cannot overlap the other devices safety zones and the traffic routes.

No shock-absorbing surface is required around the TERMA Inclusive Roundabout.



Ensure a comfortable and safe entry for wheelchair access from the front of device. The rigid surfaces are recommended for wheelchair access. Loose surfaces such as sand or crushed stone are excluded, grass surfaces are not recommended.



It is forbidden to install the device in geologically unfavorable conditions, i.e. in a boggy or loose ground causing subsidence of foundations or in a ground where water appears after the excavation has been made. Geological conditions should be regulated prior to installation (effective drainage). Installation in poor geological conditions may result in the loss of compliance of the device with the PN-EN 1176 standard and a deterioration of its corrosion resistance!

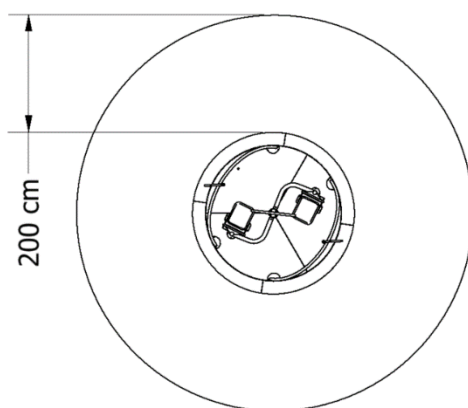


Fig. Top view with the dimension of the TERMA Inclusive Roundabout safety area marked.



List of tools needed to assemble the TERMA Inclusive Roundabout

Spade 2 pieces

Rake 1 piece

Masonry string of 20 mb

2 m long spirit level 1 piece

Allen keys: 3, 4, 5, 6, 8, 10 mm

Open-end and / or ring wrenches: 10 mm

Measure 3 m

To assemble the TERMA Inclusive Roundabout 2 people are needed. It is recommended to use an excavator to dig the excavation for the foundations and the frame of Inclusive Roundabout. The amount of soil from the excavation is approximately 2m³ (approximately 3 tons).

Installation

The TERMA Inclusive Roundabout could be assembled by the Manufacturer or the Contractor.

The list of activities performed:

1. Marking out the excavation site for the foundations
2. Carrying out the excavation and setting the foundations
3. Placing the main structure of the device on the foundations
4. Installation of the external stiffeners of platform plates
5. Installation of the internal platform sheets
6. Installation of the protective barriers
7. Assembling the chairs
8. Installation of the brake lever
9. Installation of the driving lever
10. Installation of the external platform sheets

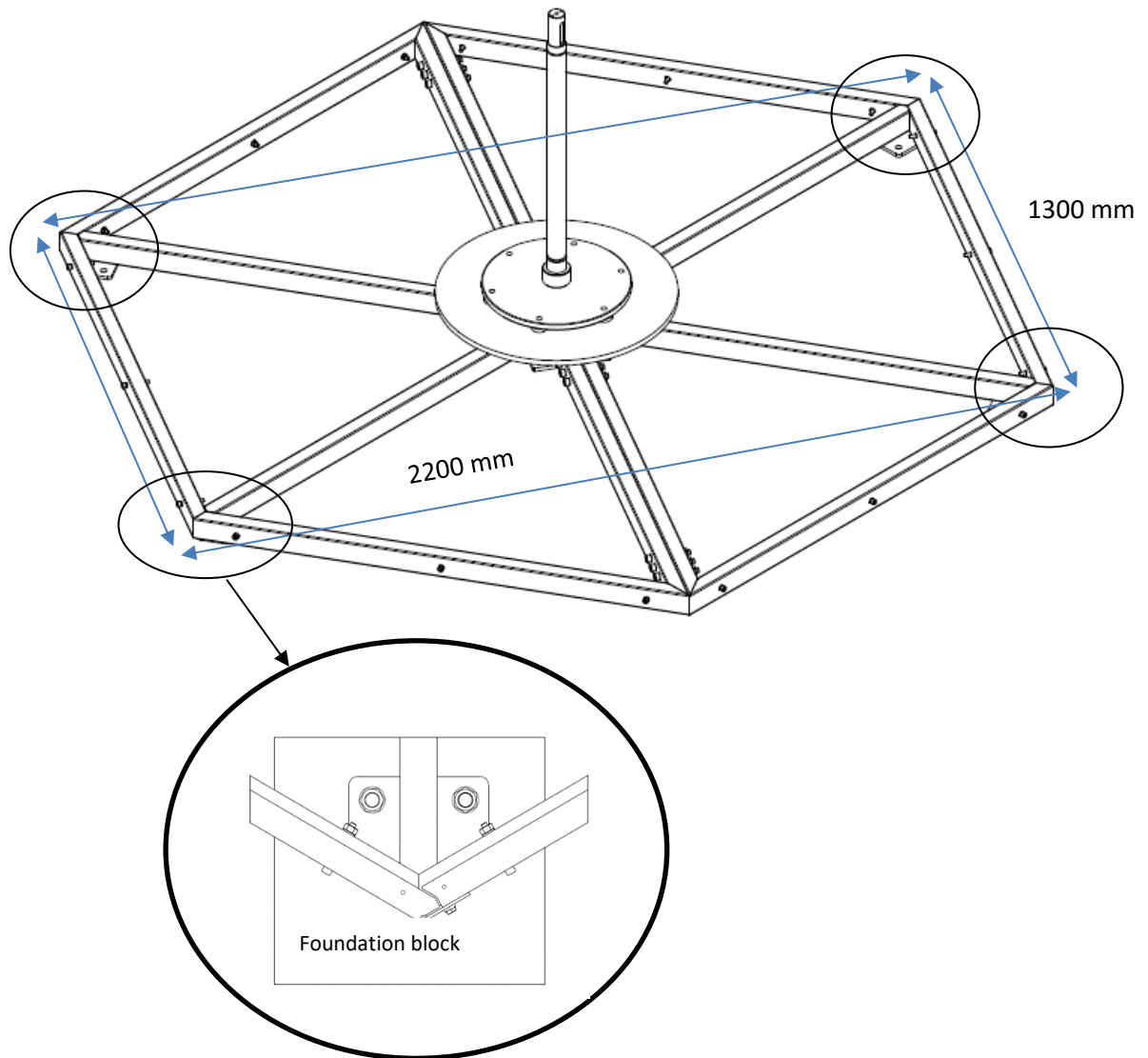
1. Marking out the excavation site for the foundations

The minimum excavation for the device should be 300 cm x 300 cm x 30 cm.

Depths for the foundation blocks should be made in the main excavation made for the device, in accordance with the presented drawing, referring the place for the foundation block to the places on the frame where there are plates fixing the device to the foundations (circled on the drawing).

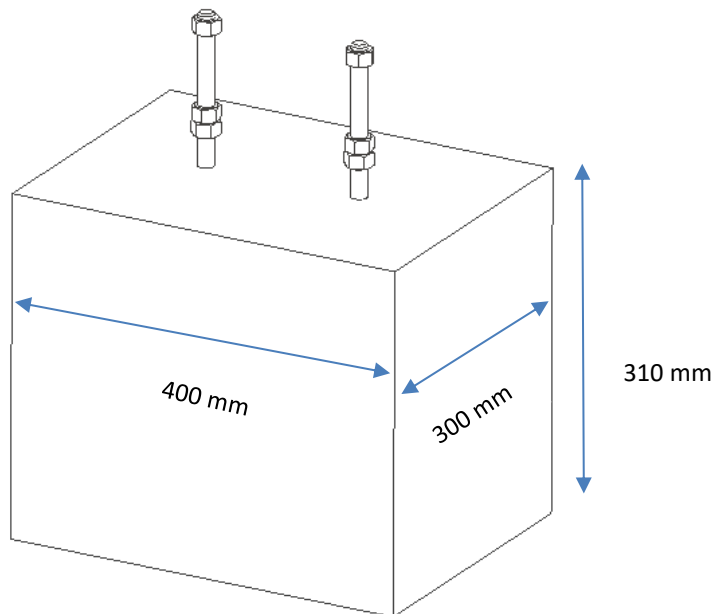
ATTENTION!

For the clarity, the place of excavation for the foundations is shown in the drawing of the foundation frame itself, with no other elements of the device visible.



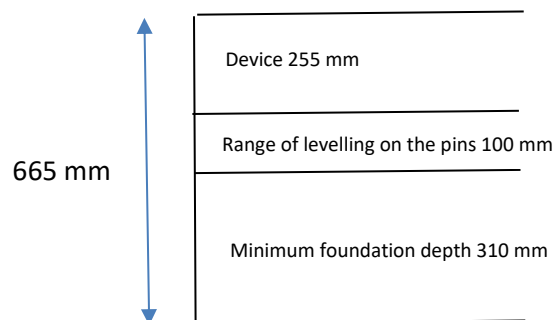
The dimensions of the foundation blocks used by the Manufacturer are:

:



ATTENTION!

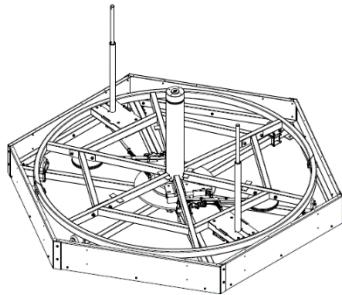


If foundations other than those provided by the Manufacturer are used, they must not be smaller than those specified above!



ATTENTION!

If using ready-made foundation blocks from the Manufacturer, it is recommended to dig slightly larger holes than the specified dimensions of the blocks. The spare space will allow for possible adjustments of the level and location of the foundation blocks.

1. Osadzenie konstrukcji głównej karuzeli na fundamentach

List of components		
Name	Number of pieces	Figure
Main structure of the device	1	
Foundation pin M16x300	12	
Nut M16 DIN 934	36	



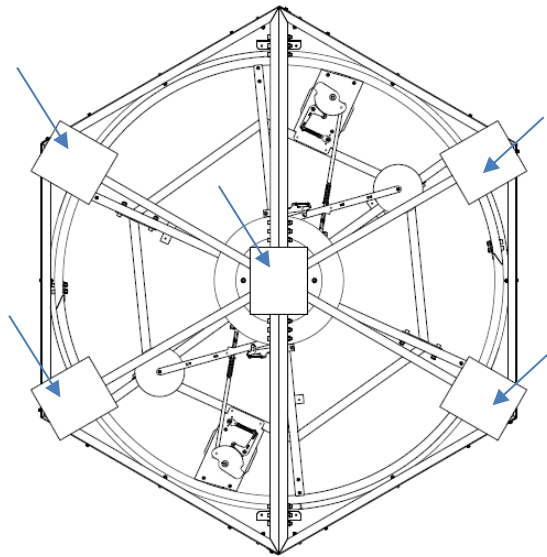
ATTENTION !

It is forbidden to stay under the carried roundabout while it is being lifted or transported!

A vehicle for transporting the Roundabout to the assembly site and for unloading it will be needed until the device is mounted on the foundation pins (see below).

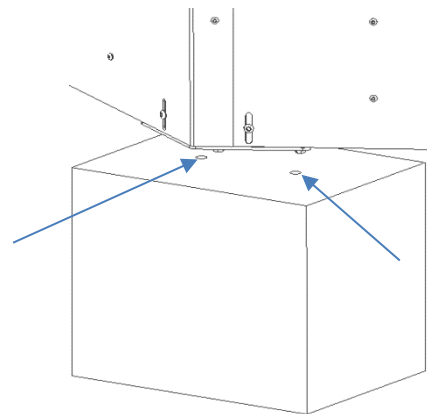
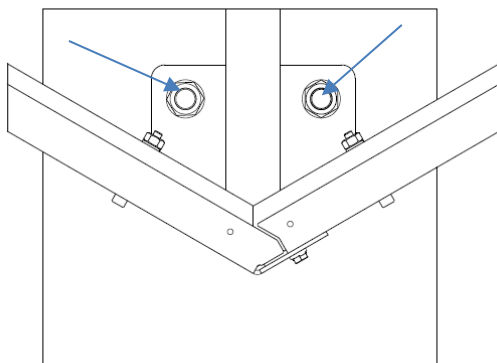
Transport should take place at the lowest possible height at each moment of the transport. Belaying the roundabout during the transport and fixing its position on the foundations should be performed in the compliance with the safety rules, excluding the possibility of crushing or jamming the belaying person. It is forbidden to stay under the carried roundabout while it is being lifted or transported!

On the prepared foundations, place the main structure of the carousel so that it is supported at five points (see below from below).



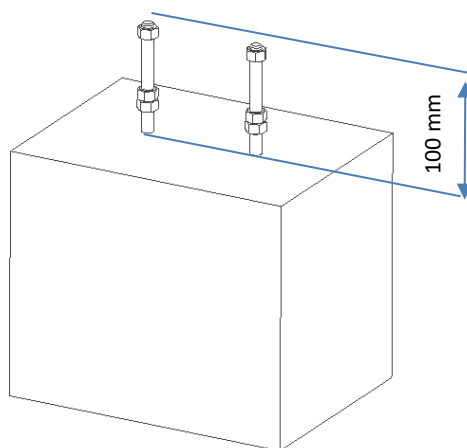
Installation on foundations other than provided by the Manufacturer

There are mounting holes in the corners (view below) of the foundation frame, which will later be used to connect the main roundabout structure to the foundations. In the case of installation on foundations other than provided by the Manufacturer, use these holes to mark the position where the mounting pins will be located. The marking of the center of the hole must be as precise as possible ($\pm 1\text{mm}$).



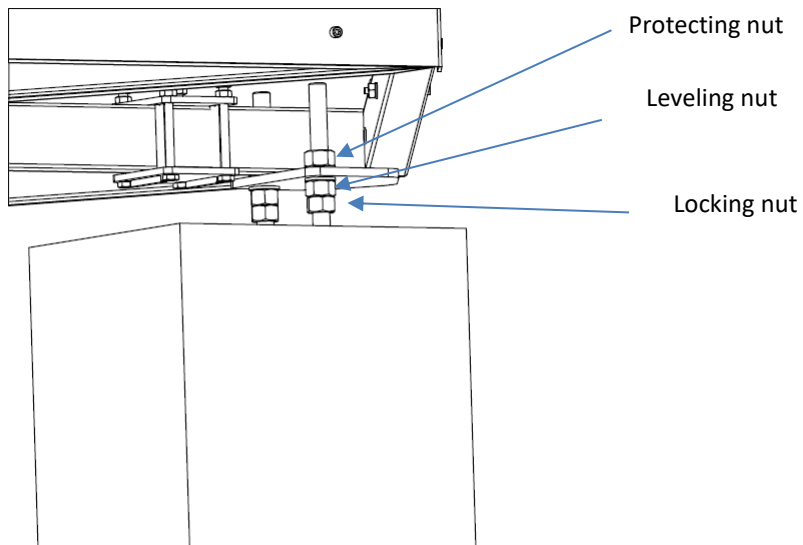
Kolejnym krokiem jest wywiercenie otworów w miejscach zaznaczonych na fundamentach zewnętrznych i centralnym. Otwory muszą mieć średnicę 16 mm i głębokość 180 mm.

Then, glue the pins into the drilled holes using the chemical anchor Fischer FIS VL 410 or Tytan Evolution II or another with similar parameters, making sure that they protrude 150 mm above the top surface of the foundation.

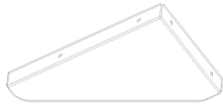






Leveling on the foundations

The next step is to embed and level the roundabout structure on the foundation pins. To do this, use the nuts, remembering to remove the upper nuts before mounting the frame on the studs (see picture below). For levelling, we use the other two on each pin.

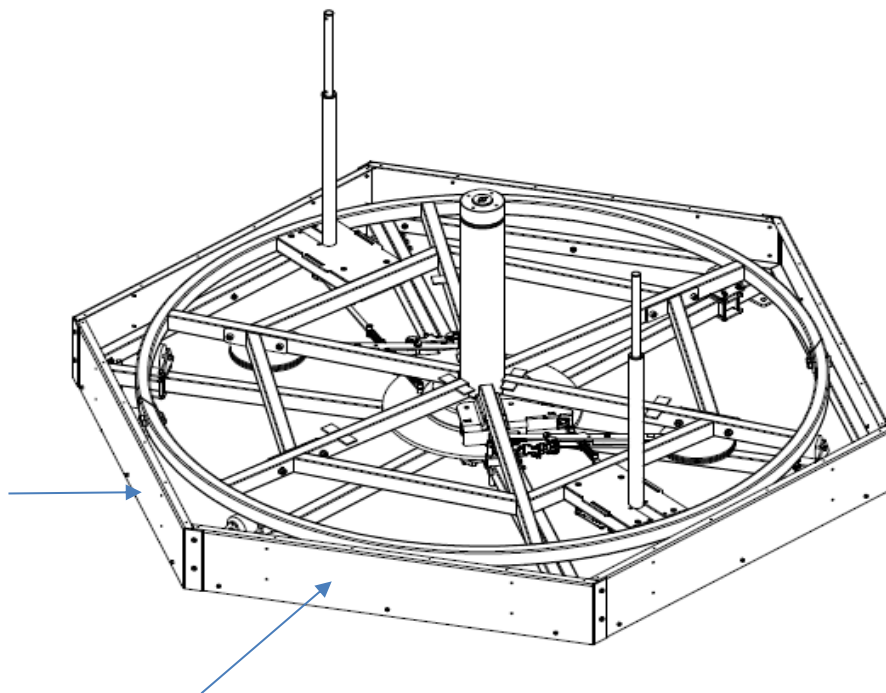


2. Mounting the external stiffeners of the platform plates

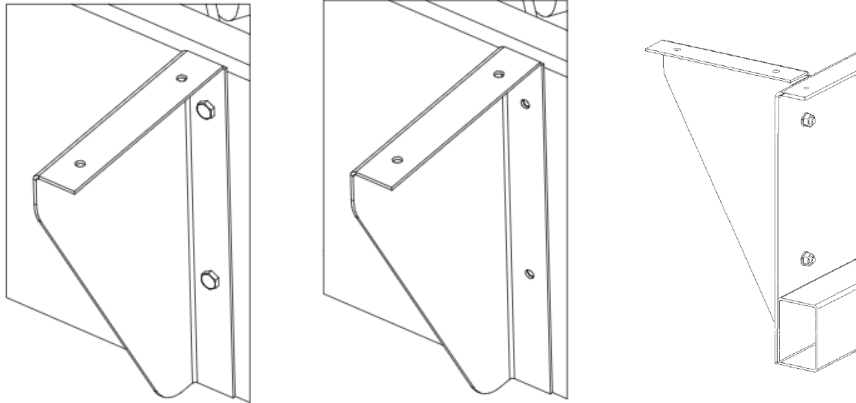
List of components		
Name	Number of pieces	Figure
Stiffening of the outer landing plate, left	6	
Stiffening of the outer landing plate, right	6	
Nut M6 ISO 4032	24	
Spring washer $\varnothing 6$ DIN 18	24	

Hexagon head bolt M6x16 DIN 933	24	
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The stage should begin with screwing the stiffeners of the external platform sheets. They must be attached in the positions shown in the illustration below in each of the six side-plates of the main device structure.

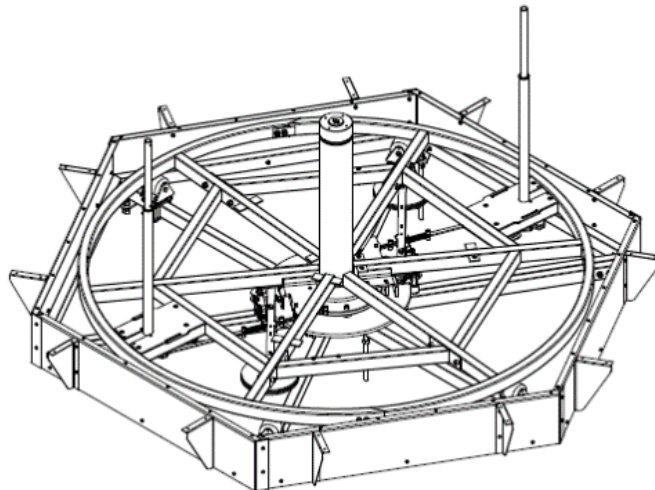


The stiffeners of the external landing plates should be screwed to the side plate of the main roundabout structure using M6 x 16 hexagon head bolts, spring washers and nuts, as shown below in the example of the left stiffener:

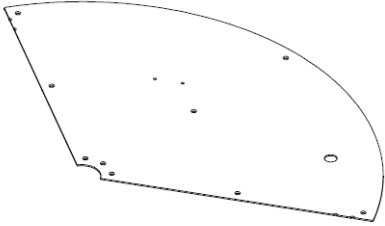
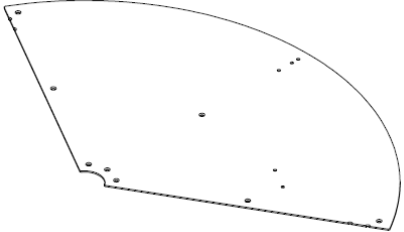
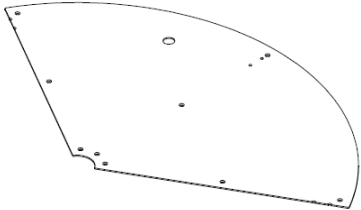



Then proceed in the same way with the right stiffeners.

View of the roundabout after mounting external stiffeners of platform plates:

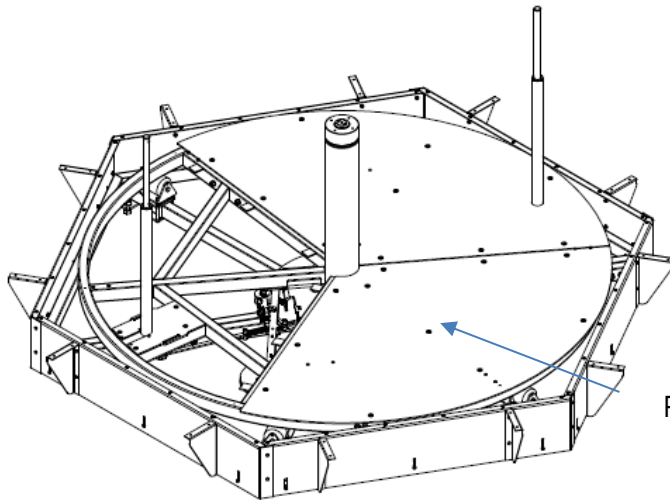
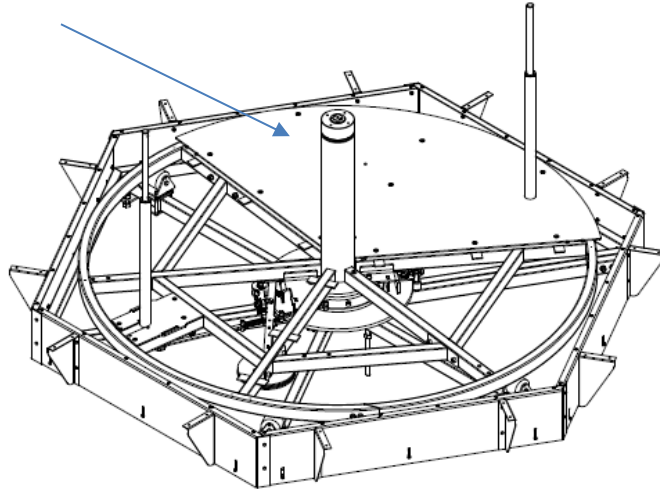


3. Mounting the internal platform sheets

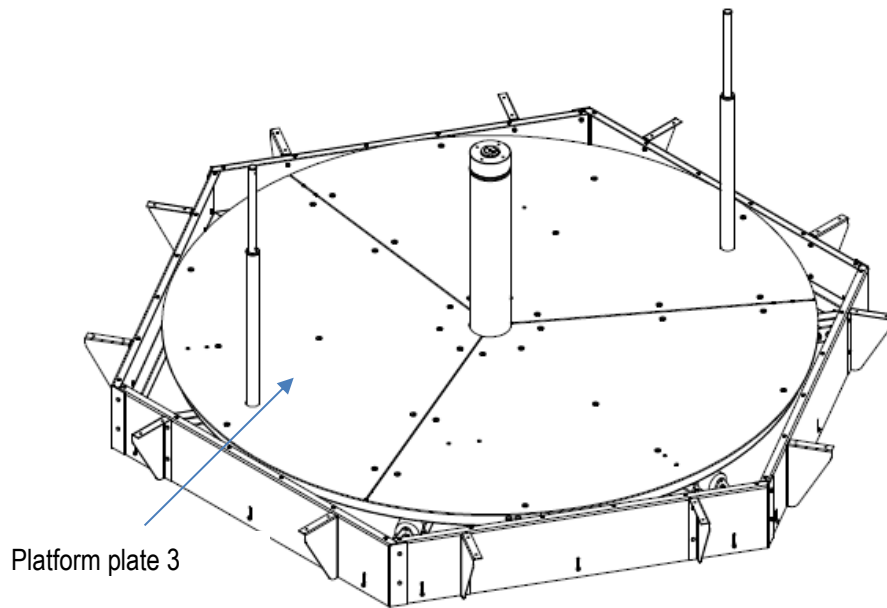
List of components		
Name	Number of pieces	Component
Platform plate 1	1	
Platform plate 2	1	
Platform plate 3	1	
Hexagon socket head cap screw M8 x 16 DIN EN ISO 10642	27	

Place the platform plates in their final positions as shown in the pictures below.

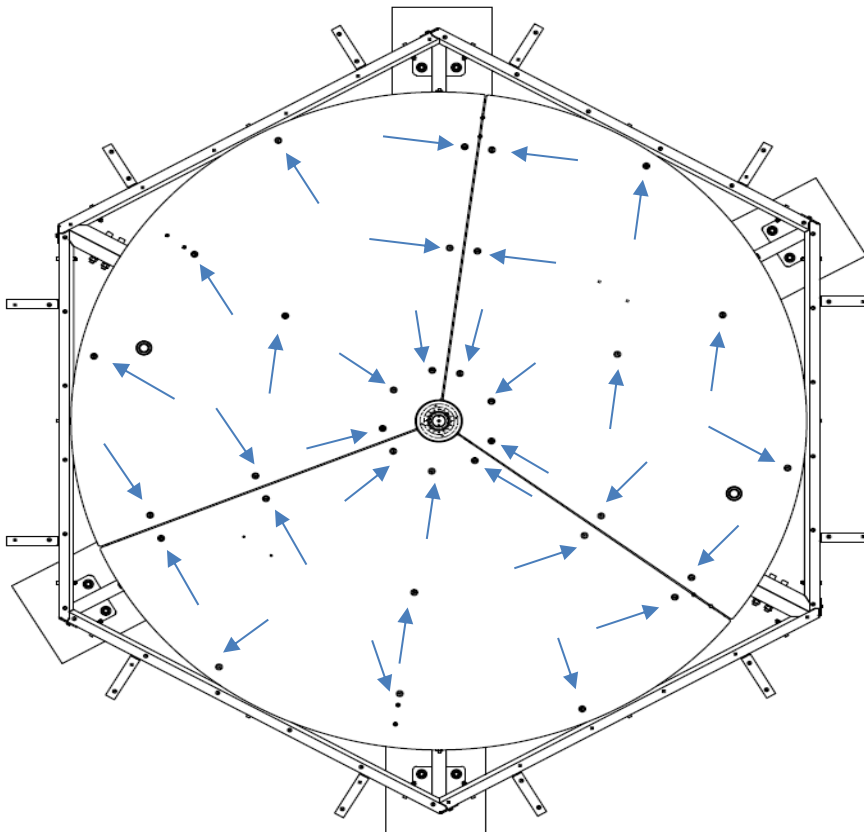
Platform plate 2



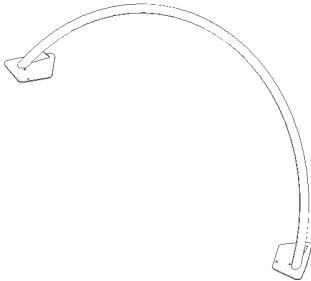


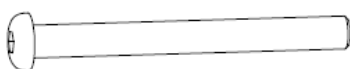
Platform plate 1



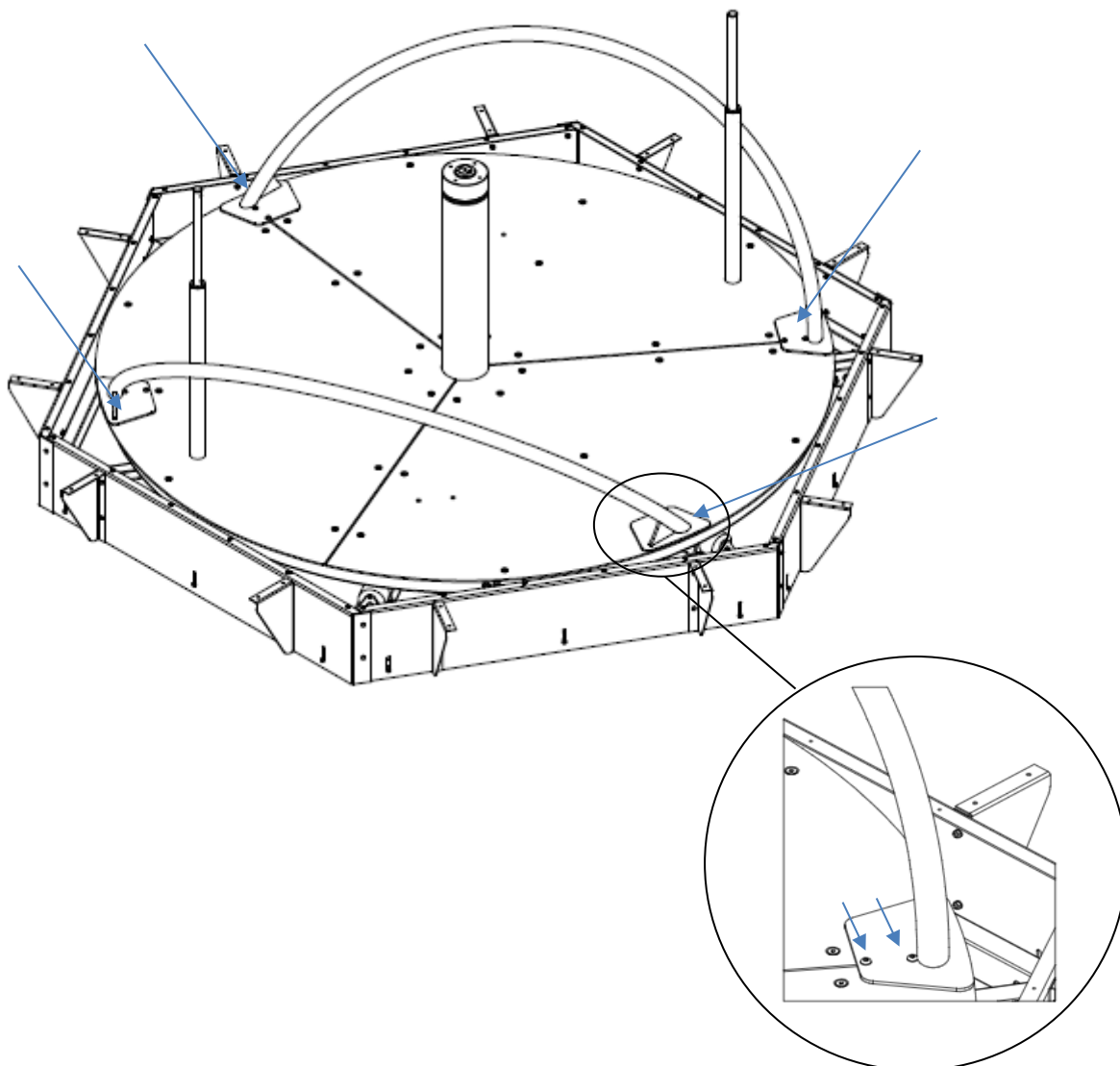
Screw the M8 x 16 screws in the places poited with an arrow to mount the platform plates.



4. Assembly of protective railings

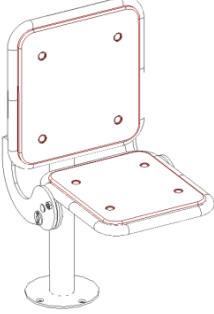

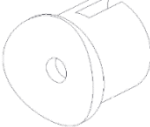


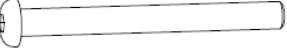


List of components		
Name	Number of pieces	Figure
Protective railing	2	
Nut M8 ISO 4032	8	
Spring washer $\varnothing 8$ DIN 18	8	
Allen mushroom socket head cap screw M8 x 80 DIN EN ISO 7380	8	


The barriers should be positioned as shown below and screwed to the roundabout using M8x80 countersunk Allen screws and secured with spring washers and nuts.



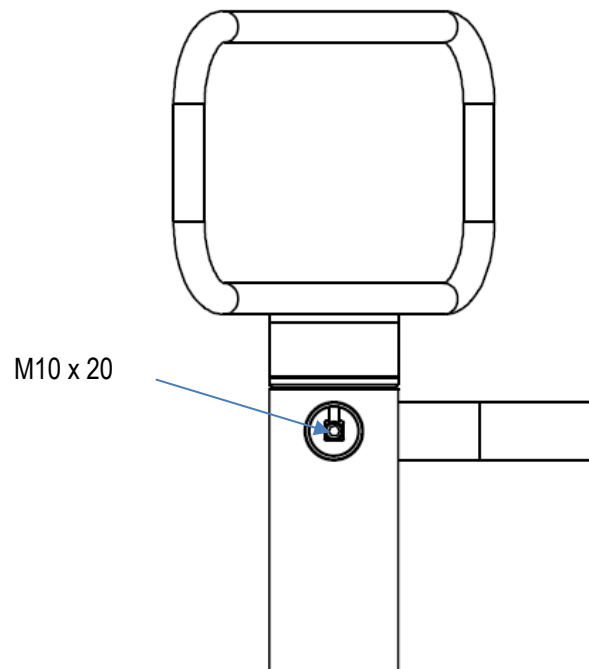
5. Chairs assembly

List of components

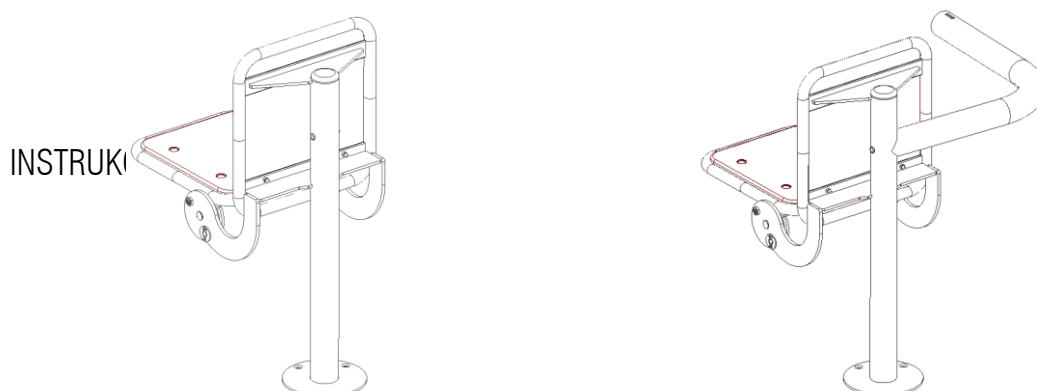
Name	Number of pieces	Figure
Folding chair	2	
Chair connector	2	
Fastening the chair to the axis element	2	
Hexagon socket head cap screw DIN EN ISO 4762 M10x 25	2	
Hexagon socket head cap screw DIN EN ISO 4762 M10 x 20	2	
Allen mushroom socket head cap screw M8 x 80 DIN EN ISO 7380	4	
Hexagon socket head cap screw DIN EN ISO 4762 M10 x 80	2	
Spring washer $\varnothing 8$ DIN 18	4	

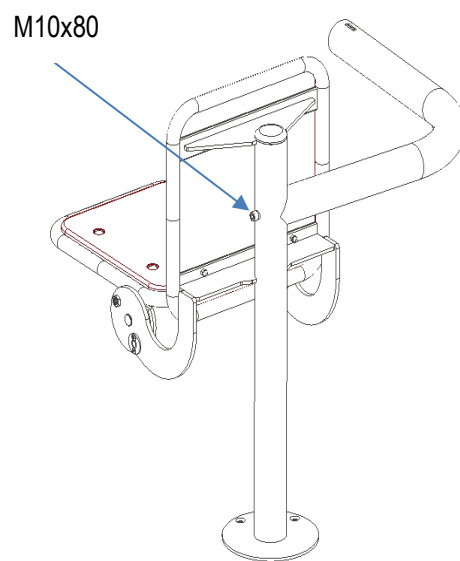
Nut M8 ISO 4032	4	
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Screw the element fastening the chair to the axle to the axle with a M10 x 20 screw

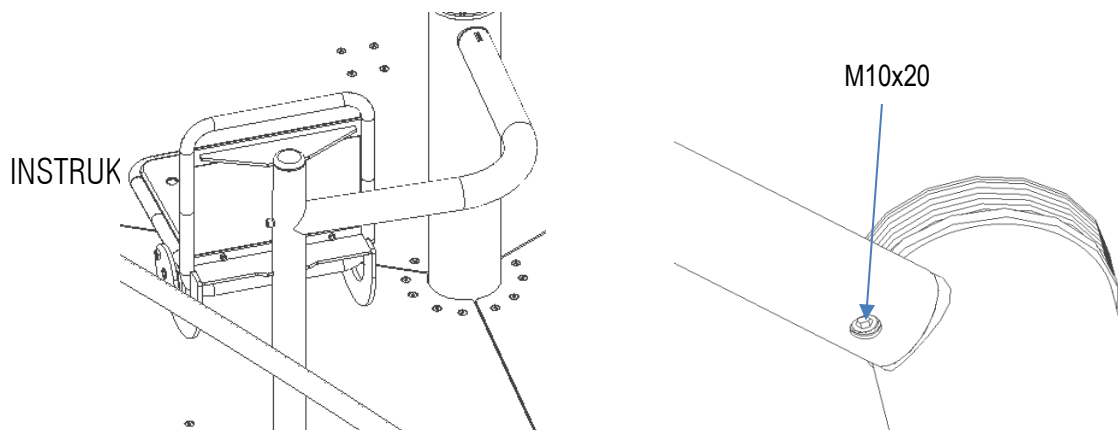


The next step is to connect the chair with the connector using the M10x80 bolt:

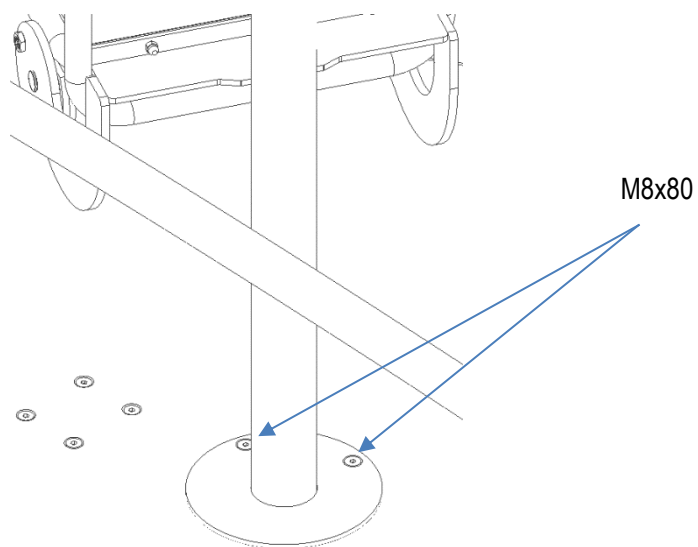




Then place the chairs on the mounting and screw them from the bottom with M10x20 screws as shown:

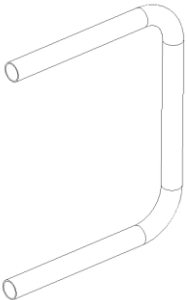
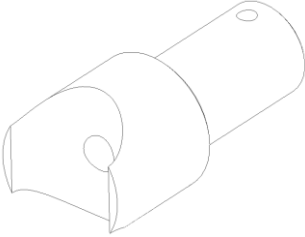




The last step is to screw the base of the chairs to the roundabout frame using M8x80 screws. Secure the bolts with spring washers and nuts.



6. Installing the brake lever

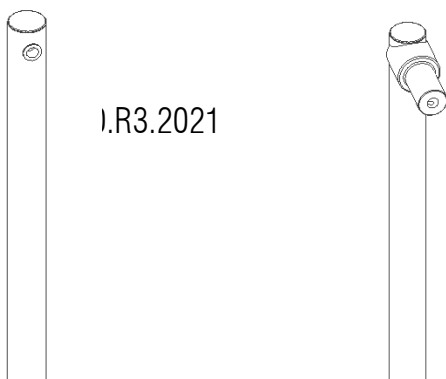
List of components		
Name	Number of pieces	Figure

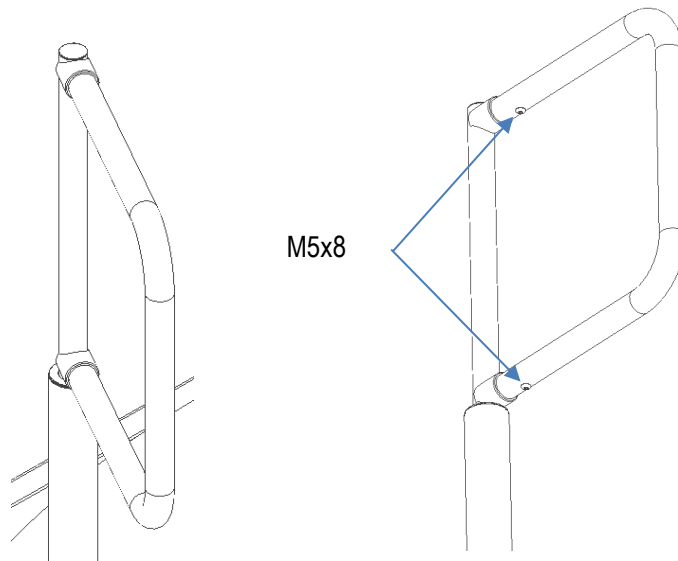
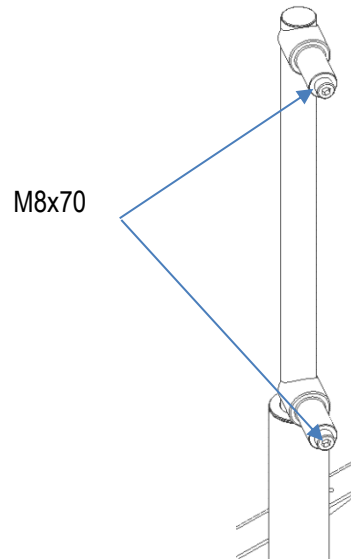
Brake lever	2	
Brake lever mounting element	4	
Hexagon socket head cap screw M8x70 DIN EN ISO 4762	4	
Allen mushroom head bolt M5x8 ISO 7380	4	

In the first step, screw in the brake lever mounts using M8x70 bolts. Next, slide the brake lever onto both mounts and secure it by screwing two M5x8 screws from below as shown in the picture.

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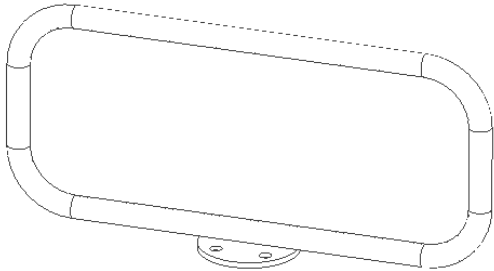

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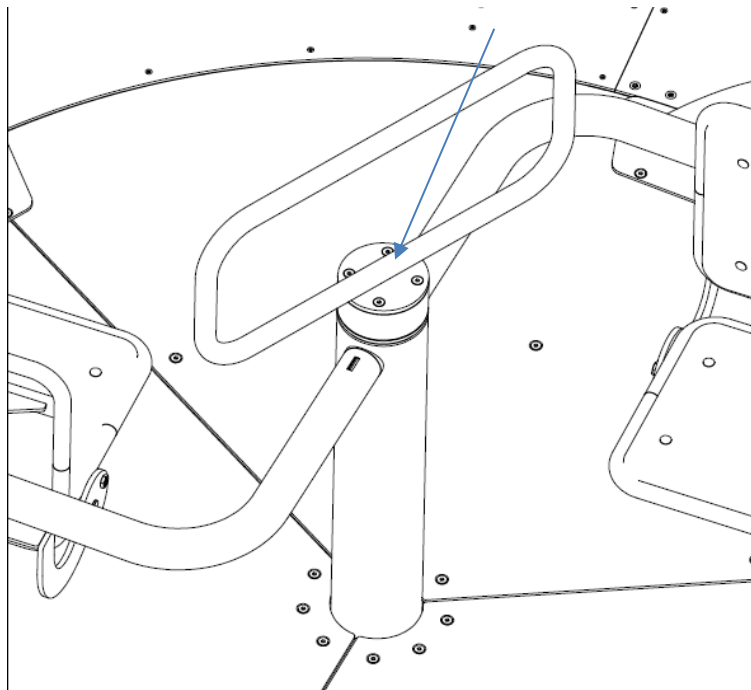


7. Installation of the drive lever

List of components		
Name	Number of pieces	Figure

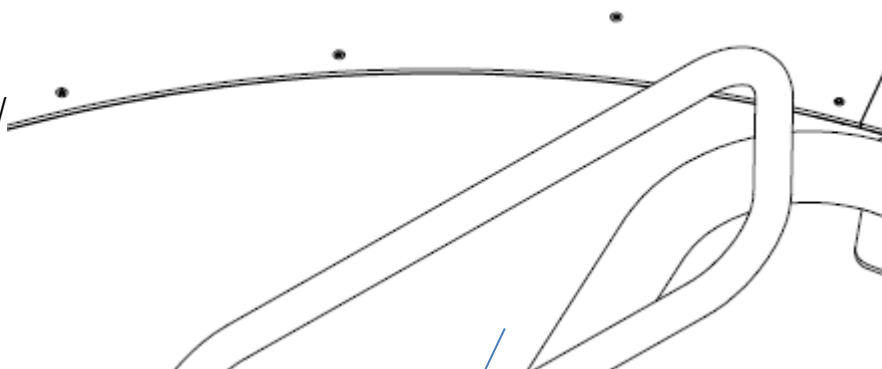
Drive lever	1	
Hexagon socket head cap screw M8 x 20 DIN EN ISO 7991	4	

Installing the drive lever.


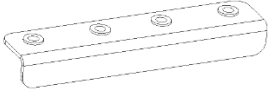



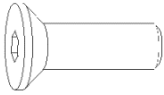
Screwing the driving lever with M8x40 screws

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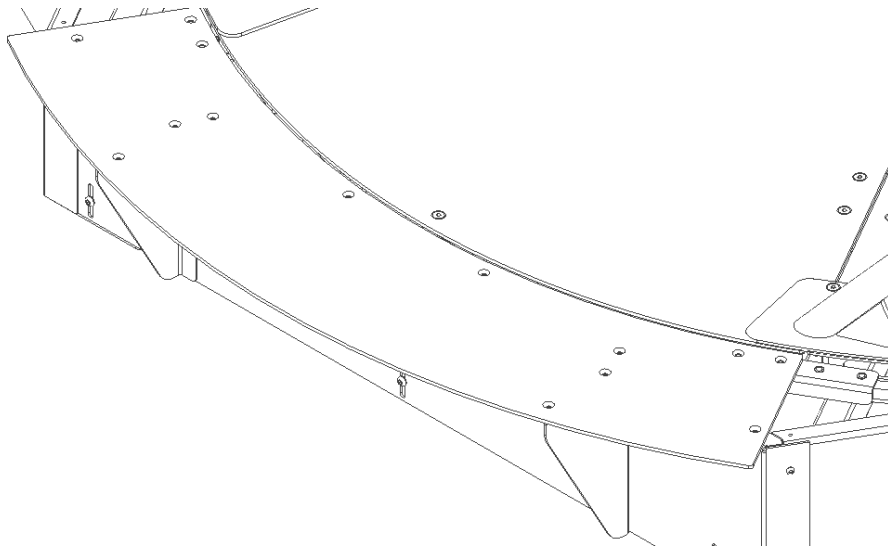


8. Mounting the external platform sheets

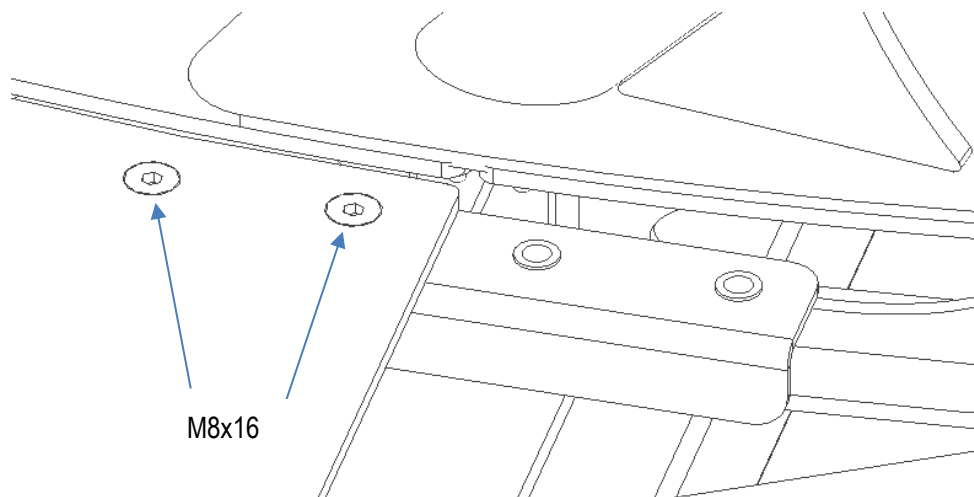
List of components		
Name	Number of pieces	Figure
External platform plate	6	
Connector for external landing plates	6	
Hexagon socket head cap screw M6 x 12 DIN EN ISO 10642	60	

Hexagon socket head cap screw M8 x 16 DIN EN ISO 10642	24	
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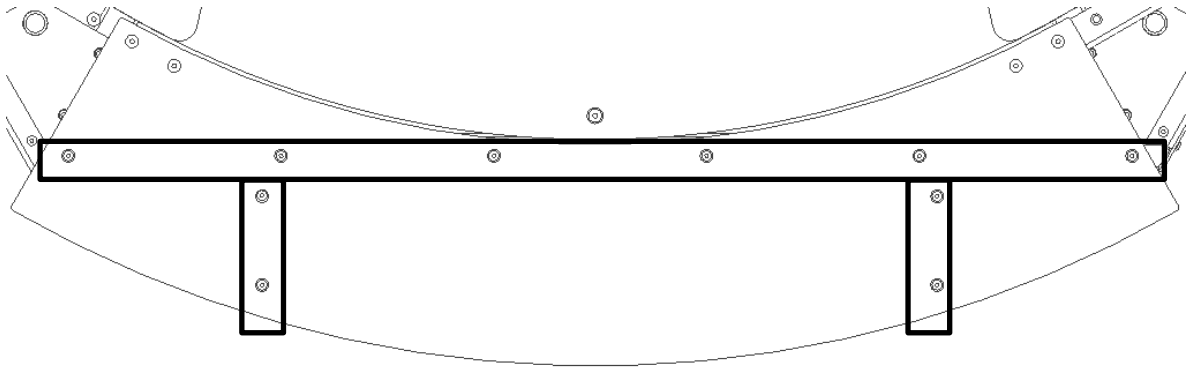
Place the outer landing plates on the roundabout as shown below, assembling them one after the other.



The connector should be screwed on one side of each outer deck plate using M8x16 bolts.

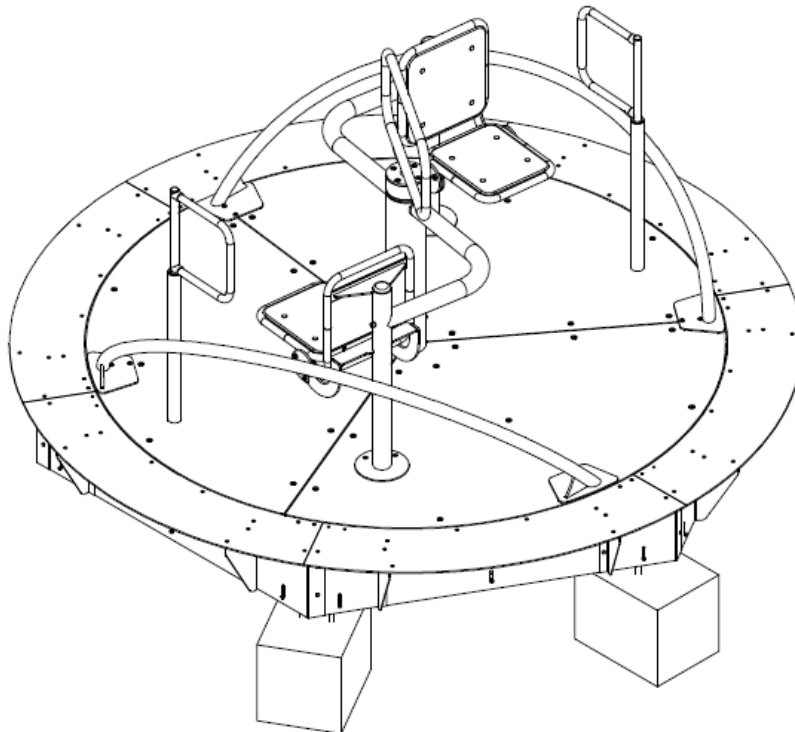


Then each sheet should be screwed with 10 M6x10 screws (holes marked with rectangles).



ATTENTION! After installing each successive landing plate, make sure that the fastener is screwed on both sides.

View of complete fixed Inclusive Roundabout.





FUNCTIONAL TESTS AFTER ASSEMBLY

After completing the assembly of the device in accordance with the instructions, perform the following functional tests to confirm that the Roundabout is installed and operating correctly.

Check:

- stability of structural elements,
- tightness of the screws,
- effectiveness of the platform movement blockade,
- effectiveness of the brakes,
- the ability of the seats to remain in the raised position,
- noiseless operation of the device (any sounds of rattling, scrubbing or ringing of the operating device may indicate errors made during assembly),
- smooth rotation,
- presence of a nameplate,
- presence of stickers with the instruction manual.

INSPECTION

It is recommended to keep a book of inspections of devices.

There are three types of inspection recommended:

- **Routine inspection** carried out every 1-7 days. Relates to the checking device and the adjacent area for vandalism which may result in malfunction of the device and contamination of area, which could endanger the safety of users,
- **Functional inspection**, carried out every 3 months. It refers to verify the correct operation of the device in terms of functionality.

Check:

1. stability of structural elements,
2. screw tightening condition,
3. effectiveness of the platform movement blockade,
4. brake performance
5. ability of the seats to remain in the raised position.

In case of any irregularities, action should be taken to eliminate the defects. Minor faults, such as unscrewing the screws, the playground administrator may repair by itself.

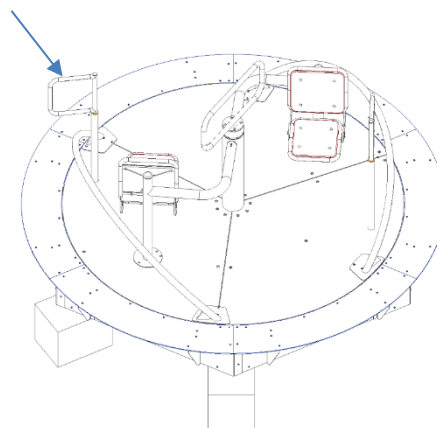
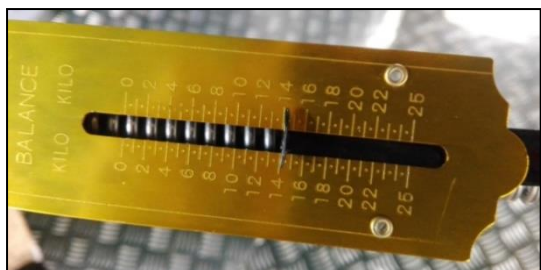
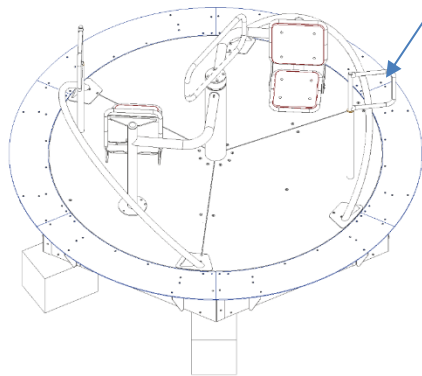
In the case of irregularities resulting in incorrect operation of the device, the Manufacturer must be notified in order to determine the best method of repair.

The device should be secured against the users until the damage is removed by fencing it with a construction signal tape with a sign informing about the damage, eg: "WARNING DEVICE FAILURE".

The effectiveness of the brakes performance

To assess the Raoundabout brake performance, it is recommended to measure the brake pad wear.

In order to check the level of the brake pads wear, use the supplied product dynamometer spring, which is an inspection tool. After locking both Roundabot brakes, hook the dynamometer hook on the rod of one of the brakes and tighten the dynamometer by pulling the handle so that the dynamometer is directed perpendicular to the plane of the seat backrest (see the drawing below). If the Raoundabout moves before the force gauge reaches 14 kg, the brake pads must be replaced. The only entity authorized to replace brake pads is the Manufacturer, i.e. TERMA Sp. z o.o.





- **Annual inspection** carried out once a year.

During the annual inspection, the condition of the following should be checked:

1. stability of structural elements,
2. screw tightening condition,
3. effectiveness of the platform movement blockade,
4. brake performance,
5. ability of the seats to remain in the raised position.
6. smoothness of rotary motion. Also, check for grinding, rattling, or ringing noises when the device is moving.

MAINTENANCE

The Inclusive Roundabout does not require any maintenance.



USER GUIDE

The Inclusive Roundabout is dedicated for both non-disabled and disabled (those with physical disabilities, using wheelchairs) users.

The Roundabout is designed for users from 3 years of age over. The maximum uniform load-off device on both sides is 400 kg.



WARNING! Using the Inclusive Roundabout should be under adult supervision!

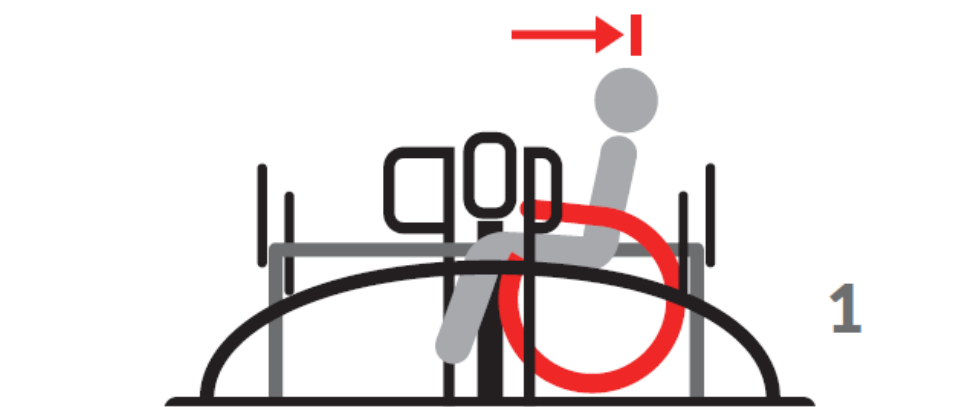
Options of using the Inclusive Roundabout:

- one person with a disability (in terms of individual mobility),
- one person with a disability and one non-disabled person at the same time
- two non-disabled people.

How to use terma inclusive roundabout

The following graphic shows the Roundabout self-handling by a person on a wheelchair.

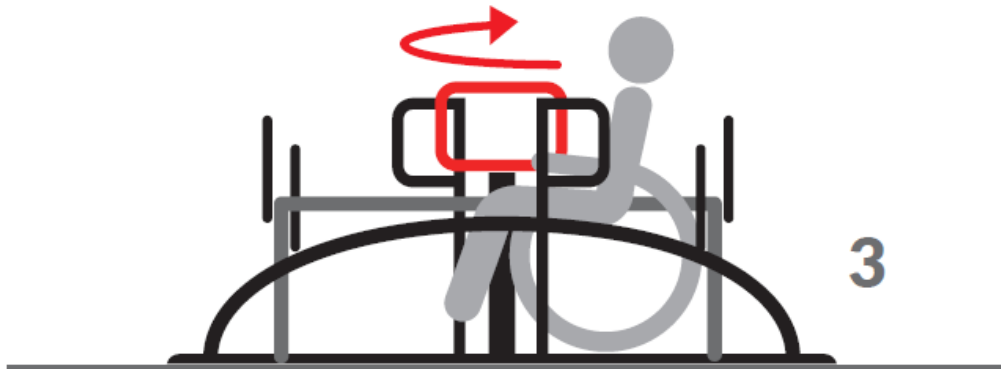
Before entering the platform, ensure that the device is locked. If it is not, block its movement with the brake lever. The seat of the chair must be raised to form a support for a wheelchair user. Then back up and enter into the device reaching the seatback. Lock the wheelchair brakes.



To allow play on the device, you must unlock the lock lever of movement.



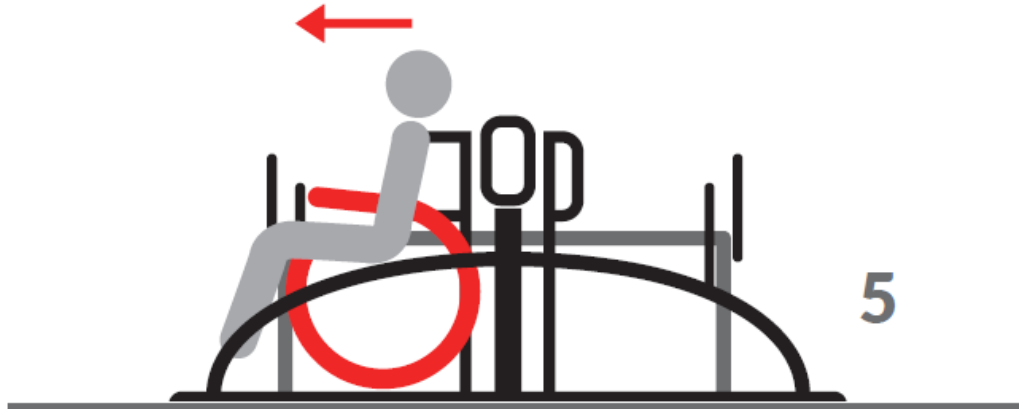
The movement of the carousel is triggered by pushing and pulling the drive lever.



To stop the Roundabout movement, slow down the platform movement until it stops using the brake lever. Then the same lever, push on until the noticeable block. This moment means that the platform is blocked and it is possible to safely exit. Unlock the wheelchair brakes.



After the play is over, the Roundabout platform should be lowered.



WARNING! It is forbidden to climb on the Roundabout construction elements!



WARNING! It is forbidden to overload the Roundabout!



Before using the Roundabout, it is absolutely necessary to read this User Guide and follow the guidelines.



The User Guide is also available on the website www.termamed.pl in the "Download" tab.



TERMA Sp. z o.o. or a service designated by the manufacturer are the only entity that can perform repairs and inspections. The manufacturer is not responsible for modernization and repairs made by other entities.



In the case of any device damage or any user injury, report the incident to the manufacturer immediately. Additionally, please complete the "Incident Report Form" and send it to the Manufacturer by e-mail or letter. The "Incident Report Form" is included in this User Guide and on the website www.termamed.pl in the "Download" tab.



WARRANTY

Terma Sp. z o.o. guarantees good condition and efficient operation of the device mentioned in the Warranty Card, hereinafter referred to as Product, according to the technical and exploitation details described in the user guide.

Warranty confirms the responsibility of the entity who introduced the product to the market to free of charge removal of any faults of the product that was sold. The warranty does not limit or suspend buyer's rights resulting from nonconformity of the goods with the contract.

1. The warranty period starts on the day of receipt of the Product and lasts for 36 months for:
 - main frame of the device, made of black steel with epoxy primer and powder coated or stainless steel,
 - hot deep galvanized thross made of black steel,
 - aluminum ruffled plates,
 - concrete foundation blocks offered by a Manufacturer.

The warranty lasting 24 months from the receipt of the Product refers to:

- moving, connecting and protecting elements, made of steel or plastics,
 - shock absorbing elements,
 - textile elements,
 - HDPE boards,
 - information elements.
2. The free warranty repair shall be understood as the performance by the Guarantor during the warranty period of the specific activity appropriate for removing the defect covered by the warranty. This warranty covers Product defects caused by defective parts or defects in production. Warranty liability covers only defects caused by the underlying causes of the sale.
 3. The condition for the Buyer to use the rights given by warranty is to present at the time of the service request a total of:
 - a. Deffective product,
 - b. A proof of purchase.
 4. The warranty will be done by the service during 14 working days from the date of acceptance the product to be repaired or from delivering it to the manufacturer's service to the address:

Terma Sp. z o.o.
Czaple 100,
80-298 Gdansk, Poland
58 694 06 04, serwis-medyczne@termagroup.pl
 5. The scope of warranty service does not cover the installation, commission and maintenance activities which, in accordance with the user guide, is required to performed by the user of the



Product on his own. Warranty repairs do not include periodic maintenance and product reviews, and in particular: cleaning, regulation, performance control, correction of operating errors or parameter programming, and other actions that the user is responsible for.

6. The warranty excludes cases of random damage of the device and coating, independent of operating conditions (for example: thefts, accidents, fires, floods) and mechanical damage caused by improper use.
7. The Buyer, by submitting the Product to the Service, and in particular by sending it to third parties, shall provide him with a secure package. Any damage or damage to the Product resulting from its improper packaging shall be covered by the Buyer.
8. Along with the Product, the Buyer shall include the exact description of the defect that causes the need of repair. The person submitting the complaint should provide his / her personal details: name, address, telephone number (legal basis: art. 23 section 1 point 3 of the Act of August 29, 1997 on the protection of personal data, Journal of Laws of 2002, No. 101, item 926).
9. Guarantor chooses the best way to remove the defect. The Guarantor undertakes to remove physical defects free of charge by repair or replacement of the Product free of defects. Regardless of how defects are removed, the warranty continues.
10. Any faulty Products or parts exchanged under the guarantee become the property of Terma Sp. o.o.
11. If only a part of the Product is defective and can be detached from the Product in accordance with the technical and operating conditions described in the user guide, the Buyer's right under these Warranty Terms shall be limited to the repair of the defective part of the Product only.
12. The Buyer has the right to exchange the Product for the new one, free from defects, if:
 - a. During the warranty period referred to in Section 1, the Service will carry out five warranty repairs and the Product will still reveal defects that prevent it from being used for its intended purpose, or
 - b. The service will confirm in writing that removal of the defect is impossible.
13. User loses warranty rights in case of:
 - a. The statements made in the Product unauthorized construction changes or adjustments not covered in the User Guide.
 - b. The statements made attempts to repair and interference by third parties.
 - c. statements of parts and supplies not recommended by the manufacturer and guarantee.
14. The warranty does not support:
 - a. Damage resulting from improper storage, transport, failure to perform maintenance procedures, periodic inspections.
 - b. Damages resulting from maintenance and repair activities performed by the user contrary to the operating instructions.
 - c. Damage caused by the user's fault or ignorance.



- d. Product damage resulting from natural wear and tear as a consequence of its use.
 - e. Damage caused by vandalism.
 - f. Damages resulting from the use of non-original spare parts or the use of consumables not intended for use with the Product.
 - g. Products whose Warranty Card or serial numbers have been altered, obliterated or obliterated in any way.
 - h. Defects resulting from incorrect (inconsistent with the instructions or art) assembly by an external entity commissioned by the Guarantor for assembly
15. Warranty does not cover parts and materials whose consumption is a natural consequence of work, and these are, in particular, consumable items that are clearly consumed during the operation of the Product.
16. Warranty rights do not include the buyer's right to demand the return of the lost profits in connection with the failure and repair of the Product.
17. The manufacturer is not responsible for the quality of the installation of the device performed by an external entity. Before putting the device into use, perform a functional inspection and check the device for possible mechanical damage and assembly that ensures compliance with the standard.



INCIDENT APPLICATION FORM

In the event of an incident that results in damage to the equipment or injury to the patient, manufacturer must be immediately reported. After filling the "Incident application form," given below, it should be provided to the manufacturer by e-mail termamed@termamed.pl or by Post Office service.

Name of institution:	
Address:	
Institution contact details:	
Name and surname of person involved in the incident:	
Contact details of the person involved in the incident, e-mail phone number	
Date of the incident:	
Date of the notification:	
Description of the incident:	
Consequences of the incident:	



Taken remedial measures:	
Additional information	