

1. SEATING COMFORT		
1.1	Seat width	Make sure that seating width is appropriate for the user.
1.2	Seat depth	Make sure that seating depth is appropriate for the user.
1.3	Seat/seat cushion	Inspect the condition of the cushion.
1.4	Backrest height	Make sure that backrest gives adequate support and freedom of movement.
1.5	Backrest and seating angle	Make sure that backrest and seating angle are appropriate for the user.
1.6	Backrest upholstery/cushion	Make sure that backrest upholstery gives good support at the right location. It should allow the seating cushion to be placed at the right position. Cushion must not be worn out, damaged or unsuitable in any other way.
1.7	Armrests	Make sure that height and length are suitable for the user. Adjusting and locking should work easily. Covering and upholstery should be whole.
1.8	Leg-rests	Make sure that leg-rest angle is suitable for the user. It should be easy to remove, affix and fold sideways. Adjustable leg-rests should be easy to regulate.
1.9	Foot-plates	Make sure that angle and height are suitable for the user.
1.10	Accessories	<p>Make sure that leg-straps/calf supports are in a correct position, height, angle and depth. Upholstery and covering should be intact.</p> <p>Make sure that headrest is appropriately adjusted in height, angle and depth.</p> <p>Make sure that trunk support have appropriate size, form and position.</p> <p>Wheelchair table should not cause pressure on the body.</p> <p>Belt should be appropriately positioned and have suitable length.</p> <p>Is the user in need of complementing accessories?</p>
1.11	User's opinion of seating comfort.	How does the user experience seating comfort? For example cushion comfort and stability. Does the user slide on the seat?

2. MANOEUVRABILITY		
2.1	Rear wheels	<p>Make sure that the wheelchair is well balanced in relation to the user's function and capability. Rear wheels should roll smoothly. If not watch for hair or dirt.</p> <p>Inspect tires condition and air pressure. Both wheels should be in the same position.</p> <p>If there is too much hair/dirt in the hub draw the user's attention to this. Urge the user to clean this more frequently.</p>
2.2	Hand rims	<p>Make sure that hand rims have suitable dimension and surface.</p>
2.3	Castors and castor forks	<p>Make sure that castors turn and roll smoothly and are positioned at the same level. Inspect tires' condition and air pressure.</p> <p>Castor-housing angulations should be correct.</p> <p>If there is too much hair/dirt in the hub draw the user's attention to this. Urge the user to clean the wheelchair more frequently.</p>
2.4	Brakes and attendant manoeuvred brakes	<p>Make sure that the brakes are in good shape and properly adjusted.</p>
2.5	Push handles	<p>Make sure that push handles are suitable in height to the helper.</p>
2.6	Anti-tippers and tipping lever	<p>Make sure that anti-tippers are properly placed. Is there a need of tipping levers?</p>
2.7	User's opinion of manoeuvrability	<p>How does the user experience the manoeuvrability? For example: to turn, to hold steady course, to apply the brakes.</p>
3. TRANSPORTATION		
3.1	Folding	<p>Make sure that the wheelchair is easy to fold. Inspect folding wire and quick-release. Armrests and leg-rests should be easy to remove and affix.</p> <p>If the wheelchair is lifted/carried while the user is sitting in it make sure that wheelchair parts are appropriate for this.</p>
3.2	In private car	<p>Is the user able to transport the wheelchair in private car in the extension desired?</p>
3.3	In minibus	<p>Is the user able to go by minibus in the wheelchair? Is there a need of complementary accessories such as headrest or seating belt to feel more secure?</p>

3.4	User's opinion of transportation	How does the user experience transportation? For example: the possibilities to go by bus, train and aeroplane.
4. SAFETY		
4.1	Frame	Make sure that the frame has no damages as distortion, broken welding seems etc. Inspect screws, nuts, handles and knobs. Make sure that the wheelchair is approved for the user's weight.
4.2	Rear wheels	Make sure that all spokes are in place, straight and intact. Rear wheel axle should be straight and intact. Quick release should lock properly.
4.3	Hand rims	Make sure that the fastening device is intact, that all screws are in place and tight. There should be no damages that can cause cuts.
4.4	Castors and castor forks	Make sure that castor forks are properly attached and in good condition. Inspect tires' condition and quick release.
4.5	Breaks and attendant manoeuvred breaks	Make sure that brakes, brake pads and brake wire are intact and in good working order. Rear wheels should be properly inflated. Brakes should be optimised for the user.
4.6	Tipping lever and anti-tippers	Make sure that tipping lever and anti-tippers are properly attached, adjusted and in good condition.
4.7	Seat and back	Inspect fastening devices. Back and seat upholstery should be intact and properly fastened and not interfere with the folding/unfolding of the wheelchair.
4.8	Leg-rests	Inspect attaching device, calf support upholstery and covering. Make sure that footplates remain in place when upraised.
4.9	Armrests	Inspect attaching device. Make sure that height adjustment and locking are in good working order. Covering and upholstery should be intact.
4.10	User's feeling of safety	Does the user experience the wheelchair as a safe device?

5. GENERAL		
5.1	Inspection, test driving	Are all four wheels in contact with the floor? Is the wheelchair adequately maintained? If possible test-drive the wheelchair. Does the wheelchair hold a steady course, is it rickety, is it jarring?
5.2	Operating instructions	Does the user have operating instructions for the wheelchair?
5.3	Moving to/from	Are actions needed to facilitate moving to and from the wheelchair?
5.4	User's opinion of the wheelchair	Is the user satisfied with the wheelchair?