

WA State CPS Check-up form Instructions

This checklist form is for non-registered Safe Kids BuckleUp car seat inspections.

Use blue or black ink to complete caregiver section.

CAREGIVER INFORMATION: This section of the form seeks information about the caregiver and the vehicle that is at the checkup event. Complete each line.

WAIVER: General clause for non-SafeKids BuckleUp events.

CAREGIVER SIGNATURE AND DATE: The date has been filled in with the first three digits for the year in the date category.

Blue or black ink, or #2 pencil may be used by the technician to complete the rest of the form. Completely fill in the appropriate circles; strike-threw or check-marks are not acceptable.

CHILD NUMBER ONE

CHILD PRESENT: Fill in appropriate bubble

SEAT CHECKED BEFORE: Choose YES or NO. Pay special attention. If the parent has been through a checkup before, see why they are returning. They should leave your event confident that they can move, tighten and adjust the harness and can lock the car seat into place using LATCH or seat belt and tether independently. If you have caregivers who return frequently to your inspection site you may need to spend more time with them to be sure they are confident in their skills. We do not want them to be dependent on us to fix their car seat every time it is moved!

CHILD FIRST NAME and AGE: This form can accept information for two children. Use side 1 for child number 1 and the back side for child number 2. Please remember to evaluate all children who attend an event- even older children who are in seatbelts.

Write the age 6 years like this- number 6 in the block and fill in "years" bubble. Document a 2 week old child as number 2 in the block and fill in "weeks" bubble.

CHILD WEIGHT and HEIGHT: record in inches

CHILD BIRTH DATE: MM/DD/YYYY

ON ARRIVAL

1. Child/CSS location in vehicle: Note the D in the upper left box to show driver placement. Now note where the child or CSS was placed in the vehicle. Note the small box to the right to record something unusual such as an RV or school bus that does not have 3 consecutive rows of seating.

2. CSS Installed Using (select all that apply): Identify whether LATCH or tether alone or seatbelt and tether were used. Mark all methods used to secure the CSS. If there is no child and no CSS, go to #18 on the form and continue. If an integrated seat is used, go to #7 and continue. If a CSS is brought to the event uninstalled complete #2 then move to #4 and continue.

3. Restraint type: Identify the type of child restraint used. It may be a CSS, lap only seatbelt or a vest. If a lap belt or lap/shoulder belt is used, go to #17 and continue.

4. Identify the CSS manufacturer: Write in the name of a manufacturer not provided on the form.

5. Model Number: Obtain and record the model number. You will use this to check for recalls.

6. MFG Date: Record the date of manufacture for the CSS.

FINDINGS

7. CSS History Known: Write yes if the caregiver knows the full history of the CSS. Record no if they obtained it from a yard sale or have no history on the CSS.

8. CSS involved in a crash: Code Yes, No or N/A. A YES or N/A answer- instruct caregiver to replace CSS.

9. CSS labels missing: Are the labels there to use for installation and identification purposes? This requires a Yes or No answer for the CSS.

10. CSS expired: This requires a Yes or No answer for the CSS and a N/A for labels missing.

11. CSS recalled: This requires a Yes or No answer for a CSS and a N/A for a labels missing.

12. CSS correct direction: Was it RF for infants (at a minimum of under 1 year and 20 pounds) or FF for a child over age 1 and 20 pounds at a minimum. Speak to caregivers about the newest recommendations starting here. N/A is used for a child in a seat belt.

13. CSS harness correct: In order to be YES, must come from appropriate harness slots, be tight enough to pass the pinch test, be fully buckled, attached to the splitter plate or other adjuster, harness clip correct.

- 14. Recline angle correct:** Applies to RF, FF and BPB according to manufacturer directions. Manufacturers may allow for a recline in FF orientations. Check instructions.
- 15. Lower anchors correct:** For yes, use of the correct anchor set and fully connected attachments are necessary.
- 16. Tether correct:** Must be attached to the anchor designated for that seating position. Is snug and routed properly to achieve a YES answer. Should be used for almost ALL FF restraints where child is under 40-48 pounds.
- 17. Seat belt correct:** For CSS, is properly routed, tightened and locked. For BPB, seat belt is resting on the hips and shoulder not under the arm or behind the back. For child using seat belt alone the seat belt fits both hips and shoulder appropriately.

ON DEPARTURE

- 18. Child/CSS location in vehicle:** Complete diagram box; note anything unusual about the vehicle in the small box to the right. This could apply to an RV or school bus or unusual circumstance.
- 19. CSS Installed using (select all that apply):** Note all methods used to secure the CSS. (For example, seatbelt and tether). For integrated seats, fill in bubble then skip to #25.
- 20. Coalition provided seat?** Did you provide a replacement seat at the event for this child?
- 21. Restraint type:** In what type restraint did the child depart the event? If no child was present but a base was installed, check "base".
- 22. CSS MFG:** If the child arrived and departed in the same CSS complete the first bubble and continue to #25.
- 23. Model Number:** Complete this if a different seat was used for departure than that used upon arrival.
- 24. MFG Date:** Complete this if a different seat was used for departure than that used upon arrival.
- 25. CR /CHILD Correct:** This is the MOST important question on the form. This assures that you have completed every question during the inspection. Be sure this is complete on every form.
- 26. CSS /Vehicle Compatible:** Bubble yes if you were able to obtain an acceptable fit of the CSS into the vehicle so that there is less than 1 inch of movement front to back or side to side and all other fit criteria are met.
- 27. Education Materials Given:** Document if materials were distributed.

TECHNICIAN DISCUSSED

Talk about all these issues and mark each bubble when you complete this:

- 28. Airbags**
- 29. Unused seat belts**
- 30. Projectiles**
- 31. Unattended children in and around the car (includes backovers/frontovers)**
- 32. Next Steps**

CAREGIVER SIGN OFF

Be sure the caregiver completes the following two questions and initials that they were involved in the checkup.

33. I harnessed child/doll in CSS.

34. I participated/installed CSS today.

CAREGIVER INITIALS: Very important for your protection.

DONATION BOX: Fill in any donation received.

COMMENTS: Note anything unusual (for example, caregiver ignored advice to place child in a rear seat).

TECH LAST NAME: Self explanatory

TECH NUMBER: Self explanatory. Start with I or T then number.

COALITION NUMBER: Not required; complete if information available.

SENIOR CHECKER LAST NAME: Not required; strongly suggested.

SENIOR CHECKER TECH NUMBER: Not required; strongly suggested. Start with I or T then number.

EVENT OR INSPECTION STATION : Not required.

Use wite-out tape in pen dispenser for corrections.

The technician or CPS team will be the "system of record" for the Washington State CPS Checkup Forms. The technician/team will store completed forms for three years to adhere to retention terms; then recycle or otherwise destroy.