|  |
| --- |
| Self-assessment – Chairs |
| For application from |  | (Date of application) |
| Name of Product |  | (please fill in a separate application for each product or program) |
|  |
| Company |  |
| Street / PO Box |  |
| ZIP Code - City |  |
|  |
| Contact person for this application is: |
| Name |  |
| Phone |  |
| Mobile |  |
| E-Mail |  |
|  |
| O | We have attached the separate application form that we filled in. |
| O | We hereby submit together with the application form our self-assessment for the above-named product or program that complies with the Guideline L-Q 2022. |
| O | We fill in completely the sections 11, 12, 13 and 20. |
| O | At the sections 21, 22 and 23 we fill in only one section per product. |
| O | We have based our assessment of the individual criteria on the full text of the guideline, which is referenced here in keywords only. |
| O | For alternative solutions, other than those recommended in the guideline, we have included all necessary documents for verification. |
| O | We declare that the alternative solutions comply with the quality requirements of the guideline. |
| O | I hereby agree that my above data will be stored electronically and processed and archived for the purpose of establishing contact and documentation. I am aware that I can withdraw my consent at any time. |
|  |
| Place | Date | Signature |

|  |  |
| --- | --- |
| 1 | Quality requirements for the basic conception of products and product-related services |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| 11  | Requirements for the basic conception of products |
| 11.1 | General requirements |
| 11.1.1 | All products bear the GS mark |  |  |  | m |  |
|  | * All GS marks are valid for at least one more year
 |  |  |  |  |  |
|  | * Copies of all GS certificates and all related, complete test reports are attached
 |  |  |  |  |  |
| 11.1.2 | All products equipped with parts to be adjusted by electromotive means are marked with the CE symbol |  |  |  | m |  |
| 11.2 | Requirements for product conception |
| 11.2.1 | All products are series-produced products |  |  |  | m |  |
| 11.2.2 | All products are available for subsequent delivery |  |  |  | m |  |
| 11.2.3 | All products are expandable or convertible by means of add-ons and/or constructional elements or mounting parts |  |  |  | s |  |
| 11.3 | Requirements for the product-related quality management |
| 11.3.1 | We have a structured quality management system installed |  |  |  | m |  |
|  | * in accordance with ISO 9001 (please attach certificate)
 |  |  |  |  |  |
|  | * based on other (individual) criteria (please attach documentation)
 |  |  |  |  |  |
| 11.4 | Requirements for the product-related information management |
| 11.4.1 | We provide our customers with meaningful application information, particularly with regard to the safe installation and use of the products |  |  |  | m |  |
| 11.4.2 | Disassembly instructions are available for furniture that includes electrical or electronic components |  |  |  | m |  |
| 11.4.3 | All information is available in the official language of the country of destination and/or be clarified by pictograms |  |  |  | m |  |

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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| 12 | Requirements for product-related services |
| 12.1 | Requirements for local sales services |
| 12.1.1 | We have trained sales and advisory personnel available in all sales regions |  |  |  | s |  |
| 12.1.2 | In all sales regions, showrooms are available in which the product can be tested |  |  |  | s |  |
| 12.1.3 | With larger purchases, the potential customer can test the product for at least 14 days |  |  |  | m |  |
| 12.2 | Requirements for delivery and assembly |
| 12.2.1 | We have trained technical customer service staff available in all sales regions |  |  |  | s |  |
| 12.2.2 | Our employees can deliver and install the products in accordance with the layout planning |  |  |  | m |  |
| 12.3 | Requirements for after-sales services |
| 12.3.1 | We offer an individual introduction into use |  |  |  | s |  |
| 12.3.2 | We offer regular checks for optimal functioning |  |  |  | s |  |
| 12.3.3 | We offer maintenance contracts |  |  |  | o |  |
| 12.3.4 | We offer a spare part catalogue |  |  |  | s |  |
| 12.3.5 | Spare part and supplementary deliveries of standard items are carried out within a few days |  |  |  | m |  |

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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| 13 | Requirements for the ecological focus of products and services |
| 13.1 | Requirements for the ecological properties of products  |
| 13.1.1 | We have installed a structured environmental management system |  |  |  | m |  |
|  | * in accordance with ISO 14001 or EMAS (please attach certificate)
 |  |  |  |  |  |
|  | * based on other criteria(please attach documentation)
 |  |  |  |  |  |
| 13.1.2 | The materials can be cleanly separated by type |  |  |  | s |  |
| 13.1.3 | The environmental properties of the materials used are documented with these attached test marks or documentation: |  |  |  | m |  |
|  | * Blue Angel RAL-UZ 38 oder 117
 |  |  |  |  |  |
|  | * NF Environnement 217
 |  |  |  |  |  |
|  | * EU Ecolabel Furniture 2016/1332
 |  |  |  |  |  |
|  | * RAL-GZ 430 (DGM)
 |  |  |  |  |  |
|  | * Österreichisches Umweltzeichen
 |  |  |  |  |  |
|  | * TÜV Rheinland Certified: Emission Tested, Tested for Harmful Substances
 |  |  |  |  |  |
|  | * European LEVEL (FEMB)
 |  |  |  |  |  |
|  | * BIFMA level (ANSI/BIFMA e3)
 |  |  |  |  |  |
|  | * Nordic Swan
 |  |  |  |  |  |
|  | * Greenguard (gold)
 |  |  |  |  |  |
|  | * Cradle-to-cradle
 |  |  |  |  |  |
|  | * Oeko-Tex resp. EU-Flower for Textile until product class II
 |  |  |  |  |  |
|  | * IAQ
 |  |  |  |  |  |
|  | * PEFC
 |  |  |  |  |  |
|  | * FSC
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |

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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| 13.1.4 | Upholstery and other foam material are low in harmful substances and recyclable |  |  |  | m |  |
| 13.1.5 | Textile coverings are fixed without adhesives or by solvent-free adhesives |  |  |  | m |  |
| 13.1.6 | Repair and replacement of individual (worn) components is possible |  |  |  | s |  |
| 13.2 | Requirements for the associated services |
| 13.2.1 | We ourselves or by means of a third party are able to take back our own products after use and ensure their further use or have them properly disposed |  |  |  | s |  |

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| 2 | Quality requirements for office chairs |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| 20 | Requirements for all types of office chairs |
| 20.1 | Requirements for the materials to be used |
| 20.1.1 | All visible steel and aluminium parts of the seating are available with durable surfaces |  |  |  | m |  |
| 20.1.2 | For the upholstery coverings, a choice of colour and design collections is available |  |  |  | s |  |
| 20.2 | Requirements for chair castors |
| 20.2.1 | Seating on castors shall be secured against unintentional rolling (e.g. by means of castors with load-controlled braking in accordance with DIN EN 12529) and the castors must be of identical design. |  |  |  | m |  |
|  | * by castors with load-controlled braking in accordance with DIN EN 12529
 |  |  |  |  |  |
|  | * by other solution(please attach documentation)
 |  |  |  |  |  |
|  | All castors are of identical design |  |  |  | m |  |
| 20.3 | Requirements for the upholstery |
| 20.3.1 | The upholstery is comfortable and promotes a sitting posture easy on the back |  |  |  | m |  |
| 20.3.2 | The upholstery materials prevent heat and moisture from building up |  |  |  | m |  |
| 20.3.3 | Upholstered seats permanently provide for an ergonomically beneficial pressure distribution |  |  |  | m |  |
| 20.3.4 | Seat and backrest upholsteries are replaceable |  |  |  | s |  |
| 20.4 | Requirements with regard to ease of servicing |
| 20.4.1 | Chair castors are interchangeable tool-free or with simple aids |  |  |  | m |  |
| 20.4.2 | Components and parts can be retroactively added or replaced, e.g. armrests, headrests/ neckrests or writing tablets |  |  |  | s |  |

Selection of the appropriate section for your product type

* Select here in which category you want to have your product certified
* Each product can be certified only in one category

## Office work chairs

[Section 21](#_Anforderungen_an_Büroarbeitsstühle)

## Visitor chairs and conference chairs

[Section 22](#_Anforderungen_an_Besucher-,)

## Swivel chairs for communication areas and mobile working from home

[Section 23](#_Anforderungen_an_Drehstühle)

|  |  |  |  |  |  |  |
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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| 21 | Requirements for office work chairs |
| 21.1 | General requirements for office work chairs |
| 21.1.1 | The office work chairs are stable |  |  |  | m |  |
| 21.2 | Requirements for the base structure |
| 21.2.1 | Seat height is adjustable, details are specified in 21.7  |  |  |  | m |  |
| 21.2.2 | Office work chairs can be fitted with hard and soft castors |  |  |  | m |  |
| 21.3 | Requirements for the mechanisms |
| 21.3.1 | Seat and backrest move synchronously, i.e. maintain a matched ratio |  |  |  | m |  |
| 21.3.2 | The backrest forms a sufficiently large opening angle with the seat, details are specified in 21.7  |  |  |  | m |  |
| 21.3.3 | The backrest resistance (resilience when leaned against) is adaptable to the weight of the user by |  |  |  | m |  |
|  | * manual adjustment usable while sitting
 |  |  |  |  |  |
|  | * automatic weight adjustment system with supplementary fine adjustment
 |  |  |  |  |  |
| 21.3.4 | The front edge of the seat does not rise at all or only imperceptibly when the working posture is inclined backwards |  |  |  | m |  |
| 21.4 | Requirements for the seat |
| 21.4.1 | The seat’s suspension remains active in the lowest position of the seat |  |  |  | s |  |
| 21.4.2 | The seat depth is adjustable |  |  |  | o |  |
|  | At the same time, the contours of the seat upholstery near the back are such that there is no uncomfortable pressure at the buttocks and the coccyx |  |  |  | m |  |
| 21.4.3 | It is possible to tilt the seat as a whole forward |  |  |  | o |  |

|  |  |  |  |  |  |  |
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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| 21.5 | Requirements for the backrest |
| 21.5.1 | The backrest is anatomically shaped and fully support the user’s back |  |  |  | m |  |
|  | When sitting upright, a lumbar support supports the lumbar vertebral region (lordosis) |  |  |  | m |  |
| 21.5.2 | The lumbar support can be adjusted in height or entirely by |  |  |  | m |  |
|  | * height adjustment of the backrest
 |  |  |  |  |  |
|  | * height adjustment of the lumbar support
 |  |  |  |  |  |
|  | * other solution (please specify)
 |  |  |  |  |  |
| 21.5.3 | The depth of the lumbar support is adaptable |  |  |  | o |  |
| 21.5.4 | The backrest extends to the user’s shoulder region, details are specified in 21.7 |  |  |  | m |  |
|  | The upper part of the backrest does not cause uncomfortable pressure on the user’s back |  |  |  | m |  |
| 21.5.5 | The product is available with adjustable headrest/neckrest |  |  |  | o |  |
| 21.6 | Requirements for the armrests |
| 21.6.1 | Office work chairs are offered with height-adjustable armrests, details are specified in 21.7 |  |  |  | m |  |
| 21.6.2 | The position of armrests is adjustable in width and depth by |  |  |  | s |  |
|  | * width adjustment
 |  |  |  |  |  |
|  | * depth adjustment
 |  |  |  |  |  |
|  | * swivelling of armrest
 |  |  |  |  |  |
|  | * other solution (please specify)
 |  |  |  |  |  |
| 21.6.3 | The armrests have an ergonomically shaped surface |  |  |  | m |  |
| 21.6.4 | The armrests are replaceable and permit retrofitting |  |  |  | m |  |

Please read first this explanation for section 21.7 "Dimensions"

* Complete the following two-page table in full.
* If you apply for certification of a product with more than one product type,
first copy this table and then complete the copies for each individual product type.

New since 02/2023 – Please make the following entries in Table 21.7:

- Indication of the model for which you are completing the sheet.

- Indication of the measurement method

- For measurements a) to k) please tick the appropriate box in the "yes/no" columns.

=> All fields with a grey background will be filled in by the office of the Qualitätsforum Büroeinrichtungen.

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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 21.7 | Dimensions for office work chairs |
|  | The following details refer to: |  |  |  |  |  |
|  | * all product types
 |  |  |  |  |  |
|  | * certain product types(please specify)
 |  |  |  |  |  |
|  | The dimensions were determined using the following measurement method: |  |  |  |  |  |
|  | * DIN EN 1335-1:2002
 |  |  |  |  |  |
|  | * DIN EN 1335-1:2020 (CMD)
 |  |  |  |  |  |
| a) | Seat height:Adjustment range min. 110 mm, incl. the range from 420 to 520 mm |  |  |  | m |  |
| b) | Seat depth, when adjustable:Adjustment range min. 50 mm, incl. the range from* 400 to 420 mm (EN 1335-1:2002)
* 425 to 450 mm (EN 1335-1:2020)
 |  |  |  | *m* |  |
|  | Seat depth, if not adjustable:between* 380 and 440 mm (EN 1335-1:2002)
* 425 and 485 mm (EN 1335-1:2020)
 |  |  |  | m |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| c) | Seat width:min. 450 mm |  |  |  | m |  |
|  | Seat inclination, if not adjustable:between* -2° and -7° (EN 1335-1:2002)
* +2° and -5° (EN 1335-1:2020)
 |  |  |  | m |  |
|  | Seat inclination, if adjustable:* Adjustment range min. 6°, incl. the range from -2° to -7°(EN 1335-1:2002)
* Adjustment range min. 5°, incl. the position of 0° (EN 1335-1:2020)
 |  |  |  | *m* |  |
| d) | Height of the upper edge of the backrest:min. 480 mm |  |  |  | m |  |
|  | Adjustment range of the heightof the lumbar support:* min. 170 bis 230 mm (EN 1335-1:2002)
* min. 70 mm, within the range from 170 to 300 mm (EN 1335-1:2020)
 |  |  |  | m |  |
| e) | Range of movement of the backrest inclination:min. 15° |  |  |  | m |  |
| f) | Armrest heigth:Adjustment range min. 100 mm, incl. the range from 200 to 290 mm |  |  |  | m |  |
| g) | Armrest length:min. 200 mm |  |  |  | m |  |
| h) | Armrest width:min. 50 mm |  |  |  | m |  |
| i) | Distance from armrest to front edge of seat:min. 100 mm (only EN 1335-1:2002) |  |  |  | m |  |
| j) | Distance from backrest to the front edge of armrest:max. 350 mm (only EN 1335-1:2020) |  |  |  | m |  |
| k) | Adjustment range of clear width between the armrests:min. 460 to 510 mm |  |  |  | s |  |

|  |  |  |  |  |  |  |
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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| --- | --- |
| 22 | Requirements for visitor chairs and conference chairs |
| 22.1 | General requirements for visitor chairs and conference chairs |
| 22.1.1 | The chairs are stable |  |  |  | m |  |
| 22.2 | Requirements for seat and backrest |
| 22.2.1 | The seat is of sufficient width and depth,details are specified in 22.6 |  |  |  | m |  |
| 22.2.2 | Models with upholstered seat surfaces are available |  |  |  | s |  |
| 22.2.3 | The backrest is anatomically formed and has a lumbar support |  |  |  | m |  |
| 22.2.4 | The backrest is sufficiently high, details are specified in 22.6 |  |  |  | m |  |
| 22.3 | Requirements for the armrests |
| 22.3.1 | Chairs are offered with armrests,details are specified in 22.6 |  |  |  | s |  |
| 22.3.2 | The clear width between the armrests matches the ergonomic requirements,details are specified in 22.6 |  |  |  | m |  |
| 22.4 | Requirements for seating on castors |
| 22.4.1 | Visitor chairs and conference chairs are fitted with castors or glides against unintentional rolling away: |  |  |  | s |  |
|  | * available with hard castors
 |  |  |  |  |  |
|  | * available with soft castors
 |  |  |  |  |  |
|  | * available with glides
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| 22.5 | Requirements for stackable chairs |
| 22.5.1 | All product types are lightweight |  |  |  | s |  |
|  | Weight of product types for row seating max. 8 kg |  |  |  | s |  |
| 22.5.2 | Stacked chairs are stable |  |  |  | -m |  |
|  | * without auxiliary means
 |  |  |  |  |  |
|  | * with stacking aid
 |  |  |  |  |  |
| 22.5.3 | A suitable device for transportation of stacked chairs is available |  |  |  | o |  |

Please read first this explanation for section 22.6 "Dimensions"

* Complete the following table in full.
* If you apply for certification of a product with more than one product type,
first copy this table and then complete the copies for each individual product type.

New since 02/2023 – Please make the following entries under 22.6:

- Indication of the model for which you are completing the sheet.

- Indication of the measuring method

- For measurements a), b), c) and f) please tick the appropriate box in the "yes/no" columns.

=> All fields with a grey background will be filled in by the office of the Qualitätsforum Büroeinrichtungen.

- For the dimensions d) "Backrest height" and e) "Armrest height" please tick "yes/no" and enter the measured dimensions.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 22.6 | Dimensions for visitor chairs and conference chairs  |
|  | The following details refer to: |  |  |  |  |  |
|  | * all product types
 |  |  |  |  |  |
|  | * certain product types(please specify)
 |  |  |  |  |  |
|  | The dimensions were determined using the following measurement method: |  |  |  |  |  |
|  | * DIN EN 16139
 |  |  |  |  |  |
|  | * DIN EN 1335-1:2002
 |  |  |  |  |  |
|  | * DIN EN 1335-1:2020 (CMD)
 |  |  |  |  |  |
| a) | Seat height, if not adjustable: between 400 and 500 mm |  |  |  | m |  |
|  | Seat height, if adjustable:min. 420 to 480 mm |  |  |  | m |  |
| b) | Seat depth:* min. 400 mm (EN 16139)
* min. 400 mm (EN 1335-1:2002)
* min. 425 mm (EN 1335-1:2020)
 |  |  |  | m |  |
| c) | Seat width:min. 400 mm |  |  |  | m |  |
| d) | Height of the upper edge of the backrest:min. 360 mm |  |  |  | m |  |
| e) | Armrest height:between 200 and 250 mm |  |  |  | s |  |
| f) | Clear width between the armrests:min. 460 mm |  |  |  | m |  |

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| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

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| 23 | Requirements for swivel chairs for communication areas and mobile working from home |
| 23.1 | General requirements for swivel chairs for communication areas or for mobile working from home  |
| 23.1.1 | The swivel chairs are stable |  |  |  | m |  |
| 23.2 | Requirements for the base structure |
| 23.2.1 | The seat height is adjustable,details are specified in 23.6 |  |  |  | m |  |
| 23.2.2 | The chairs are available with hard and soft castors |  |  |  | s |  |
| 23.3 | Requirements for the mechanisms |
| 23.3.1 | The seat and the backrest offer a high level of comfort |  |  |  | m |  |
|  | The backrest permits relaxed leaning back |  |  |  | m |  |
| 23.3.2 | Seat and backrest move synchronously, i.e. maintain a matched relationship |  |  |  | o |  |
| 23.4 | Requirements for seat and backrest |
| 23.4.1 | The seat is of sufficient width and depth,details are specified in 23.6 |  |  |  | m |  |
| 23.4.2 | The backrest is anatomically formed and has a lumbar support |  |  |  | m |  |
| 23.4.3 | The backrest extends to the user’s shoulder region,details are specified in 23.6. |  |  |  | m |  |
|  | The upper part of the backrest does not cause uncomfortable pressure on the user’s back |  |  |  | m |  |
| 23.5. | Requirements for the armrests |
| 23.5.1 | Chairs are offered with armrests,details are specified in 23.6 |  |  |  | m |  |
| 23.5.2 | The clear width between the armrests matches the ergonomic requirements,details are specified in 23.6 |  |  |  | m |  |

Please read first this explanation for section 23.6 "Dimensions"

* Complete the following two-page table in full.
* If you apply for certification of a product with more than one product type,
first copy this table and then complete the copies for each individual product type.

New since 02/2023 – Please make the following entries in Table 23.6:

- Indication of the model for which you are completing the sheet.

- Indication of the measuring method

- For measurements a) to g) please tick the appropriate box in the "yes/no" columns.

=> All fields with a grey background will be filled in by the office of the Qualitätsforum Büroeinrichtungen.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 23.6 | Dimensions for swivel chairs for communication areas and mobile working from home |
|  | The following details refer to: |  |  |  |  |  |
|  | * all product types
 |  |  |  |  |  |
|  | * certain product types(please specify)
 |  |  |  |  |  |
|  | The dimensions were determined using the following measurement method: |  |  |  |  |  |
|  | * DIN EN 1335-1:2002
 |  |  |  |  |  |
|  | * DIN EN 1335-1:2020 (CMD)
 |  |  |  |  |  |
| a) | Seat height:Adjustment range min. 100 mm, incl. the range from 420 to 510 mm |  |  |  | m |  |
| b) | Seat depth, if not adjustable:between* 380 and 440 mm (EN 1335-1:2002)
* 425 and 485 mm (EN 1335-1:2020)
 |  |  |  | m |  |
|  | Seat depth, if adjustable:Adjustment range min. 50 mm, incl. the range from * 400 to 420 mm (EN 1335-1:2002)
* 425 to 445 mm (EN 1335-1:2020)
 |  |  |  | *m* |  |
| c) | Seat width:min. 400 mm |  |  |  | m |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| d) | Height of the upper edge of the backrest:min. 450 mm |  |  |  | m |  |
|  | Height of lumbar support, if not adjustable: between* 170 and 220 mm (EN 1335-1:2002)
* 170 and 300 mm (EN 1335-1:2020)
 |  |  |  | m |  |
|  | Height of lumbar support, if adjustable:Adjustment range min. 50 mm, * incl. 170 to 220 mm (EN 1335-1:2002)
* in the range from 170 to 300 mm (EN 1335-1:2020)
 |  |  |  | *m* |  |
| e) | Armrest height, if not adjustable, between:* 200 and 250 mm (EN 1335-1:2002)
* 225 and 275 mm (EN 1335-1:2020)
 |  |  |  | m |  |
|  | Armrest height, if adjustable:* min. between 200 and 250 mm (EN 1335-1:2002)
* Adjustment range min. 50 mm, incl. the range from225 to 250 mm (EN 1335-1:2020)
 |  |  |  | *m* |  |
| f) | Armrest width:min. 40 mm |  |  |  | m |  |
| g) | Clear width between the armrests:between 460 and 510 mm |  |  |  | m |  |