



Training and Maintenance

A COMPREHENSIVE GUIDE

Core Protection Systems Ltd
1A Millfield Lane
Haydock
St Helens
WA11 9TW
United Kingdom

+44 (0) 1942 597 267
sales@corpro.systems
www.corpro.systems

Registered in England & Wales
Company No 10002483, VAT No GB270 0319 41

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1. Document Scope and Structure

The purpose of this document is to provide comprehensive guidance for the training and maintenance of Corpro products. This document may be used and/or referenced by:

- Distributors of Corpro products who may provide product assistance to customers
- Those who act as a Corpro Service Centre
- Health and Safety / Infection Control Leads who are advising others on how to appropriately wear and maintain Corpro products
- Individuals who wear Corpro products as part of their occupational uniform

The current scope of the Corpro product range is as follows:

- HM1400 Half Mask
- FFM1600 Full Face Mask
- F1100 Filter Range (with 9 filter variants)
- Range of Accessories (including the medical Barrier products and the Portacount adapter)
- Range of Spares for both the HM1400 half mask and the FFM1600 full face mask

Training may or may not be necessary for all products within the Corpro range.

The general structure of the document will be as follows:

1. HM1400 Half Mask
 - a. How to use/wear, shelf life, how to maintain, clean and store, disposal
2. FFM1600 Full Face Mask
 - a. How to use/wear, shelf life, how to maintain, clean and store, disposal
3. F1100 Filter Range
 - a. How to select and use/wear, shelf life, how to maintain, clean and store, disposal
4. Accessories
 - a. More detail on accessories which require certain procedures for effective usage
 - b. How to use/wear, longevity, how to maintain, clean and store, disposal
5. Spares
 - a. Spare identification and how to change certain spare parts
 - b. NB: This section does not cover all spares, but references the processes for the more commonly used spares

To aid in customer training and support, we provide a wealth of instructional and informational videos. If such a video exists for a certain procedure, a web link will be included in the appropriate section. However, should you wish to browse the current selection of videos, you are able to here: <https://vimeo.com/corpro>

This document is purely for training and maintenance guidance and therefore does not cover the following topics:

- The approvals, features and benefits of Corpro products
- Fit testing protocols

A Corpro Representative will be able to provide information and advice on the above points separately to this document.

This guide is for information purposes only. Choices made are ultimately the responsibility of Health and Safety personnel using or distributing the products due to their specific knowledge of their area/working environment. If considering usage of Corpro products, it would be best to read the entirety of this document as well as speak to a Corpro Representative to allow fully informed respiratory safety equipment choices to be made.

Corpro reserves the right to update or amend this document at any time without prior notice. Version number specified on the cover page footer, as applicable. Additionally, as part of Appendix 1, any changes from previous versions will be referenced, explained and dated.

2. Definitions

Certain terms and acronyms may be used throughout the document which are specific to the respiratory / health and safety industries.

- **Adequacy:** According to the UK's Health and Safety Executive (HSE) in their practical guide 'HSG53'¹, when we refer to RPE as 'adequate', we mean "it is right for the hazard and reduces exposure to the level required to protect the wearer's health".
- **Adjusting:** 'Adjusting' a mask means to alter the positioning of one or many of the mask components whilst wearing the mask with the aim of achieving a better fit.
- **Fit:** When discussing how well a tight-fitting respirator 'fits', it means how well the facepiece seals onto the face. If a mask is poorly fitted, the mask is likely to allow air ingress.
- **Fit test vs Fit check:** Fit testing is different to fit checking. A fit test should be carried out as part of the RPE selection process, before being worn in hazardous environments, to establish the most adequate and suitable RPE for the wearer. This should be performed at least once a year or after a long period of storage, and should be undertaken by an accredited fit tester. A fit check is a procedure that should be performed by the wearer every time they don their RPE, and this confirms whether a seal has been achieved.
- **Leak test:** Another name for a 'fit test' (see above). Other phrases which can be used are '**leak tightness test**' and '**functional leak test**'.
- **Negative pressure check:** Another name for 'fit check' (see above).
- **Respirator:** As defined by the HSE in HSG53¹, respirators (filtering devices) "use filters to remove contaminants from the air being breathed in."
 - Further, for context, '**non-powered respirators**' rely "on the wearer's breathing to draw air through the filter".
- **PPE:** Personal protective equipment.
- **RPE:** Respiratory protective equipment.
- **Suitability:** According to the HSE in HSG53¹, when we refer to RPE as 'suitable', we mean "it is right for the wearer, task and environment, such that the wearer can work freely and without additional risks due to the RPE".
- **Tight-fitting facepiece:** As defined in HSG53¹, tight-fitting facepieces "rely on having a good seal with the wearer's face" and "a face fit test should be carried out to ensure the RPE can protect the wearer".

3. Guidance

For your information, facial hair should be removed in advance of wearing tight-fitting respiratory equipment such as the Corpro HM1400 half mask or the FFM1600 full face mask. This is because facial hair will reduce the effectiveness of the seal between the mask and face. If an individual cannot clean-shave for personal or religious reasons, they should speak to an appropriate Respiratory Health and Safety individual within their organisation to discuss RPE options.

During cleaning procedures, be aware that the products may be contaminated before disinfecting. Wear PPE before and during cleaning processes to reduce risk and dispose of/clean such PPE appropriately and safely after use. All cleaning should be undertaken in a sterile or uncontaminated environment.

Keep all Corpro products out of reach of children – small parts may be a choking hazard.

3.1 HM1400 Half Mask



The Corpro HM1400 Half Mask is a reusable, elastomeric respirator which requires an appropriate pair of F1100 range filters attached (depending on airborne contaminants; both filters must be of the same type and class). See section 3.3 for more information about the F1100 range filters. The mask can also be used with various Corpro accessories (specified in section 3.4).

3.1.1 General Training

This section will cover the processes on how to appropriately select, wear, adjust and check the fit of your HM1400.

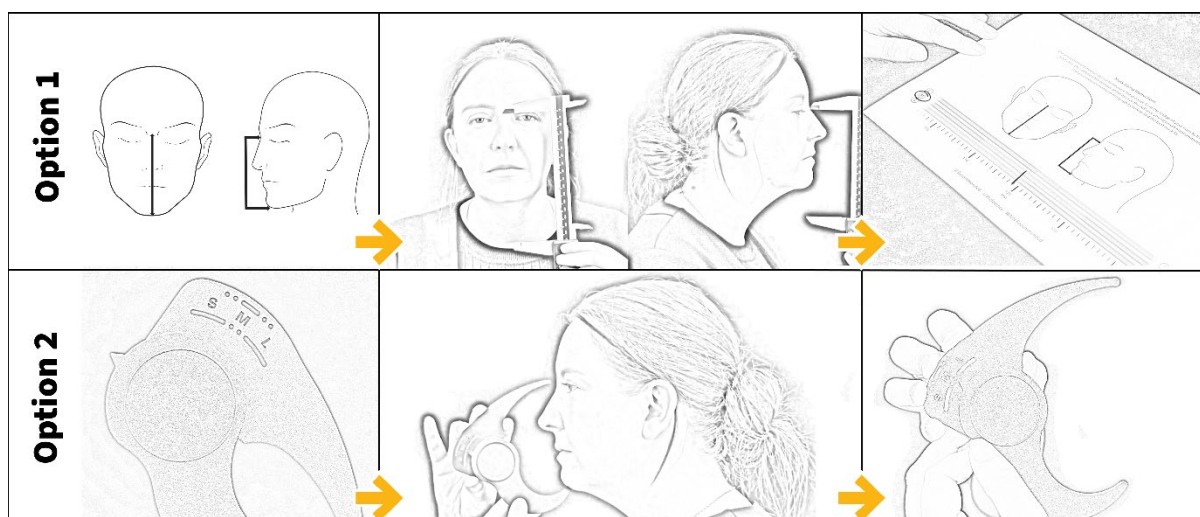
3.1.1.1 Choosing your Mask size

How to measure your face to establish the most likely HM1400 size for you. This process can be undertaken in two ways.

NB: The most comfortable size for you, or the size which enables you to achieve a fit, may be different from your recommended mask size depending on your facial features and preferences. Also, if in between sizes (e.g., if you find your measurement to be between small and medium), both sizes should fit but one size may be more comfortable than the other.

Instructional video: <https://vimeo.com/corpro/choosing-your-mask-size>

Pictorial instructions:



Written instructions:

Option 1 – Self measurement and sizing chart

1. Measure the distance from the bridge of your nose to the tip of your chin using any convenient measuring tool. Do not follow the contour of your nose.
2. You can either download and print your mask sizing chart from www.corpro.systems/resources, email sales@corpro.systems and ask for a downloadable version, or request the chart directly from any Corpro Representative.
3. Use the sizing chart and map your measurements to find your most likely size.

Option 2 – Sizing calliper

The sizing calliper recommends your mask size without the need for explicit measurements. The calliper can be purchased as an individual item.

1. Place the tip of the more curved, shorter side of the calliper on the tip of the chin and move the other tip of the calliper gently towards the bridge of your nose until there is contact.

2. Read the recommended size which is displayed on the calliper.

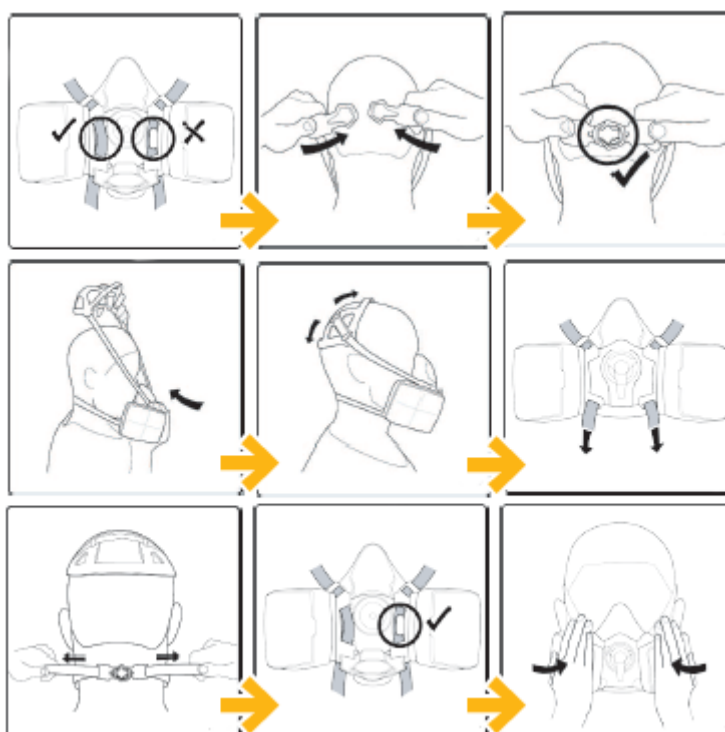
3.1.1.2 Donning and Doffing your Half Mask

How to put on and take off your half mask. Ensure you have established your recommended mask size in advance of donning (see section 3.1.1.1).

Instructional video: <https://vimeo.com/corpro/donning-and-doffing-your-half-mask>

Pictorial instructions:

Donning –



Written instructions:

Step 1 – Donning

1. For first time use, ensure both your straps are released from the locked position. The strap is 'unlocked' when the strap is positioned over the locking tabs inside of the front cover.
2. Also loosen all straps prior to donning when using for the first time.
3. Fasten buckles around your neck and slightly tighten straps if necessary.
4. Securely locate the head cradle/harness on the crown of your head.
5. Adjust the mask and straps until secure and comfortable. The tension in the straps above and below the oronasal should be balanced.

6. Cover filter openings with your hands and perform a fit check. For fit checking procedure, please see section 3.1.1.3.

Step 2 – Doffing

1. Remove head cradle/harness for temporary removal.
2. OR remove neck straps for temporary removal.
3. For full removal, release the head cradle/harness and then unlock the neck straps.

Locking the mask into position

1. To avoid refitting after each donning, lock the straps in place.
2. Open the front cover of the mask and secure the strap under the locking tabs.
3. Ensure tension in the straps above and below the oronasal in balanced and tug the straps both above and below the front cover to make sure the locking was successful.
4. Repeat the process for both sides of the mask.

3.1.1.3 Fit Checking your Half Mask

The fit checking process for your half mask. A fit check should be performed each time you don your mask.

Instructional video: <https://vimeo.com/corpro/fit-checking-your-half-mask>

Pictorial instructions:



Written instructions:

1. Don your mask. For the donning procedure, please see section 3.1.1.2.
2. Place the palm of your hands over the outward-facing openings on the filters.
3. Inhale and hold your breath for ten seconds to check the seal against your face. If fitted adequately, the inhaled breath should cause the mask to press against your face and this

should remain for the duration of the inhale/hold. Also move your head to test if the seal holds.

4. If leakage occurs, adjust your mask and perform the fit check again.

3.1.1.4 During Use

WARNING: If you experience any of the following whilst wearing the product, leave the hazardous area immediately and seek assistance.

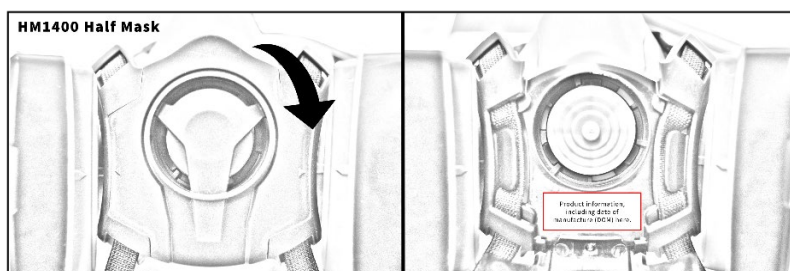
- Breathing difficulty.
- Dizziness or nausea.
- You can smell or taste the contaminant.
- You experience any other noticeable side effects.
- Your equipment becomes damaged.

3.1.2 Maintenance

This section applies only to the mask itself and does not include the filters unless stated otherwise.

3.1.2.1 Shelf Life

It is recommended that the HM1400 product is fully serviceable for five years after the date of manufacture. Manufactured date is on both the outer box and internal to the front cover on the mask itself, below the exhale valve. After this time, it would be advisable to purchase a new mask.



It is wise to make a note of the manufactured date once the mask has been purchased, just in case the outer box is lost or the front cover requires replacement. Shelf life may be reduced if damaged or not adequately maintained. Replace mask immediately if damaged or showing visible signs of wear.

3.1.2.2 General Maintenance

It is important to maintain RPE to ensure that it remains in good working order for wearer safety.

According to HSE guidance HSG53¹ / COSHH essentials R3², and in accordance with our manufacturer instructions, RPE should be maintained at least once every three months (but ideally every month if possible). Maintenance tasks include ensuring:

- RPE is generally free from dirt and cracks.
- Seals are fully intact.
- All components are in good condition, clean and free from breakages (for a full breakdown of mask components, see section 3.5.1).
- The mask itself and the accompanying filters are within their expiration date.

Should any of your components on your mask need replacing, Corpro has a full range of spares which can be purchased separately to the mask, along with instructions on how to change more commonly purchased components. Please see section 3.5 for more information.

If you wear your respirator often, or if you work within an environment with high concentrations of particulates and/or vapours, maintenance may be required on a more frequent basis. This should be discussed with your organisational Respiratory Health and Safety personnel.

As part of your maintenance, it is advisable to fill in a Maintenance Log. This helps to keep track of maintenance checks which have been performed and helps to identify when it would be beneficial to act upon certain tasks. Corpro's version of a Maintenance Log is available on the Corpro website (<https://corpro.systems/resources/>), although if it is preferable, it is possible to generate your own using HSE guidance.

NB: You should look over the mask and filters and perform a fit check (see section 3.1.1.3) each time you don your mask. Do not wait for scheduled maintenance.

3.1.3 Cleaning and Disinfection

Ultimately, cleaning procedures, including cleaning frequency, depend on the working environment and so this should be clarified based on organisational risk assessments. However, general advice can be offered.

For thorough disinfection, it is advised to clean the respirator with one of the following solutions:

- Antibacterial soap and warm water (~ 40°C).
- 10% bleach solution with water.
- 60% or over isopropanol alcohol (IPA) products.

- Hypochlorous acid products.
- Hydrogen peroxide solutions.
- Vapourised hydrogen peroxide (VHP).
- Equivalents to the above.

It does not matter how such cleaning solutions are administered. Once cleaned for at least five minutes with one of the above, rinse the mask with plenty of water and leave to dry. Ensure products are dry before use or storage.

At the very least, the respirator should be cleaned at the end of each working shift to benefit personal hygiene, health and product longevity.

3.1.4 Storage

There may be particular required storage procedures depending on your working environment. This should be confirmed with your organisational Respiratory Health and Safety Officer.

Corpro recommends the mask be stored in a cool, dry and sterile / uncontaminated place, out of direct sunlight. Corpro can offer rigid, reusable storage containers if this is preferable, but if not, somewhere safe and clean such as a disinfected personal locker will be sufficient.

The respirator should always be cleaned before storage, regardless of how long the respirator may remain unused.

SPECIFICALLY FOR COVID-19:

NB: Make sure the mask and filters are dry in advance of storage.

Corpro recommends storing the mask (and filters) in a polythene bag, preferably zip-locked with some form of desiccant (such as a dry silica gel sachet), when not in use. A polythene bag is included when purchasing a HM1400 half mask or FFM1600 full face mask.

If the above storage method is not possible, it is suitable to store the mask and filters in a clean area where there is no risk of contamination e.g., a disinfected personal locker.

3.1.5 Maintenance Intervals

To summarise, based on the information presented above, Corpro recommends the following maintenance intervals:

<i>Interval</i> Task	<i>Before Use</i>	<i>After Use</i>	<i>3 months</i>	<i>6 months</i>	<i>12 months</i>
Cleaning/Disinfecting		X			X
Fit Test / Leak Tightness Test	X (First Use)				X
Valve Replacement			X*	X*	X*
General User Checks	X		X		
Fit Check	X		X		

As previously mentioned, depending on your environment, risks and wear frequency, certain maintenance tasks may be required more frequently. This needs to be established by an organisational risk assessment.

If components have been replaced (e.g., valves), a fit check and a general user check must be carried out in advance of mask's next use.

All aforementioned tasks should be performed if a mask has been in storage for a long period, and at least once a year.

* Either every 3, 6 or 12 months depending on wear frequency and working environment.
Organisational risk assessment required to establish.

3.1.6 Disposal

To establish the safest disposal method for the HM1400, this will require a risk assessment by your organisation. However, Corpro can provide the following information and recommendations:

- All parts of the mask, other than the elastic strap, are recyclable as the mask's materials include thermoplastic elastomers (TPE), acrylonitrile butadiene styrene (ABS) or polycarbonate/acrylonitrile butadiene styrene (PC/ABS) plastic, and silicone (valves only).
- Depending on your working environment, you may not be able to recycle the materials as the mask may be classed as hazardous waste. This would need to be checked and, if classed as hazardous waste, the appropriate disposal method should be outlined and followed.
- If the mask is not classed as hazardous waste, the product should be disposed of or recycled as applicable in a controlled waste area at the occupational site / an agreed third-party site.

3.2 FFM1600 Full Face Mask



The Corpro FFM1600 Full Face Mask is a reusable, elastomeric respirator which requires an appropriate pair of F1100 range filters attached (depending on airborne contaminants; both filters must be of the same type and class). See section 3.3 for more information about the F1100 range filters. The mask can also be used with various Corpro accessories (specified in section 3.4).

3.2.1 General Training

This section will cover the processes on how to appropriately select, wear, adjust and check the fit of your FFM1600.

3.2.1.1 Choosing your Mask size

The process of choosing a FFM1600 mask size is the same as the process for choosing the HM1400 half mask size. Please see section 3.1.1.1 for the full procedure.

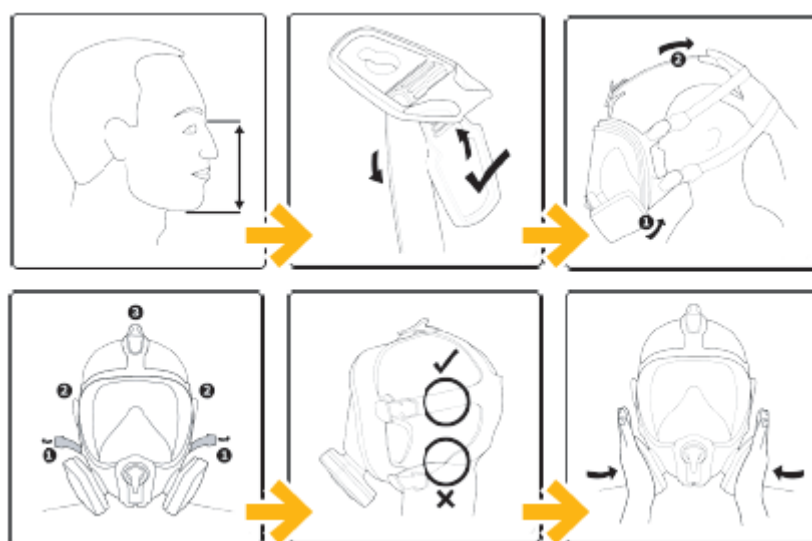
3.2.1.2 Donning and Doffing your Full Face Mask

How to put on and take off your full face mask. Ensure you have established your mask size in advance of donning (see section 3.1.1.1).

Instructional video: <https://vimeo.com/corpro/donning-and-doffing-your-full-face-mask>

Pictorial instructions:

Donning –



Written instructions:

Step 1 – Donning

1. For first time use, loosen all straps prior to donning.
2. Place the mask over your face and pull the harness over your head.
3. Starting with the bottom straps and working upwards, tighten the straps slightly (not fully).
4. Ensure no hair is trapped underneath the seal and adjust the mask's positioning if necessary.
5. Tighten the straps fully. For a balanced fit, firstly tighten the bottom two straps in unison, then the middle two straps in unison, and then the top strap.
6. Ensure the head harness is placed centrally at the back of the head and make sure your straps are not twisted. Adjust your mask as appropriate.
7. Perform a fit check. For the full fit checking procedure, please see section 3.2.1.3.

Step 2 – Doffing

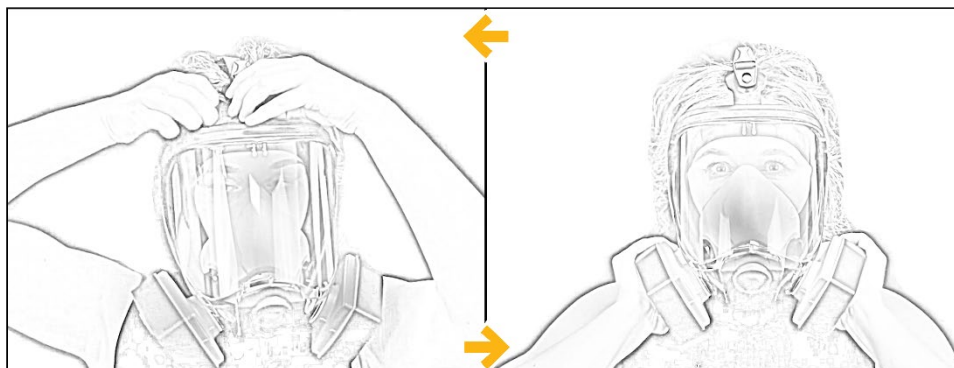
1. Undo the bottom two straps.
2. Pull the mask over your head.

3.2.1.3 Fit Checking your Full Face Mask

The fit checking process for your full face mask. A fit check should be performed each time you don your mask, but at the very least should be performed once a year / after a long period of storage.

Instructional video: <https://vimeo.com/corpro/fit-checking-your-full-face-mask>

Pictorial instructions:



Written instructions:

1. Don your mask. For the full donning procedure, please see section 3.2.1.2.
2. Place the palm of your hands over the outward-facing openings on the filters.
3. Inhale and hold for ten seconds to check the seal against your face. If fitted appropriately, the inhaled breath should cause the inner and outer mask seals to press against your face and this should remain for the duration of the inhale/hold. Also move your head to test if the seal holds.
4. If leakage occurs, adjust your mask and perform the fit check again.

3.2.1.4 During Use

WARNING: If you experience any of the following whilst wearing the product, leave the hazardous area immediately and seek assistance.

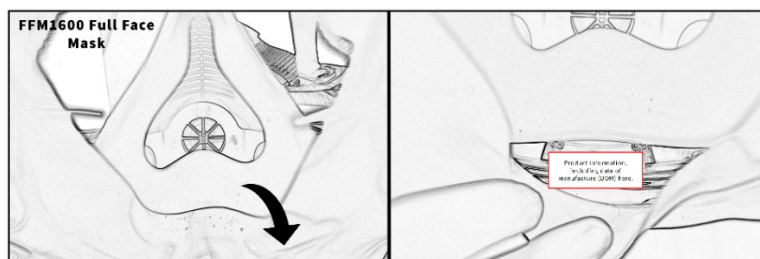
- Breathing difficulty.
- Dizziness or nausea.
- You can smell or taste the contaminant.
- You experience any other noticeable side effects.
- Your equipment becomes damaged.

3.2.2 Maintenance

This section applies only to the mask itself and does not include the filters unless stated otherwise.

3.2.2.1 Shelf Life

It is recommended that the FFM1600 product is fully serviceable for five years after the date of manufacture. Manufactured date is on both the outer box and internal to the outer seal, on the visor and below the oronasal. After this time, it would be advisable to purchase a new mask.



It is wise to make a note of the manufactured date once the mask has been purchased, just in case the outer box is lost or the fenestra/visor requires replacement. Shelf life may be reduced if damaged or not adequately maintained. Replace mask immediately if damaged or showing visible signs of wear.

3.2.2.2 General Maintenance

It's important to maintain RPE to ensure that it remains in good working order for wearer safety.

The same maintenance procedures apply for both the FFM1600 full face and the HM1400 half mask (although as they are different types of masks, component and seal checks should be appropriate for the mask type). For more detail on the recommended processes, see section 3.1.2.2.

3.2.3 Cleaning and Disinfection

Ultimately, cleaning procedures, including cleaning frequency, depend on the working environment and so this should be clarified based on organisational risk assessments. However, general advice can be offered.

The advice for the FFM1600 full face mask is the same as provided for the HM1400 half mask. Please see section 3.1.3 for more information.

3.2.4 Storage

There may be particular required storage procedures depending on your working environment. This should be confirmed with your organisational Respiratory Health and Safety Officer.

Corpro's storage recommendations are the same for both the HM1400 half mask and the FFM1600 full face mask. Please see section 3.1.4 for storage advice.

3.2.5 Maintenance Intervals

To summarise, based on the information presented above, Corpro recommends the following maintenance intervals:

<i>Interval</i> Task	<i>Before Use</i>	<i>After Use</i>	<i>3 months</i>	<i>6 months</i>	<i>12 months</i>	<i>60 months</i>
Cleaning/Disinfecting		X			X	
Fit Test / Leak Tightness Test	X (First Use)				X	
Valve Replacement			X^A	X^A	X^A	
Face Seal Replacement						X
Inlet Gasket Change				X		
Inner Mask Replacement						X
General User Checks	X		X			
Fit Check	X		X			

As previously mentioned, depending on your environment, risks and wear frequency, certain maintenance tasks may be required more frequently. This needs to be established by an organisational risk assessment.

If components have been replaced (e.g., valves, gaskets, etc), a fit check and a general user check must be carried out in advance of mask's next use.

All aforementioned tasks should be performed if a mask has been in storage for a long period, and at least once a year.

^A Either every 3, 6 or 12 months depending on wear frequency and working environment.

Organisational risk assessment required to establish.

Reminder: Corpro advises the purchase of a new mask after five years (i.e., 60 months) from the date of manufacture.

3.2.6 Disposal

To establish the safest disposal method for the FFM1600, this will require a risk assessment by your organisation. However, Corpro can provide the following information and recommendations:

- All parts of the mask are recyclable as the mask's materials include thermoplastic elastomers (TPE), polycarbonate, acrylonitrile butadiene styrene (ABS) or polycarbonate/acrylonitrile butadiene styrene (PC/ABS) plastic, and silicone (valves only).
- Depending on your working environment, you may not be able to recycle the materials as the mask may be classed as hazardous waste. This would need to be checked and, if classed as hazardous waste, the appropriate disposal method should be outlined and followed.
- If the mask is not classed as hazardous waste, the product should be disposed of or recycled as applicable in a controlled waste area at the occupational site / an agreed third-party site.

3.3 F1100 Filter Range



The F1100 range of filters contains 9 variants of twin filters. The range has particulate, gas/vapour and combination options. These filters can be mounted onto both the HM1400 half mask and FFM1600 full face mask (both filters must be of the same type and class when attached to the mask).

Example of filter type: Particulate, gas/vapour and combination.

Example of filter class: P3, A2, ABEK1P3, and so on.

3.3.1 General Training

This section will cover the process of fitting the F1100 range filters to the HM1400 and FFM1600. Filter fitting does not vary between types of filter or mask.

3.3.1.1 Fit your Filters

Mounting and removing your filters from your half mask or full face mask.

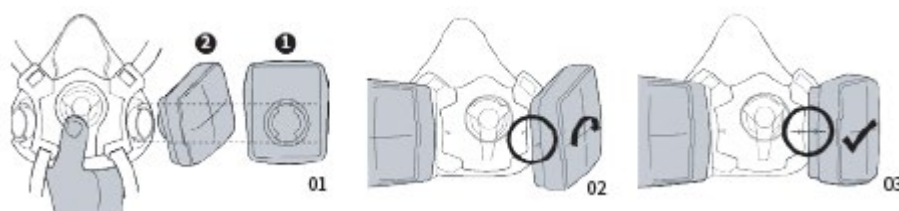
Instructional video (Half mask): <https://vimeo.com/corpro/fit-your-filters-half-mask>

Instructional video (Full face mask): <https://vimeo.com/corpro/fit-your-filters-full-face-mask>

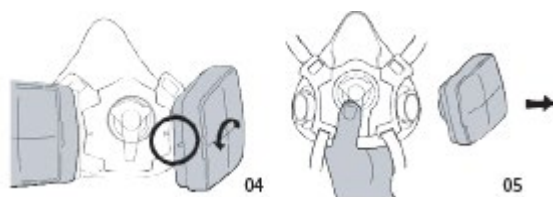
Pictorial instructions:

NB: Images show the HM1400, but the same steps apply for the FFM1600. However, ensure filters are attached to the FFM bayonets when mounting to the FFM1600, as opposed to the endoskeleton bayonets (see section 3.5.1 for component identification).

Donning –

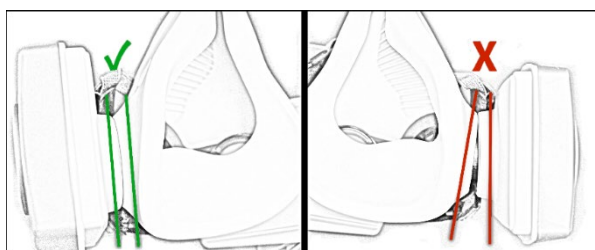


Doffing –

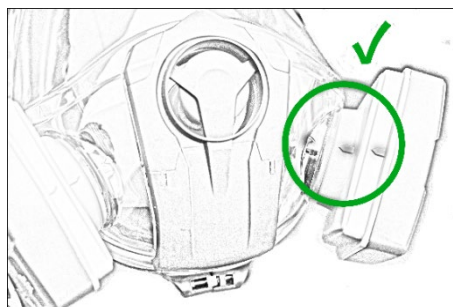


Correct filter fitting –

HM1400:



FFM1600:



Written instructions:

Step 1 – Mounting

1. Ensure you have suitable and adequate filters for your intended use. Remove packaging and read the instruction manual.
2. Place the filter onto your mask and rotate clockwise.
3. You will feel a click once in place. The upper edge of the filter should be pointing towards the back of the mask. Your filters will always lock and seal eventually from any initial orientation.
4. Repeat process for both filters.
5. Ensure filters are mounted parallel to the sealing surface and make sure the front-facing filter and mask arrows align.

Step 2 – Removal

1. Remove filters by rotating anti-clockwise.

3.3.2 Maintenance

This section applies only to the filters and does not include the mask unless stated otherwise.

3.3.2.1 Shelf Life

All filters have an expiration date. This is stated on the label on the front of each filter. Do not use after the expiration date or if obviously damaged.

Regardless, filters should be changed regularly as part of maintenance. Please see section 3.3.2.2 for more information.

NB: Only use the filter if the packaging is undamaged/sealed before first use. Damaged/opened packaging will invalidate the expiry date and may reduce the filter performance.

3.3.2.2 General Maintenance

It is important to maintain RPE as a whole to ensure that it remains in good working order for wearer safety. This includes the filters.

According to HSE guidance HSG53¹ / COSHH essentials R3², and in accordance with our manufacturer instructions, filters should be disposed of and changed at least every three months, or...

- For particulate filters, until the filter becomes clogged (i.e., it becomes difficult to breathe through)
- For gas/vapour filters, there are perceptible olfactory changes when wearing your mask (i.e., you begin to smell chemicals when wearing your mask)
- For combination filters, until either the filter becomes clogged or there are perceptible olfactory changes when wearing your mask

...whichever point is reached sooner. This is assuming the user is breathing through the filters for an average of 40 hours per week (8 hours per day) and that the filters are handled, maintained and stored adequately. Longevity of filters is also subject to an individual's breathing rate and level of contaminant present. Speak to your Health and Safety department for more information.

3.3.3 Cleaning and Disinfection

Ultimately, cleaning procedures, including cleaning frequency, depend on the working environment and so this should be clarified based on organisational risk assessments. However, general advice can be offered.

For thorough disinfection, it is advised to wipe the outside of the filter with one of the following solutions:

- Antibacterial soap and warm water (~ 40°C).
- 10% bleach solution with water.
- 60% or over isopropanol alcohol (IPA) products.
- Hypochlorous acid products.
- Hydrogen peroxide solutions.
- Vapourised hydrogen peroxide (VHP).
- Equivalents to the above.

Make sure none of the above solutions go inside of the filter, other than VHP which is the only known decontaminant which can be used inside of the filter. Once cleaned with one of the above, rinse the outside of the filter with plenty of water and leave to dry. Ensure products are dry before use or storage.

At the very least, the filters should be cleaned at the end of each working shift to benefit personal hygiene, health and product longevity.

SPECIFICALLY FOR THE USE OF PARTICULATE FILTERS IN AEROSOL GENERATING PROCEDURES (AGPs):

It should be noted that although our filters have been designed to prevent most droplets entering the filter, there is the chance that some of the fluid will bypass this cover and reside on the pleated filter material inside. This would be a call for your Infection Control department or Health and Safety Officer as to how they would want to address this e.g., whether they would advise changing the filters more often or disposing of the filter in such circumstances. However, should splashes contain mucus/bacterial substances and this resides on the pleated material on the inside of the filter, then we would advise filter change regardless. NB: Pre-filters may help to reduce the frequency of F1100 range filter changes in such instances. See section 3.4.5 for more information about pre-filters and contact your Corpro Representative if these are of interest.

3.3.4 Storage

There may be particular required storage procedures depending on your working environment. This should be confirmed with your organisational Respiratory Health and Safety Officer.

However, Corpro recommends the filters be stored in a cool, dry and sterile / uncontaminated place. Corpro can offer rigid, reusable storage containers if this is preferable, but if not, somewhere safe and clean such as a disinfected personal locker will be sufficient.

The filters should be always cleaned before storage, regardless of how long they may remain unused.

SPECIFICALLY FOR COVID-19:

NB: Make sure the mask and filters are dry in advance of storage.

Corpro recommends storing the filters (and mask) in a polythene bag, preferably zip-locked with some form of desiccant (such as a dry silica gel sachet), when not in use. A polythene bag is included when purchasing a HM1400 half mask or FFM1600 full face mask. If it not possible to store in such way, it is suitable to store both the mask and filters in a clean area where there is no risk of contamination e.g., a disinfected personal locker.

Additionally, for those wearing their respirator and filters day-after-day, it is advisable to own three pairs of filters per mask and use them on rotation (pair 1 on the first day, pair 2 on the second, pair 3 on the third, then returning to pair 1 on the fourth day and so on).

This is so the filters can be stored in a polythene bag as specified above for 3 days, which would cause the COVID-19 contaminants to die provided the storage bag is zip-locked and contains a dry desiccant. This is an extra measure that we propose for user safety.

If only one pair of filters are accessible, this is acceptable provided that the filters are thoroughly disinfected after use.

3.3.5 Disposal

To establish the safest disposal method for the F1100 range of filters, this will require a risk assessment by your organisation. However, Corpro can provide the following information and recommendations:

- In terms of recycling the F1100 range of filters, there are a few considerations.
 - The cartridges are made out of acrylonitrile butadiene styrene (ABS) plastic and so can be easily recycled. The cartridge should be thoroughly disinfected/decontaminated before recycling.
 - For the internal elements of the filters, the materials may have been exposed to a range of potentially harmful dusts, dirt and chemicals, so it is unlikely that these elements can be readily recycled. However, it may be possible to engage third-parties who specialise in the disposal of such items, e.g., the activated carbon inside of a gas/vapour filter may be able to be dried and reactivated by a specialist.
- Depending on your working environment, you may not be able to recycle any materials as the filters may be classed as hazardous waste. This would need to be checked and, if classed as hazardous waste, the appropriate disposal method should be outlined and followed.
- If the filters are not classed as hazardous waste and recycling protocols have been evaluated, the product should be disposed of or recycled as applicable in a controlled waste area at the occupational site / an agreed third-party site.

3.4 Accessories

There are a wide range of accessories in the Corpro range. This section will discuss training and maintenance of the more commonly used accessories. If you would like to find out more information

about an accessory which does not feature on this document, please contact a Corpro Representative and they will be able to assist.

3.4.1 Spectacle Kit

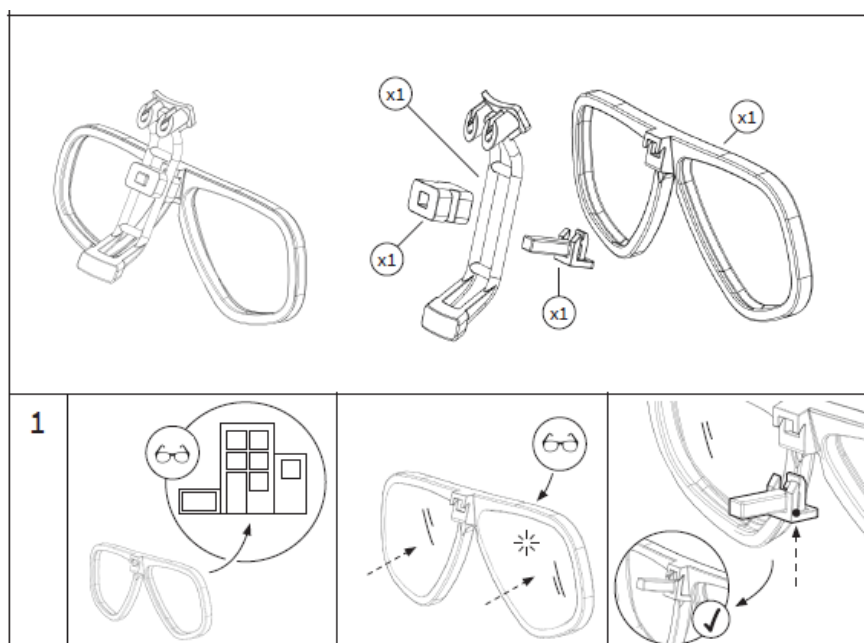


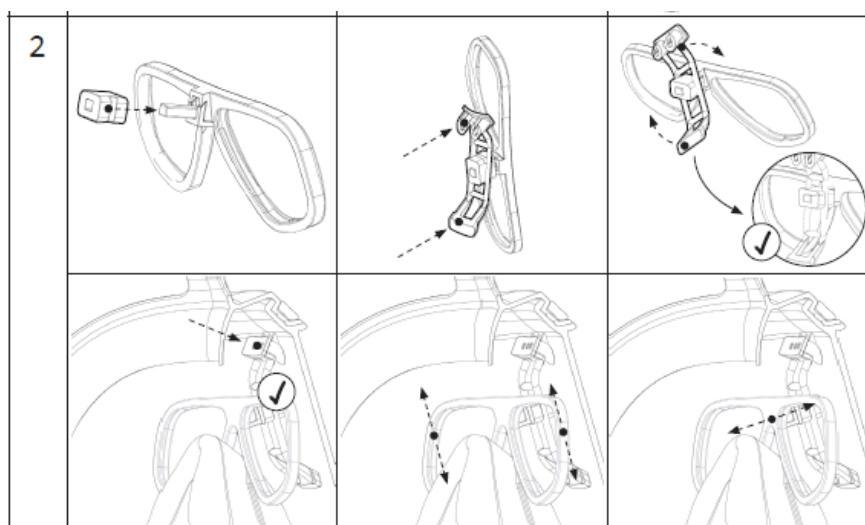
For use with the FFM1600 full face mask. Allows individuals who wear glasses to lodge their spectacles into place.

3.4.1.1 Assembly, Attachment and Removal

How to attach and remove the spectacle kit to/from the FFM1600 full face mask.

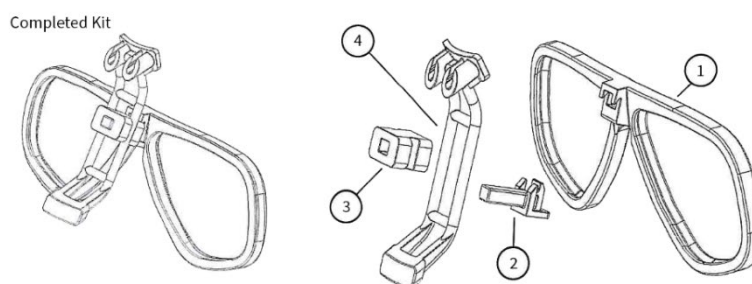
Pictorial instructions:





Written instructions:

The following image shows how the spectacle kit should look once assembled and also breaks the components down into numbered parts (referred to as 'part 1/2/3/4' in the written instructions) to enable clearer explanation.



Step 1 – Assembling and Attaching

1. Firstly, take the frame (part 1) to the opticians and arrange to receive lenses which fit your prescription.
2. Once your lenses are fitted into your spectacle kit, attach part 2 into part 1 by lodging part 2 upwards into the bridge of the frame.
3. Where the long edge protrudes on part two, lodge part 3 onto this and press towards the frame. The longer edges on part 3 should be facing upwards and downwards – not to the sides.
4. To place part 4 onto part 3, you:
 - a. Wedge part 3 into the central opening of part 4, ensuring part 4 is horizontal and parallel to the frame and the natural curve of part 4 points away from the frame.

- b. Turn part 4 90° whilst on part 3. Part 4 should then be vertical and perpendicular to the frame and be wedged securely into the side ridges on part 3. The natural curve of part 4 should still be pointing away from the frame.
 - c. Make sure that the two circular protruding tabs which are next to each other on part 4 are at the highest point on the kit – the flatter edge should be in the lower position.
5. Once assembled, you can now place the kit into your FFM1600.
6. Turn the natural curve of part 4 away from you, so that the frame is the closest element to you.
7. There should be two plastic tabs at the highest point on the internal side of the visor. This is the housing for the spectacle kit. Position the two protruding tabs at the highest point on part 4 here.
8. Gently push upwards and towards the visor until secure. You may feel a click once in place.

Step 2 – Removing

1. Gently unclip the spectacle kit from the housing unit in the FFM1600.
2. If you would like to disassemble your spectacle kit, perform the reverse of the assembly.

3.4.1.2 Shelf Life, Cleaning and Storage

Shelf life is two years from the date of manufacture. Date of manufacture is on the outer box label (it is advisable to make a note of this date once purchased). After this time, it is advisable to purchase a new kit.

Clean lenses at regular intervals by removing the kit from the housing within the FFM1600. Clean the lenses according to optician's instructions.

Do not leave the kit wet for extended periods of time. Thoroughly dry before attaching to the mask.

The product can remain attached to the FFM1600 for extended periods of time, but do not disinfect the mask with the spectacle kit inside if the optician has advised specific cleaning solutions for the lenses which do not coincide with the cleaning recommendations outlined for the mask.

Store at normal room temperature in a sterile/uncontaminated environment.

3.4.1.3 Disposal

To establish the safest disposal method, this will require a risk assessment by your organisation. However, Corpro can advise the following:

- The kit may be classified as hazardous waste, depending on your working environment. This will need to be established. If this is the case, an appropriate disposal method should be outlined by your organisation and followed.
- If the kit is not classed as hazardous waste –
 - For the lenses, speak to the optician about the options for recycling.
 - For the spectacle kit itself, the material is nylon and therefore can be recycled. Methods for recycling nylon may be provided by local authorities or specialist third-parties.

3.4.2 Portacount Adapter



For use with both the FFM1600 full face mask and HM1400 half mask.

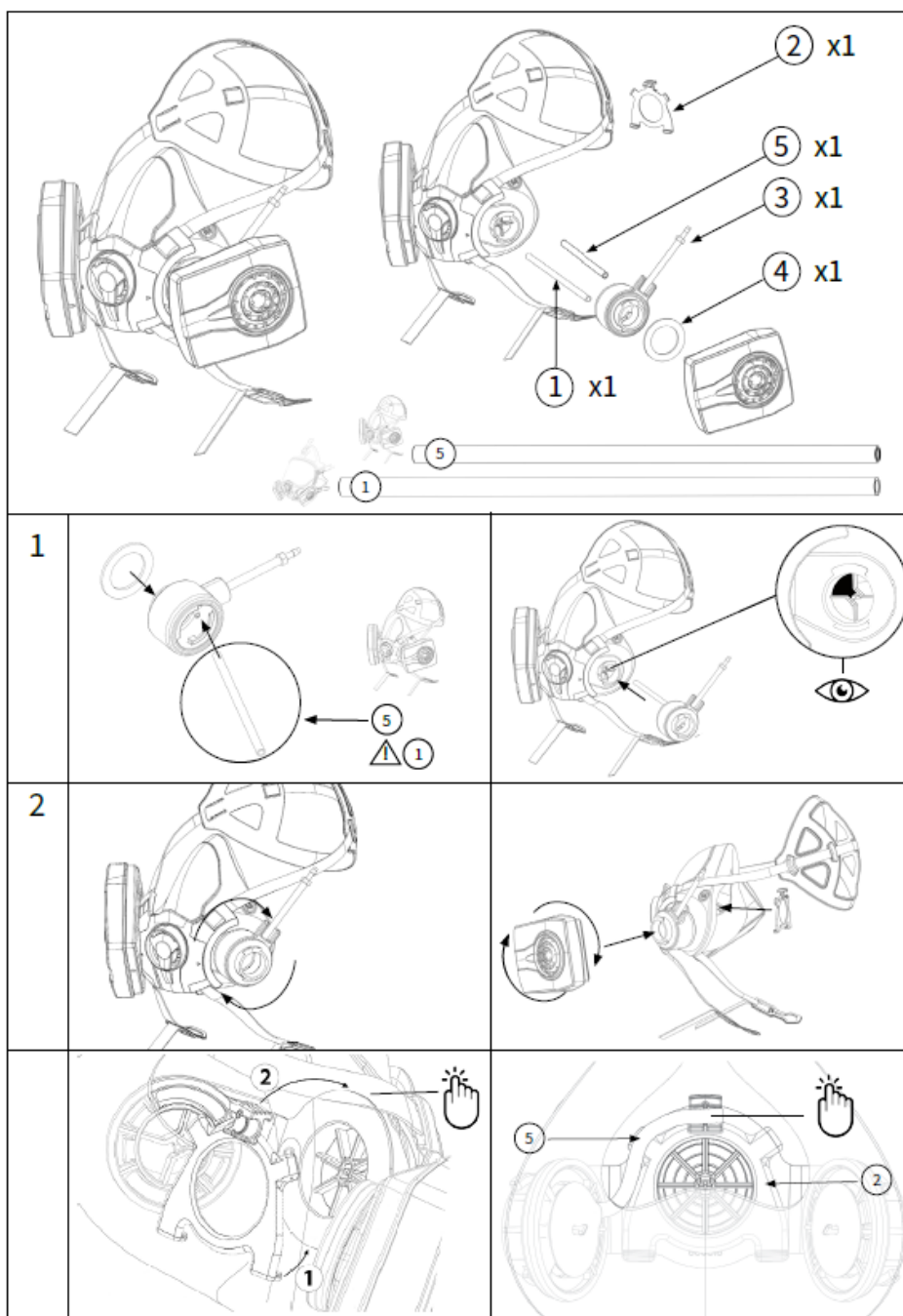
3.4.2.1 HM1400 Assembly, Attachment and Removal

Attaching and removing the Portacount adapter to/from the HM1400 half mask.

Only pictorial instructions are provided due to the number of elements and steps required in the assembly.

Pictorial instructions:

(See next page)



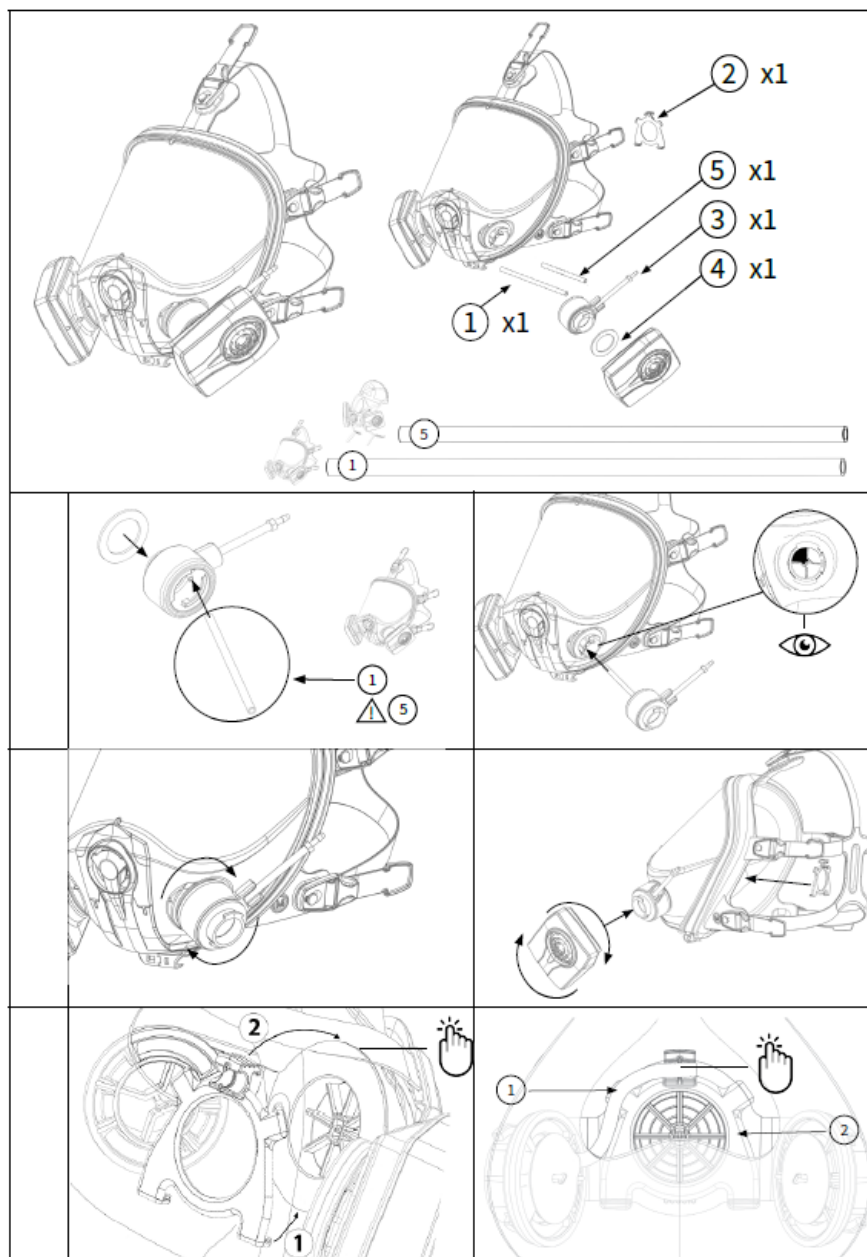
To remove the adapter, perform the reverse of the above.

3.4.2.2 FFM1600 Assembly, Attachment and Removal

Attaching and removing the Portacount adapter to/from the FFM1600 full face mask.

Only pictorial instructions are provided due to the number of elements and steps required in the assembly.

Pictorial instructions:



To remove the adapter, perform the reverse of the above.

3.4.2.3 Shelf life, Cleaning and Storage

Shelf life is two years from the date of manufacture. Date of manufacture is on the outer box label (it is advisable to make a note of this date once purchased). After this time, it is advisable to purchase a new adapter.

The adapter can be cleaned in the same way as the HM1400 and FFM1600 respirators. Please see section 3.1.3 for more information.

Do not leave the product wet for extended periods of time. Thoroughly dry before attaching to the mask.

Store at normal room temperature in a sterile/uncontaminated environment.

Please note the adapter is designed to be handled with care and should not be roughly handled / cleaned.

3.4.2.4 Disposal

To establish the safest disposal method, this will require a risk assessment by your organisation. However, Corpro can advise the following:

- Materials which make up the adaptor are:
 - Nylon – The main body of the adaptor and additional clip-on component (Recyclable)
 - Polyvinyl chloride (PVC) – The tube attached to the adaptor itself and the two extra tubes (Not currently recyclable)
 - Silicone – The gasket (Recyclable)
- The adapter may be classified as hazardous waste, depending on your working environment. This will need to be established. If this is the case, an appropriate disposal method should be outlined by your organisation and followed.
- If the adapter is not classed as hazardous waste, methods for recycling the nylon and silicone components may be provided by local authorities or specialist third-parties.

3.4.3 Spray Barrier



Part of the Corpro Barrier range and designed for use with the HM1400 half mask and P3 R filter pair. Protects the eyes and face from most droplets and aerosols and provides a layer of protection over the mask exhale valve. Can be used for COVID-19 protection only.

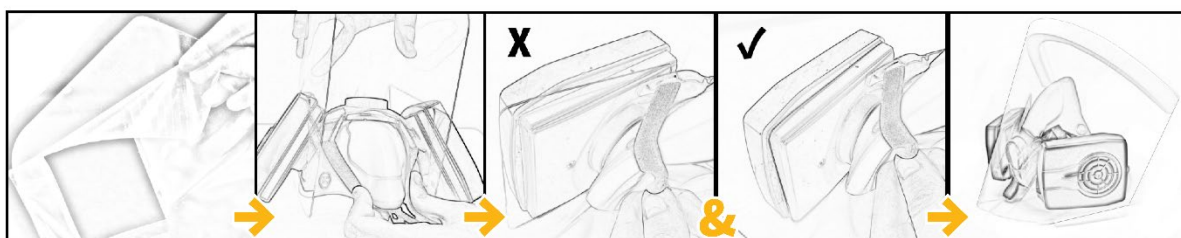
3.4.3.1 Donning and Doffing

How to put on and take off the Spray Barrier. Your HM1400 half mask can be donned and doffed whilst the Spray Barrier is attached. See section 3.1.1.2 for half mask donning and doffing instructions.

Instructional video: <https://vimeo.com/corpro/donning-and-doffing-your-spray-barrier>

Pictorial instructions:

Donning –



Written instructions:

Step 1 – Donning

1. Ensure the clear film is removed from both sides of the Barrier.
2. Pinch the front of the Barrier with one hand and place both filters (which should be attached to the half mask) through the openings in the Barrier. Rotate the Barrier upwards so that it lodges into place.
3. Ensure Barrier is lodged into place correctly. The Barrier edge should be parallel against the black lid of the filter. The openings of the Barrier should NOT be diagonal on or protruding away from the filter.

Step 2 – Doffing

1. Doff the Barrier by pinching the centre of the Barrier with one hand and dislodging the filters from the openings.

3.4.3.2 Shelf Life

The maximum longevity of the product should be decided by organisational health and safety personnel.

However, Corpro recommends the Barrier be disposed of once the clarity of the product appears to deteriorate and wearer vision is impacted, or if the product appears to be extremely dirty or

contaminated. This depends on the working conditions, the cleaning products used and the frequency of cleaning.

3.4.3.3 Cleaning Procedures and Storage

Remove the Barrier from the HM1400 half mask before disinfection.

The following solutions can be used for disinfection:

- Antibacterial soap and warm water (~ 40°C).
- Isopropyl Alcohol, 70-99.99%.
- Sodium Hypochlorite, 0.01-0.5%.
- PVP-I (Iodine disinfection), 4%.
- Hydrogen Peroxide, 6-25%.

The solutions can either be wiped onto the Barrier or the Barrier itself can be submerged into any of the solutions. Ensure 100% of the Barrier comes into contact with the disinfectant. Cleaning should be undertaken for at least five minutes.

After cleaning, rinse with plenty of water and let the Barrier dry before use. Store in a cool, dry and sterile/uncontaminated place when not in use.

3.4.3.4 Disposal

To establish the safest disposal method, this will require a risk assessment by your organisation. However, Corpro can advise the following:

- As the product is made from polyethylene terephthalate glycol (PETG) and polyethylene foam, it may be recyclable. Check with your local authorities to establish the possibilities.
- Depending on your working environment, you may not be able to recycle the product as it may be classed as hazardous waste. This would need to be checked and, if classed as hazardous waste, the appropriate disposal method should be outlined and followed by your organisation's Health and Safety personnel.
- If the product is not classed as hazardous waste, it should be disposed of or recycled as applicable in a controlled waste area at the occupational site / an agreed third-party site.

3.4.4 Exhale Barrier



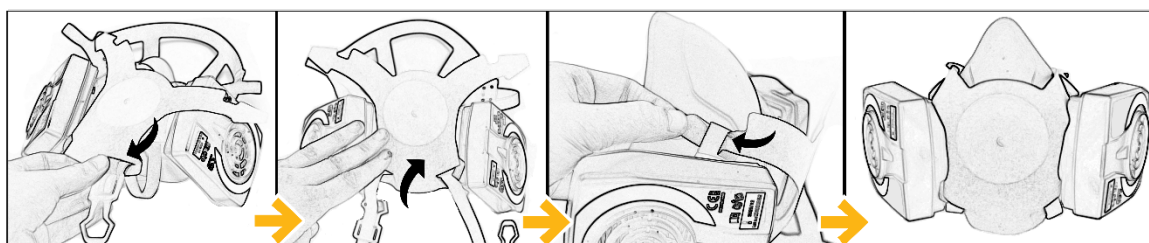
Part of the Corpro Barrier range and designed for use with the HM1400 half mask. Filters wearers' breath on the exhale.

3.4.4.1 Donning and Doffing

How to put on and take off the Exhale Barrier. It is advisable to attach the Barrier to the HM1400 half mask in advance of mask donning. For more information about how to don and doff the HM1400 half mask, see section 3.1.1.2.

Instructional video: <https://vimeo.com/corpro/donning-and-doffing-your-exhale-barrier>

Pictorial instructions:



Written instructions:

Step 1 – Donning

1. Thread your HM1400 half mask buckles and elastic through the lower two openings of the Barrier.
2. Push the Barrier towards the front cover of your mask.
3. Thread the top two prongs of the Barrier through the uppermost openings in the half mask front cover, alongside the elastic.
4. Pull the Barrier through the opening until it is secure and you feel resistance.

Step 2 – Doffing

As the Barrier is disposable, it can be doffed in many ways. However, Corpro's recommended process is as follows:

1. Pull the top two prongs of the Barrier away from the mask to unthread.
2. Unthread and remove the half mask elastic and buckles from the lower two openings in the Barrier.

3.4.4.2 Storage and Disposal

Before use, the product should be stored in its original packaging in a cool, dry and sterile/uncontaminated place. If removed from its original packaging, it may be best to store the product in a zip-locked bag in a place where there is no risk of contamination e.g., a disinfected locker.

As the product could have potentially hazardous contaminants on the Barrier filter surface following use and therefore is disposable, it should not be used and put into storage or used, disinfected and used again. It should be thrown away.

It is the responsibility of Health and S

afety personnel within your organisation to assess the risk and provide disposal guidance. However, recommendations as follows:

- The product is made from a mixture of polytetrafluoroethylene (PTFE), polyethylene terephthalate (PET) and polyethylene (PE), which may be able to be recycled at a specialist recycling company / site. Check with your local authorities.
- Depending on your working environment, you may not be able to recycle the product as the it may be classed as hazardous waste. This would need to be checked and, if classed as hazardous waste, the appropriate disposal method should be outlined and followed.
- If the product is not classed as hazardous waste, it should be disposed of or recycled as applicable in a controlled waste area at the occupational site / an agreed third-party site.

3.4.5 Pre-filter and Pre-filter Holder

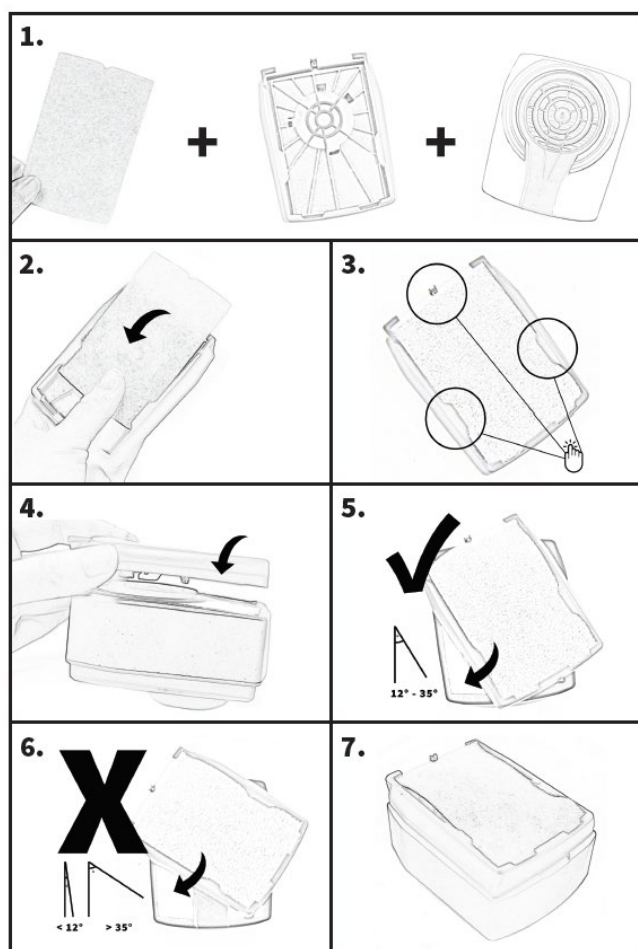


The Corpro pre-filter (in combination with the pre-filter holder) is designed to extend the life of the F1100 range of filters by connecting to the filter and capturing larger particles.

3.4.5.1 Donning and Doffing

Putting on and taking off your pre-filter and pre-filter holder.

Pictorial instructions:



Written instructions:

Step 1 – Donning

1. Slide your pre-filter material into your pre-filter holder. Make sure all of the small pre-filter holder tabs are above the pre-filter material, to secure in place.
2. Take your pre-filter holder and one of your F1100 range filters. Connect the two by clipping the protruding circle area on the pre-filter holder onto the outside of the F1100 range filter (circular opening) and turn clockwise.
 - a. Start the pre-filter at a 12° – 35° angle (see pictorial instructions).
 - b. If the pre-filter begins the mount at an angle less than 12° or more than 35°, the pre-filter will not mount correctly and this may cause breakages.

3. Ensure the pre-filter and pre-filter holder are positioned in the same orientation as the F1100 range filter.
4. Repeat for both filters on the mask. You can connect your pre-filter holder whilst the F1100 range filters are either detached from or connected to your respirator, although we would advise attaching the pre-filters in advance of mounting the F1100 filters.

Step 2 – Doffing

1. Turn the pre-filter holder anti-clockwise to remove from the F1100 range filter.
2. Remove the pre-filter from the holder by sliding the pre-filter material away from the holder.

3.4.5.2 Shelf Life

Pre-filter itself: If stored in its original packaging, in a cool, dry and sterile/uncontaminated place away from sunlight, the shelf life is indefinite. However, should the product be removed from its original packaging and/or be exposed to moisture, heat or dirt, this may affect the quality of the product and the feasible shelf life would therefore reduce. Assess the apparent quality of the material on a regular basis and respond appropriately.

Holder: The holder has a shelf life of five years from purchase provided it is maintained and stored appropriately (i.e., according to procedures outlined in section 3.4.5.3/3.4.5.4).

3.4.5.3 Cleaning and Disinfection

Pre-filter itself: The product should not be cleaned / decontaminated.

Holder: The holder can be cleaned in the same way as the HM1400 and FFM1600 respirators. Please see section 3.1.3 for more information.

3.4.5.4 Storage

Pre-filter itself: Store in a cool, dry and sterile / uncontaminated place, ideally in its original packaging or in a sealed bag or container. Do not leave exposed to moisture, heat, sunlight or dirt.

Holder: Should be stored in the same way as the F1100 range filters. Please see section 3.3.4 for more information.

3.4.5.5 Disposal

To establish the safest disposal method, this will require a risk assessment by your organisation. However, Corpro can advise the following:

Pre-filter itself – The pre-filter should be disposed of after each use.

- As the product is made from a thermal bonded polyester, it may be recyclable. Check with your local authorities to establish the possibilities.
- The product may be classified as hazardous waste, depending on your working environment. This will need to be established. If this is the case, an appropriate disposal method should be outlined by your organisation and followed.
- If the product is not classed as hazardous waste and recycling protocols have been evaluated, it should be disposed of or recycled as applicable in a controlled waste area at the occupational site / an agreed third-party site.

Holder – The product is made out of acrylonitrile butadiene styrene (ABS) plastic and so can be easily recycled. It should be thoroughly disinfected before recycling.

- Depending on your working environment, you may not be able to recycle the holder as the it may be classed as hazardous waste. This would need to be checked and, if classed as hazardous waste, the appropriate disposal method should be outlined and followed.
- If not classed as hazardous waste and recycling protocols have been evaluated, the product should be disposed of or recycled as applicable in a controlled waste area at the occupational site / an agreed third-party site.

3.5 Spares

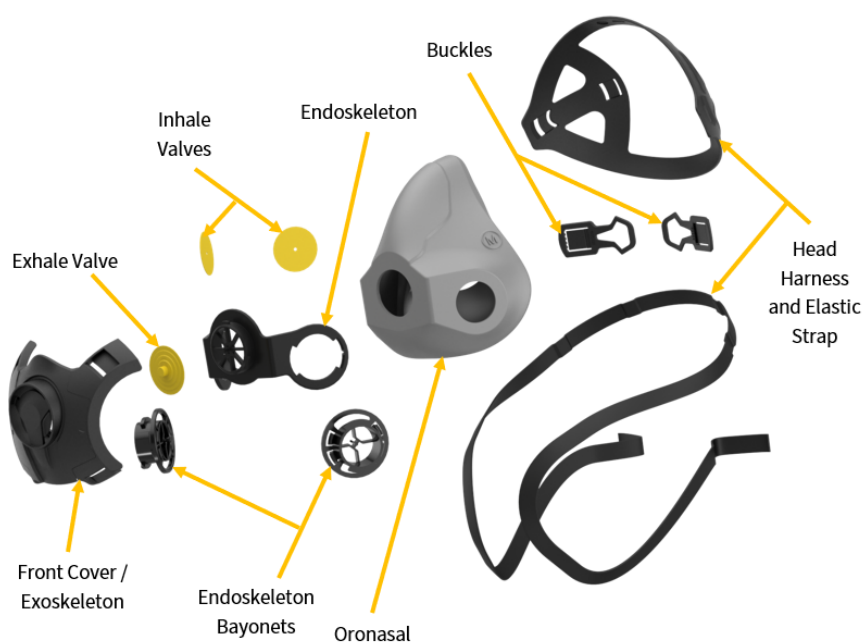
Spares are provided to ensure both the HM1400 half mask and the FFM1600 full face mask can be easily maintained and parts can be replaced as and when necessary. All components are replaceable in both the HM1400 and FFM1600 respirators. Some spares changes should only be undertaken by a trained person at a Corpro Service Centre as, following certain changes, the mask may need to be tested to ensure it is fit for purpose and to check it conforms to standards. Whether a particular spare part change is 'Corpro Service Centre only' will be specified below.

The following instructions will be given in pictorial form (and video, if available). Written instructions will be provided only if further clarification is needed following the pictorial instructions. If additional advice is needed on how to change certain spares, please contact your Corpro Representative.

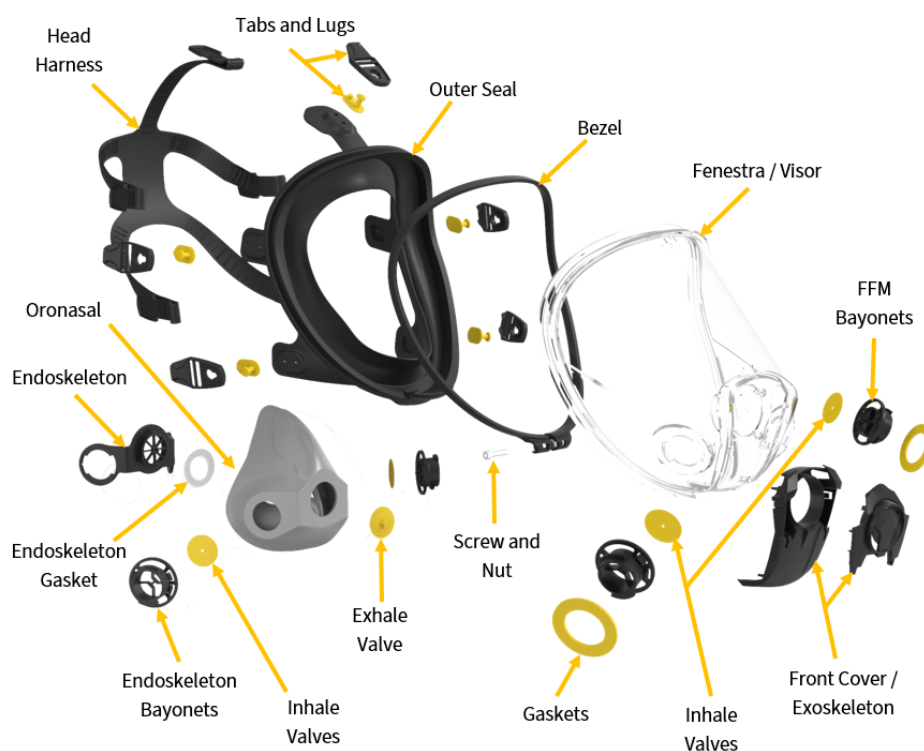
3.5.1 Component Identification

For clarity, the complete range of mask components are as follows:

Corpro HM1400 Half Mask



Corpro FFM1600 Full Face Mask



3.5.2 Changing Components

This section covers how to remove and attach certain components from/to both/either the HM1400 half mask and/or FFM1600 full face mask.

3.5.2.1 HM1400 – Changing the Endoskeleton and/or Bayonets

How to change the HM1400 half mask endoskeleton and/or bayonets.

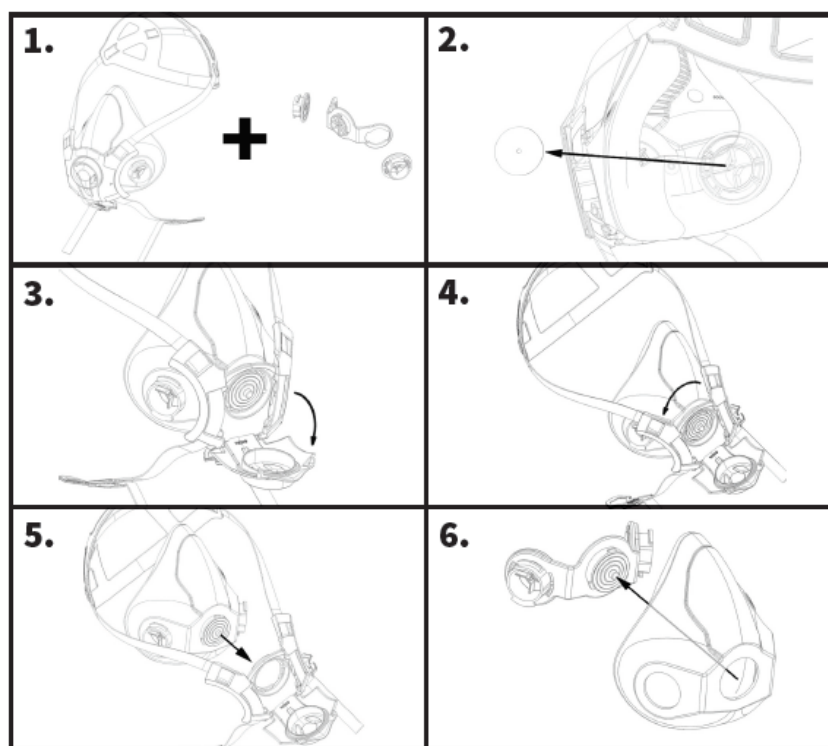
NB: The video instructions show how to change the endoskeleton only and do not depict how to change the bayonets. The pictorial instructions explain how to change both the endoskeleton and the bayonets.

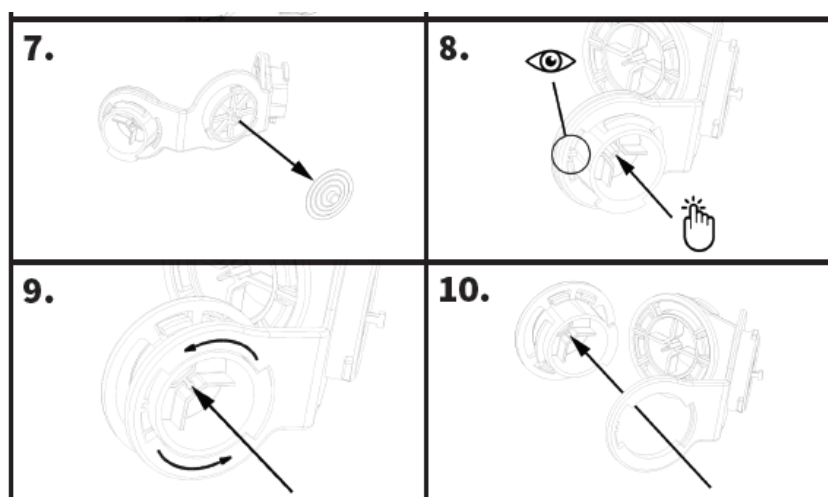
Parts required:

- Existing HM1400 half mask
- New endoskeleton and/or bayonets (as required)

Instructional video: <https://vimeo.com/corpro/maintaining-your-half-mask-changing-the-endoskeleton>

Pictorial instructions:





To insert a new endoskeleton and/or new bayonets, perform the reverse of the appropriate process depicted above.

3.5.2.2 HM1400 – Changing the Elastic Strap, Harness and/or Buckles

How to change the elastic head strap, harness and/or buckles on the HM1400 half mask.

Strap and harness size does not vary between the HM1400 half mask sizes.

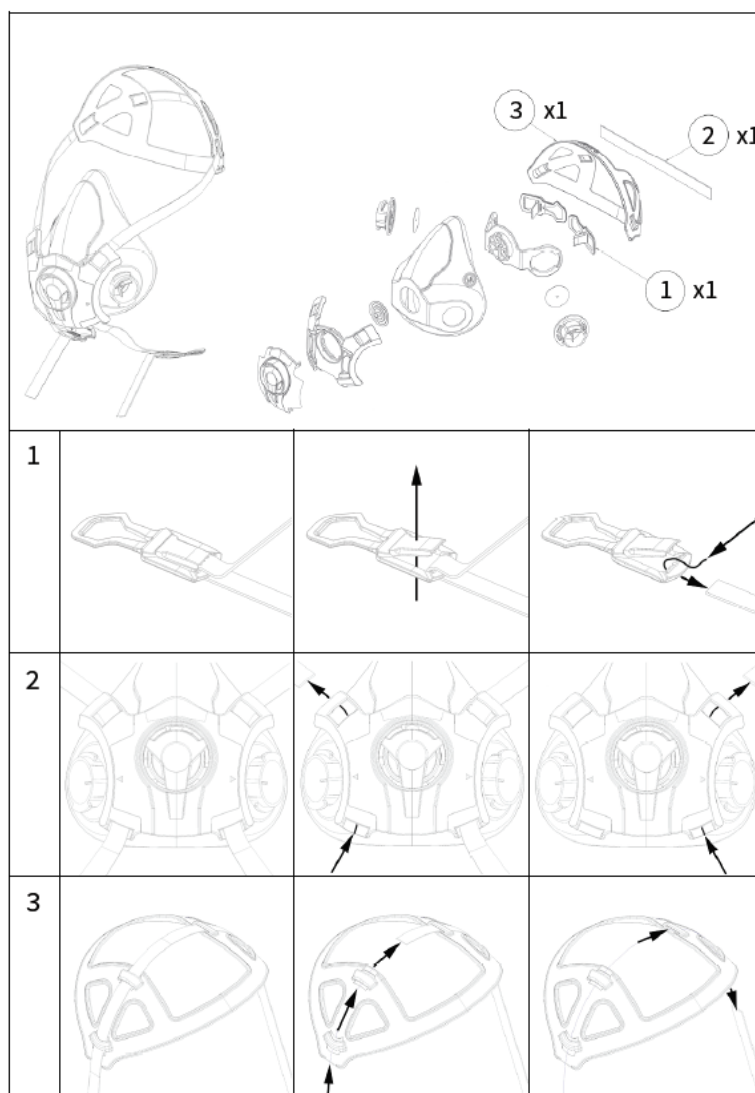
NB: The instructional video details how to change the elastic strap only. However, should you wish to change the harness and/or buckles, the video effectively shows how to remove and reattach these parts also.

Parts required:

- Existing HM1400 half mask
- New harness, strap and/or buckles (as required)

Instructional video: <https://vimeo.com/corpro/maintaining-your-half-mask-changing-the-elastic-strap>

Pictorial instructions:



To insert a new strap, harness and/or buckles, perform the reverse of the appropriate process depicted above.

3.5.2.3 HM1400 – Changing the Valves

How to change the valves on the HM1400 half mask.

Parts required:

- Existing HM1400 half mask
- New inhale valves and/or exhale valve (as required)

Pictorial instructions:



To insert new valves, perform the reverse of the appropriate process above.

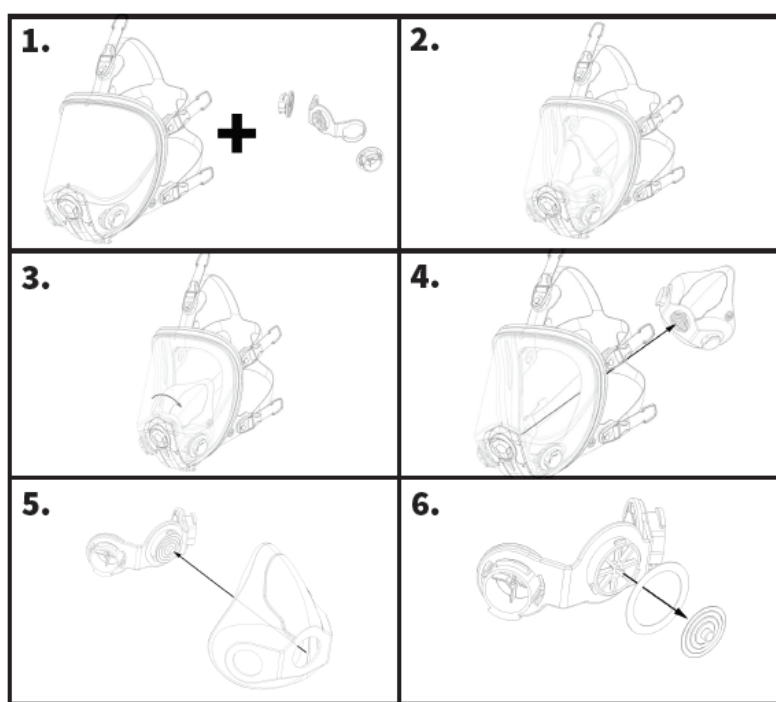
3.5.2.4 FFM1600 – Changing the Endoskeleton and/or Bayonets

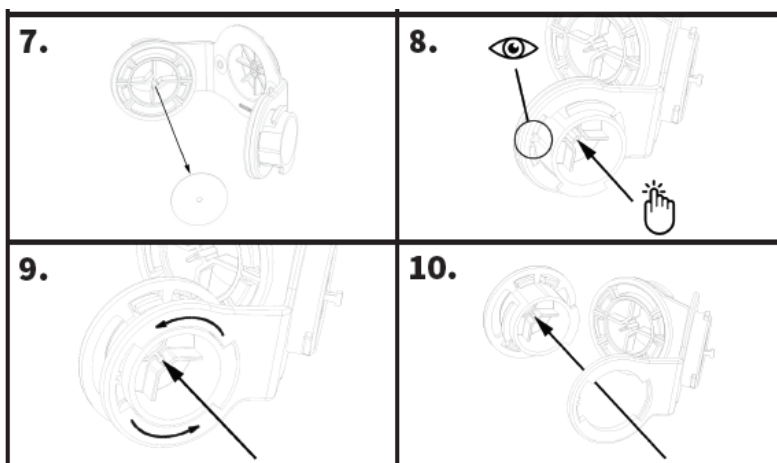
How to change the FFM1600 full face mask endoskeleton and/or bayonets.

NB: In this subsection, when referring to the ‘bayonets’ we are discussing the endoskeleton bayonets as opposed to the FFM bayonets. See section 3.5.1 to view images of the spares.

Parts required:

- Existing FFM1600 full face mask
- New endoskeleton and/or bayonets (as required)





To insert a new endoskeleton and/or new bayonets, perform the reverse of the appropriate process depicted above.

3.5.2.5 FFM1600 – Changing the Valves

How to remove and reattach the valves on the FFM1600 full face mask.

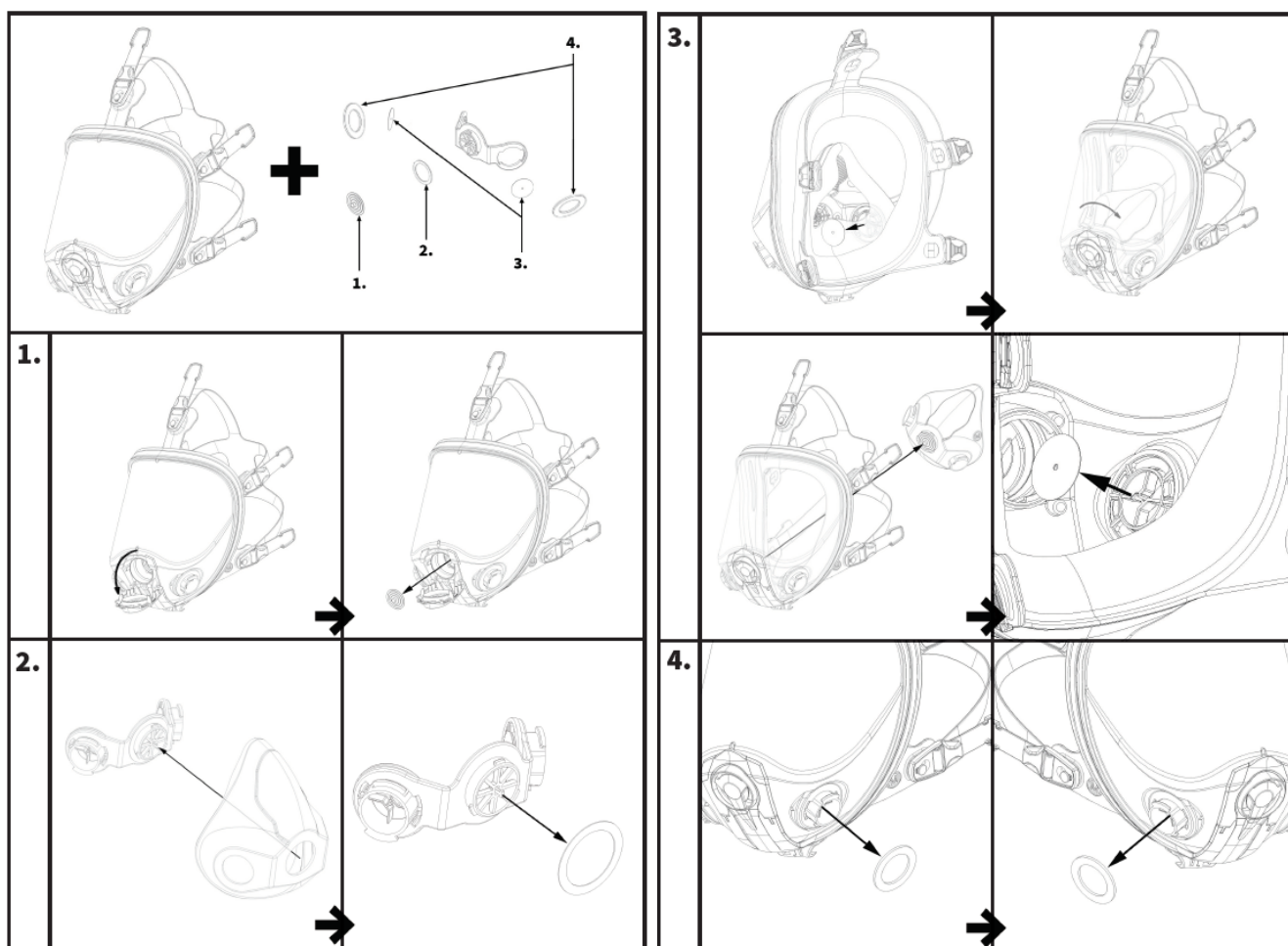
This covers the inhale valves, exhale valve, inlet valves and endoskeleton valve. See section 3.5.1 to view images of the spares.

Parts required:

- Existing FFM1600 full face mask
- Inhale valves, exhale valves, inlet valves and/or endoskeleton valve (as required)

Pictorial instructions:

(See next page)



To reattach any of the valves, perform the reverse of the appropriate process depicted above.

3.5.2.6 FFM1600 – Changing the Bezel

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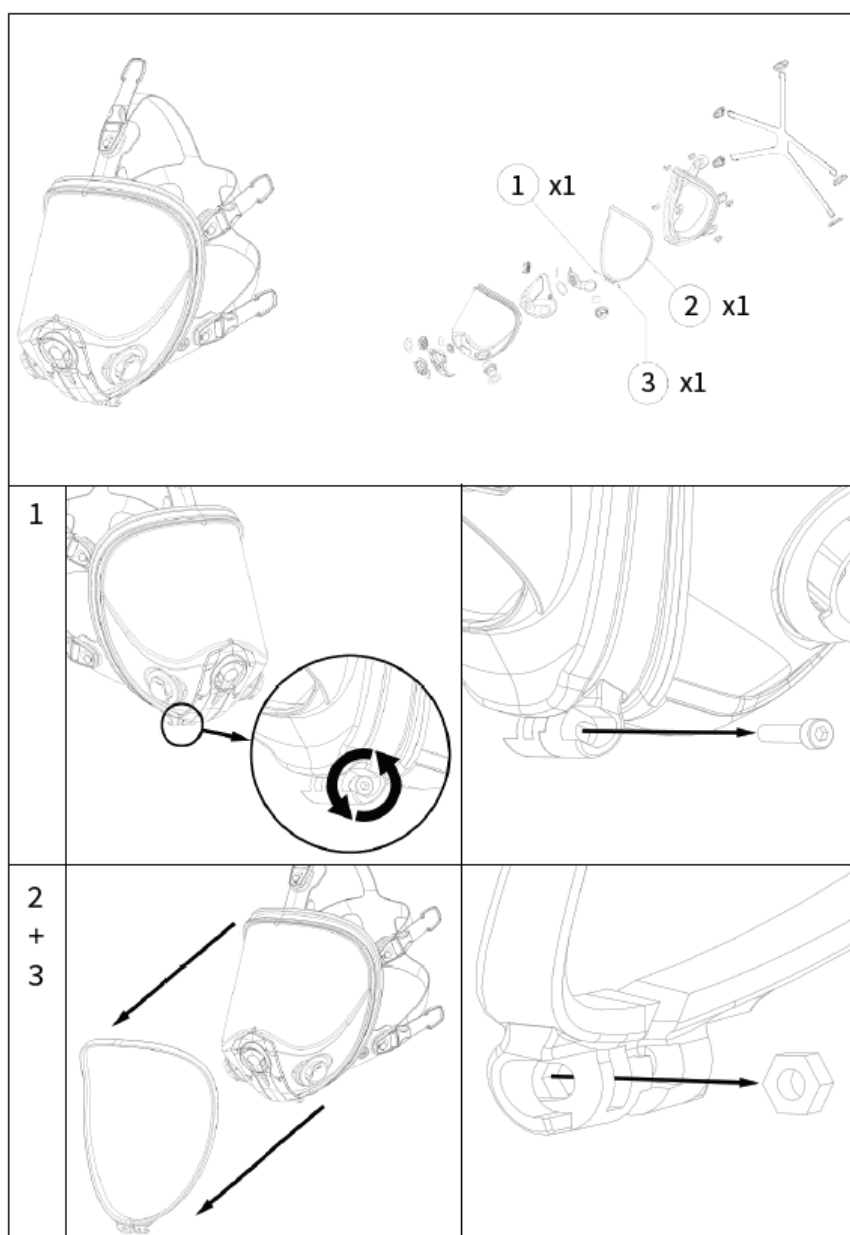
How to change the FFM1600 full face mask bezel.

Parts/equipment required:

- Existing FFM1600 full face mask
- A new bezel
- A new M4 cap screw and nut (if required)
- A pair of pliers
- A 3mm hex key (manual or electric)

Instructional video: <https://vimeo.com/corpro/maintaining-your-full-face-mask-changing-the-bezel>

Pictorial instructions:



To insert a new bezel, perform the reverse of the above.

Written instructions:

Step 1 – Removing your bezel

1. Take your hex key and insert it into the head of the screw at the bottom of your full face mask, which is lodged inside the bezel.
2. Turn your hex key anti-clockwise to unscrew. Turn until you feel the screw release.
3. Release the bezel from the screw by pulling away.

4. Remove bezel by gently pulling away from the mask.

Step 2 – Attaching a new bezel

1. Look at the inside edge of the bezel. You will see that, at the bottom of the bezel, there is a small hole on the left-hand-side which is approximately the same width as the nut. Drop the nut into this hole.
2. The nut has a slightly pointed shape around the edges. One of the nut's pointed edges should lodge into the bottom of the bezel opening.
3. Sometimes the nut does not naturally fall into its designated opening. In such instance, carefully use pliers to press the nut into place.
4. Place your new bezel onto your full face mask, pressing down the sides of the bezel into the mask seal. Ensure the bezel is wedged securely into the rubber seal area.
5. Place your screw into and between the two lower tabs on the bezel.
6. Wedge the two bezel tabs together with pliers. Do this until you feel slight resistance.
 - a. FYI: The purpose of the pliers is to squeeze the tabs together before the screw is tightened, as this will reduce the compressive loads on the plastic. This is an important step.
 - b. If you feel more comfortable placing the screw between the openings after pressing the tabs together with the pliers, this is also acceptable.
7. Screw the two bezel tabs together. Do this until you feel slight resistance.
 - a. FYI: Do not overtighten. This will cause breakages. Turn until the underneath of the tabs just connect.
8. Don your mask and perform a fit check, as changing the bezel can affect the mask's seal and therefore the performance of the mask. To understand how to don your mask and perform a fit check, see the appropriate subsections within section 3.2.

4. Further Advice

In recent months, Corpro has received a great number of queries relating to the use and maintenance of our products in medical settings during COVID-19.

You can find a comprehensive article which covers the top questions and answers here:

<https://corpro.systems/news/corpro-and-covid-19-top-questions-from-medical-professionals/>

Should you require any additional training and maintenance guidance, please contact a Corpro Representative. Contact details as follows:

Address: 1A Millfield Lane, Haydock, St Helens, WA11 9TW, UK

Head office telephone number: +44 (0) 1942 597 267

Email: sales@corpro.systems

Website contact page: <https://corpro.systems/contact/>

References

¹ HSE, n.d., Respiratory protective equipment at work. Available at:
<https://www.hse.gov.uk/pubns/books/hsg53.htm> (Accessed: 3rd March 2021).

² HSE, n.d., R3 – COSHH essentials: Respiratory protective equipment (RPE). Available at:
<https://www.hse.gov.uk/pubns/guidance/rpe3.pdf> (Accessed: 3rd March 2021).

Appendix 1

No changes have been made.