

## Manufacturing Instructions for Orthopaedic (Shoe) Technicians

Dear Customers,

Thank you for the confidence you have shown in us by purchasing these insole blanks. You've made a good decision. Our goal and commitment are to ensure the best possible support for the foot using our insole blanks—in close cooperation with our partners, physicians, health insurance providers, and medical services. Learn more about our products by visiting our website: [www.schein.de](http://www.schein.de)

These manufacturing instructions apply to the following Novaped Protect ELTEN insole blanks:

989610000	Novaped S90 Protect ELTEN bonded
989610800	Novaped S90 Protect ELTEN unbonded
979610000	Novaped soft Protect ELTEN bonded
979610011	Novaped soft Protect ELTEN partially bonded

The Novaped Protect ELTEN insole blanks are manufactured in accordance with the German DGV Rule 112-191 and ÖNORM Z 1259. They are specifically developed for ELTEN safety shoes. The insole blanks are covered with the type-tested Elten cover material ELTEN ESD PRO. A current list of certified safety shoe models can be obtained from Elten or viewed in the "Orthopädischer Fußschutz" catalog at [www.elten.com](http://www.elten.com). The Novaped Protect ELTEN insole blanks may only be processed in accordance with these manufacturing instructions. No materials other than the listed components may be used. Failure to comply will void the type examination certificate, and the supplying company will be liable for any resulting damages.

Please read these manufacturing instructions carefully before further processing of the insole blanks and observe the following information.

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| <p><b>1 Purpose / Indication</b><br/>Insole blanks are preliminary products used to manufacture orthopedic insoles. Based on a medical prescription, an insole blank is individually customized and processed by a healthcare technician to create a bespoke orthopedic insole for a specific customer. Custom-made insoles are functional orthoses designed to support, cushion, or correct the foot, as well as to relieve pressure or redistribute load on the soft tissues of the foot.</p> <p><b>2 Conditions of Use</b><br/>Individually processed insole blanks must be dispensed in a usable and properly fitting condition.</p> <p><b>3 Instructions for Use</b><br/>Before initial use, the insole blanks must be processed by qualified specialists according to the user's individual needs and in accordance with these manufacturing instructions. The size marking on the insole blanks serves only as a guide. Like a well-fitting safety shoe, the insole blank should consider not only foot length but also the toe box (shoe interior space). Because foot lengths may differ, both feet must always be measured and individually fitted. A processed insole blank is intended for use by one patient only.</p> <p><b>4 Safety Instructions</b></p> <ul style="list-style-type: none"> <li>• Insole blanks must be processed and customized only by qualified specialist personnel.</li> <li>• Observe all safety instructions of any machines used during processing.</li> <li>• General occupational health and safety regulations (according to the German Occupational Safety and Health Act – ArbSchG) must be followed during processing.</li> <li>• The materials used in insole blanks are subject to aging and may change their properties over time. The condition of the insole blanks should always be checked before processing.</li> <li>• To protect insole blanks from environmental influences during storage, we recommend storing them in a dry, light-protected location at temperatures between 10–30 °C.</li> </ul> <p><b>5 Application Risks</b><br/>In the case of significant foot deformities, the use of an insole blank is not suitable.</p> <p><b>6 Material Specifications</b></p> | <p>Base Material: EVA, PES<br/>Reinforcement: PES<br/>Cover/Cushioning Material: ELTEN ESD PRO cover material<br/>Pad: SBR<br/>Cushioning Components: PU</p> <p><b>7 Disposal</b><br/>The disposal of the product and packaging must be carried out in accordance with applicable legal regulations.</p> <p><b>8 Processing</b><br/><span style="color: #e67e22;">The Novaped Protect ELTEN insole blanks may only be processed in accordance with the following manufacturing instructions. Failure to comply will invalidate the type examination certificate, and the supplying company will be liable for any damages resulting from this.</span><br/><span style="color: #e67e22;">When fitting the Novaped Protect ELTEN insole blanks into safety shoes, ensure that they lie completely on the insole board. The material thickness of the insole blank must not be altered in the steel cap area. A heel height of a maximum of 10 mm must be maintained.</span></p> <p><b>8.1 989610000 Novaped S90 Protect ELTEN bonded<br/>989610800 Novaped S90 Protect ELTEN unbonded</b></p> <p><b>8.1.1 Grinding and Cutting</b><br/>The outline of the insole blank may be processed in the forefoot area by grinding and cutting to fit the shoe.</p> <p><b>8.1.2 Finishing Wedge for Heel Raise, Inner or Outer Edge Elevation</b><br/><span style="color: #e67e22;">No material may be added to the steel cap area or within 10 mm behind it!</span></p> <ul style="list-style-type: none"> <li>• Roughen the underside of the insole blank with a fluted grinding disc and remove dust.</li> <li>• Cut the build-up material, e.g., Multiforte (black, 3 or 6 mm, item no. 010774030 or 010774060), to the required size. Roughen the bonding side on the grinder (24 to 40 grit) and remove dust.</li> <li>• Coat both the underside of the insole blank and the roughened area of the Multiforte evenly with adhesive (e.g., Renia Ortec Spezial, item no. 011625006) and let it air for about 20 minutes.</li> <li>• Activate the adhesive film on the insole blank and build-up material using a hot air gun for about 20 seconds at approximately 120 °C, and bond the materials together. Press the build-up material onto the insole blank manually or with a suitable last.</li> <li>• After the material has cooled, grind the build-up material into a heel wedge (Fig. 1) or an inner or outer edge elevation (Fig. 2) on the</li> </ul> |
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grinder. The material should taper to 0 mm at the metatarsal heads (Fig. 2).

#### 8.1.3 Bonding the Cover Material

- Any adhesive can be used, provided the associated instructions for use are followed.
- Coat the top side of the base material with adhesive.
- Coat the underside of the cover material where the connection to the base material is to be made. **The cover material in contact with the insole board must not be coated with adhesive to prevent interference with conductivity!**

#### 8.2 979610000 Novaped soft Protect ELTEN bonded

##### 979600011 Novaped soft Protect ELTEN partially bonded

#### 8.2.1 Grinding and Cutting

The outline of the insole blank must be ground in length and width, as well as adjusted for correction. The following features can be adapted to the patient:

- Longitudinal arch support (Fig. 3)
- Retrocapital pad in drop shape (Fig. 4)

#### 8.2.2 Finishing Wedge for Heel Raise, Inner or Outer Edge Elevation

- The material thickness of this insole blank must not be altered in the steel cap area. A heel height of a maximum of 10 mm must be maintained.**
- Roughen and dust the underside of the insole blank with a grinding machine.
- Cut the build-up material, e.g., Multiforte (black, 3 or 6 mm, item no. 010774030 or 010774060), to the required size. Roughen the bonding side on the grinder (24 to 40 grit) and remove dust.
- Coat both the underside of the insole blank and the roughened area of the Multiforte evenly with adhesive (e.g., Renia Ortec Spezial, item no. 011625006) and let it air for about 20 minutes.
- Activate the adhesive film on the insole blank and build-up material using a hot air gun for about 20 seconds at approximately 120 °C, and bond the materials together. Press the build-up material onto the insole blank manually or with a suitable last.
- After the material has cooled, grind the build-up material into a heel wedge (Fig. 1) or an inner or outer edge elevation (Fig. 2) on the grinder. The material should taper to 0 mm at the metatarsal heads (Fig. 2).

#### 8.2.3 Bonding the Partially Bonded Insole Blank

- Any adhesive can be used, provided the associated instructions for use are followed.
- Coat the top side of the base material with adhesive.
- Coat the underside of the cover material where the connection to the base material is to be made. **The cover material in contact with the insole board must not be coated with adhesive to prevent interference with conductivity!**

#### 9 Warranty

We provide the statutory warranty for proper use.

#### 10 Labeling

The processed insole blank must be labeled on the underside by the healthcare technician as follows:

- Company name
- Unique identifier (e.g. patient code)
- Manufacturer's name and address (orthopedic business)
- Manufacturing date
- Medical product
- Product description
- Custom-made product

Additionally, the orthopedic modification in the shoe under the

orthopedic insole must be labeled accordingly by the medical craftsman:

- Manufacturer's name (orthopedic business)
- Type number (refer to the table at [www.elten.com](http://www.elten.com))

Please inform Schein Orthopädie Service KG if there are any abnormalities, issues, or deficiencies with the insole blanks.

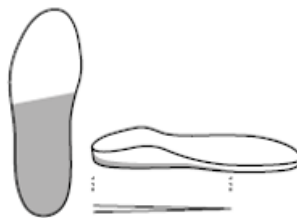


Fig. 1: Heel raise

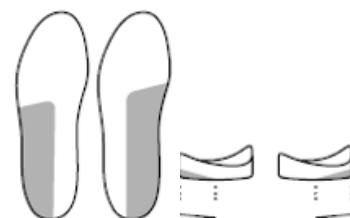


Fig. 2: Inner or outer edge elevation

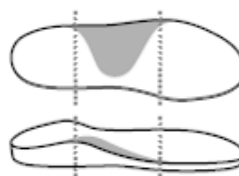


Fig. 3: Longitudinal arch support

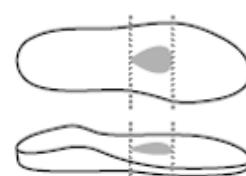


Fig. 4: Retrocapital teardrop shaped pad



Fig. 5: Plantar fasciitis padding

Article	Size	SU	Art. no.	Usable for art. no.	
				989610***	979610***
Multiforte, black	approx. 1000 x 1000 x 3 mm	Sheet	010774030	X	X
Multiforte, black	approx. 1000 x 1000 x 6 mm	Sheet	010774060	X	X
Renia Ortec Spezial adhesive	1 l (tin)	Container	011625006	X	X

Tab.: Permitted materials for further processing of Novaped Protect ELTEN insole blanks

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