



INFORMATION SHEET ON RETURN DOCUMENTS

Regarding Repair, Conversion, Modification Work

If you are planning to send valves to Mankenberg GmbH for repair, conversion, modification work or warranty inspections, please contact us beforehand to coordinate the procedure.

CONTACT DETAILS

service@mankenberg.de | Service Number +49 (0) 451 87 97 5 222

We will then provide you with the return documents or you can download them on www.mankenberg.de. Kindly e-mail to us the accompanying return documents duly completed in order that we can inform our goods receiving department about the anticipated incoming consignment.

RETURN CONSIGNMENT ADDRESS

Mankenberg GmbH | Repair Service | Spenglerstraße 99 | D - 23556 Lübeck

PLEASE NOTE THE FOLLOWING:

Mankenberg GmbH accept return consignments of valves only together with properly completed return documents (return consignment note plus declaration of contamination), which provide evidence of the risks of the used medium, residuals (liquid, pasty, other deposits) and possibly existing detergent residues in the valve. This measure is aimed at protecting any person in contact with the product from health hazards.

For a smooth and fast processing of the order, it is mandatory to attach the accompanying return documents duly completed together with the declaration of contamination. Please fix the return consignment note to the return consignment in such a way that it can be easily accessed from the outside (if necessary, mark the package additionally).

In case you are not able to clean and/or decontaminate the valve prior to returning it to us, you must check with us in advance the return of a contaminated valve. In such cases we will consult our occupational safety specialist and our environmental representative with regards to cleaning the valves on site at Mankenberg and disposal of residuals from the valve. You will certainly understand that we have to charge these additional expenses to you independently from your warranty rights or whether or not the repair work has been performed after all (disassembly and inspection of the damage are required in any case).

If you have not cleaned or decontaminated the valve sufficiently, it will be returned to the sender at his expense or the incurred costs for cleaning/disposal will be charged to him. This applies in particular when residuals from substances or mixtures have been classified as sensitizing, carcinogenic, toxic to reproduction, teratogenic or flammable in accordance with GHS hazard classes and categories (for example labelling of dangerous substances).

If the a/m procedure is not complied with, we reserve the right to decline acceptance of the consignment or to return it to the sender, carriage unpaid. Any costs incurred by this procedure will be invoiced.

Thank you for your understanding.

Mankenberg GmbH
☒-SERVICE

Service Dept.
Henning Tietz

Mankenberg GmbH
 Repair Service
 Spenglerstr. 99
 23556 Lübeck | Germany

Return Consignment Note N°	
Reference N°	
Date	

Return Delivery - Part of Return Documents - Subject to change. | Version 10/2017



RETURN DELIVERY

PERTAINING TO THE RETURN DOCUMENTS – PART 1

Please absolutely follow the instructions on the information sheet.



CONTACT DATA OF THE SENDER	
Company	
Name	
Street / N°	
Postal Code / City	
Phone	
E-Mail	

CONTACT DATA OF PRINCIPAL (IF OTHER THAN SENDER)	
Company	
Name	
Street / N°	
Postal Code / City	
Phone	
E-Mail	

REASON FOR RETURNING THE VALVE

<input type="checkbox"/>	Warranty Inspection
<input type="checkbox"/>	Repair
<input type="checkbox"/>	Maintenance
<input type="checkbox"/>	Return
<input type="checkbox"/>	Disposal

Other (Problems/irregularities of the valve)

OPERATING DATA

APPLICATION OF THE VALVE



DECLARATION OF CONTAMINATION

PERTAINING TO THE RETURN DOCUMENTS – PART 2

Please absolutely follow the instructions on the information sheet.







In any event, a safety data sheet has to accompany the return consignment if toxic or hazardous media and/or other products are used within the meaning of the German Hazardous Goods Regulation (GefStoffV).

DEVICE DATA	
Valve Type	
Serial N°	
Article N°	
Tag N° / KKS N°	
Order N° / Item	

CONTACT MEDIA (PROPERTIES OF THE SUBSTANCES AND MIXES THAT HAVE BEEN IN CONTACT WITH THE VALVE)

<input type="checkbox"/> Contact with radioactive substances	<input type="checkbox"/> Contact with hazardous substances
<input type="checkbox"/>	<input type="checkbox"/> Contact with biologicals

The valve has been contaminated with (information about trading name, product name, manufacturer, chemical name)








<input type="checkbox"/> Explosive <input type="checkbox"/> Warning  <input type="checkbox"/> Hazard	<input type="checkbox"/> Hazardous to Health <input type="checkbox"/> Warning  <input type="checkbox"/> Hazard	<input type="checkbox"/> Caustic <input type="checkbox"/> Warning  <input type="checkbox"/> Hazard
<input type="checkbox"/> Oxidizing <input type="checkbox"/> Warning  <input type="checkbox"/> Hazard	<input type="checkbox"/> Toxic, deadly <input type="checkbox"/> Warning  <input type="checkbox"/> Hazard	<input type="checkbox"/> Irritating <input type="checkbox"/> Warning  <input type="checkbox"/> Hazard
<input type="checkbox"/> Flammable <input type="checkbox"/> Warning  <input type="checkbox"/> Hazard	<input type="checkbox"/> Environmental Danger <input type="checkbox"/> Warning  <input type="checkbox"/> Hazard	

PROTECTIVE MEASURES

Perform cleaning and decontamination Measures.

Cleaning agent	
Cleaning process	

Please specify necessary PPE for handling of the Medium!

<input type="checkbox"/> Safety Eyewear 	<input type="checkbox"/> Face Shield 	<input type="checkbox"/> Protective Gloves 
<input type="checkbox"/> Respiratory Protection 	<input type="checkbox"/> Shoes (note special features) 	<input type="checkbox"/> Protective Clothing (note special features) 
<input type="checkbox"/> Other (note special features)		

POINT OF CONTACT FOR QUERIES

Company	<input type="text"/>	Name	<input type="text"/>
Street / N°	<input type="text"/>	Department	<input type="text"/>
Postal Code / City	<input type="text"/>	Phone	<input type="text"/>
Country	<input type="text"/>	E-Mail	<input type="text"/>

LEGALLY BINDING DECLARATION

This declaration must only be completed and signed by authorized and qualified persons. We declare that all the information given in this form is correct and complete.

Date	<input type="text"/>	Place	<input type="text"/>

Company stamp and legally binding signature

Please return via e-mail to service@mankenberg.de or via fax to +49 (0) 451-8 79 75 99