



## 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](mailto: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](http://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 entirely clean valves 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).

If you have not cleaned or decontaminated the valve sufficiently, it will be returned to the sender at his expense. 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

 M-SERVICE

Service Dept.  
Henning Tietz

Mankenberg GmbH  
 Repair Service  
 Spenglerstr. 99  
 23556 Luebeck | Germany

Return Consignment Note N°	
Reference N°	
Date	

Return Delivery - Part of Return Documents - Subject to change. | Version 04/2022



## RETURN DELIVERY

PERTAINING TO THE RETURN DOCUMENTS – PART 1

Please absolutely follow the instructions on the information sheet.



Remark: red marked fields are required.

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

REASON FOR RETURNING THE VALVE	
<input type="checkbox"/> Warranty Inspection	Other (Problems /irregularities of the valve)
<input type="checkbox"/> Repair	
<input type="checkbox"/> Maintenance	
<input type="checkbox"/> Return	
<input type="checkbox"/> Disposal	

MEDIUM		APPLICATION OF THE VALVE	
<input type="checkbox"/> Water / Water Steam			
<input type="checkbox"/> Nitrogen			
<input type="checkbox"/> Carbon Dioxide			
<input type="checkbox"/> Petrol			
<input type="checkbox"/> Methane			
<input type="checkbox"/> Air			
Others			
Hazardous substance	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Cleaned	<input type="checkbox"/> yes	<input type="checkbox"/> no	

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# DECLARATION OF DECONTAMINATION

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"/> No contact with biologicals / hazardous substances	<input type="checkbox"/> Contact with hazardous / biological substances
<input type="checkbox"/> No contact with radioactive substances	<input type="checkbox"/> Contact with radioactive substances








The valve has been operated 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**

Cleaning and decontamination measures undertaken	
Cleaning agent	
Cleaning process	

**Recommended PPE when handling the cleaned valves with the risk of hazardous residues.**

<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		Name	
Street / N°		Department	
Postal Code / City		Phone	
Country		E-Mail	

**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		Place	
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Company stamp and legally binding signature

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