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 decontamination), 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 decontamination. 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 residues 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
M-SERVICE

Service Dept.
Henning Tietz

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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 10/2020

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

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

- ☐ Warranty Inspection
- ☐ Repair
- ☐ Maintenance
- ☐ Return
- ☐ Disposal

Other (Problems / irregularities of the valve)

MEDIUM

- ☐ Water / Water Steam
- ☐ Air
- ☐ Carbon Dioxide
- ☐ Petrol
- ☐ Menthane
- ☐ Oxygen

Others

Hazardous substance	☐	yes	☐	no
Cleaned	☐	yes	☐	no

APPLICATION OF THE VALVE

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- Part of Return Documents – Subject to change. | Version 109/2020

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)

- ☐ No contact with biologicals / hazardous substances
- ☐ Contact with hazardous substances
- ☐ No contact with radioactive substances
- ☐ Contact with biologicals

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

Declaration of Decontamination

- ☐ Explosive
  - ☐ Warning
  - ☐ Hazard



- ☐ Hazardous to Health
  - ☐ Warning
  - ☐ Hazard



- ☐ Caustic
  - ☐ Warning
  - ☐ Hazard



- ☐ Oxidizing
  - ☐ Warning
  - ☐ Hazard



- ☐ Toxic, deadly
  - ☐ Warning
  - ☐ Hazard



- ☐ Irritating
  - ☐ Warning
  - ☐ Hazard



- ☐ Flammable
  - ☐ Warning
  - ☐ Hazard



- ☐ Environmental Danger
  - ☐ Warning
  - ☐ Hazard



PROTECTIVE MEASURES

Perform cleaning and decontamination Measures.

Cleaning agent	
Cleaning process	

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Please specify necessary PPE for handling of the Medium!

- ☐ Safety Eyewear 
- ☐ Face Shield 
- ☐ Protective Gloves 
- ☐ Respiratory Protection 
- ☐ Shoes (note special features) 
- ☐ Protective Clothing (note special features) 
- ☐ 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	

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

PRINT SAVE

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