



SAMPLING INSTRUCTIONS

Standard sampling pump and tube.

Method Derived from AS 4002.2-2001

Preparation	<ul style="list-style-type: none"> ✓ Equipment components need to be at the correct operating temperature for a consistent mix of oil. The sampling technique is crucial to the sample results and to monitor the wear trends of the compartment. ✓ Consider extracting the sample from a centralised area where the fluid is in motion and away from inactive areas caused by corners and baffles.
Taking the Sample	<p><i>Preventative maintenance of compartments is where a correct sample technique is very important, poor sample technique may result in the potential to misrepresent wear or contamination which may lead to undiagnosed failure. It is important you follow the steps and advice and don't rush.</i></p> <ul style="list-style-type: none"> ✓ Once selecting a suitable area of the reservoir from which the sample is to be extracted, clean the area around the entry point before breaking into the reservoir. ✓ Insert the sampling tubing into the desired area of the reservoir. Ensure the tubing is in a flowing oil stream in the reservoir. A dead spot or corner will give you a false result, also take note of how far the tube goes into the reservoir, try to sample in the same local area each time, this will maintain consistency in your sample results. Using the sampling pump as a vacuum source draw 20-30mL (¼ of a bottle of sample) into the sample bottle. ✓ Remove the bottle from the pump and replace the lid, shake and discard the 30 mL of oil, this will remove any impurities that may be present in the bottle or tubing. Empty discarded sample into a waste oil container. <i>Remember discard oil & hoses in an environmentally friendly manner.</i> ✓ Reattach the sample bottle to the pump this time drawing 100mL (¾ of a bottle) or to the fill line maintaining the same sampling position in the reservoir. ✓ Detach the sample bottle from the pump and immediately place the red stopper and lid directly onto the bottle. <i>(The red stopper on the bottle is to prevent leakage during transit (WA & NT disregard this step)</i> ✓ Place bottle in the zip lock plastic bag and then into black Inspec mailing canister.
Documentation & Sample Description Sheets	<ul style="list-style-type: none"> ✓ For new equipment it is crucial to make sure all information is correct and clear. All sections must be filled out. ✓ For an existing equipment compartment you are only required to fill in the equipment serial number, customer number, and or the previous report number and then any information that will vary <i>i.e.</i> hours on oil, equipment hours & oil types and grades. ✓ Peel off the second sample number sticker provided on the bottom of the form and stick onto the lid of the bottle to ensure that documentation is tracked to the sample. ✓ Peel off the "customer to retain" sample number sticker to retain with your records. Use this number to identify and track your sample. ✓ A hard copy of the report will be mailed to the address on the sample description form. ✓ Email versions of the report are available at no cost, just tick the sample description sheet as to what report format you would like to receive. The PDF format is an identical replica of the printed hardcopy report.
Despatch	<ul style="list-style-type: none"> ✓ Place the completed form and the sealed plastic bag containing the numbered sample bottle into the black INSPEC mailing canister ✓ Despatch by the means available ✓ If the test results are required urgently, please include an email address so we can notify you immediately after the analysis have been completed or tick the SMS notification box. This will send a report status text to your mobile phone. ✓ A hard copy of the report will be mailed to the address on the front of this form. As well as a hard copy you may also stipulate to have the report emailed in PDF format as stipulated above.