



**SAMPLING INSTRUCTIONS**

**OUR TIP - HAVE A WIPER HANDY JUST IN CASE YOU SPILL ANY OIL!**

- 1) Run unit to warm and circulate oil before taking sample.
- 2) For convenience, take oil sample from the unit via the oil filler point using syringe and plastic tubing provided.  
With tube below oil level, but not touching the bottom of the oil reservoir, pump syringe 2 - 3 times to expel air and then draw oil sample into syringe. (For units with pumped and filtered lubrication systems take sample before filter)
- 3) Take sufficient oil out of unit to fill sample bottle to just below neck. Seal bottle with plug, and then screw cap on securely.
- 4) Fill in details on sample label provided, including your name and contact details, unit make, model, type and your reference number if any.  
Please also give as much information as you can about the oil in use ie. oil manufacturer, oil type, viscosity and time in service.
- 5) Stick label around bottle.

6) Finally, check cap is firmly screwed on to bottle, put sample into tube, secure end of tube using strong adhesive tape and post  
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The analysis report that you will receive from us will clearly explain the condition of your oil sample, giving details of the physical condition of the oil plus wear metals and other contaminants.

The report will start by advising you of the status of the sample :

**SATISFACTORY : EARLY WARNING : IMMEDIATE ACTION**

**SATISFACTORY** - is what we generally expect to see. The results are within our recommended limits and your unit and oil are fit for further use.

**EARLY WARNING** - will mean that we have identified a problem that may need investigation, either by further oil sampling, or we may recommend that you undertake some remedial work.

**IMMEDIATE ACTION** - has identified a major problem, one that requires immediate attention. Because failure of the unit may be imminent, we will normally contact you by phone to save time, as well as posting our report to you in the normal way.

We value your business and your comments. If you feel there is any way in which we could improve our service to you then please contact us.

**THANK YOU FOR USING OUR SERVICE**

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