

# How to fill out a Submission Form

# WEAR<sup>®</sup> CHECK

## IMPORTANT POINTS to consider when filling out the Submission Form

### 1. Fleet or plant number

It is important to name equipment in a consistent manner. If a bulldozer is called BD1, and then called CAT1, then the sample history will not tie up.

### 2. The period the oil has been in use (POIU)

Once a vehicle has been correctly identified, the POIU is the most critical information required. This determines how much wear and contamination is to be expected in the oil. In theory, if the oil has been in use for twice as long, then twice as much wear and dirt should be evident. Please try to give this information in hours or km.

### 3. Comments or special circumstances

The more information supplied to Wearcheck, the more accurate the diagnosis will be. Please make a brief comment on anything that you feel might be relevant, and mention any faults identified during maintenance, eg. faulty ducting pipes or blocked filters.

### 4. Component replacement or overhaul

It is useful to know the SMR when components are replaced or rebuilt. New or overhauled components generally show higher wear readings. Knowing the unit is new allows us to say things are normal for a unit bedding down, rather than making the report actionable.

### 5. Vehicle and component makes and models

The make and model of a piece of equipment is very important as different machines behave in different ways and have different wear profiles. The component make and model also needs to be known; the engine in a Bell truck could either be a Deutz, ADE or Mercedes Benz.

### 6. Oil brand and grade

Knowing what oil should be in use allows us to detect top-ups and usage of incorrect products. This may indicate a maintenance problem or oil transfer. It is easy to determine if the incorrect oil is in use but it is very difficult to identify a product if no information is given as many oils look very similar.

### 7. The sample number

This is a unique ID that identifies your oil sample. Please ensure that the number on the sub form and the bottle are the same. Also have this number ready if you want to inquire about a sample. There are over four million samples on the Wearcheck database and 35 000 are analysed each month, so finding your results without a sample number may be impossible.

### 8. Component description

As with the fleet number, make sure this is consistent. If a final drive is submitted as a planetary gear, then this will be logged as a separate component and the history will not tie up.

### 9. Oil consumption

Often this is difficult or impossible to record but even an indication of normal or high is helpful. Topping up with fresh oil dilutes the wear and contaminant levels and can cause an abnormal situation to look normal.

## USEFUL SAMPLING ACCESSORIES

### Heavy Duty Metal Oil Sample Extraction Pump

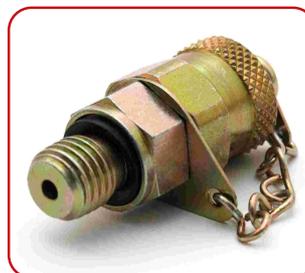


*Product code: WISP*

*Application:* This valve offers ease of operation and is used on high pressure systems.

*Description:* It is sold as a single unit and is compatible with the high pressure sampling valve connector below (details on request).

### High Pressure Sampling Valve

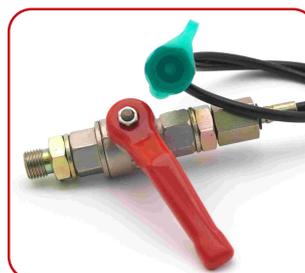


*Product code: WHPV*

*Application:* This 'quick coupler' connector enables oil samples to be taken from high pressure systems.

*Description:* It is sold as a single unit and is compatible with the high pressure sampling valve above (details on request).

### High Pressure Sampling Valve Connector



*Product code: WVCG*

*Application:* This robust metal pump is specifically designed for taking oil samples from engines through the dipstick or from any other compartment.

*Description:* It is supplied with a rinse bottle and 3 lengths of hard nylon tubing for sampling on all compartments (4mm, 6mm and 8mm diameter tubing).

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## Mobile Equipment Oil Sample Submission Form



Your company name and telephone number	<b>SAMPLE NUMBER</b> 1931682 25		Every sample has a unique seven digit number followed by two check digits. It is <b>IMPORTANT</b> to ensure that this number and the bottle number are the same
To identify what machine the sample comes from	Customer name / Phone number		It is <b>VITAL</b> that you have the number ready if you have any queries about a sample
Where the machine is working	Your WEARCHECK computer code		Your WEARCHECK computer code (6 characters) links your contact details to this sample
The date the sample was taken	Fleet or plant number		Permits an alternate ID for a machine or vehicle
<b>IMPORTANT</b> How long has the oil been in use - in km or hours?	Registration or serial number		Name of the type of component sampled
Circle Yes / No if the oil was drained when the sample was taken	Site		Total machine hours or km
Brief comments or mention special circumstances that may have relevance to the analysis and diagnosis	<b>SAMPLE DETAILS</b>		Circle Yes / No if filters were changed when the sample was taken
Indicate the service meter reading when the component was replaced or overhauled <b>ONLY</b> if applicable	Component type (eg. engine)		Oil consumption since last oil change <b>NOT</b> to include the sump capacity when filled. If exact consumption is unknown give an indication as to whether it is normal or high
Vehicle make and model - full details eg. Bell B40D	Date of sample		Allows the customer to reference a works order to a particular service or action - this number will be recorded on the report
The FULL name of the oil used in this component eg. Shell Rimula Super 15w40	Service meter reading	Hours Km	<b>ONLY</b> when registering a component for the first time or when the details have changed
Type of supplemental oil additive - if one is used	Period oil in use		Components make and model: Full details eg. Allison HD4560 - particularly important for engines, gearboxes and transmissions
	Has this oil been drained? (Mark the appropriate box)	YES   NO	Sump capacity of the component
	Have the oil filters been changed? (if applicable)	YES   NO	Type of coolant used in the cooling system
	Oil consumption	<input type="checkbox"/> Litres   Normal   High   Excessive	Wearcheck's quality system
	Comments or special circumstances:		
	Job number		
	Service meter reading when component is replaced or overhauled	Overhauled Km / Hours Replaced Km / Hours	
	<b>SHADED AREAS - IF NEW OR CHANGED DETAILS</b>		
	Component make & model (eg. Mercedes Benz 2632, Caterpillar D9H)		
	Chassis make & model (eg. A.D.E 407T, Fuller RT 12509)		
	Oil brand, type & grade (eg. Castrol Turbomax)		
	Oil capacity	Litres	
	Oil additive? (state brand)		
	Radiator additive? (state brand)		

**NOTE:**  
IF ALL THE RELEVANT INFORMATION IS NOT SUPPLIED WITH THE SAMPLE AN ANALYSIS WILL BE CARRIED OUT **BUT** NO RELIABLE DIAGNOSIS CAN BE GIVEN

**REMEMBER**  
The more information you supply, the more effective the diagnosis will be.

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