



# valveIT<sup>®</sup>

Via Caduti di Reggio Emilia 27, 40033  
Casalecchio di Reno (BO)  
[www.valveit.com](http://www.valveit.com)  
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## O&M GENERIC INSTRUCTIONS

PRO AT FLUID CONTROL





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## GENERAL INFORMATION

These **storage, operating and maintenance instructions** apply to **all valveIT valves and other products** basing on the case-by-case design. valveIT valves are high performance valves which can also be used under extreme conditions. Due to this, the valves should be handled carefully in order to avoid damages which could be **hazardous to human health and/or the environment**. Please consider the relevant remarks in this manual.

Please check the valves immediately after receipt for any defects or transport damages. Claims for transport damages can only be accepted if the forwarder is informed immediately in writing. For return shipments (**transport damage or valve repair**) please issue a damage report **immediately** and return the components back to the manufacturer, if possible in the original packaging. Returning shall be sent **free of charge for valveIT**. Other returning terms have to be agreed with the valveIT sales department.






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Please provide the following information as a minimum for the returned valves:

- **Name and address of the consignee**
- **Order number or valveIT reference number**
- **Type of valve**
- **Description of the defect**

The **valve guarantee period** must be agreed and confirmed by valveIT at the **order confirmation stage**. If no agreement has been reached between the buyer and the seller, the standard guarantee period as per our general sales terms and conditions must be applied. In any case, the **general warranty terms** of valveIT always apply. We assume no liability if our storage, operating and maintenance instructions have been ignored and /or used for inappropriate installation or maintenance work. The end user is responsible for the materials selection regarding **media consistency**. valveIT can provide additional technical information such as material recommendations from steel suppliers and references. However, valveIT doesn't give **any warranty regarding material adequacy and resistance**.





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## SAFETY INSTRUCTIONS

**valveIT valves** are high quality products manufactured according to the **latest applicable technical regulations**, and have left the manufacturer's workshop in perfect condition. Installation, adjustment, maintenance and repair work of valves, pneumatic accessories and electrical equipment shall only be executed by **correctly trained and authorized personnel**. valveIT accepts no liability for damage caused by unauthorized modification of any item and/or the use of non-genuine valveIT spare parts.

**National legislation** for accident prevention and/or the site specific advice of the end user must always be considered. This manual is in no way intended to replace these regulations.

Before starting any repair or maintenance work, **actuators and electrical parts** have to be deenergized. Please consider a safe distance to open mounted and moving parts in order to avoid injury. Ensure that the valves are utilized only within the permitted limits (especially pressure and temperature). Information about these limits can be found in **the technical information leaflet** of the valves or on the valve tag plate. Operation of valves beyond the permitted temperature and pressure limits can cause damage to the valve, especially on gaskets and components. Valves may only be used for **the purpose** that they have been designed for.

**Never carry out any maintenance or repair work if the valve is under pressure. Please consider that some valves can trap pressurized medium (e.g. in the of the valve).**





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The piping system where the valve is installed has to be pressure-free and any media over pressure has to be released before dismantling. Check potential risks which can be caused by media residues. Please consider that media can be released from the valve or piping during dismantling.

In case of toxic / dangerous / harmful media, the pipe has to be emptied completely before dismantling the valve. Hot valves must be cooled down to ambient temperature before work starts.

For your own safety, please always use the correct protective clothing or special equipment which is required for work with a particular media.





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## TRANSPORT & STORAGE INSTRUCTIONS

valveIT valves must be stored in **fully open position**. In certain cases (actuated valves with **fail safe position "closed"**), the valves can be stored in closed position, but storage in a **half open position** has to be avoided at all times. valveIT valves are delivered with the end connections covered by protection caps (where applicable). These caps protect the valve ends from **mechanical damage** and the internals from **environmental influences** (e. g. dust, dirt etc.). The protective caps shall only be removed when the valve is to be installed. The valves shall be stored **indoors** in order to protect them from destructive influences like dirt, moisture and frost. The valves shall be transported in **solid and stable packaging** to the place of installation. Lifting accessories (ropes, belts) shall only be attached to the valve bodies. **Never use the levers, gear boxes or actuators to lift the valves.**

**IMPORTANT NOTE:** Valves which have been installed in **toxic or aggressive media applications** must be flushed and **cleaned before returning** them to the supplier for repair or disposal. Media may be located underneath the seal the valve must be disassembled, the removed and all individual parts must be provided fully cleaned. **A certificate of non-objection** and a **material safety data sheet** must be attached to the shipping documents and shall be included in the delivery.





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## INSTALLATION & START-UP INSTRUCTIONS

In order to avoid valve damage caused by **line impurities** (swarf-, dirt, welding residues) the pipeline must be emptied and cleaned before installation of the valves. Prior to installation, ensure that the valve is in **open position** and the valve end protection caps are removed. Check the sealing surface of flanged valves for damage. In case the valve has been stored without protection caps, please make sure that the valve is clean inside. If necessary flush the valve with clean and dry air.

The valves must be installed **stress-free** in the pipeline. **For example**, stress can occur due to misaligned pipelines. Place the valve in the piping, if needed, by using **lifting accessories**. **Flanges shall be bolted constantly crosswise**. Please consider the stipulated fastening torque of the gasket manufacturer. Flanges and bolting should be clean. A flange gasket which is suitable for the application shall be used. Please ensure that the valves are properly supported during installation. Normally the valves can be installed in any position. However, please consider a **support / bearing for heavy actuators** if the valve is mounted in a vertical pipe or the actuator orientation is not on top of the valve / piping (sideways).



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In order to protect the valve's internal sealing from overheating, please make sure that there is **sufficient cooling** if the valve is welded into the pipe-line (butt weld / socket weld end valves). Please check the whole valve for proper operation by repeated opening and closing before commissioning (<2 **strokes per minute**). In case of **prolonged storage** of the valve the breakaway torque during the first stroke may be higher than usual, after frequent operation the torque will reduce to the normal level. Please check if the hand lever or the actuator is installed in such a manner that the valve **closes clockwise**. When installing multi way valves (three-way, four-way etc.) please check the port form and the switching positions in order to avoid incorrect connection to the piping. The switching positions are shown on the position indicator (hand operated valves) or by red marks on the coupling (actuated valves). Please finish all installation work before putting the valves into operation.

**RECOMMENDATION:** If the operating temperature exceeds 150°C the plug may be adjusted once operating temperature has been reached (1/2 to 1/1 turn of the adjustment bolt).







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## OPERATION AND FUNCTIONALITY INSTRUCTION

Under normal conditions and in the case of the use according to the regulations, frequent maintenance work on valveIT valves is **not necessary**. **After an extended period of operation**, valveIT recommends checking the function of the valve by repeated **open-close strokes**. Tightness of the valve/pipe connection and valve cover area may also be visually checked for leakage. The functionality of valves which remain **constantly in the same position** should be checked frequently, e. g. by performing a “partial-stroke-test”.

After a certain operating time, leakage can occur due to wearing of the sealing parts, small leakages (depending on type of sealing) can be stopped by tightness adjustment.

After finishing maintenance or repair work please check the proper function of the valve (particularly the closing position of actuated valves) and the **tightness of the connection** between valve and piping.