



Quick Reference: Handling, Storage, Installation and Operating Instructions

It is necessary to read and understand the following instructions prior to working on the valve. Additional information is available at www.velan.com.

■ **Receiving Inspection**

All valves must be inspected upon reception for damages that may have occurred during transportation or handling. Any damages noted should be documented; serious damages should be reported immediately to Velan, Field Engineering Services Manager.

■ **Storage and Handling**

Valves should be stored in a suitable sheltered location to prevent contamination by weather, dampness or foreign material. All valves are shipped from the Velan factory with end protectors mounted on inlet and outlet and these protectors should remain on the valves until they are ready for installation. If valves are equipped with an actuator or gear operator, please refer to the manufacturer's instructions for storage. For large valves a hoist and nylon slings are needed. Place a nylon sling under the valve body and hoist vertically to move to the final destination.

■ **Operation, Installation & Orientation**

All standard valves are designed for bi-directional flow unless otherwise specified, and utilize clockwise handle rotation to close.

Prior to installation, remove end covers, clean weld prep, threads and flanges using rags with unused acetone or alcohol. (During welding and construction stages valve should be protected from foreign debris getting inside that could cause extensive damage during valve cycling.)

Ensure that unidirectional valves are installed in the proper orientation (with the "Flow Direction" or "High Pressure Direction" arrow pointing in the direction of flow or high pressure accordingly.)

Ensure that valve materials of construction and pressure/temperature limits shown on the nameplate are suitable for the intended application.

Ball Valves with seat retainer shall be installed with the seat retainer on the upstream side.

Lubricate all threads, gears and fasteners with recommended lubricants or equal prior to installation.

Tighten all mating flange fasteners in a diagonal pattern and check bolting torques and retighten as necessary after installation. Do not overtorque the valve in fully open or closed position to avoid thermal binding.

All gate and globe valves should be welded on line with valves fully closed.

Refer to the web site www.velan.com for instructions on valve orientation, roll and tilt angles. It is generally advisable to have valves 12" and up with stems orientated vertically. Any other orientation is a compromise. Consult Velan Engineering if other orientations are required. Mechanical supports/snubbers attached to the valve are the responsibility of the end user.

Valve must not be used at the end of the line or in a safety loop.

It is the responsibility of the end-user to define the need for over-pressure protection if required.

■ **General Maintenance**

Valves should be inspected regularly during operation and should be subjected to scheduled maintenance.

Lubrication of threads and gears should be done once every six months.

■ **Spare Parts**

All parts on any valve can be ordered. Correctly determine which parts are required and provide the information shown on the valve nameplate.

Velan does not recommend changing any parts in the field, without the involvement of Velan service people or authorized service shops.

Some parts may require special fitting, hence it is best to contact your local Velan representative.

■ **Warning**

For safety reasons take the following precautions before you start work on the valve:

- Personnel making any adjustments on the valves shall wear safety equipment normally used to work with the fluid in the line where the valve is installed.
- Before removing the valve from line, the line must be fully depressurized, drained and vented.
- Non-OEM parts are not warrantable.
- Local national rules must be followed during installation and servicing.

GENERAL INFORMATION

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*Velan reserves the right to change "Quick Reference" instructions without notice.
(English)*

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