

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE** Manually Operated Control Valves

**KEY TEACHING POINTS**

**UNPACKING.**

- Remove all components from shipping containers, but do not move or remove any plugs or valves until the units are ready to be fully assembled.

**INSPECTION.**

- Visually inspect all components for shipping damage. If any shipping damage is found, notify the carrier at once.
- Make sure all hydraulic connections are made to the proper ports.

**ELECTRIC.**

- Have only qualified personnel check electric connections against power availability to prevent dangerous electrical overloading.
- Keep electric extension cord length to a minimum and sizes to electric code. Do not use standard electrical equipment in an explosive atmosphere. Use grounded receptacle.
- Adhere to all applicable local and national electrical codes.

**HOSE CONNECTIONS.**

- Check all coupler connections.
- Do not over-tighten connections. Connections need only be snug and leak free. Over-tightening can cause premature thread failure and may cause high pressure fittings or castings to split at lower than rated capacity.
- Avoid sharp kinks in hose. Never apply pressure when hose is swung in sharp curves.

**HYDRAULIC.**

- Check hydraulic oil level in reservoir to prevent valve failure.
- Do not exceed capacity of equipment attached to the valve. Use a gauge in line and do not exceed pressure rating at lowest capacity pressurized component in the system.
- Use only hydraulic oil recommended by the manufacturer for the specific valve. Do not overfill.

**CHECK FOR SAFE SYSTEM SETUP.**

- Make sure that your valve, connecting hoses, etc. are protected from any external source of damage, such as: excessive heat, flame, moving machine parts, sharp edges, falling objects, corrosive chemicals, dropping, etc.

**STORAGE.**

- Wipe the entire unit clean.
- Disconnect all hydraulic lines to prevent accidental operation.
- Cover the unit with a protective cover.
- Store in a clean, dry environment that is not exposed to extreme temperatures.

**TEST**

QUESTION	ANSWERS	
	TRUE	FALSE
1 Do not exceed capacity of equipment attached to the valve.		
2 Make sure all hydraulic connections are made to the proper ports.		
3 Store in a clean, dry environment that is not exposed to extreme temperatures.		
4 Keep electric extension cord length to a minimum and sizes to electric code.		
5 Check all coupler connections.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE