

SAMPLE INFORMATION FORM

PROBENBEGLEITSCHIN
Sample Information Form (SIF)

UNIVERSAL


A



B


1234567

Probe Sample

Analysenumfang Test scope

Zeit sparen! QR-Code scannen, Probe online eingeben
Save time! Scan QR-Code, enter sample data online www.lab.report

Angaben zur Probe erfolgten online Sample information provided online

Grund für die Analyse Reason for analysis

Routinekontrolle Routine control

Trend, vorherige Labornr. Previous lab-no. _____

Schaden Damage Frisch-/Referenzöl New / Reference oil

Sonstiger Grund Other reason _____

Bei Wechsel der Ölsorte: Vorher eingesetztes / nachgefülltes Öl
Alter oil type change: Previous used / replenished oil

Probenentnahme Sample taken	Letzter Ölwechsel Oil changed	Nachfüllmenge Top up volume
TT dd MM mm JJ yy	TT dd MM mm JJ yy	_____ Liter

Öleinsatzzeit Oil in use _____

Gesamtlaufzeit Total operating time _____

Stunden Hours
 Monate Months
 Jahre Years

Öl gewechselt Oil changed Ja Yes Vor Before Nach After
 Nein No Probenentnahme Sampling

Öhersteller Oil manufacturer _____

Öbezeichnung Oil brand name _____

Viskosität Viscosity _____ SAE/ISO/VC

Maschine Machine

Maschinenbezeichnung Bitte unbedingt ausfüllen! Unit ID Please complete

z.B. Maschinename, Inventar-Nr., Serien-Nr., Kfz-Kennzeichen (max. 20 Zeichen)
e.g. machine name, inventory-no., serial-no., vehicle registration (max. 20 characters)

Komponente / Probe aus Component / Sample from _____

Maschinenangaben siehe vorherige Labornr. Machine information see previous lab-no.

Anwendung [Hydraulik, Getriebe, Motor, ...] eintragen oder unten ankreuzen
Enter application (hydraulics, gear, engine, ...) or mark below

<input type="radio"/> Hydraulik Hydraulics	<input type="radio"/> Industriegetriebe Industrial gear	<input type="radio"/> Fahrzeuggetriebe Vehicle gear
<input type="radio"/> Benzinmotor Petrol engine	<input type="radio"/> Dieselmotor Diesel engine	<input type="radio"/> Gasmotor Gas engine
<input type="radio"/> Schraubenkompressor Screw compressor	<input type="radio"/> Kolbenkompressor Piston compressor	<input type="radio"/> Kältemaschine Refrigeration
<input type="radio"/> Vakuumpumpe Vacuum pump	<input type="radio"/> Kraftstoff Fuel	<input type="radio"/> Schmierfett Grease
<input type="radio"/> Ölumlaufanlage Oil circulation system	<input type="radio"/> Kühlmittel Coolant	<input type="radio"/> Sonstige Other _____

Position Links Left Rechts Right Vorne Front Hinten Rear Oben Top Unten Bottom

Hersteller Manufacturer _____

Maschinen-/Fahrzeugtyp Machine / Vehicle type _____

Seriennummer Serial number _____

Ölmenge im System Oil quantity _____ Liter

Standort / Bemerkung Location / Remark _____

Kunde Customer

OELCHECK Kundennummer Customer number _____

Firma Company _____

Name Name _____

Abteilung Department _____

Straße, Postfach Street, P.O. Box _____

Land, PLZ, Ort Country, ZIP, City _____

Telefon, Durchwahl Phone Number, Direct _____

Handy Mobile Phone _____

Webseite Website _____

E-Mail Email _____

Laborbericht per _____
Laboratory report by E-Mail + www.lab.report nur in www.lab.report Post
 Email + www.lab.report Only in www.lab.report Mail

Ich beauftrage gegen separate Berechnung I order against additional invoice

Express-Analyse / Same day analysis (+25 €)

Einzeltest gemäß Preisliste
Single test acc. to price list _____

Datum, Unterschrift
Date, Signature _____

Zusätzliche Angaben (erscheinen auf dem Laborbericht)
Additional notes (printed in lab-report) _____

Bitte hier abtrennen! Please tear off!



Bitte diesen Barcode auf das Probengefäß kleben!
Please stick this barcode label on the sample bottle!

Ihr Probenbeleg Keep for your reference

Maschinenbezeichnung Unit ID _____

Komponente / Probe aus Component / Sample from _____

<input type="radio"/> Hydraulik Hydraulics	<input type="radio"/> Getriebe Gear	<input type="radio"/> Motor Engine	<input type="radio"/> Fett Grease	<input type="radio"/> Sonstige Other
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Labor-Nr. Laboratory-no. **1234567**



Bitte ergänzen Sie das Versanddatum und die UPS Tracking # auf der Rückseite.
Please complete this slip by shipping date and UPS tracking # on the back.

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STRUCTURE

The Sample Information Forms are bilingual (German/English). They are divided into four separated parts:

- 1 **Sample details**
- 2 **Machine details**
- 3 **Customer details**
- 4 **Separable reference slip including the barcode label with the laboratory number**

Important information is provided at prominent positions:

<p>A Identification</p> <p>The name of the Sample Information Form is displayed in words and as an icon on the top left of the Sample Information Form and on the left of the reference slip.</p>	<p>B Laboratory number</p> <p>The laboratory number is printed on the top right of the Sample Information Form and on the bottom center of the reference slip. Complete the laboratory number if you are using a Sample Information Form from our website.</p>	<p>C Barcode label</p> <p>The barcode label is on the reference slip. Stick it on the sample bottle to mark it.</p>
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1 Sample details

The left column asks for all information about your sample. We need this information for an accurate and meaningful diagnosis.

Test scope

The test scope of your all-inclusive analysis kit is already printed on your Sample Information Form. You just have to provide it if you are using a Sample Information Form from our website.

Sample information provided online

Mark the field with a cross if you entered the sample data via lab.report or the OELCHECK-App.

Reason for analysis

Please specify your reasons for sending us the sample. If you got particular questions, you can ask them here. Our experienced tribologists will answer them in their comment.

Sample taken

Fill in the sampling date.

Oil change

Enter the date of the last oil change.

Top up volume

Enter the top up volume since the last oil change.

Oil in use

Provide the period of time in which the oil has been used.

Total operating time

Enter the total operating time of the machine.

Oil changed

Mark the details as appropriate for your sample.

Oil manufacturer, brand name and viscosity

Provide the manufacturer, the brand name and the viscosity of the oil you are sending in.

2 Machine details

The middle column asks for all information about the machine we need for an accurate and meaningful diagnosis.

Unit ID

Assign a unique Unit ID which you always use for samples from this specific machine.

Component / Sample from

Provide the component from which the lubricant was taken or mark the appropriate description with a cross.

Manufacturer

Provide the machine manufacturer.

Machine / Vehicle type

Fill in the machine or vehicle type.

Serial number

Enter the serial number of the machine.

Oil quantity

Please enter how much oil is in the system.

Location / Remark

Fill in the location and additional relevant remarks.

3 Customer details

The right column asks for all information about the customer.

Company and address data

Fill in the address and contact data of your company and the contact person.

Laboratory report

Mark with a cross whether you want to receive your laboratory report by mail, e-mail or just via our customer portal www.lab.report.

Additional services

You can choose an express analysis or additional single tests. They will be charged as indicated.

Additional notes

Support additional company-internal information on your sample. It will appear on the laboratory report.

4 Separable reference slip including the barcode label with the laboratory number

Stick the barcode label with the laboratory number on the sample bottle. Tear off the sample reference for your records.

Machine data

Fill in the machine data from the Sample Information Form on the reference slip. Record the shipment date and UPS Tracking # on the back.

www.lab.report – Probendaten schnell erfassen

MIT DEM HANDY UND DER OELCHECK-APP

- QR-Code mit dem Handy einscannen, die Maschinendaten werden angelegt. Funktioniert mit einem neben der Entnahmeselle platzierten QR-Code oder mit einem auf dem vorherigen Laborbericht unten aufgedruckten QR-Code.
- Labornummer vom Aufkleber übernehmen und offene Felder ergänzen.

MIT DEM PC UND INTERNET (www.lab.report)

- Wenig die gleiche Maschine und Komponente bereits früher analysiert wurden. Nach dem Login die Maschine auswählen.
- Wenn bisher die Maschine und Komponente nicht analysiert wurden: Unter dem Menüpunkt „Maschinen“ zunächst die Daten erfassen.

PROBENANGABEN ONLINE

- Maschine und Komponente auswählen und auf „NEU“ klicken.
- Labornummer eintragen, Felder ausfüllen (z.B. Betriebszeit).

PROBE VERSENDEN

- Barcode-Nummer ablesen und auf das Probengefäß kleben.
- Auf Vorderseite nur „Angaben zur Probe“ erfolgrichtig online ankreuzen.
- Brief-Probeneingabe abtrennen, Datum und UPS Tracking # ergänzen.
- Probe verpacken und versenden wie bei „Umgang mit Proben“ beschrieben.

www.lab.report – Quick entry of sample data

USING MOBILE PHONE AND OELCHECK-APP

- Scan the QR-Code with the mobile phone - The app opens the machine data directly. Works best with the QR-Code placed next to the sampling area with a previous lab-report containing the QR-Code.
- Fill in lab-no. from adhesive label and complete blank fields.

USING PC AND INTERNET (www.lab.report)

- If the same machine and component have been analyzed before: Select the machine after the login.
- If the machine and component have not been analyzed before: Click „machine“ and enter the machine and component data.

SAMPLE INFORMATION ONLINE

- Select machine and component and click on „NEU“.
- Enter lab-no., complete the blank fields, e.g. operating hrs.

SAMPLE SHIPMENT

- Stick the barcode-no. from the front onto the sample bottle.
- Just mark „Sample information provided online“ on this form.
- Tear-off your sample tracking slip and fill in date and UPS Tracking #.
- Push the sample and arrange the shipment as described under „Shipment“.

UMGANG MIT PROBEN

PROBENENTNAHME

- Nur in ein sauberes Gefäß – am besten sofort in das OELCHECK-Probengefäß.
- Während des Betriebs oder kurz nach dem Stillstand, immer an der gleichen Stelle.
- Bei normaler Betriebs Temperatur (max. 80 °C), vor dem Filter!

TIPP: Nach einfachere Dienstnahme mit der OELCHECK-Probepumpe!

KENNZEICHNUNG

Barcode (von der Vorderseite) an die markierte Stelle des All-inclusive Probengefäßes kleben.

BEGLEITSCHIN AUSFÜLLEN oder DATEN ONLINE EINGEBEN

WICHTIG: Für Trendanalysen immer die exakt gleiche Bezeichnung für Probe und Komponente verwenden. Bitte die Fragen auf der Vorderseite möglichst detailliert beantworten.

ONLINE unter www.lab.report einloggen. Maschine und Komponente auswählen oder neu anlegen. Daten nur noch ergänzen.

SCHNELL & EINFACH: Probeneingabe mittels QR-Code mit der OELCHECK-App.

VERPACKUNG

Die OELCHECK-Versandtasche ermöglicht einen sicheren Transport. Probengefäßes in die äußere transparente Plastiktasche stecken!

VERSAND

Der Probenversand ist über mehrere Wege möglich. Proben sind kein Gefahrgut!

KOMFORTABEL: Kostenlose Abholung und Rücksendung der Probe innerhalb Deutschlands mit dem beiliegenden UPS-Rückholkästchen. Entsendung mit der Tracking-Nr. bei UPS anmelden. Tel. 0 1806-882 463 oder www.ups.de → Versand → Abholauftrag anfordern.

LABORBERICHT

Erstellung des Laborberichts bis zum Ende des folgenden Arbeitstages bei Probeneingabe des all-inclusive Analysensets bis 12 Uhr.

Nach Fragen? Tel. +49-8034-9047-210, ts@oelcheck.de

HANDLING OF SAMPLES

SAMPLE TAKING

- Only into clean containers – preferably directly into the OELCHECK sample bottle.
- Take samples during use or shortly after a machine stop, use always the same sampling point.
- At normal operating temperature (max. 80 °C), always before filtration unit!

Recommendation: Use the OELCHECK-sampling pump for clean and easy sampling!

SAMPLE IDENTIFICATION

Stick the barcode label (from the front side) onto the all-inclusive sample bottle.

COMPLETE THIS FORM (SIF) or USE DATA ENTRY ONLINE

PLEASE NOTE: For trend-analysis always enter the same machine and component name as used before. Please complete the technical questionnaire on the front side of this form in detail.

ONLINE DATA ENTRY: Log-in at www.lab.report. Select an existing machine-and component or generate a new entry. Just complete the blank fields.

QUICK & EASY: Data entry with QR-Code and OELCHECK app.

PACKING

The OELCHECK envelope is ideal for a safe transport. Place this SIF into the transparent pocket on the back.

SHIPMENT

Nearly all shipment methods will work. Lubricant samples are no dangerous goods!

COMFORTABLE: Within Germany samples can be shipped free of charge to OELCHECK with the provided UPS-label. Only the UPS-pick-up service must be arranged.

FOR CUSTOMERS IN OTHER COUNTRIES: Please request a quotation for this service in your country from OELCHECK.

LABORATORY REPORT

The lab-report is ready until the end of the next working day, if OELCHECK has received the all-inclusive kit before 12:00 noon. The lab-report is provided by e-mail or internet access.

Remaining questions? Phone: +49-8034-9047-210, ts@oelcheck.de

Die Daten bleiben in der Datenbank des Verkäufers gespeichert. Proben werden nach 30 Tagen entsorgt.
The values are saved in the seller's database. Samples are disposed after 30 days.

Das OELCHECK-Probengefäß, nicht dieser Probengefäßes, ist das Zeichen für eine all-inclusive Analyse in Deutschland.
The OELCHECK-kit, not this Sample Information Form (SIF), indicates an all-inclusive analysis of the sample in Germany.

Ziel sparen! Einfach Probe online eingeben. www.lab.report
Save time! Enter sample data online.

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The back of the Sample Information Form

All information needed for the handling of your all-inclusive analysis kit can be found on the back of the Sample Information Form:

- Instructions on data entry
- Advice on sample taking and identification of the sample bottle
- Explanations on packing and shipping
- Input field for the UPS tracking number of your sample

You find your UPS tracking number on the UPS return label included in the all-inclusive analysis kit. Write it on your reference slip for tracking purposes. The collection and shipment of your sample are free of charge within Germany with the provided UPS return label.

OUR SAMPLE INFORMATION FORMS

Besides the Universal Sample Information Form, which can be used for all lubricants and machines, OELCHECK provides additional Sample Information Forms. They ask specific questions concerning the individual lubricant application. The following Sample Information Forms are available at the moment:

