



# Oil Sample Return Slip

Company Name		Sampled By	
Site		Date	
Area		Phone/Email	

#	Machine Name/Number	Component <small>e.g Gearbox, Final Drive, Compressor etc.</small>	Oil in Use <small>Type/Brand/Grade, e.g ISO VG 320, 10w40</small>	Oil Hours	Unit Running Hours	Oil Changed? <small>(Y/N)</small>	Topped Up? <small>(Y/N)</small>	Sample Notes
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Please complete all fields to avoid sample booking errors. Place the completed form in a return envelope along with the samples taken, ensuring all bottles are tightened and sealed. It is recommended that batches are returned in sets of 15 or less (per prepaid envelope). Sampling instructions and a space to provide additional notes are available overleaf.

## Oil Sampling Protocol

- 15min**  
Ensure that all equipment is run to operating temperature for at least 15 mins prior to sampling.
- 2**  
Use a new piece of tubing for every sample to avoid any cross-contamination.
- 3**  
The same applies to any syringes used. If using a pump, inspect and ensure cleanliness.
- 4**  
Extract a small amount of oil and discard prior to filling the sample bottle provided.
- 5**  
Please sample after the pump and before the filter (where possible/applicable).
- 6**  
Where sampling from a dipstick, take measures to avoid possible contamination and insert the tubing to the exact length of the dipstick to ensure repeatable
- 7**  
Avoid sampling from drains - residual debris and settled water can severely affect results.
- 8**  
Do not send samples which are classified as Dangerous Goods or "DG". Please refer to Section 14 of the original Safety Data Sheet (SDS), oils and lubricant that can be shipped will be flagged as "Not Regulated".
- 9**  
Fill the sample bottle to around ¾ full and no higher than 80% full to avoid leaks. Attach completed sample label to the bottle.
- 10**  
Make sure samples are sealed immediately after sampling. Samples should be returned to RS Components, ASAP.

**Additional Sample Notes and Comments**

**We Also Provide Several Other Analytical Services Including...**

- Grease Condition Monitoring
- Coolant and Fuel Testing
- Identification of Unknowns
- Filter and Filter Debris Analysis
- Investigative and Root Cause Analysis

