



INSTALLATION QUALIFICATION PROCEDURES

VALVEMATE® II Valve Actuator

Gilson, Inc. World Headquarters

3000 Parmenter Street • P.O. Box 620027 • Middleton, WI 53562-0027 USA
Phone: 608-836-1551 • Fax: 608-831-4451 • E-mail: sales@gilson.com, service@gilson.com, training@gilson.com • www.gilson.com

Gilson S.A.S. • 19, avenue des Entrepreneurs, BP 45, F-95400 VILLIERS LE BEL France



The enclosed Installation Qualification (IQ) procedures are aimed at end-users who are implementing GLP-type requirements. Easily detachable, they can be readily incorporated into proprietary Standard Operating Procedures (SOPs).

	Installation Qualification Procedures
	1. Instrument Identification
Manufacturer	<p>Gilson, Inc. 3000 Parmenter Street P.O. Box 620027 Middleton, WI 53562-0027 USA</p> <p>Instrument Name: VALVEMATE® II Valve Actuator</p> <p>Firmware Version*: _____</p> <p>Manufacturer Serial Number*: _____</p> <p><small>* Refer to the shipping label, located on the shipping container, for this information.</small></p>
Supplier	<p>Organization: _____</p> <p>Address: _____ _____ _____</p> <p>Phone Number: _____ Fax Number: _____</p> <p>Name of Service Technician: _____</p>
User	<p>Organization: _____</p> <p>Department: _____</p> <p>Site (Room): _____</p> <p>Date of Installation: _____</p> <p>System that Includes the Instrument: _____</p> <p>Primary Contact:</p> <p>Name: _____ Phone: _____</p> <p>E-Mail: _____</p>

2. Pre-Installation	
1	<p>Instrument Description</p> <p>The Gilson VALVEMATE® II is a small-footprint valve actuator that provides automatic rotation of a 2-position or multi-position low- or high-pressure valve.</p> <p>For technical specifications for the VALVEMATE II, refer to Chapter 1, Introduction in the <i>VALVEMATE® II Valve Actuator User's Guide</i>.</p>
2	<p>Unpacking</p> <p>When unpacking the VALVEMATE II, check the contents against the information listed in one of the following locations:</p> <ul style="list-style-type: none"> • In <i>Unpacking the VALVEMATE® II Valve Actuator</i> (part number LT315017) included with the VALVEMATE II • In the <i>VALVEMATE® II Valve Actuator User's Guide</i> under the Unpacking heading in Chapter 1, Introduction <p>Retain all packing material so the VALVEMATE II may be shipped safely in the future.</p>
3	<p>Installation Site Requirements</p> <p>Power requirements: +24V DC at 2.0A supplied via a 2.1 mm ID power plug; center contact is positive</p> <p>Physical space requirement: 8.3 x 15.6 x 9.8 cm (3.3 x 6.2 x 3.9 in)</p>
4	<p>Available Documents</p> <p>For reference purposes, specify the storage location for the following.</p> <p>VALVEMATE® II Valve Actuator User's Guide: _____</p> <p>Installation Qualification (IQ) Procedures: _____</p> <p>The User's Guide and IQ Procedures are included on the VALVEMATE® II Valve Actuator Documentation CD (part number LT3332CD).</p>

3. Installation	
1	Setup Perform the procedures in Chapter 2, Installation , of the VALVEMATE® II Valve Actuator User's Guide.
2	Plumbing Connections Perform the procedures under the Plumbing Connections heading in Chapter 2, Installation , of the VALVEMATE® II Valve Actuator User's Guide.
3	Electrical Connections Perform the procedures under the Electrical Connections heading in Chapter 2, Installation , of the VALVEMATE® II Valve Actuator User's Guide.
4	Operation Refer to Chapter 3, Operation , in the VALVEMATE® II Valve Actuator User's Guide for information on operating the VALVEMATE II.
5	Installer Have the person who installed the VALVEMATE II insert the information requested below. Name: _____ Signature: _____ Date: _____