



***SPECIALTY VALVES RESEARCH, S.A.***  
VALVES MANUFACTURER

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# **Maintenance**

# **Instruction**

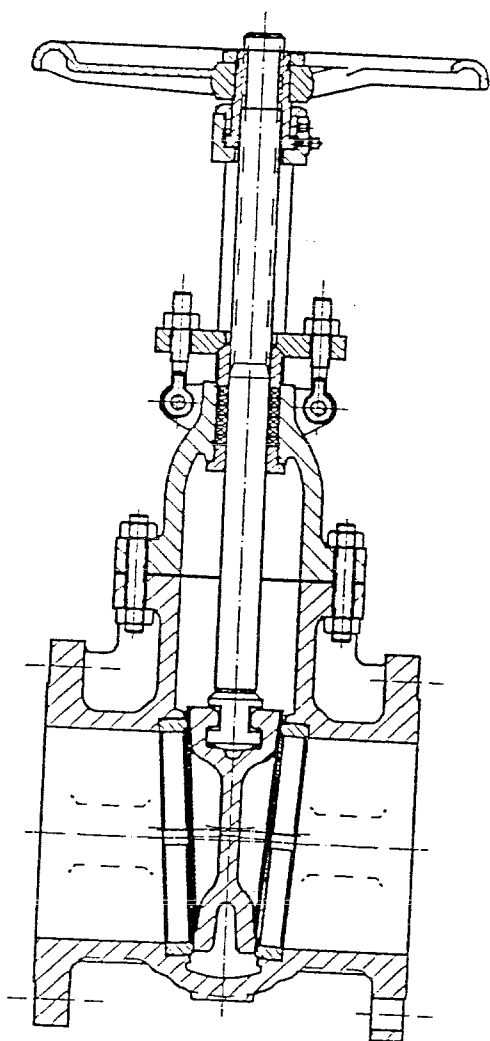
# **Manual**



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# GATE VALVES

## Maintenance Instruction Manual



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This maintenance instruction manual, which will be supplied on request together with the S.V.R. valves, has been prepared and written at V.R. Specialty Valves Research, S.A. Engineering Department for the purpose of facilitating the storage, handling, installation and both routine and special maintenance of valves.

However, should any further particular information be required, please contact V.R. Specialty Valves Research, S.A., prior to taking any measures which could lead to a valve malfunction.

V.R. Specialty Valves Research, S.A.  
September, 1.995

Martín López Dueñas  
Engineering Department



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## 1. INSTRUCTION

Since valves represent a significant investment in the construction cost of refineries, petrochemical plants, offshore production platforms, pipelines and power plants, both in capital and maintenance expenditure, the greatest attention should be paid to correct installation and servicing, in order to obtain the maximum possible service life.

Despite their robust external appearance and the fact they have been manufactured and tested to international standards, all valves, whatever their type, have internal parts which have been precision machined to close tolerances and can, therefore, suffer damage resulting in leakage as consequence of inadequate storage, incorrect installation or defective start-up procedures.

The purpose of V.R. SPECIALTY VALVES RESEARCH, S.A., therefore, in supplying this Maintenance Instruction Manual together with the valve is to prevent, whenever the instructions contained in it are closely followed, any valve malfunction which may otherwise appear.



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## 2. HANDLING AND STORAGE

Unless specified otherwise, the valve is despatched from V.R. Specialty Valves Research, S.A. in a closed position and is properly protected against external physical damage. If the valve is to be stored on site for any period before use, it is advisable to note the following suggestions:

### 2.1. HANDLING

There are no handling problems when the valve, normally at customer's specific request, is packed in a crate or case.

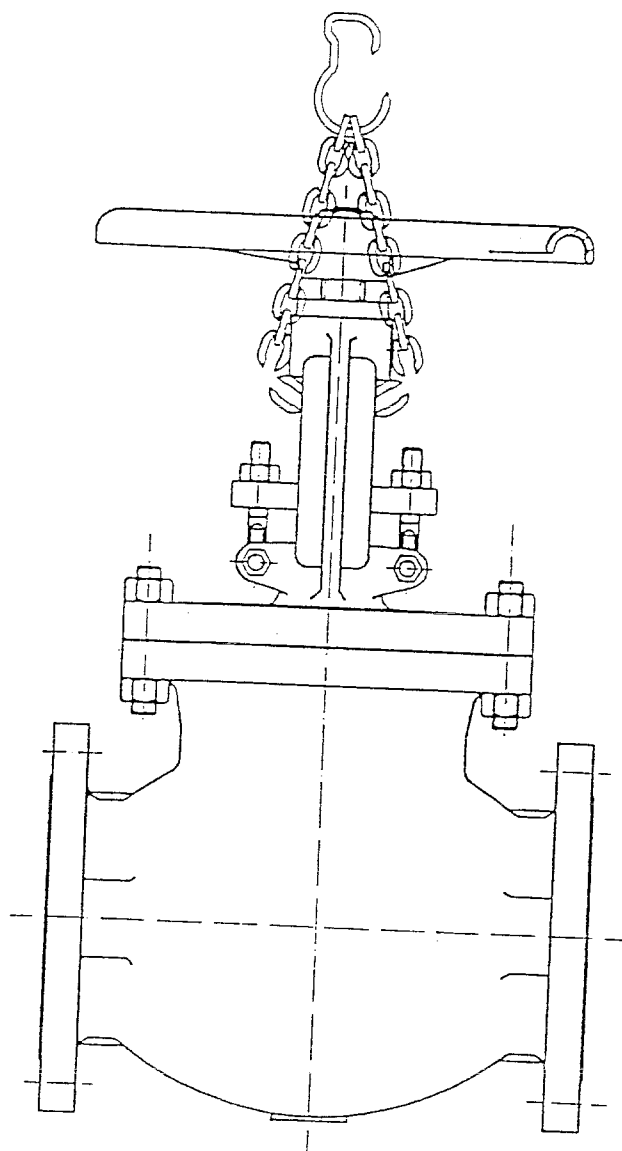
When the valve is despatched loose on a pallet, and is being transported from the store to the plant, special care should be taken to avoid damage during handling.

The valve should be never lifted by the handwheel, reduction gear, stem or actuator, but as it can be seen on figure next page.



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In order not to damage any part of the valve, it should be remembered that polyester are not to be used. Were steel slings used, special care should be taken to avoid the contact with any important part of the valve. Since the most sensitive part of the valve is the stem, it is advisable to avoid its contact with the sling.

Furthermore, obviously special care must be taken in not hitting the valve, in any way, during the handling of it. Therefore, the chosen sling should be an adequate one, regarding the weight of the valve to be handled. Consequently, in case the valve weighs under 500 Kg., it may be lifted by a steel wire sling of suitable diameter passed through the bonnet yoke. Should the valve weigh more than 500 Kg., it must be always lifted at three points, i.e. under each body flange and the bonnet yoke near the stuffing box.

It should not be forgotten that the valve must never be hooked by the handwheel, in case it had one, or dashpot, pneumatic actuator or any other part likely to be damaged.

The valve should also remain in the closed position until it is installed.

As far as stainless steel valves are concerned. Were brushing necessary, it should be carried out using a brush of stainless steel.



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Besides, no halogenated solvents are allowed on either stainless steel valves or stainless steel parts of valves. Whenever these valves have to be moved by means of bars, etc., these former should be also of stainless steel. Furthermore, any metallic material in contact with stainless steel valves should be corrosion resistant, being specially important the fact that these materials must not produce galvanic corrosion in the contact area.

Eventually, another important fact to be measured is that all protections the valve is supplied with, are to be maintained until its installation is going to be carried out. Besides, the handwheel should be never actioned by bars, wrenches, keys or similar.

## **2.2. STORAGE UNDER COVER**

Ensure that the valve is completely closed and that the sides are sealed by V.R. Specialty Valves Research, S.A. plastic, hardboard or wooden covers which should be securely attached to the body, to prevent any cover damage during transit. Check also that the exposed area of the valve stem is well lubricated and protected with packing paper or adhesive tape.



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### 2.3. OUTDOOR STORAGE

Where this is unavoidable the greatest attention should be paid to the protection of internal and critical areas of the valve so as to prevent the sand, water or foreign bodies from seeping in, as any of these could damage the seating surface, when the valve is operated for the first time.

The storage and handling procedures already outlined should be closely followed with the valve closed and the body parts and stem cover completely sealed.

It should also be remembered any long term storage, specially outdoor storage, can lead to the deterioration of the gland packing, graphite gaskets or non-asbestos packings, i.e. graphite/graphoil, etc. These items should be therefore replaced on any valve subjected to long-term storage before installation and plant service.



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### 3. INSTALLATION

A defective installation of a valve can lead to serious consequences, giving as a result possible malfunctions which could need big and costly repairs. Therefore, the following recommendations should be closely followed, with which an optimum performance of the valve after the installation can be assured.

It is of the most importance to take all necessary precautions to avoid the entrance of foreign elements inside the valve, which could lead to serious damage of the seating surfaces, either before or after the installation. Consequently, when valve is withdrawn from storage and before it is taken for installation, the protective covers are removed from the valve parts to allow the sealing surfaces to be thoroughly cleaned by water washing or air blasting. On no account should any attempt be made to put the valve on work prior to this cleaning operation.

It is also essential the cleaning of the tube line which the valve is installed at, before the unit comes into operation. Indeed, the welding drops, dirt, small metal pieces inside the tube lines, can render the valve seats damaged and produce leakage as result.



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During installation of the valve, either flanged or buttwelded, it should be remembered that the thermal stresses of the pipe system and the weight of the fluid it carries impart considerable mechanical stress to the valve, which can cause distortion of the valve body resulting in maladjustment of the seats and consequent leakage.

In case of buttwelded valves, during the procedure of welding to the line, special care should be taken to avoid dropping of elements that could damage the valve seating surfaces. It is also to be measured that an excess heat could deform the valve seat. Besides, the welding and tension release procedures are to be in accordance to the Code or Norm applicable.

When installed, the seating surface of the valve is still vulnerable to damage from foreign bodies such as sand, rust scale and weld spatter in the pipework system and it is normal practice for the system to be thoroughly flushed through, with all valves open before the plant is put into operation.

Being a Swing-Check valve, special care must be taken to assure that the valve is placed in the correct position, this is, the arrow indicator of the fluid which is stamped on the outside of it should be taken into account.



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When the valve is installed in high temperature systems it is advisable to check the tightness of flange, bonnet and gland packing bolts after a short period of initial operation of the plant, to avoid operational problems in the future.

### **3.1. CONNECTION OF THE FLANGED VALVE**

Before positioning the valve on the line, ensure that the pipe flanges are in coaxial and parallel alignment. When this has been checked and the valve is in position, the valve and pipe flanges are brought together by even and partial tightening of the bolts in pairs, diametrically opposite and at right angles all around the flanges until they are perfectly matched around the whole circumference. Then, following the same procedure, the bolts can be securely tightened. In this way, distortion of the valve will be avoided.

### **3.2. CONNECTION OF THE BUTTWELDED VALVE**

More attention should even be paid in this case, since the valve must be supported and both ends correctly aligned with the pipe. Circumferential welding of the valve to the pipe can be then carried out, taking care to avoid a high heat input which could set up thermal stresses and deform the valve body and seating surfaces.



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#### **4. ROUTINE OF MAINTENANCE**

To ignore a valve in service until it has to be replaced is uneconomical in terms of both the replacement cost of the valve and the loss of processed fluid from leakage. However, careful systematically programmed and periodic maintenance can detect potential problems and therefore extend the service life of the valve.

Consequently, a program of periodical revisions of maintenance should be prepared by corresponding Department and/or its Engineering. Such program is to be fulfilled with the frequency of the revisions according to the valve performance, fluid influence, etc.

Therefore, and after all exposed above, V.R. Specialty Valves Research, S.A., proposes the parts of the valve advisable to be inspected, leaving the frequency of revisions to the election of the customer and/or its Engineering Department.

##### **4.1. STUFFING BOX**

Stuffing box leakage is the most common problem occurring when the valve is under pressure so regular inspection will avoid leakage through the gland packing which can erode the valve stem. Such leakage can normally be stopped by tightening the gland bolts a little.



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Since gland packing is soft and the internal pressure will assist sealing, tightening of the gland bolts should be stopped immediately the leakage has been eliminated, to avoid overtightening.

#### **4.2. BOLTING**

Pipework systems in most plants are subjected to some degree of vibration which can loosen bolting, so that all valve bolts should be regularly inspected and tightened where necessary.

#### **4.3. STEM NUT, LANTERN, STEM THREAD, STUFFING BOX, EYES BOLTS.**

These parts of the valve should be lubricated regularly to avoid mechanical damage due to seizing. Grease nipples are generally provided at the yoke of the gate to facilitate lubrication.

Lubricate the handwheel as often necessary, so it turns freely, since excessive force in closing the valve can result in rupture of the seating surfaces. Wear on stem packing can be minimized by lightly lubricating the stem. Exposed stem threads should also receive occasional lubrication.





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#### **4.4. ANCILLARY EQUIPMENT**

Where the valve is fitted with reduction gear, electric actuator, chain drive, interlock systems, etc., these should be lubricated regularly, so that they operate efficiently.

#### **4.5. BEARING**

In case the valve has the bearing incorporated, it should be greased every six months.



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## **5. SPECIAL MAINTENANCE**

All special maintenance, with the exception of gland repacking, must be carried out only while there is no pressure in the valves. This can be checked by careful and slow loosening of the gland bolts to note any flow of fluid through the packing.

### **5.1. STEM NUT RENEWAL**

As previously mentioned, ensure that no pressure exists within the valve. Close the valve until full contact is made with the seat, but avoid using force. Unscrew the handwheel nut and remove the handwheel. Loosen the yoke bushing bolts sufficiently to enable removal of it and remove the ball bearing from the valve. Finally, unscrew the stem nut from the stem.

Reassemble by reversing the above procedure, i.e. screw stem nut to the stem and valve yoke, replace any ball bearing previously removed, replace yoke bushing and tighten the seat. Replace the handwheel and tighten the handwheel nut.



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## **5. 2. REPLACING THE VALVE STEM**

After prolonged service it may be necessary to remove the stem from the valve to replace it because it is worn or because the point at which the stem passes through the stuffing box needs regrinding.

## **5.3. REPLACING THE BODY - BONNET GASKET**

If leakage from the body - bonnet flanges occurs, first tighten the bonnet bolts. If leakage persists, the gasket needs replacing. This must be done only with a pressure - free valve as previously explained.

When is free of internal pressure, open the valve to three quarters of the stem travel and remove all bonnets bolts. Lift out the bonnet assembly and disc or wedge to be replaced in its original position, as any change in the position of the disc could cause leakage past the seat due to differential wear in service. Remove the old gasket and carefully clean the bonnet and body sealing surfaces. Fit on the new gasket, lower the bonnet assembly and disc or wedge and replace the bonnet bolting. Tighten the bonnet bolts, using the diagonal procedure described earlier for flanged valve installation to achieve parallel body - bonnet flanges with no distortion.



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#### **4. REPACKING**

The frequency of packing change is directly related to the service conditions, either type of fluid or frequency of operation, etc.

On the other hand, and as a Practice Norm, it should be taken on account that when losses can be detected as far as packing is concerned, this should be retightened on the nuts of the gland bolts. This tightening must be uniform, in such a way that the gland is maintained perpendicularly to the stem. Nevertheless, if after several retightenings losses keep on being detected because of the packing its replacement is recommended.

If fluid leakage from the stuffing box can not be stopped by tightening the bolts, or should packing replacement be required for any reason, repacking would be necessary.

Repacking of a valve in service and under pressure always carries an element of risk, but if carried out by experienced personnel, this can be performed with safety by making sure that the valve is fully open and that the stem backseat is tight against the bonnet nut. To repack, proceed as follows:



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- Open the valve fully to the back seat and gradually loosen each gland bolt alternatively. Ensure there is no pressure in the stuffing box and raise the gland flange and the bush to the stem nut. Remove the old packing using a hooked metal wire or proper tool, taking care not to scratch the stem. Raise the lantern ring if there is one and remove the bottom packing.

Select new packing ring of the correct section and length, and curve this to the same diameter as the stem. Ensure that the ends are bevelled at 45 degrees, (not square cut) . Place the same number of bottom rings as have been removed, replace any lantern ring previously removed and complete the packing ensuring that bevelled ends of consecutive rings are not in the same vertical line. Lower the gland bush and flange, reposition the gland eye bolts and nuts and tighten alternatively. Partially close the gland bolts further if any leaking occurs.

## **5.5 SEAT LEAKAGE**

After prolonged use, leakage can occur through the valve seat due to normal wear of the disc and seat sealing surfaces. If ignored, irreparable damage can occur on these surface due to erosion or " wire - drawing " but if attended to immediately leakage is detected, the sealing surfaces can be restored by hand or machine grinding.



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When damage to the seating surfaces is not severe, hand grinding can be carried out using grinding paste and disc equipped with suitable handles. When carrying out this operation on a Globe Valve, it is necessary to place a table with the same angle as the valve seat on the drill bench and to use an emery plate or a plate covered with sandpaper.

For the best results, the valve body should be securely fixed to the angle plate and referenced to an index line marked on the plate and the body flange. The same angle - plate and index line method can be used for machine grinding Globe Valve discs. For restoring Globe Valve discs by hand, where only a limited amount of material is to be removed, a good quality scraper can be used in conjunction with an iron flat - plate properly coated with "engineer's blue".

Once grinding has been completed and all parts have been thoroughly cleaned, the correct mating of the discs and seats can be checked by coating the discs faces with "engineer's blue" or light machine oil and by lowering them into place between the seats with a light blow. On carefully removing the discs, an immediate visual indication of the mating of surfaces will be apparent. If the mating of surfaces is correct, the valve can be re - assembled.

When re assembled, the seating should be checked by air testing with air at 5.5 BAR pressure introduced through a tapped hole made in the valve bonnet and with the valve immersed in a water tank. Even at this relatively low pressure, leakage will occur if the seating is not perfect. By applying air pressure through the bonnet of the closed valve it is also possible to check the sealing of the stem packing and body - bonnet at the same time. With this test successfully completed, there can be no doubt that the valve is safe for subsequent use.



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## 5.6. PERIODICAL REVISIONS

Inspections of the most important parts of the valves will be done according to the corresponding Maintenance Program .

Where the dismantling of the valve necessary, care should be taken to carry out such operation in the open position of the valve. Also a checking should be made on Globe, seats, back seats, etc.

Notwithstanding, when a valve is dismantled, the body - bonnet gasket and packing should compulsorily be changed.

## 6. CONCLUSION

For more extensive overhauls involving the replacement of severely worn parts or leakig castings, the valve, wherever possible, should be returned to the place of the manufacturer where any necessary work will be carried out and from where the refurbished valve will be returned for further service.

# INSTALLATION INSTRUCTIONS FOR SFC "GLM" TYPE LOCKS Multi-Turn Handwheel or Gearbox Operated Valves

## SPECIAL NOTES

- Before attempting any fitting, ensure all valves which are to be interlocked have the same identification (Tag No.) as that stamped on the top of the interlock body.
- Determine the correct safe operating sequence in which the locks are to be fitted. If in doubt, consult the relevant operations personnel.
- Obtain permit & check if safe to operate valves, prior to fitting interlocks.
- The instructions given below are for handwheel operated gate valves, they can also be applied to gearbox operated valves.
- If single key operated locks are being installed, only relevant side key trapping adjustment requires setting.
- Note- In certain cases the keys are set to other than fully open or closed positions, to suit special operating conditions. Please refer to details of system being installed.

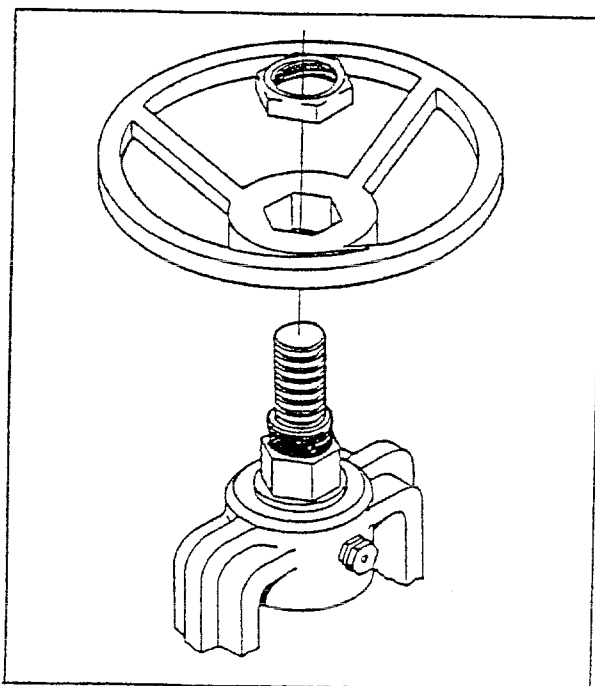


Fig.1 Remove existing valve handwheel.

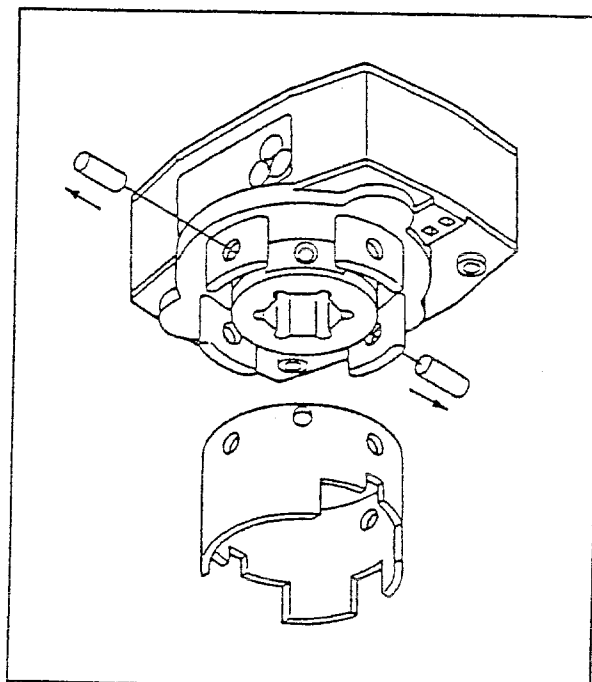


Fig.2 If tubular anchor is supplied, displace the plastic/wooden anchor "delivery pins" and remove anchor/anchor assy. from lock.



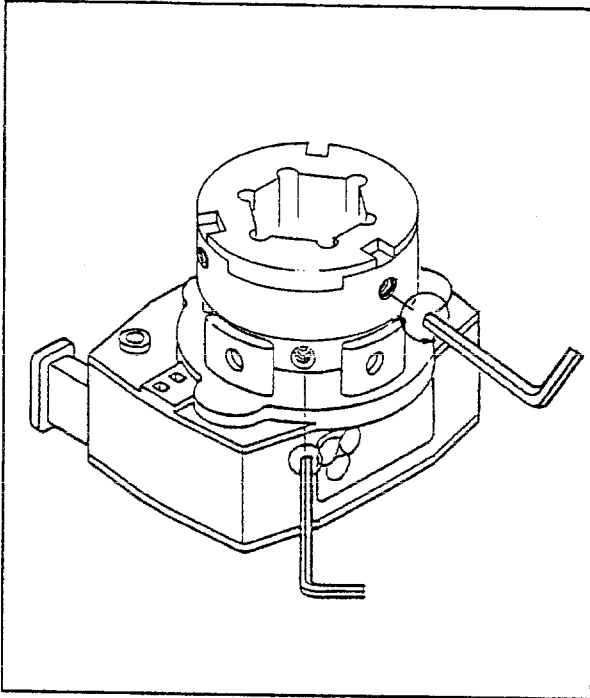


Fig.3 With operating key(s) inserted into lock, rotate adaptor/adaptor assy. & remove the three, or six, (according to adaptor type) fixing screws.

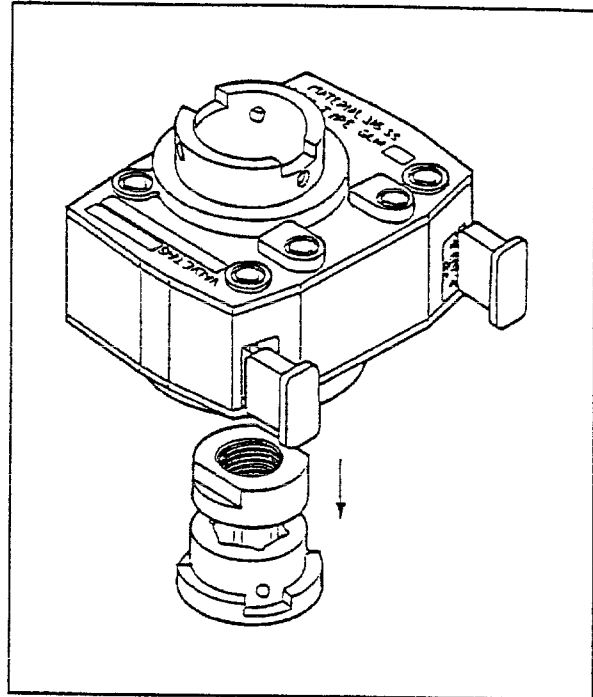


Fig.4 Remove adaptor/nut assembly from lock.

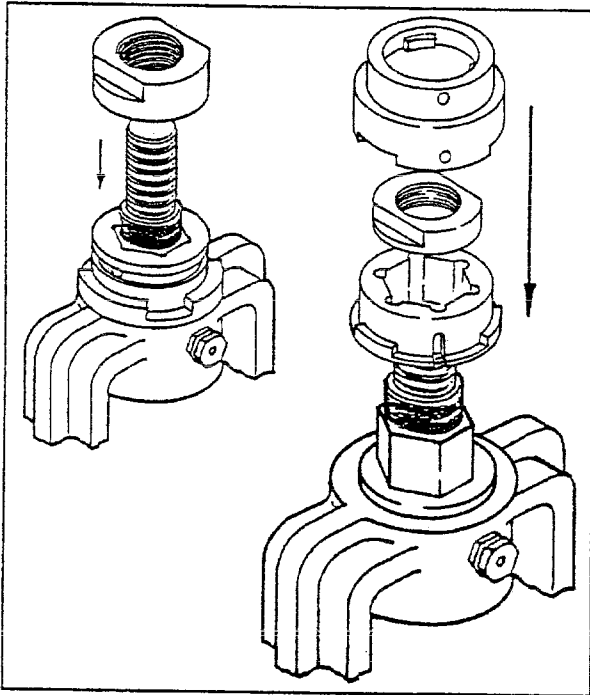


Fig.5 Fit adaptor, or two part adaptor set, on to the valve and secure in place using either nut, screw or pin as supplied, & M10 grub screws if applicable. (Use Threadlock on all screws & nuts)

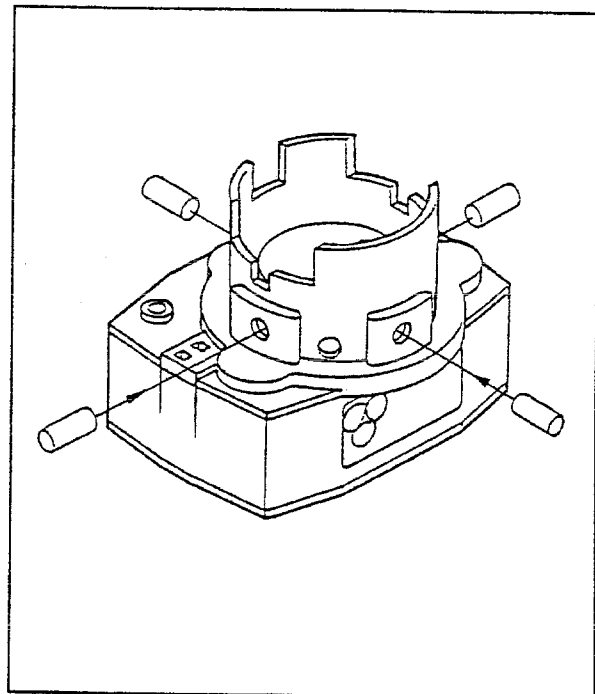


Fig.6a For tubular anchor types- Place anchor/anchor assy. on to lock to give best key removal position, then secure with the 4 (or 8, depending on anchor assy. type) stainless steel fixing pins.

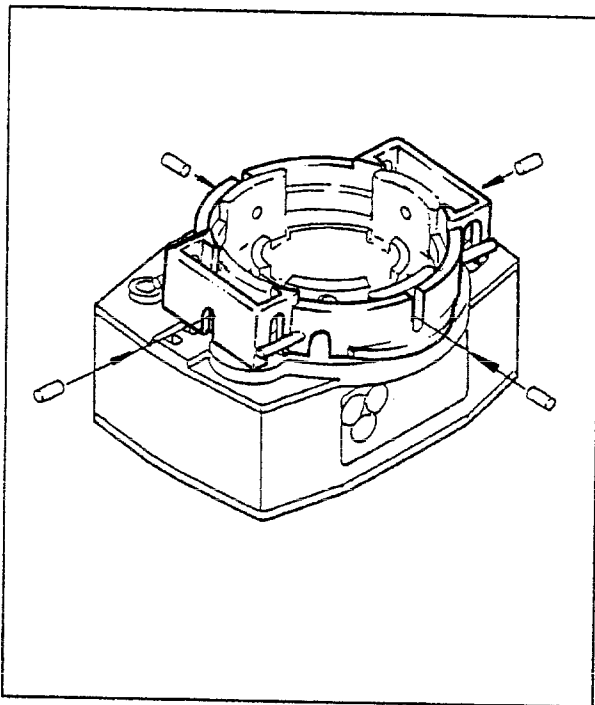


Fig.6b For clamp anchor types- Place anchor ring on to lock to give best key removal position, and secure with 4 off stainless steel tension pins.

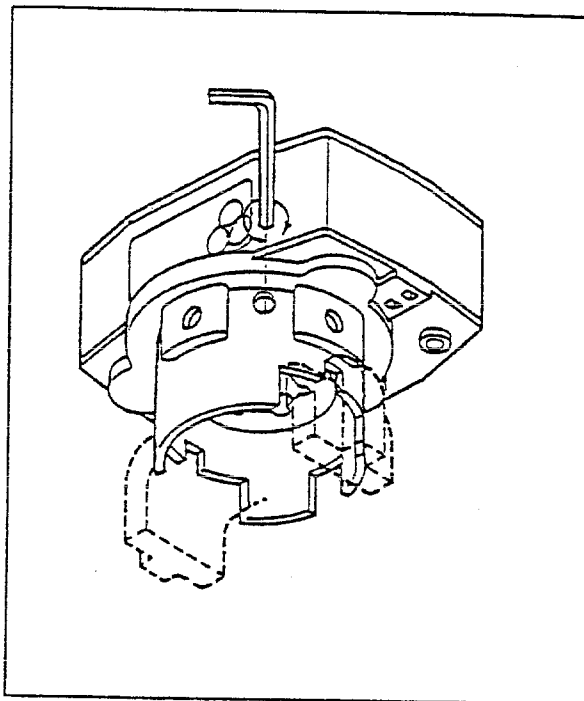


Fig.7 Lower lock on to the adaptor/valve, rotate centre of lock until drive dogs in lock engage with dogs on adaptor. Secure lock in place by replacing adaptor fixing screws, screw positions are located by rotating centre of lock & securing through access hole in anchor/anchor ring (3 screws - tubular anchor type shown)

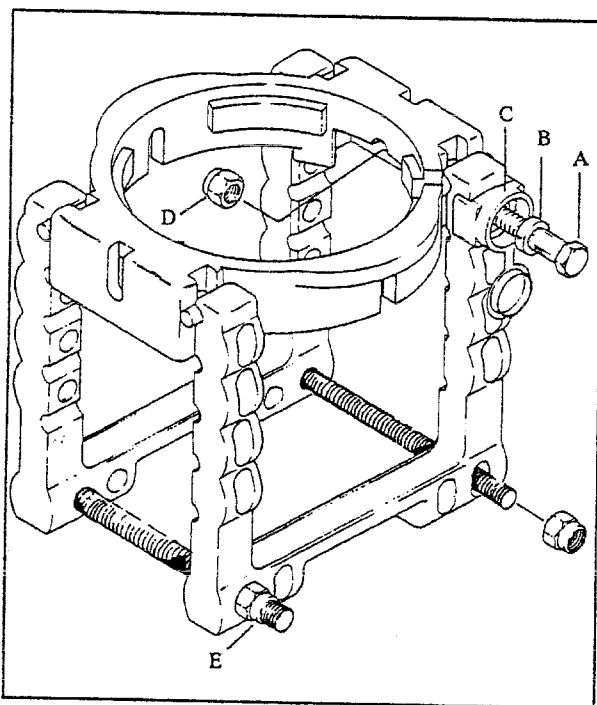


Fig.8 If clamp anchor is supplied, align clamps with lock & valve to ensure there are no obstructions. (If so, trim clamps to suit.) Affix clamps to lock by passing bolt "A", washer "B", & bolt cover "C" through clamp & ring & tighten to lock-nut "D" until clamps are tight against valve body. Additional studding & nuts "E" are supplied to provide further anchorage if necessary. Also refer to Fig.9.

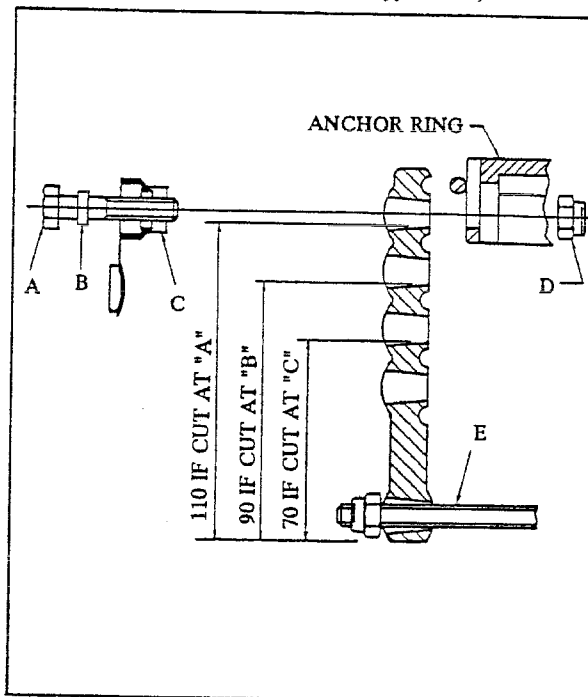


Fig.9 Sectional view on anchor clamp.

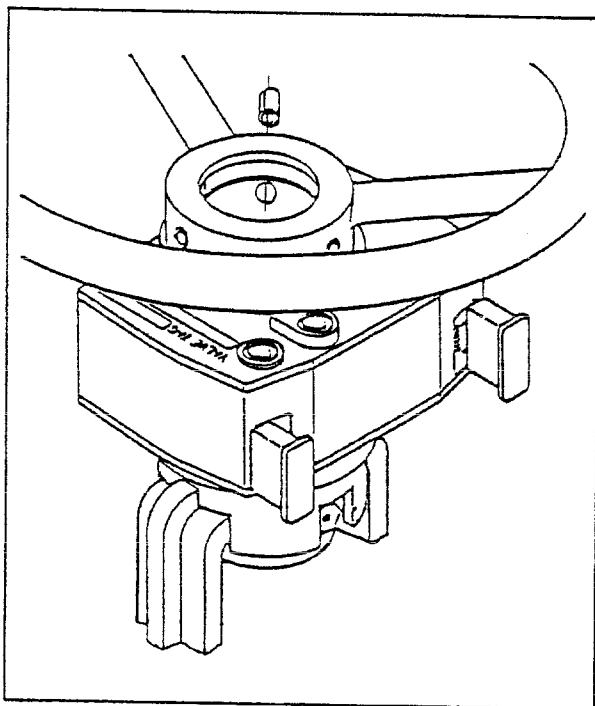


Fig.10 Fit lock handwheel & secure in place with spring pins or set screws provided.

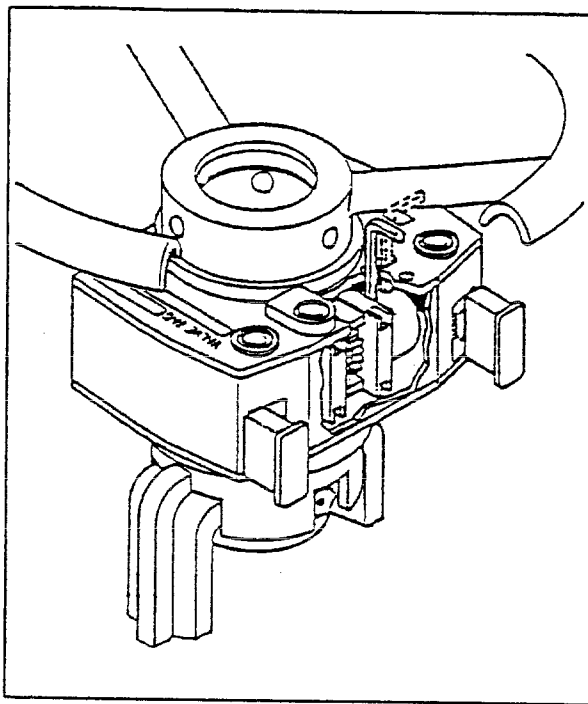


Fig.11 To set key release point:- (open position)  
Fully open valve  
Remove RH cover pad (special tool provided)  
Tighten both key setting screws through aperture  
Replace cover pad

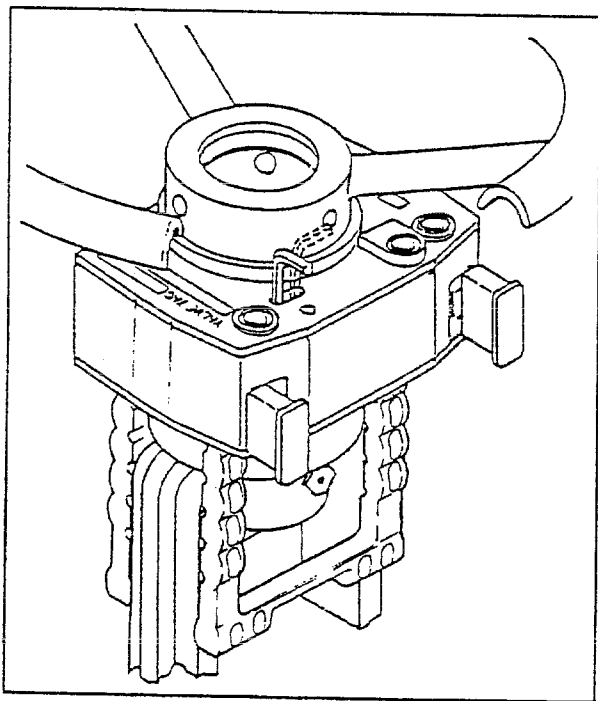


Fig.12 To set key release point:- (closed position)  
Fully close valve  
Remove LH cover pad (special tool provided)  
Tighten both key setting screws through aperture  
Replace cover pad

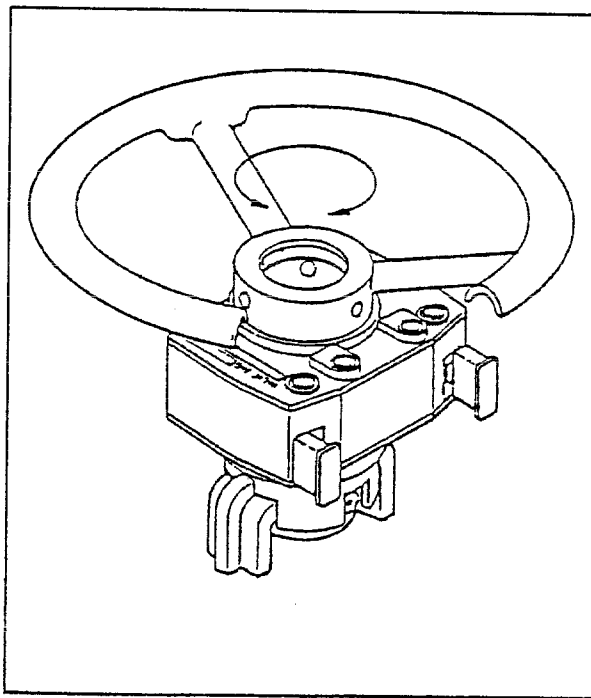


Fig.13 Fully installed lock.

FINAL NOTE — If safe to do so, insert free key and operate lock, checking that when the valve is open the right hand key is free and when the valve is closed the left hand key is free.