

Urgent ANSI Pump Parts — RFQ Checklist

An urgent message is useful only when it contains enough evidence to identify, verify, quote and ship the correct part. Tick each item as you collect it, fill in the blanks, and send the sheet with the attachments listed at the end. Applies to casings, impellers, covers, adapters, frames, bearing housings, shafts, sleeves and related parts.

1. Operational priority and deadline

- ☐ Equipment status: ☐ stopped now ☐ reduced capacity ☐ temporary repair ☐ next shutdown ☐ critical spare
- ☐ Latest acceptable arrival date: _____ Delivery city / country / postal code: _____

2. Pump identification

- | | |
|--|---|
| ☐ Manufacturer and model / pattern: _____ | ☐ Nameplate photograph attached |
| ☐ Pump size code (as on nameplate): _____ | ☐ General arrangement and sectional drawing attached |
| ☐ Frame or group: _____ | ☐ Previous purchase record attached (if any) |
| ☐ Serial, order or job number: _____ | ☐ Nameplate missing → state it; use drawings, dimensions, photos, sample |
| ☐ Customer equipment tag: _____ | |

3. Required part

- ☐ Part name: _____ Item no. on sectional drawing: _____ Part number: _____ Quantity: _____
- ☐ Part marked on the sectional drawing ☐ Mating parts also required (shaft, key, sleeve, nut, balance requirement for rotating parts)
- ☐ Revision / drawing reference known: _____ (a dimensional standard alone does not establish internal interchangeability across brands)

4. Material and construction

- ☐ Specified material grade, from bill of materials, purchase record or verified analysis (not from appearance): _____
- ☐ If unknown: pumped liquid _____ concentration _____ temperature _____ contaminants _____

5. Critical dimensions (as applicable)

- | | |
|---|---|
| ☐ Bore and shaft diameter | ☐ Impeller outside diameter and width |
| ☐ Keyway width and depth | ☐ Wear surfaces and clearances |
| ☐ Register and pilot fits | ☐ Overall length and thread specification |
| ☐ Bolt circle and hole size | ☐ Which dimensions control acceptance agreed |
| ☐ Flange dimensions and rating | ☐ Measuring tool and method recorded |

6. Failure description

- ☐ Reason for replacement: _____
- ☐ Photos of cracking / erosion / corrosion / rubbing / cavitation / broken vanes / shaft wear / bearing or seal damage attached ☐ Repeat failure → root-cause review requested

7. Inspection documents required

- | | |
|--|--|
| ☐ Material certificate | ☐ Casing pressure-test record |
| ☐ Dimensional inspection report | ☐ Fit-up or assembly record |
| ☐ Impeller dynamic-balance report | ☐ Coating or preservation requirement |

- ☐ Packing and marking standard
- ☐ Third-party inspection or witness point

8. Commercial and logistics data

- ☐ Incoterm / delivery scope: _____ Requested ship date: _____ Currency / validity: _____
- ☐ Technical contact: _____ Purchasing contact: _____

Attachments to send with this sheet: nameplate photo | marked sectional drawing | GA drawing | performance curve | part and failure photos | previous PO (if any)

Safety before inspection. Do not remove guards, open the casing or handle the pump solely to obtain RFQ information unless the site's authorized isolation procedure has been completed. Pump systems can retain electrical, mechanical, hydraulic, pneumatic, chemical and thermal energy. Inspection must be performed by trained personnel under the facility's safety procedures.