Date of Issue: 00/00/00

**RELOCATION REQUEST FORM**

Thank you for your enquiry regarding relocating your MAZAK Machinery. In order to understand your request, we ask for you to complete the below form: -

|  |  |
| --- | --- |
| **Company Name**  |  |
| **Current machine address** |  |
| **Contact & telephone** |  |
| **Relocation machine address** |  |
| **Contact & telephone** |  |

|  |  |  |
| --- | --- | --- |
|  | **Ball bar check** | **Local supply equipment** |
| **M/c model & s/n** | **De-'QUICK'** | **Re-'QUICK'** | **De-'FULL'** | **Re-'FULL'** | **Pre-move**  | **Post move** | **Yes** | **No** |
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| **Local supply ancillary equipment details (if applicable)** |  |

**Haulage requirements:**

Please specify if own arrangements will be made or you require Mazak to organise on your behalf: -

Please tick as required

|  |
| --- |
| **Mazak to organise** |
| **Yes** | **No** |
|[ ] [ ]

If **no**, please provide the following details:

|  |  |
| --- | --- |
| **Haulage company name, address, contact & number:** |  |

Please return form to: **Miss Ellie Sanders** (esanders@mazak.co.uk)

INFORMATION & CUSTOMER RESPONSIBILITIES

Packages on offer: -

**‘QUICK’ DECOMMISSION & ‘QUICK’ RECOMMISSION**

***Mazak responsibilities****: -*

De-QUICK (Lathe machine) De-QUICK (Machining Centre)

(1/2 day per machine, price on application) (1/2 day per machine, price on application)

\*Check absolute level \*Check absolute level

\*Check turret test bar and mill spindle alignment \*Check squares

\*Check spindle(s) for noise \*Check spindle(s) for noise

\*Fix all axis clamps \*Fix all axis clamps

\*Back up machine data \*Back up machine data

\*Disconnect from transformer \*Disconnect from transformer

***Customer’s responsibilities****: -*

\*To supply all axis clamps

\*To remove tooling, fixtures, swarf and coolant prior to decommission

\*To disconnect ancillary equipment

\*To disconnect power and air supplies from the machine before move

\*To ensure clear and accessible working areas

***Mazak responsibilities****: -*

Re-QUICK (Lathe machine) Re-QUICK (Machining Centre)

(1 - 2 days per machine, price on application) (1 - 2 days per machine, price on application)

\*Remove axis clamps \*Remove axis clamps

\*Check absolute level \*Check absolute level

\*Check turret test bar and mill spindle alignment \*Check squares

\*Check spindles for noise \*Check spindle alignment

\*Check all axes for noise \*Check spindles for noise

\*Back up machine data \*Check all axes for noise

\*Supply & install RD password \*Back up machine data

 \*Supply & install RD password

***Customer responsibilities****: -*

\*To reconnect power and air supplies prior to recommission

\*To refit and refill coolant tanks

\*To ensure clear and accessible working areas

\*To arrange local suppliers to reconnect ancillary equipment

**‘FULL’ DECOMMISSION & ‘FULL’ RECOMMISSION**

*Mazak responsibilities: -*

De-FULL (Lathe machine) De-FULL (Machining Centre)

(Dependent on machine, price on application) (Dependent on machine, price on application

\*Full geometric check - to include absolute level, \*Full geometric check - to include absolute level,

 actual level, turret test bar, turn on main spindle, actual level, squares, strokes, test bar run outs,

 tailstock alignment, spindle test bar run out, set test bar alignments & tool measure calibration

 strokes & calibrate tool eye) \*Back up machine data

\*Back up machine data \*Remove all tooling from magazine

\*Remove all tooling from turret / magazine \*Remove guarding, if applicable

\*Remove guarding, if applicable \*Disconnect coolant system and all ancillary

\*Disconnect coolant system and all ancillary equipment

 equipment \*Disconnect from transformer

\*Disconnect from transformer

*Customer responsibilities: -*

\*To supply all axis clamps

\*To remove fixtures, swarf and coolant prior to decommission

\*To disconnect power and air supplies from the machine before move

\*To ensure clear and accessible working areas

*Mazak responsibilities: -*

Re-FULL (Lathe machine) Re-FULL (Machining Centre)

(Dependent on machine, price on application) (Dependent on machine, price on application)

\*Remove axis clamps \*Remove axis clamps

\*Check absolute level \*Check absolute level

\*Refit all tooling to turret / magazine \*Check actual level

\*Check actual level \*Refit all tooling to magazine

\*Full geometric check and adjustment \*Check squares

\*Run tool-change \*Check strokes

\*Run spindles to check for noise \*Calibrate tool measure

\*Run axes to check for noise \*Run tool-change

\*Back up machine data \*Run pallet-change

\*Test coolant system \*Run spindles to check for noise

\*Refit guarding, if applicable \*Run axes to check for noise

\*Local supply to connect ancillary equipment \*Back up machine data

\*Supply & install RD password \*Test coolant system

 \*Refit guarding, if applicable

 \*Local supply to connect ancillary equipment

 \*Supply & install RD password

*Customer responsibilities: -*

\*To fill coolant tanks

**BALL BAR CALIBRATION**

Ball bar calibration will provide a simple, quick check of a machine’s positioning performance to recognized ISO standards. This allows Mazak to benchmark and track the performance of your machine, quickly diagnosing and predicting problems and issues from temperature and collisions through to general wear and tear.

Regular Ballbar helps to:

\*Ensure accurate parts, done-in-one, first

\*Reduce machine down-time, scrap and inspection costs

\*Maintain Mazak specifications

\*Implement predictive maintenance programmes

Ball Bar Check

£1,000 + V.A.T per day

\*2 axis – 1 day required (£1,000 + V.A.T)

\*3 axis – 2 days required (£2,000 + V.A.T)

\*5 axis – 3 days required (£3,000 + V.A.T)

**HAULAGE ARRANGEMENTS**

Customers have the option to arrange their own haulage for internal and external moves, but for many, they find it preferable for Mazak to organize this so the whole move is coordinated.

For a small fee of £250 + V.A.T Mazak will look after all your haulage needs.

Please understand this is not the move fee; this value will be added to the associated costs passed on from the haulage company.

To uplift, cut bolts, move, position, mark, drill, bolt down and resin and rough level

(Dependent on machine, site accessibility and relocation distance, price on application)

\*Price to include use of certified personnel, moving equipment and bolting down materials.

\*In some cases, a site visit maybe required

**LOCAL OPTION / ANCILLARY EQUIPMENT**

\*i,e barfeeder units, mist extraction units, swarf management units etc

Customers are responsible for the recommission of all ‘local supply’ ancillary equipment, however, we do give you the option whereby we can organize this on your behalf.

To organize local supply recommission

(Mazak to organize this for a small fee of £150 + V.A.T)

Please understand this cost is not the fee for local supply recommission; this value will be added to the associated costs passed on from the local suppliers of your ancillary equipment.

**IMPORTANT NOTES: -**

* A Relocation Detector Password will be needed in the event of the machine being moved. This will be applied for, and available, to authorized Mazak Personnel only.
* If Mazak have no involvement with the move / recommission then there will be a fixed cost of £200 + V.A.T per machine for Mazak Personnel to visit and install the Relocation Detector Password.
* The customer will need to complete a machine registration form (one for each machine), if moving to a new location. This will need to be sent to Mazak to forward to our Legal Department in Japan to approve in order to apply for a Relocation Detector Password and further support machines once installed.
* We will always attempt to put machines back within Mazak specification but if we were to find parts problems, alignment issues etc then this would be reported to you to decide if you want corrective action to take place by Mazak. This would need to be booked with our breakdown team, date(s) to be agreed, at will be charged at our normal hourly rate.
* No responsibility can be accepted for machine alignments unless machines are bolted to the floor.
* If the machine is not decommissioned by Mazak, we will have no alignment readings prior to it being moved so further action work may be required to bring it into tolerance. This would need to be booked with our breakdown team, date(s) to be agreed, at will be charged at our normal hourly rate.
* The ‘Quick’ decom & ‘Quick’ recom option is not available for INTe series machines and those with a separate magazine. We would recommend full package for these machine types.
* Customer is responsible for all the recommission of local option ancillary equipment unless special arrangement is made for Mazak to organize this work.