

START UP REQUEST

THE APPLICANT

distributor hydraulic technician electrical technician end customer other
 Name and surname / Company name
 Address Country
 Tel. e-mail

FORWARD THE START-UP REQUEST FOR THE DAY

for unit control system other
 Type and number of units
 Identifying code (invoice n., GO, serial number)

INSTALLATION SITE:

Address

MOUNTING POSITION

on ground on false ceiling on exposed ceiling on wall on the roof height from the ground mt
 other

(it is required to report any situation with limited or difficult access conditions to the unit with the normal work equipment)

Technical Assistance Centre requested

CUSTOMER REPRESENTATIVE to contact, if different from the applicant, to schedule the start-up

distributor hydraulic technician electrical technician end customer other
 Name and surname / Company name
 Address
 Tel. e-mail

Person in charge present at the installation and authorized to sign the start-up report:

(only if different from the customer representative)

Name/Surname Tel. e-mail

Safety representative on site: (only if different from the customer representative)

Name/Surname Tel. e-mail

ATTENTION:

- (1) During the technical intervention will be only checked the proper installation and operation of the unit/s; any extra activities must be authorized by the headquarters and will be billed separately.
- (2) The non-operation of the start-up, for reasons that depend on gaps in the plant or connections to and from the units, however, it will be deemed as pursued activity. Further services for activation, will be a matter for subsequent agreement.
- (3) The warranty expires immediately if during the start-up are detected installation conditions not in compliance with or tampering with the unit/s.

Safety information

It states that the place where the unit/s is/are installed, is accesible safely and complies with the essential requirements of the current legislation on safety in the workplace. It specifically states that:
 - units more than two meters above the ground can be reached with fixed scaffolding or with easily mounted and movable furniture.
 - units on roofs-roofings-lofts can be reached safely through protected service stairs. The installation site is surrounded by fall protection. Moreover, additional specific risks must not be reported additional specific risks on site must be reported, they are:

The safety representative will be present on site to provide any information about unexpected specific risks.

**It states that all checks on p.2 were done and provided all the relevant information for safety purposes.
 The costs incurred due to missing or incomplete execution of verifications, will be charged to the Applicant.**

Date Signature of the applicant

It is confirmed that the directions of the INSTALLATION MANUAL, USE AND MAINTENANCE have been complied with and in particular the following tests were performed: (please tick the applicable tests performed)

Functional areas are respected, positioning is perfectly level and ensures the regular operation of the unit	YES	NO
The selfadhesive gasket has been applied between the sections to be jointed together during the positioning	YES	NO
The plastic joints have been installed between the sections of the roof on the units for outdoor application	YES	NO
The blocking devices fitted below the fans has been removed from the bases and the fan belt tension has been verified (if present)	YES	NO
The accessibility for maintenance is guaranteed and the safety distances comply with the requirements	YES	NO
The transmission of vibrations is limited with suitable anti-vibrating supports	YES	NO
The power supply is available and conforms to the data plate and can be easily interrupted	YES	NO
The electrical connections between the sections have been made by coupling the quick available connectors	YES	NO
External links and joints are made (e.g. actuators, water pumps, ambient sensors, remote panels, etc.)	YES	NO
There are devices for remote control	YES	NO
If so, indicate which: remote ON-OFF A-Link Supervision Other		
The compressors crankcase heater are powered at least 12 hours before start-up (only for AHU with refrigerant circuit)	YES	NO
The plant is completed, filled and purged, the pipes are connected and their weight must not be borne by the coil connections and by the structure of the unit	YES	NO
Indicate the fluid contained in the plant : Water GLYCOL % Other		
The water flow to the coils complies with the data in the product data sheet	YES	NO
The air inlet and outlet are free or properly ducted and without obstructions (fire dampers, shut-off dampers, flow regulators, etc. must be 100% opened)	YES	NO
The air inlet and outlet ducts are completed, verified and their weight must not be borne by the unit	YES	NO
The dampers are free from obstructions both in opening and in closing	YES	NO
The condensate drains are properly installed and verified	YES	NO
The gas supply and the scavenging system are completed and comply with current regulations (only for unit with burner)	YES	NO
A.H.U. with DX coil		
The refrigerant pipes are connected, the system is completed, inspected and subjected to leak test	YES	NO
The refrigerant circuit is in compliance with current regulations and the vacuum has been run on all its parts	YES	NO
Oil filling was made if necessary (amount of supplied oil: liters) (if required)	YES	NO
Vacuum broken and the refrigerant charge were made (amount of charged refrigerant: kg)	YES	NO
Special tests performed on the system : (please tick the applicable checks performed)		
- The serial cable is in accordance with the instructions contained in the installation instructions/wiring diagrams/manuals	YES	NO
- The serial cable has been laid according to the instructions contained in the installation instructions/ schemes/manuals	YES	NO
- Neither closed rings or star connections have been made and there are no intermediate joints in the routes from devices	YES	NO
- The serial cable does not run together with power cords, and not cross the junction boxes containing the power cables	YES	NO
- The overall length of the serial cable is less than 1000 m and was verified the electrical continuity between the sections	YES	NO
- It was verified that there are no polarity inversions along and between the sections of the serial line nor short circuits	YES	NO

ATTENTION: To allow an efficient organization of the technical intervention, every section of this form must be completed in full and transmitted, complete of any attachments, at least 10 days in advance of the required date.

PRIVACY STATEMENT

Mekar S.r.l. located in Isola della Scala 37063 (VR) ITALY, Viale Caduti sul Lavoro, 25 - VAT Number IT 03125810238, as data controller (hereinafter, "Data Controller"), informs you pursuant EU Regulation no. 679/2016 ("GDPR") and the applicable national legislation on Data Protection, that your personal data shall be processed according to the following modalities and for the following purposes:

1. Object of the Processing

The Data Controller processes identifying - non-sensitive - personal data (hereinafter "Data" or "Personal Data") (particularly, name, surname, ID, tax code, address, email, phone number, etc.), communicated by you during the signing of the contract with the Data Controller or request for services and products of the Data Controller, or even later.

2. Purposes of Data Processing

Your Personal Data are processed for the following purposes:

A. Without your prior consent, for Contractual Purposes:

- Conclude, execute and manage the contract, providing the services of the deriving from the commercial offer of the Data Controller and manage technical assistance, billing services, complaints and any disputes, sending service messages, data recovery, prevention of frauds and/or illegal activities;
- Manage a contact request from you;
- Exercise the rights of the Data Controller, such as the right to defence in court;
- The compliance with obligations established by laws, regulations or by EU legislation or imposed by the Authorities.

B. Only prior your consent, for Marketing Purpose and precisely to:

- Inform you by means of emails, of the initiatives and product news of the Data Controller. Moreover, if it is already our client, we might send you commercial communications to the email address you provided us, relating product and services of the Data Controller, which you have already used.

3. Modalities of Data Processing

The processing of your Data is carried out, both according to hard paper and electronic modalities, by means of data collection, registration, organization, storage, consultation, elaboration, amendment, selection, mining, confrontation, usage, interconnection, blockage, communication, cancellation and destruction operations.

4. Data Storage

The Data Controller shall process the Personal Data for the time necessary to fulfill the above purposes and anyway for no longer than 10 years after the end of the contractual relationship and for no longer than 2 years since the collection for Marketing Purposes.

5. Access to Data

Your Data may be made accessible for the purposes mentioned above to:

- employees and/or collaborators of the Data Controller, in light of their role of persons in charge of the processing and/or internal Data Processors and/or system administrators;
- third companies or other subjects (e.g. IT service providers, providers, credit institutes, professional firms, etc.) carrying out outsourcing activities on behalf of the Data Controller and processing Data as external Data Processors.

6. Data Communication

Your Data may be communicated, even without your prior consent, upon their request, to control bodies, police or judiciary bodies, Budgetary Ministry, Tax Authority, ministerial bodies and competent Authorities, Local Institutions (Regions, Provinces, Municipalities), Regional and Provincial Tax Commissions that will process them in their quality of independent Data Controllers for institutional purposes and/or pursuant to the law during investigations and controls. Moreover, your Data may be communicated to third subjects (for example partners, independent contractors, agents, etc.) that will process them as independent Data Controllers to carry out activities that are instrumental to the above purposes.

7. Data Transfer

Your Data are stored within the EU territory.

Your Data may be transferred to countries outside the EU

8. Nature of the Data provision and consequences of a refusal to answer

The provision of Data is mandatory for Contractual Purposes: these Data are necessary to benefit of the services of the Data Controller and should you decide not to provide your Data, you will not be able to benefit of the services of the Data Controller. The provision of Data for Marketing Purposes is voluntary and should you decide not to provide your Data, you will not be hindered in the use of such services of the Data Controller. If you decide not to provide your Data, however, you will not be able to receive our commercial communications any longer.

9. Data Subjects' Rights

The Data Controller informs you that, in your quality of Data Subject, you have the rights to:

- obtain confirmation over the existence or inexistence of Personal Data relating you, even if not yet registered, and their communication in a comprehensible way;
- obtain the indication and, if necessary, the copy of the: a) source and category of the Personal Data; b) logic applied in case the processing is performed by means of electronic instruments; c) purposes and modalities of the processing; d) identification references of the Data Controller and the Data Processors; e) subjects or categories of subjects to whom Personal Data may be communicated or who may come to know, f) period for which the Personal Data will be stored, or if that is not possible, the criteria used to determine that period; g) existence of an automated decision-making process and, in this case, information about the logic involved, the significance and consequences for the data subject; h) existence of adequate safeguards in case of transfer of Personal Data to an extra EU country;
- obtain, without undue delay, the update, the rectification or, whether you are interested, the integration of incomplete Data;
- obtain the cancellation, the transformation into anonymous form or blocking of the Data: a) processed in breach of the law; b) no longer necessary in relation to the purposes for which the Data have been collected or subsequently processed; c) if you withdraw consent on which the processing is based and there is no other legal ground for the processing; d) if you object to the processing and there are no overriding legitimate grounds for the processing; e) in compliance with a legal obligation; f) referred to children. The Data Controller may refuse to erase them when the processing is necessary: a) to exercise the right of freedom of expression and information; b) in compliance with a legal obligation, for the performance of a task carried out in the public interest or in the exercise of official authority; c) for reasons of public health interest; d) to achieve purposes in the public interest, scientific or historical research purposes or statistical purposes; e) for the exercise of legal claims;
- obtain the restriction of processing when: a) the accuracy of the Personal Data is contested; b) the Data processing is unlawful and the Data Controller opposes the erasure of the Personal Data; c) Data are required by you for the exercise of legal claims; d) pending verification whether the legitimate grounds of the controller override those of the data subject;

- receive the Personal Data concerning you in a structured, commonly used and machine-readable format and transmit those data to another controller without hindrance from the controller to which the personal data have been provided, where the processing is carried out by automated means;
- oppose, in whole or in part: a) for lawful grounds to the processing of Personal Data regarding you, even if pertaining the purpose of Data collection; b) to the processing of Personal Data that relates to you for the purpose of sending advertising material or commercial communication, by means of e-mail and/or traditional marketing methods by telephone and/or paper mail.
- submit a complaint to the competent supervisory authority.

In the cases mentioned above, if necessary, the Data Controller shall communicate any exercise of your rights to each third party to whom the Personal Data are communicated, except for specific cases (for example, if this proves impossible or involves disproportionate effort).

10. Modalities of Exercise of Rights

You shall be able to exercise your rights anytime:

- by sending a registered letter with return receipt to the address of the Data Controller;
- by sending an email to privmekar@mekar.it

11. Data Controller and Data Processor

- The Data Controller is Mekar S.r.l., located in Isola della Scala 37063 (VR) ITALY, Viale Caduti sul Lavoro, 25

The updated list of Data Processors is kept at the office of the Data Controller.

Consent to data processing:

The undersigned _____ as _____

Of the Company _____

- Consent to the processing of data as indicated in point A YES
- Consent to the processing of data as indicated in point B YES NO

Place _____

Date _____ Signature _____