Sample data sheet

Motor ID no.	Facility		Date
Manufacturer	Model	Type	Serial no.
Frame size	Enclosure	Voltage	RPM
Hp / kW	Full-load amps	Full-load efficiency (%)	☐ 1 phase ☐ 3 phase
Code letter	Design letter	Insul. class	Motor weight
DE bearing no.	ODE bearing no.	Application(s)	
Date installed _____ No-load amps ____ watts ____	Baseline data ☐ Yes ☐ No	Vibration spectra ☐ Yes ☐ No	Alignment data ☐ Yes ☐ No
Motor condition / status ☐ New ☐ Repaired ☐ Storage		Motor location	
Reason for replacement			
Repair history			
Comments (if any)			

PHYSICAL INSPECTION (check applicable)

☐ Damaged or missing parts ☐ Exterior paint coating deficient ☐ Shaft blocking missing or inadequate
☐ Lubricant leakage ☐ Shaft protective coating deficient ☐ No visible defects
Description of any defects or anomalies _____

STATIC TESTS (MOTOR OFFLINE)

INSULATION RESISTANCE TEST ☐ N/A ☐ N/P

Result	Test voltage	Resistance (megohms)
☐ Pass ☐ Fail	_____ Volts DC	1-min _____ MΩ 10-min _____ MΩ

DIELECTRIC ABSORPTION RATIO TEST ☐ N/A ☐ N/P

Result	60:30 sec (DAR)	Condition
☐ Pass ☐ Fail	< 1.1	Poor
	1.1 to 1.24	Questionable
	1.25 to 1.3	Fair
	1.4 to 1.6	Good
	> 1.6	Excellent

Measure insulation resistance (IR) at 30 seconds and 60 seconds with a digital meter. Divide 60-second reading by 30-second reading.

HIGH-POTENTIAL TEST ☐ N/A ☐ N/P

Result	Test voltage (indicate AC or DC)
☐ Pass ☐ Fail	_____ Volts ☐ AC ☐ DC

SURGE TEST ☐ N/A ☐ N/P

Result	Test voltage
☐ Pass ☐ Fail	_____ Volts

SINGLE-PHASE ROTOR TEST ☐ N/A ☐ N/P

Result	Current (amps)	Ratio (max. / min.)
☐ Pass ☐ Fail	Max._____ Min. _____	_____

WINDING RESISTANCE TEST ☐ N/A ☐ N/P

Result	Resistance (indicate ohms or milliohms)		
	Leads 1 - 2	Leads 2 - 3	Leads 3 - 1
☐ Pass ☐ Fail	_____ ☐ Ω ☐ mΩ	_____ ☐ Ω ☐ mΩ	_____ ☐ Ω ☐ mΩ

If more than 3 leads, identify lead connections (e.g., 1-6, 2-4, 3-5, etc.)

ACCESSORIES TESTS ☐ N/A ☐ N/P

Working	Device type
☐ Yes ☐ No	Space heaters

OUTPUT SHAFT EXTENSION RUNOUT ☐ N/A ☐ N/P

Result	Shaft extension runout	
☐ Pass ☐ Fail	_____ (in or mm)	Measure with a dial indicator.

OUTPUT SHAFT EXTENSION DIAMETER ☐ N/A ☐ N/P

Result	Shaft extension diameter	
☐ Pass ☐ Fail	_____ (in or mm)	Measure with a micrometer.

Static test comments (if any) _____

Note: N/A means "not applicable; N/P means "not performed.

Sample data sheet – continued

ALIGNMENT DATA ☐ N/A ☐ N/P

		RPM	Installation Mils	Installation mm	In service Mils	In service mm
Short couplings	Parallel offset					
	Angular misalignment					
Soft foot		All				

		RPM	Installation Mils	Installation mm	In service Mils	In service mm
Couplings w/ spacers	Parallel offset per in of spacer length					
Soft foot		All				

DYNAMIC TESTS (MOTOR ONLINE)

NO-LOAD TESTS ☐ N/A ☐ N/P

Date	Amps	Watts
Comments		

Dynamic test comments (if any) _____

VIBRATION ANALYSIS ☐ N/A ☐ N/P

Vibration spectra taken: ☐ Yes ☐ No
(If Yes, skip vibration measurements below.)

Vibration velocity measured in ☐ in/sec ☐ mm/sec

Result	Drive end/ bottom	Opposite drive end/top
☐ Pass ☐ Fail	Horizontal _____	Horizontal _____
	Vertical_____	Vertical_____
	Axial_____	Axial_____

Note: N/A means "not applicable; N/P means "not performed.

NOTES