



MOTORS · GENERATORS · DRIVES

GPR Industries (1994) Ltd.
11115 100 Avenue
Grande Prairie, AB T8V 3J9
Ph: (780) 532-5900 Fax: 780-532-5923

INDUSTRIAL GENERATOR SERVICE PREVENTATIVE MAINTENANCE PROGRAM

Customer: _____

Date: _____

Contact Person: _____

Work Order #: _____

Contact Number: () _____

Technician: _____

INSPECTION COMPONENTS

1. GENERAL

- Check fuel tank level.
- Check lubricating oil level.
- Check engine coolant.
- Examine engine, generator, fuel tanks and cooling systems for evidence of leakage.
- Check louver settings and control panel settings (ensure the unit is ready for start-up).
- Check the engine room ventilation system for proper operation.

3. ENGINE

- Check governor, control linkages and oil level (if applicable).
- Check fan belts and protection devices.
- Check crankcase breathers.
- Check governor.

2. BATTERIES & CHARGING EQUIPMENT

- Check electrolyte level.
- Check electrical connections
- Check charger for electrical connections, cleanliness and operation.

4. CONTROL PANEL

- Check security of panel covers and that the annunciator lamps are operational.
- Check electrical connections and main circuit breaker switch and breaker operation and clean insulators and bushings.
- Check voltage regulator operation

Comments:



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SERVICE COMPONENTS

5.* ENGINE

- Check valve settings
- Change lube oil and filters
- Check antifreeze PH level and freeze point.
- Change fuel filters.
- Inspect and clean exhaust system.

7.* CONTROL PANEL

- Isolate the panel, open all inspection covers and tighten all electrical connections.
- Operate all moving parts to ensure they move freely.
- Clean contacts as required.
- Remove all dust.
- Check gauge operation.

6.* GENERATOR

- Test surge suppressor and rotating rectifier on brushless machines
- Replace bearings.
- Clean rotor and stator windings (compressed air)
- Check coupling bolts and alignment.
- Check conduit tightness.
- Inspect windings at rotor and stator slots.
- Tighten all electrical connections.
- Check insulation of generator windings. ✦

8.* TRANSFER SWITCH

- Isolate transfer switch, open all inspections covers and tighten all electrical connections
- Operate all moving parts to ensure they move freely.
- Clean contacts as required.
- Remove all dust.
- Clean and lubricate

*These items require special skill. It is usually most economical to have this work carried out by a qualified technician.

✦ To check the insulation of the generator windings, use an insulation tester (megger). Resistance in megohms should be no less than:

$$\frac{\text{rated } V + 1000}{1000} \quad (\text{If the resistance is less, troubleshoot to determine appropriate action}).$$

Comments:

Customer Signature: _____ GPR Technician: _____





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Date: GPR Job # Work Order #

Customer Name: Location #:
Contact Name: Generator #:
Phone:

GENERATOR REPORT

Manufacturer: Model Type Serial #
Stator Voltage Amperage KW KVA Phase
RPM Age Powerfactor HZ Thermal Class
Stator Insulation Ambient Temp Field Volts Field Amps
Standby Duty Rating Continuous Duty Rating
AVR Manufacturer AVR Model
Main Breaker Amps Hour Meter Reading
Bearing # NDE Bearing # DE

GENERATOR CONTROL PANEL

Manufacturer Model Type

ENGINE, NAMEPLATE

Manufacturer Model Type Serial #
Fuel Type Governor Manufacturer Governor Model
Horsepower Cooling Type Battery Voltage

NAMEPLATE DATA TRANSFER SWITCH/SYNCHRONOUS PANEL

Manufacturer Model Type Serial #
Load Sharing Manufacturer Load Sharing Model Type
AMPS Volts HZ Phase

BATTERY CHARGER

Manufacturer Model Type
Volts IN DC Volts Out DC Amps Out

VISUAL INSPECTION

Inspect Anchorage Grounding Fluid Leaks Control Panel Mounts
Muffler System Louvers Building Air Filters Battery

NOTES:

Table with 7 empty rows for notes.



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TRANSFER SWITCH & SYNCHRONOUS PANEL CHECKS

Volt Meter Scale _____ Applied Volts _____ As Found _____ As Left _____
Amp Meter Scale _____ Applied Amps _____ As Found _____ As Left _____
Watt Meter Scale _____ Applied Watts _____ As Found _____ As Left _____
KVA Meter Scale _____ Applied KVA _____ As Found _____ As Left _____
HZ Meter Scale _____ Applied HZ _____ As Found _____ As Left _____
Power Factor Meter _____ Applied PF _____ As Found _____ As Left _____
Synchroscope _____ Check Operation _____
Volt/Amp Selector Switch _____ Check Operation _____
Synchronizing Lights _____ Check Operation _____
Generator Selector Switch _____ Check Operation _____

Automatic Transfer Test

Simulate Loss of Normal Power _____ Operation Test _____
Return to Normal Power _____ Operation Test _____
Simulate Loss of Emergency Power _____ Operation Test _____
Engine Start Sequence _____ Operation Test _____
Time Delay Upon Transfer _____ Operation Test _____
Automatic Transfer Operation _____ Operation Test _____
Engine Cool Down & Shutdown _____ Operation Test _____

Notes: _____



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MECHANICAL INSPECTION OF ELECTRICAL EQUIPMENT

BATTERY & CHARGER

Clean Battery Meter Batter Volts Battery Specific Gravity
Check Battery Charger Volt Meter Amps Meter
Water Top Up Yes/ No Quantity Added
Float Voltage Equalize Voltage Verify Alarms
Float/Equalizer Switch Position; As Found As Left

GENERATOR CONTROL PANELS

Volt Meter Scale Applied Volts Found As As Left
Amp Meter Scale Applied Amps Found As As Left
Current Transform Ration
Frequency Scale Applied HZ Found As As Left
Hour Meter; As Found As Left Check Operation
Panel & Alarm Lights Check Operation
Low Oil Pressure Alarm/Shutdown Check Operation
Low Oil Level Alarm/Shutdown Check Operation
High Oil Temp Alarm/Shutdown Check Operation
High Engine Temp Alarm/Shutdown Check Operation
Low Coolant Level Alarm/Shutdown Check Operation
Over Speed Shutdown Check Operation
Over Crank Shutdown Check Operation
Over Voltage Shutdown Check Operation
Under Voltage Shutdown Check Operation
Under Frequency Alarm Check Operation
Over Frequency Alarm Check Operation
Switch Not In Auto Alarm Check Operation
Emergency Stop Check Operation
Idle Control Switch Check Operation
Voltage/Current Selector Switch Check Operation

Notes:

Empty table for notes

VOLTAGE REGULATOR

Remote Voltage Adjust As Found As Left



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Check Generator Connections and Torque _____

Generator Connections _____ Main Feed Connections _____

STATOR

MEGGER TEST:	SURGE TEST:
VOLTAGE CONNECTED FOR:	HI POT:

ROTOR

MEGGER TEST:	SURGE TEST:
RESISTANCE:	HI POT:

EXCITER ARMATURE

MEGGER TEST:	SURGE TEST:
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EXCITER FIELD

MEGGER TEST:	SURGE TEST:
RESISTANCE:	HI POT:

PMG

MEGGER TEST:	SURGE TEST:
	HI POT:

REVOLVING RECTIFIER

DIODES:	SURGE SUPPRESSORS:
CONNECTIONS:	REGULATOR MODEL:

BEARING SURFACES

BEARING # :	DE:	NDE:
SHAFT:		
HOUSING:		



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GEN TEST SHEET

CUSTOMER _____
 JOB # _____

DATE _____
 UNIT # _____

ENGINE MAKE _____
 SERIAL _____
 GOVERNOR _____

MODEL _____
 SPEC/ARRANGEMENT _____
 FUEL _____

GENERATOR MAKE _____
 RATING _____
 SPEED _____

MODEL _____
 VOLTAGE _____
 VOLTAGE REGULATOR _____

LOAD	VOLTAGE	KW	SPEED	WATER TEMP	OIL TEMP	INTAKE TEMP	EXHAUST TEMP	OIL PRESSURE	DURATION

COMMENTS: _____

