

Motor Maintenance Forms & Logs

Complete only the records applicable to the motor and operating system.

CUSTOMER INSTRUCTIONS

Download and retain one record set for each motor. Complete the installation and baseline record when the motor is installed or returned to service. Update the routine maintenance and lubrication logs throughout the warranty period. Use the VFD/soft starter record only when applicable, and complete the incident record after any trip, overload, overheating, water ingress, abnormal vibration, or other unusual event.

FORM APPLICABILITY

Form	When to Complete	Applies	
Appendix A - Installation & Commissioning	At installation or return to service	Required	☐
Appendix B - Routine Maintenance Log	During scheduled inspections and service	Required during warranty	☐
Appendix C - Bearing Lubrication Log	When bearings are externally relubricable	If applicable	☐
Appendix D - VFD / Soft Starter Record	When a drive or soft starter is used	If applicable	☐
Appendix E - Failure / Incident Record	After any abnormal event or failure	When an event occurs	☐
Appendix F - Customer Acknowledgment	At handover or when requested by AMS	As requested	☐

RECORD SET IDENTIFICATION

Customer / Vessel / Facility	Equipment Location / Service
Motor / Customer Asset No.	AMS Reference / Invoice No.
Prepared By / Company	Record Set Start Date

IMPORTANT

These records support maintenance and warranty evaluation but do not create, extend, or guarantee warranty coverage. The motor manufacturer's manual, nameplate, lubrication plate, and equipment-specific instructions take priority. Submission of records does not guarantee warranty approval. Insufficient documentation may delay evaluation or prevent AMS from determining whether a failure resulted from covered workmanship.

Appendix A - Motor Installation & Commissioning Record

Part 1: Equipment identification and installation verification

Customer / Vessel / Facility

Customer Asset No.

Estimate / Invoice No.

Motor Manufacturer

Frame / Enclosure / Mounting

Frequency / Speed / Phases

DE Bearing / NDE Bearing

VFD / Soft Starter ID

Location / Equipment Served

AMS Reference No.

Installation Date

Model / Serial No.

Power / Voltage / Current

Connection / Rotation

Grease or Oil Specification

Driven Equipment / Coupling

INSTALLATION VERIFICATION - Select one box for each item

Inspection Item	Yes	No	N/A	Remarks
Foundation/base clean, rigid, level, and undamaged	☐	☐	☐	
Soft foot checked and corrected	☐	☐	☐	
Static/dynamic alignment completed	☐	☐	☐	
Belts/sheaves aligned and tension verified	☐	☐	☐	
Driven equipment rotates freely	☐	☐	☐	
Electrical connection matches diagram/nameplate	☐	☐	☐	
Grounding/bonding verified	☐	☐	☐	
Terminal torque completed/documented	☐	☐	☐	
Protection settings verified	☐	☐	☐	
Cooling, drains, heaters, and sensors verified	☐	☐	☐	
Correct rotation verified	☐	☐	☐	
Guards installed before service	☐	☐	☐	

Installation remarks / corrective actions completed

Appendix A (continued) - Baseline Readings & Signoff

Record readings at a known operating condition. Use one row for no-load and one for stable loaded operation when applicable.

BASELINE OPERATING READINGS											
Date / Time	Load / Process	V L1-L2	V L2-L3	V L3-L1	A L1	A L2	A L3	Ambient °F/°C	DE Temp	NDE Temp	Vibration / Notes

ALIGNMENT, PROTECTION & STARTUP

Alignment Method / Final Readings

Protective Settings / Settings Attached

Startup observations / alarms

Corrective work completed before release to service

Commissioned By / Company

Title / Qualification

Signature (type name for electronic completion)

Date

RELEASE CONFIRMATION

☐ Motor released to service after completion of applicable checks and correction of identified deficiencies.

Appendix B - Routine Motor Maintenance Log

Use one line for each inspection or maintenance activity. Attach detailed reports when needed.

Customer / Facility

Motor Asset No.

AMS Reference No.

Motor Location / Service

PERIODIC MAINTENANCE RECORD						
Date / Hours	Operating Condition	Voltage / Current	Bearing Temp	Vibration / Noise	Inspection / Work Performed	Findings / Actions / Technician

Next scheduled maintenance date / operating hours

Supervisor review / initials

Attach detailed electrical readings, vibration reports, thermography, photographs, oil/grease analysis, alignment reports, or corrective-work reports whenever performed.

Appendix C - Bearing Lubrication Log

Complete only for motors with external relubrication points. Do not inject grease into sealed bearings or motors without fittings.

Customer / Facility

AMS Reference No.

DE Bearing

Specified Grease

Motor Asset No.

Motor Manufacturer / Model

NDE Bearing

Specified Quantity / Interval

LUBRICATION RECORD							
Date	Motor Hours	Bearing DE/NDE	Grease / Product	Quantity	Outlet / Purge	Temp Before / After	Technician / Notes

LUBRICATION RECORD RULE

Record the exact grease manufacturer/product, quantity, bearing end, procedure, operating condition, and observations. Do not write only "greased" or "by request." Do not mix incompatible greases.

☐ Motor has sealed bearings or no external grease fittings; no relubrication performed.

Appendix D - VFD / Soft Starter Configuration Record

Complete when the motor is operated from a variable-frequency drive or soft starter.

Customer / Facility	Motor Asset No.
AMS Reference No.	Drive / Starter Manufacturer
Model / Serial No. / Firmware	Input / Output Voltage Class
Motor Rated Current	Motor Lead Length / Cable Type
Grounding / Bonding Method	Output Reactor / Filter
Insulated Bearing / Shaft Grounding	Date Settings Verified

CONFIGURATION PARAMETERS			
Parameter	Setting	Parameter	Setting
Motor rated voltage		Motor rated current	
Motor rated frequency		Motor rated speed	
Minimum frequency/speed		Maximum frequency/speed	
Acceleration time		Deceleration time	
Current limit		Overload class / thermal model	
Control mode		Autotune / ID result	
Carrier/switching frequency		Torque boost / flux setting	
Brake settings		External blower control	
Motor thermal input		Encoder/feedback setup	
Bypass / contactor setup		Multi-motor configuration	

Changes from commissioning settings / reason	Alarm history / abnormal trips
Verified By / Title	Signature / Date

Appendix E - Failure / Incident Record

Complete immediately after any abnormal event. Do not disassemble or attempt repair before written AMS authorization when a warranty claim is anticipated.

Customer / Facility	Motor Asset No.
AMS Reference No.	Date / Time of Event
Operating Hours Since AMS Service	Person Reporting / Contact
Motor Application / Driven Equipment	Load / Process Condition

Describe exactly what happened and the sequence of events

Alarms, trips, fault codes, timestamps, and number of restart attempts

Voltage, current, speed/frequency, temperatures, and vibration at event

Noise, smell, smoke, leaks, water, contamination, or physical damage observed

Recent maintenance, lubrication, alignment, VFD, process, or electrical changes

Actions taken after event, including isolation and preservation of parts

CLAIM EVIDENCE CHECKLIST

- | | |
|---|--|
| ☐ Motor nameplate photo | ☐ Installation / coupling photos |
| ☐ Terminal connection photos | ☐ VFD / starter backup and faults |
| ☐ Commissioning record | ☐ Maintenance log |
| ☐ Lubrication log | ☐ Alignment report |
| ☐ Vibration / temperature trends | ☐ Electrical test records |
| ☐ Shipping / handling condition | ☐ All failed parts preserved |

Submitted By / Company	Email / Phone	Date

Appendix F - Customer Acknowledgment

Retain a signed copy with the motor maintenance records when requested by AMS.

The undersigned confirms receipt of the Electric Motor Preventive Maintenance Guide and understands the following requirements. Check each applicable statement before signing.

- ☐ The motor nameplate, lubrication plate, manufacturer instructions, and equipment-specific requirements take priority over general guidance.
- ☐ Applicable commissioning, operating, inspection, lubrication, VFD, and maintenance records will be maintained throughout the warranty period.
- ☐ The customer is responsible for correct installation, alignment, electrical protection, grounding, cooling, environmental control, operation, and maintenance.
- ☐ Submission of a warranty claim or maintenance records does not guarantee warranty approval. AMS must inspect, test, and determine the failure cause.
- ☐ Damage caused by overload, single phasing, incorrect voltage/frequency, contamination, water ingress, misalignment, blocked cooling, external mechanical loads, or inadequate maintenance may be excluded from coverage.
- ☐ Missing or insufficient records may delay evaluation or result in denial when AMS cannot determine that the failure resulted from covered workmanship.
- ☐ When a warranty claim is anticipated, the motor will not be disassembled, modified, repaired, or returned to service without written AMS authorization.

CUSTOMER / EQUIPMENT IDENTIFICATION

Customer Company	Name / Title
Motor / AMS Reference	Equipment Location / Service
Signature (type name for electronic completion)	Date
Comments or equipment-specific exceptions	

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Warranty Claim Form