# INSTRUCTIONS FOR CREATING SUBFORM: 2.14-SP-Annual

# Follow these steps to create the form fields:

#### STEP 1: Create an Info Text field

Content: GSH

#### STEP 2: Create a Single Select field

**Description:** 2.14-A-SP-2: Check motor contactor for pitting or other signs of damage. Clean and tighten electrical connections as needed.

Options: Yes, No

#### STEP 3: Create a Single Select field

**Description:** 2.14-A-SP-3: Check pump drive for wear or problems due to poor alignment or poor bearing seating. Lubricate and adjust, and record evidence of wear.

Options: Yes, No

# STEP 4: Create a Single Select field

**Description:** 2.14-A-SP-4: Check for proper fluid flow. Clean, adjust, and repair as needed to restore proper flow. Clean, adjust, as needed to restore proper flow.

Options: Yes, No

# STEP 5: Create a Single Select field

**Description:** 2.14-A-SP-5: Assess field-serviceable bearings. Lubricate as

necessary.

Options: Yes, No

#### STEP 6: Create a Single Select field

**Description:** 2.14-A-SP-6: Check insulation, vibration isolators, and flexible connectors for integrity. Clean as needed. Record location of damage.

Options: Yes, No

#### STEP 7: Create a Single Select field

**Description:** 2.14-A-SP-7: Check that the cables do not have any sharp bends and are notpinched. Check for damage of outer jacket. Record cable status, location of damage and schedule replacment of cable if damaged.

Options: Yes, No

#### STEP 8: Create a Single Select field

**Description:** 2.14-A-SP-8: Check power connections and terminal board connections are properly tightened. Record connection status and location of loose connection. Tighten connections as needed.

Options: Yes, No

#### STEP 9: Create a Single Select field

**Description:** 2.14-A-SP-9: Check the impeller clearance and imperllar rotation direction. Adjust the impeller, if necessary.

Options: Yes, No

## STEP 10: Create a Single Select field

**Description:** 2.14-A-SP-10: Using a Meggar (1000 V Max), check that the resistance between the earth (ground) and phase lead is more than 1 megohms. Conduct a phase-to-phase resistance check. Record resistance

value measured and phase- to-phase resistance check.

Options: Yes, No

#### STEP 11: Create a Single Select field

**Description:** 2.14-A-SP-11: Check lifting handle and lifting device to ensure local safety regulations are followed. Check condition of lifting handle and device. Check screws for the lifting handle.

Options: Yes, No

# STEP 12: Create a Single Select field

**Description:** 2.14-A-SP-11A: Record condition and status of lifting handle

and devices. Tighten or replace screws as necessary.

Options: Yes, No

#### STEP 13: Create a Single Select field

**Description:** 2.14-A-SP-12: Inspect the oil plug O-rings, entrance O-rings and junction cover O-rings. Replace O-rings and lubricate new O-rings.

Options: Yes, No

#### STEP 14: Create a Single Select field

**Description:** 2.14-A-SP-13: Check thermal contacts to ensure normally closed circuit and interval is between 0 and 1 ohm. Record settings and adjust as necessary

Options: Yes, No

#### STEP 15: Create a Single Select field

**Description:** 2.14-A-SP-14: Check voltage and amperage running values.

Record values and make adjustments as necessary.

Options: Yes, No

## STEP 16: Create a Single Select field

**Description:** 2.14-A-SP-15: Inspect pump support and main bearing.

Replace the bearings with new bearings as necessary.

Options: Yes, No

## STEP 17: Create a Single Select field

**Description:** 2.14-A-SP-16: Inspect pump mechanical seal. Replace mechanical seal as necessary. Replace oil if cloudy with debris or water mixed with oil.

Options: Yes, No