Transformer test report

Yellow cells are for you to fill in. Free template from Deskely · deskely.com/resources/transformer-test-report

Project	Transformer tag	Report number

Manufacturer	Serial number	Rating (kVA)

Voltage ratio	Vector group	Cooling

Test instruments	Calibration due	Ambient / oil temperature

1. VISUAL AND MECHANICAL CHECKS

No.	Check	Status	Remarks
1	Nameplate matches the datasheet		
2	No transport damage; no oil leaks		
3	Oil level correct; breather and silica gel in place		
4	Buchholz relay, pressure relief and temperature gauges installed		
5	Tank and neutral earthed		
6	Bushings clean and undamaged; terminations torqued		
7	Off-circuit tap changer operates and is left on the specified tap		

2. INSULATION RESISTANCE AND POLARISATION INDEX

Measurement	Test voltage (V)	IR 1 min (MΩ)	IR 10 min (MΩ)	PI	Minimum PI	Result	Remarks
HV to earth					2		
LV to earth					2		
HV to LV					2		

3. TURNS RATIO (PER TAP, ±0.5 % OF THE NAMEPLATE RATIO)

Tap	Nameplate ratio	Measured A	Measured B	Measured C	Max error (%)	Result	Remarks
1							
2							
3							
4							
5							

4. WINDING RESISTANCE

Winding	Tap	Temp. (°C)	R1 (Ω)	R2 (Ω)	R3 (Ω)	Imbalance (%)	Remarks
HV							
LV							

Compare the phases with each other and with the factory test report, corrected to the same temperature. Your specification sets the allowed imbalance.

5. OTHER TESTS

Vector group and polarity verified	
Magnetic balance	
Oil dielectric breakdown voltage (kV)	
Protection devices tested (alarm and trip)	

Sign-off	Name	Company	Signature	Date
Tested by				
Witnessed by				