



UPF DESIGNATED AREA TRACKING AND INSPECTION LOG

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Permit Authorizing Individual (PAI) fills out this form and maintains it until it is turned into Document Management Center.

Document Number	A Record number provided by DMC for filing Designated Areas after they are closed or are re-numbered (after one year - a new number is given to the designated area).
Designated Area Number	A unique number provided by the PAI for tracking designated areas within his area of responsibility.
Date Established	Date the designated area is approved by management.
Date Closed	Insert data designated area is no longer needed and turn form into DMC.
Location	Location (building, floor, etc.) where the designated area is established.
PAI Name	Name of PAI responsible for the designated area.
Management Approval By	Name of Manager – Printed/Signed/Dated approving designated area.

Inspection Log

Date Inspected	Date inspection is performed by PAI.
Findings	Items identified needing correction, repair, or removal.
Corrective Action	Identified action to correct.
Date Corrective Action Completed	Date corrective action was performed to remove or repair identified item.
Required Closure or Re-Approval	Designated areas can exist up to one year, after which the PAI and Construction Manager evaluate activities and determine if the designated area is to be renewed or discontinued.