



UPF MULTIPLE PUNCH ITEM ENTRY FORM

INSTRUCTIONS FOR COMPLETING THE MULTIPLE PUNCH ITEM ENTRY FORM

The Multiple Punch Item Entry form is one of four methods for capturing all remaining system (or sub-system) punch List items, an incomplete work or action item identified during a walk-down on a component of a turnover grouping that is required by design documents and / or contract.

The Punch List Coordinator is responsible for verifying the legitimacy of punch list items before they are entered into the Punch List database, usually *PunchWorks*.

Entry	Description
Item Type	Indicate the type of punch list item based on turnover type (Const = Construction to Start-Up t/o, Sub = Subcontractor to Construction t/o, Start-up = Start-Up to Operations)
Originator	Enter the name of the originator.
Date	Enter the date the punch list items were detected.
Construction Work Package / Description	For consistency, list the Construction Work Package number affected first and then the following guide should be used: first word = verb to describe work (i.e. reinstall, replace, etc.), second word = indicate commodity type (i.e. valve, pressure switch, etc.), third word = commodity identification (if applicable), next should be a more detailed description of the work. Example: Replace, Valve Operator, 2ABB-001021, Damaged by falling debris during storm.
System	Enter the unique system or sub-system code.
Facility	PSF, Yard, Switchyard, Cooling Tower, etc
Outage	If applicable
Area	Enter the specific area the punch list item is located in (i.e., Bldg, Room, etc.)
Sub-Contractor	Enter the responsible Sub-Contractor for the work.
Discipline	Enter the work discipline to perform the work (i.e., piping, instrumentation, etc.)
Required For	Enter any work steps dependent on the completion of this punchlist item (i.e. t/o of fire protection system)



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INSTRUCTIONS FOR COMPLETING THE MULTIPLE PUNCH ITEM ENTRY FORM (CONT.)

Priority	Enter the completion or verification priority (i.e., 0, 2, 3, 4, A, B, C). Refer to Section 5.2.4 or see the Responsible Start-Up Engineer for appropriate answer.
User Defined	User defined field
Cost Code	Enter the cost code to be used for the remaining work. If required, see Project Controls for guidance.
Critical	Enter if the punchlist item is critical to system turnover.
Out of Scope	Enter Y if the item is not included within the original scope of the contract or any new and approved change notices/orders. Otherwise enter N .
Mech Complete	Enter Y if the item is impeding the mechanical completion of the system (sub-system), otherwise enter N .
WA Required	Enter Y if a work authorization permit is required to perform the work to close out the item, otherwise enter N . See the Responsible Start-Up Engineer for guidance.
LO/TO Required	Enter Y if a Lockout/Tagout is required to perform the work, otherwise enter N . Reference UPF Construction Procedure Y17-95-64-801, <i>UPF System and Equipment Safety Lockout / Tagout</i> for more details and/or consult the site Issuing Authority. Indicate if work requires Y-12 facility LO/TO per Y73-107 in remarks section.
Exception Allowed	Enter Y if the system can be turned over with the listed item not complete, otherwise enter N . See the responsible Start-Up Engineer for guidance.
Field Engineer	Enter the name of the responsible Field Engineer (FE) overseeing the system
Superintendent	Enter the name of the responsible Superintendent (S) and / or Subcontract technical Representative (STR) overseeing the system
Remarks	Enter any additional pertinent information (i.e., same item has come up several times, need to search for missing gasket, etc.)