|  | **UPF Multiple Punch Item Entry Form** | **Work Package No.:**      |
| --- | --- | --- |
|  |  | **Task No.:**      |
|  |  |  |
|  |
| **Item Type:**       | **Originator:**       | **Date:**       |
| **Item No.** | **Construction WorkPackage/Description** | **System** | **Facility** | **Outage** | **Area** | **Contractor** | **Discipline** | **Required For** | **Priority** | **User Def** | **CostCode** | **Critical** | **Out of Scope** | **Mech. Cpt.** | **WA Req.** | **LO/TO Req.** | **Exception** | **Field Engineer** | **Superintendent/ Subcontract Technical Rep** | **Remarks** |
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**INSTRUCTIONS FOR COMPLETING THE MULTIPLE POUNCH 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., Building, 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 punch list item (i.e. t/o of fire protection system) |
| 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, *UPF* *System and Equipment Safety Lockout / Tagout* 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.)  |