## INSTRUCTIONS FOR CREATING SUBFORM: 4.6-SPC-Semi-Annual

## Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: TORFI/GSH

STEP 2: Create a Single Select field

Task Assignment: TORFI/GSH

Description: 4.6-SA-SPC-4: Check control system and devices for evidence

of improper operation. Clean, lubricate, adjust.

Options: Yes, No

STEP 3: Create an Info Text field

Content: TORFI

STEP 4: Create a Single Select field

Task Assignment: TORFI

**Description:** 4.6-SA-SPC-5: Check set points, trended points, and time schedules as a basis for field inspection of mechanical equipment. Note and

respond as required.

Options: Yes, No