

## INSTRUCTIONS FOR CREATING SUBFORM: 5.4-OSYV-Monthly

**Follow these steps to create the form fields:**

### **STEP 1: Create a Single Select field**

**Description:** 5.4-M-OSYV-1: Inspect valve to ensure the following: (1) In the normal open or closed position (2)\*Sealed, locked, or supervised (3) Accessible (4) Post indicator valves (PIVs) are provided with correct wrenches

**Options:** Yes, No

### **STEP 2: Create a Single Select field**

**Description:** 5.4-M-OSYV-1A: 5) Free from external leaks (6) Provided with applicable identification Record locations and components that are damaged, deteriorating or leaking.

**Options:** Yes, No