INSTRUCTIONS FOR CREATING SUBFORM: 2.16-DDC-Semi-Annual-TORFI

Follow these steps to create the form fields:

STEP 1: Create a Single Select field

Description: 2.16-SA-DDC-13: Simulate an alarm condition in the system, which normally notifies personnel via email or text message, to confirm proper operation Restore as required.

Options: Yes, No

STEP 2: Create a Single Select field

Description: 2.16-SA-DDC-3: Check control system and devices for evidence of improper operation. Clean, lubricate, adjust.

Options: Yes, No

STEP 3: Create a Single Select field

Description: 2.16-SA-DDC-4: Check time-of-day schedule to confirm consistency with facility operation. Adjust schedule as needed.

Options: Yes, No

STEP 4: Create a Single Select field

Description: 2.16-SA-DDC-5: Check set points, trended points, and time schedules. Note and respond as required.

Options: Yes, No