

# INSTRUCTIONS FOR CREATING SUBFORM: 3.3-FOPS-Weekly

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

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

**Contractor:** UNITY/PENN

**Description:** 3.3-4M-FOPS-1: WEEK1: Inspect fuel-oil piping system. Check for any leaks. Record any leaks or defects/damage to piping system. Seal any leaks and clean as necessary.

**Options:** Yes, No

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

**Contractor:** UNITY/PENN

**Description:** 3.3-4M-FOPS-1: WEEK2: Inspect fuel-oil piping system. Check for any leaks. Record any leaks or defects/damage to piping system. Seal any leaks and clean as necessary.

**Options:** Yes, No

## **STEP 3: Create a Single Select field**

**Contractor:** UNITY/PENN

**Description:** 3.3-4M-FOPS-1: WEEK3: Inspect fuel-oil piping system. Check for any leaks. Record any leaks or defects/damage to piping system. Seal any leaks and clean as necessary.

**Options:** Yes, No

## **STEP 4: Create a Single Select field**

**Contractor:** UNITY/PENN

**Description:** 3.3-4M-FOPS-1: WEEK4: Inspect fuel-oil piping system. Check for any leaks. Record any leaks or defects/damage to piping system. Seal any leaks and clean as necessary.

**Options:** Yes, No