

## INSTRUCTIONS FOR CREATING SUBFORM: 4.6-SPC-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**

**Contractor:** TORFI/GSH

**Description:** 4.6-A-SPC-2: Verify actuator movement and device response to control output. Lubricate and align as needed.

**Options:** Yes, No

### **STEP 3: Create an Info Text field**

**Content:** GSH

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

**Contractor:** GSH

**Description:** 4.6-A-SPC-6: Check control box for dirt, debris, and/or loose terminations. Clean and tighten electrical connections as needed.

**Options:** Yes, No

### **STEP 5: Create an Info Text field**

**Content:** TORFI

### **STEP 6: Create a Single Select field**

**Contractor:** TORFI

**Description:** 4.6-A-SPC-7: Check to see that software and backup of digital control program is current. Update when it is not current.

**Options:** Yes, No

### **STEP 7: Create a Single Select field**

**Contractor:** TORFI

**Description:** 4.6-A-SPC-8: Check battery backup and verify proper operation. Clean and maintain batteries as needed.

**Options:** Yes, No