

## INSTRUCTIONS FOR CREATING SUBFORM: 2.8-ATC-Quarterly-TORFI

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

### **STEP 1: Create an Info Text field**

**Content:** TORFI

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

**Description:** 2.8-Q-ATC-4: Verify no equipment has been left in override (hand/OFF instead of auto) either locally or through the ATC Make corrections as required.

**Options:** Yes, No

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

**Description:** 2.8-Q-ATC-6: Check alarms and alarm history as a basis for field inspection of mechanical equipment. Note and respond as required.

**Options:** Yes, No