

INSTRUCTIONS FOR CREATING SUBFORM: 5.4-IV-Monthly

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: United Fire

STEP 2: Create a Single Select field

Description: 5.4-M-IV-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 3: Create a Single Select field

Description: 5.4-M-IV-1A: (5) Free from external leaks(6) Provided with applicable identification

Options: Yes, No