

Layout Payment Folder Checklist (GAS PROJECTS)

Gas Ticket/Layout # _____	Live Gas Conditions Project <input type="checkbox"/>	
Contractor Company _____	Dead Gas Conditions Project <input type="checkbox"/>	
Gas Area: Bronx <input type="checkbox"/> Manhattan <input type="checkbox"/> Queens <input type="checkbox"/> Westchester <input type="checkbox"/>		

PAYMENT DOCUMENTS		CR/CI	TA	CCI	TR	Comments
1	Cover Sheet <i>(if layout >\$100K)</i>					
	Account Distribution Report					
	COMPASS Worksheet					
	Vendor Notification, Daily Log Report, Field Data Report					
	Contractor Claims <i>(if required)</i>					
	Deviation Form <i>(if required)</i>					
2	Premium and T&E Sheets					
	Photos of High Value Items					
	Invoices					
3	Gas Project Hold Point Inspections & Photos					
	Additional Project Photos					
	Permits					
	Miscellaneous					

GAS PROJECT DOCUMENTS		CR/CI	TA	CCI	TR	Comments
4	Gas Layout <i>(signed & signed flysheet, if applicable)</i>					
	CPMS Work Authorization <i>(signed & comment)</i>					
	Gas Main As-Constructed Drawing(s) <i>(reviewed by CCI/2L/2H)</i>					
	Gas Service As-Constructed Drawing(s) <i>(reviewed by CCI/2L/2H)</i>					
	Gas Main Valve Report(s) <i>(reviewed by CCI/2L/2H)</i>					
	Gas Drip Report(s)					
	Correction-To-Detail Form(s)					
	Corrosion Report(s) <i>(G-8205, Appendix D)</i>					
	Signed-off Written Procedure(s) <i>Procedure #(s)</i>					
	Supplemental Documentation from CCI/2L/2H <i>(e.g. Gas Scope Change approval; Gas Engineering Service Request approval)</i>					
	Contractor's 50-13R(s)					
	Contractor's PE Plastic Joint Sketch(es)					
	Contractor's PE Plastic Joint Tracking Form(s)					
	Contractor's Weld X-Ray Report(s)					
	Opening Tickets					
	Gas Project Documents & LPFC scanned to Gas Ops		Date _____	TA Initials _____		

	Signature	Employee #	Date
Field Inspector (CR/CI)			
Tech Assistant (TA)			
Chief Construction Inspector (CCI)			
Tech Reviewer (TR)			