



UPF SINGLE PUNCH ITEM ENTRY FORM

Work Package No: _____

Task No.: _____

Page 1 of 3

Item Type:		Safety Class: <input type="checkbox"/> Q <input type="checkbox"/> RS <input type="checkbox"/> CC	
Description:			
System:	Facility:	Outage:	
Area:	Contractor:	Discipline:	
Required For:	Priority:	User Defined:	
Cost Code:			
Originator:		Date:	
Critical: <input type="checkbox"/> Yes <input type="checkbox"/> No	Out of Scope: <input type="checkbox"/> Yes <input type="checkbox"/> No	Mech Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	
WA Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	LO/TO Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Exception Allowed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Engineer:		Superintendent:	
Remarks:			
Estimated Comp Date:		Estimated Hours:	
Restraints:			



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Page 2 of 3

INSTRUCTIONS FOR COMPLETING THE SINGLE PUNCH ITEM ENTRY FORM

The Single Punch Item Entry form is one of four methods for capturing all remaining system (or sub-system) punch list items, an incomplete work or action item identified during a walk-down on a component of a turnover grouping that is required by design documents and / or contract.

The Punch List Coordinator is responsible for verifying the legitimacy of punch list items before they are entered into the Punch list database, usually *PunchWorks*.

Entry	Description
Construction Work Package / Task Number	Enter the affected Construction Work package the punch list item will be addressed within.
Item Type	Indicate the type of punch list item based on turnover type (Const = Construction to Start-Up t/o, Sub = Subcontractor to Construction t/o, Start-up = Start-Up to Client t/o)
Quality Level	Indicate Quality Level where applicable
Description	For consistency, the following guide should be used: first word = verb to describe work (i.e. reinstall, replace, etc.), second word = indicate commodity type (i.e. valve, pressure switch, etc.), third word = commodity identification (if applicable), next should be a more detailed description of the work. Example: Replace, Valve Operator, 2ABB-001021, Damaged by falling debris during storm.
System	Enter the unique system or sub-system code (i.e. Breathing Air, etc).
Facility	Enter the unique facility, everything inside the property line.
Outage	Enter the appropriate outage (example: Breathing Air system outage) if the punch list item can only be closed during an outage.
Area	Enter the specific area the punch list item is located in (i.e., Area, Bldg., Room, etc.)
Sub-Contractor	Enter the responsible Sub-Contractor for the work.
Discipline	Enter the work discipline to perform the work (i.e. piping, instrumentation, etc.)
Required For	Enter any work steps dependent on the completion of this punch list item (i.e. t/o of fire protection system)
Priority	Enter the completion or verification priority (i.e., 0, 2, 3, 4, A, B, C). Refer to Section 5.2.4 or see the Responsible Start-Up Engineer for appropriate answer.
User Def	Enter any additional information deemed appropriate by the field.



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Page 3 of 3

INSTRUCTIONS FOR COMPLETING THE SINGLE PUNCH ITEM ENTRY FORM (CONT.)

Cost Code	Enter the cost code to be used for the remaining work. If required, see Project Controls for guidance.
Originator	Enter the name of the Originator.
Date	Enter the date the punch list item was detected.
Critical	Check "yes" if the item is critical to system t/o, otherwise check "no."
Out of Scope	Check "yes" if the item is not included within the original scope of the contract or any new and approved change notices/orders; otherwise check "no."
Mech Complete	Check "yes" if the item is impeding the mechanical completion of the system (sub-system); otherwise check "no."
WA Required	Check "yes" if a Work Authorization Permit is required to perform the work to close out the item, otherwise check "no." See the responsible Start-Up Engineer for guidance.
LO/TO Required	Check "yes" if a Lockout/Tagout is required to perform the work; otherwise, check no . Reference UPF Construction Procedure Y17-95-64-801, <i>UPF System and Equipment Safety Lockout / Tagout</i> for more details and/or consult the site Issuing Authority. Indicate if work requires Y-12 facility LO/TO per Y73-107 in remarks section.
Exception Allowed	Check "yes" if the system can be turned over with the listed item not complete, otherwise, check "no." See the responsible Start-Up Engineer for guidance.
Field Engineer	Enter the name of the responsible Field Engineer (FE) overseeing the system
Superintendent	Enter the name of the responsible Superintendent (S) overseeing the system
Remarks	Enter any additional pertinent information (i.e. same item has come up several times, need to search for missing gasket, etc.)
Est Comp Date	Enter the estimated completion date after concurring with the Superintendent.
Est Hours	Enter the estimated cumulative craft man-hours after concurring with the Superintendent. Remember to add time for obtaining permits (if required), obtaining material, etc.
Restraints	Enter any obstructions or restraints preventing the closure of the punch list item (i.e., heavy rigging taking place directly over work area, can only close punch list item by evacuating large area building, etc.)