COMPLETION OF WORK AND RECORDS REVIEW CHECK LIST

PROJECT: _____ **TGI JO/KO:** _____ **DR/DL:** _____

NOTE: N/A all blocks that are not applicable (ONLY in the section you are reviewing). Complete section review, identify ALL problems, and THEN return to cognizant person for correction.

PAPERWORK INSPECTION				
	ATTRIBUTES	INITIAL & DATE		
		SUPV/WL	WPC	C133
1.	Using the Official Working Copy (red-inked version) contact WPC (or go to AIM) and obtain the latest change number for the TWD you are reviewing and any DRs which affect the work of the TWD. If problems are found with the two above attributes, have the trouble desk/EPD correct deficient conditions by pen & ink IAW WPC Guide, Resolving Project Problems section, and UIPI 8400-901 definition for Administrative Pen & Ink Change. The engineer is required to sign/ badge number/parent code/date the pen & ink change.			
2.	Review the List of Effective Pages (LOEP) to ensure that the change entered agrees with the change number obtained in # 1 above. Ensure all pages listed in the LOEP are present in the TWD. (physically check **EACH** page of the TWD) If problems are found, have the trouble desk/ EPD correct deficient conditions by pen & ink IAW WPC Guide, Resolving Project Problems section, and UIPI 8400-901 definition for Administrative Pen & Ink Change. The engineer is required to sign/badge number/parent code/date the pen & ink change.			
3.	Check ADLINC or contact the Trouble Desk for a complete listing of DLs/DRs initiated against the TWD. Verify that all DLs are listed in the LOEP and the Official Working Copy (red-inked version) of each is in the TWD package. If not, add the DL number (DL-001, DL-002..., "etc.") and the correct change number (the same as TWD change number) to the LOEP. If a DL has been canceled, list the DL number in the LOEP and annotate "CANCELED" in the change block. If a DL number has been skipped in ADL (DL-001, DL-002, DL-004..., etc.), "return" the TWD to the trouble desk/EPD for correction. If the official working copy of the DL/DR cannot be found have WPC annotate on the coversheet of a copy of the DL "Official Copy Lost" in RED ink and have WPC sign/badge/parent code/date in blue or black ink.			
4.	Review the entire Official Working Copy (red-inked version) of the TWD. Document any technical deficiencies found on a Deficiency Form (DF) and forward to the Trouble Desk. If an administrative deficiency is found, have the responsible person correct the deficiency by pen and ink IAW WPC Guide, Resolving Project Problems section, and UIPI 8400-901 definition for Administrative Pen & Ink Change, and/or UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section. If the responsible person is not available, submit a DF for correction.			
5.	Verify the DRs which affect the work of the TWD are complete. (obtained in #1 above) Ensure a copy of these DRs are included with the TWD package for certification purposes (to verify all requirements have been accomplished).			
6.	**SUBSAFE**: Verify that all required QA forms, Level I material tags, WJHR, DISCO, RECO, etc. are included in or attached to the TWD package. (check against the LOEP as applicable) For REC related forms, only a copy is required to be with the TWD at the time of turn-in for certification. The original certified forms will be captured by the REC package.			
7.	Verify that the classification of the document is correct and consistent throughout the TWD, including DLs. (i.e., FOUO or NOFORN) If the document is stamped NOFORN, statement is required on the coversheet and all pages will be stamped NOFORN on the top and bottom of the page. If the document is stamped FOUO, then all the pages will be stamped FOUO. If any problems are identified, return the document to the originating engineer. The classification of the document is the responsibility of the originator of the document to correct. This IAW NAVSEA Instruction 5511.32, Enclosure 2.			

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	ATTRIBUTES	INITIAL & DATE		
		SUPV/WL	WPC	C133
8.	**SUBSAFE:** Verify that the REC (if required) is with the TWD, the REC number is listed on the coversheet official stamp, and ensure the REC is the latest revision. Verify the latest revision of the REC is included in the TWD package. If a DL was written against the TWD and a new REC number was generated by the DL, return the package to C-133 so the REC number can be added to the coversheet of the original TWD (if not already done).			
9.	Verify that the correct revision was utilized for performing work for all references marked "Y". If the revision number listed in the reference section differs from the revision number listed elsewhere in the TWD, contact the cog engineer so the correct revision can be identified. If the wrong revision was used to perform work, a DF will need to be issued for corrective action.			
10.	Confirm that any instrumentation used during work performance met or exceeded the accuracy required by the TWD. Ensure the correct instrument was used and that the calibration sticker due date was not expired at the time of use. If a problem is identified, initiate a DF for corrective action.			
11.	Verify that all in-process checks (signoffs) have been made. This includes ensuring that the signature, badge number, and date are present. Ensure that the badge number and date are complete, correct, and legible in reproducible blue or black ink. Verify that the signatures were made on the date that the work was performed, they are correct, and they are in sequential order (this is IAW UIPI 0900-450, Signature Format section). If a signature was made at a later date, ensure a statement was added stating why the signature was not made at the time the work was performed and that this statement has a signature/badge/date (initial's and date may be used if the persons signature appears elsewhere in the document). If a problem is found return to the person who made the signature for correction IAW UIPI 0900-450 Correction and Voiding of Data and/or Certification Signatures section. If the responsible person is not available submit a DF for correction.			
12.	Verify (using ATMS) that the mechanics making signoffs in the TWD were qualified **AT THE TIME** the signoffs were made. If the person who signed for work was not qualified, but someone working with this person was qualified, have the unqualified person remove their signature IAW UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section and the qualified person sign the step. Add a clarification statement and sign/badge/ date the statement (initial's and date may be used if the persons signature appears elsewhere in the document). If no qualified person was working the job, then write a DF.			
13.	Verify that all work/action of the TWD has been completed IAW instructions (verbatim compliance). If not, then the incomplete work/action has been addressed by the trouble desk or EPD. (TWD includes TGI, DL, and DR) This is to be done IAW UIPI 0900-450, Cancelled and Deferred Work section.			
14.	Verify that all required data has been recorded accurately and correctly, all data is recorded to the correct decimal place required, and the data is within the specified acceptance limits of the TWD or the specified acceptance limits of the referenced drawing/ maintenance standard/tech manual. (check to ensure the units of measure are included) If out-of-spec data is found, the initiate a DF. (IAW UIPI 0900-451, Mandatory Records Review Steps section or UIPI 0900-450, Data Recording Requirements section) After the DF answer is received, correct the data IAW UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section.			

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NOTE: N/A all blocks that are not applicable (ONLY in the section you are reviewing). Complete section review, identify ALL problems, and THEN return to cognizant person for correction.

PAPERWORK INSPECTION				
	ATTRIBUTES	INITIAL & DATE		
		SUPV/WL	WPC	C133
15.	Verify that all unused data entry/certification signature blanks and blocks are completed IAW the TWD instructions. (this includes any initials/dates) If there are no instructions in the TWD concerning blank certification signature blocks or blank data blocks, these blank blocks (data signature) will be addressed by UIPI 0900-450, Not Applicable (N/A) Blocks section.			
16.	Verify that there were not ditto marks/continuation arrows, correction fluid/white out, or correction tape used when the data was recorded. This is IAW UIPI 0900-450, Data Recording Requirements section. Correct IAW UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section.			
17.	Verify all information required on data sheets is filled in, correct, and legible. (This includes test pressures, meter readings, instrument calibration dates, units of measure, signatures, badge numbers, dates, etc.)This is IAW UIPI 0900-450, Data Recording Requirements Section. Correct IAW UIPI 0900-450, Correction and Voiding Data and/or Certification Signatures section.			
18.	Verify that all line throughs have been made correctly, there are justification statements for each correction, and signatures/dates for each correction (initial/date if name already appears in the document). This is IAW UIPI 0900-450, Correction and Voiding of Data and/ or Certification Signatures section. **NOTE**: All data corrections must be made based on personal observation.			
19.	Verify that all sets of initials have corresponding signatures and badge numbers within the TWD. Ensure each set of initials has a date present too. This is IAW UIPI 0900-450, Signature Format section. Return TWD to mechanic(s) to obtain missing signatures. Correct IAW UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section.			
20.	**SUBSAFE**: Verify that all required information on the QA forms has been recorded IAW UIPI 0900-002 and that it is correct. The instructions for filling out forms can be found in UIPI 0900-002 for QA-17, QA17A, QA17-B, QA17-C, QA-17SI, QA-34, QA-34A, and QA-28, in WP-278 for QA-20C, in WP-1688 for QA-20A and QA-20B, and in SYI 4440.22 for QA-2 (Level I tags). Correct IAW UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section.			
21.	Verify the material type (entered on all the QA forms) and the material quantity are correct IAW the applicable reference drawing (i.e., SMS) and that the stock number on the QA form matches the stock number on the material list ("M" sheet) in the TWD. Correct IAW UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section.			

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PROJECT: _____ **TGI JO/KO:** _____ **DR/DL:** _____

NOTE: N/A all blocks that are not applicable (ONLY in the section you are reviewing). Complete section review, identify ALL problems, and THEN return to cognizant person for correction.

JOB SITE INSPECTION				
	ATTRIBUTES	**INITIAL & DATE**		
		SUPV/WL	**WPC**	**C133**
1.	Take the Official Working Copy (red inked version) of the TWD and all required references to the work site and using the applicable Job Site Inspection Attribute List(s) in Enclosure 3 of the Non-Nuclear Execution Process, perform a work site inspection. Confirm **ALL** work of the TWD has been completed or addressed by the trouble desk/EPD.			
2.	Check the work site for trade litter, dirt, trash, oil, and overall appearance. If job site is UNSAT, contact the responsible shop(s) for clean-up. Document UNSAT condition in QPS via surveillance.			
3.	Check adjacent areas and equipment for damage caused by performance of work. Initiate a DF if damaged is found and document in QPS via surveillance.			
4.	Confirm that the job reflects good workmanship IAW sound trade practices. If some work is outside your trade expertise, request assistance from a supervisor from that trade. If workmanship is deemed UNSAT, contact the responsible shop(s) for correction. Document UNSAT workmanship conditions via DF and in QPS via surveillance.			
5.	Verify handwheel color-coding. Initiate a DF for correction.			
6.	Verify that any/all deficiencies beyond the scope of shipyard authorized work have been identified to the trouble desk/EPD via a DF. If not, initiate a DF for correction.			
7.	Verify that any work of the TWD that is not complete at the time the "Completion of Work Review" or "Corrective Action Complete" signature is being made IS LISTED on a DR or transferred to another document if authorized. (ex., replace lagging listed in a lagging TWD, touch-up painting, damage to adjacent equipment, etc). Have any unnecessary incomplete work de-scoped from the TWD by the trouble desk, including the correct technical justification. If all work has not been completed or addressed, have the shop(s) complete the work or initiate a DF to have the trouble desk address the incomplete work.			
8.	After verifying that all work has been completed, performed per the TWD requirements, and signed for (if applicable), **sign and date the** "Completion of Work Review" block on the cover sheet of the Official Working Copy (red inked version) of the TWD. Ensure your signature is complete, your badge number is legible, and the date is correct and legible. If you make a mistake, correct IAW UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section.			
9.	Forward the TWD package to the ZM or WPC, as appropriate, prior to the scheduled finish date for the key op or as soon thereafter as possible.			

COMPLETION OF WORK AND RECORDS REVIEW CHECK LIST

PROJECT: _____ **TGI JO/KO:** _____ **DR/DL:** _____

Supervisor/Work Leader conducting review: Signature:	Badge Number:	Date:
WPC Person conducting review: Signature:	Badge Number:	Date:
Code 133 Person conducting review: Signature:	Badge Number:	Date:
Comments: (Use this space to explain any unsatisfactory findings. Ensure you include the step number that corresponds with the problem.)		