TWD REVIEW CHECK LIST

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

NOTE: N/A all blocks that are not applicable.

	ATTRIBUTES FOR SUP/WORK LEADER TO CHECK	INITIAL & DATE
1.	Is all the pre-printed information at the top of the cover sheet correct? (i.e., component name, type, phase, repeat, change number, ship hull number, ship name, and availability) Supervisor use AIM to verify information. If any information is missing or incorrect, return the TWD to WPC for correction.	
2.	If the document is NOFORN, is the NOFORN statement present and does each page have NORFORN at both top and bottom? If any information is missing or incorrect, return the TWD to WPC for correction.	
3.	**SUBSAFE**: Is the proper "Official Working Copy" stamp (in red ink) on the TWD cover sheet? Are all the signatures/dates/check numbers present on the "Official Working Copy" stamp (if applicable)? If a REC is required, is there a copy in the TWD? If a WAF is required, is the WAF with the TWD? If any information on the stamp, WAFs, or RECs is missing or incorrect, return the TWD to WPC for correction.	
4.	**SUBSAFE**: On the cover sheet, is the "Critical Task Brief Required" stamp, "SUBSAFE Pre-Job Brief Required" stamp (all REC TWDs; DL/DR with man-hours >80 hours under REC), or the "I&V Requirements" stamp on the coversheet? If the stamp is required and it is missing, return the TWD to WPC for correction.	
5.	Is the package a partial release? If the boundaries are not clearly identified or the Partial Release stamp is not filled out completely on the coversheet, return the TWD to WPC for correction.	
6.	**SUBSAFE**: Review the Special Requirements block. Look for the words "SUBSAFE", "Level I", "Reentry Controls" (when required), and any cleanliness requirements.	
7.	Is a Physical Inspection required (the physical inspection "Yes" block is checked)?	
8.	Is the List of Effective Pages (LOEP) correct? (i.e., all pages listed, correct change number, etc.) This is a PAGE BY PAGE check. Are all pages in the TWD package numbered correctly? If any information is missing or incorrect, return the TWD to WPC for correction.	
9.	Are all required references included in the TWD package? (All references marked "Y" under copy required; includes drawings, manuals, instructions, letters, IPIs, etc.) Are the references (drawings, technical manuals, etc.) the correct revision? (compare TWD to provided references) If any information is missing or incorrect, return the TWD to WPC for correction.	
10.	Are all appendices in the TWD, do they match the LOEP, are all pages present, and are numbered correctly? If any information is missing or incorrect, return the TWD to WPC for correction.	
11.	Have special packaging requirements been met? (i.e., "Package sheets_of reference 3" , etc.) If any information is missing or incorrect, return the TWD to WPC for correction.	
12.	**SUBSAFE**: Ensure the REC boundary matches the work of the TWD (the Controlled Joint/Casting List and the applicable JID drawing numbers match). Does the REC JO/KO match the TWD JO/KO? If the boundaries do not match or if any information is missing or incorrect, return the TWD to WPC for correction and request scheduling to put TWD in a PRB status.	
13.	Are there any special tools required for the job (listed in the General Requirements section or in Appendix "T")? If any information is missing or incorrect, return the TWD to WPC for correction.	
14.	**SUBSAFE**: Ensure all disturbed components/joints within the SUBSAFE/SOC boundary IAW the SUBSAFE Manual 0010; applicable SSCB, SOC Notebook, and requirements of SOM Chapter for Reentry Controls or UIPI 0900-111 are also identified properly in the Controlled Joint Casting List or the Structural Weld Joint List. If any information is missing or incorrect, return the TWD to WPC for correction.	

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

NOTE: N/A all blocks that are not applicable.

	ATTRIBUTES FOR SUP/WORK LEADER TO CHECK	INITIAL & DATE
15.	Check the TWD to ensure the I&V signoffs have attributes and the action to be signed for is clear. If not, return to WPC for correction.	
16.	Ensure the TWD contains the WPC verification signature (if applicable) that the portion of the system affected by the TWD has been released (from radiological controls) in the SSSR. If any information is missing or incorrect, return the TWD to WPC for correction.	
17.	Are there any grossly misspelled words? If any information is missing or incorrect, return the TWD to WPC for correction.	
18.	Are there any conflicting technical instructions? (ex. TWD title is for pump #1 repair, but the body of the TWD has instructions for #2 pump repair) If any information is missing or incorrect, return the TWD to WPC for correction.	
19.	Can the TWD be worked as written? If any information is missing or incorrect, return the TWD to WPC for correction.	
20.	Check that all pre-printed information on the data recording sheets is correct and complete. If any information is missing or incorrect, take the TWD to WPC for correction.	
21.	Check that all pre-printed information on the QA forms is correct and complete. If any information is missing or incorrect, return the TWD to WPC for correction.	
22.	Check that all pre-printed information on all additional documents (i.e., WJHR, DISCO, RECO) is correct and complete. If any information is missing or incorrect, return the TWD to WPC for correction.	
23.	Review Appendix "J". Are all shops required to perform the work listed and funded? (ex., job requires removing a pump from the 8th deck for repair and shop 72 is not listed on the "J" sheet for the job) If any information is missing or incorrect, return the TWD to WPC for correction.	
24.	Review Appendix "M". Verify stock numbers are complete as applicable. (this includes the needed quantity) If any information is missing or incorrect, return the TWD to WPC for correction. Contact the WPC material expeditor for the location of the material for the job. Location: _____	
25.	Is all the material ready and kitted for the job (kitting request form filled out) or has the Zone Manager signed/initialed the TWD coversheet acknowledging the material is not RFI? If any information is missing or incorrect, return the TWD to WPC for correction.	
26.	If special tools are required, where are the tools staged/stored? (listed in the General Requirements section or in Appendix "T") If the location is not given, return the TWD to WPC for correction.	
27.	Is there a special jig or fixture required by the Maintenance Standard to accomplish the work or to test the work of this TWD? (i.e., TR-317 jig) (listed in the General Requirements section or Appendix "T") If the location is not given, return the TWD to WPC for correction.	
28.	If the TWD requires ripout of material/components, ensure that there are blank MCTs in the pre-expandable bins. If there are no MCTs, contact the WPC material expeditor for correction.	
29.	Ensure there are blank shift reports, turnover sheets, and COWRR checklists in the TWD. If any information is missing, return the TWD to WPC for correction.	
30.	Ensure the TWD is listed on the DPS and the SPOD (if applicable). If not, return the TWD to WPC for correction.	
31.	Verify (using ATMS) that mechanics to be assigned the work, making the signoffs in the TWD are qualified.	

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

NOTE: N/A all blocks that are not applicable.

	ATTRIBUTES FOR SUP/WORK LEADER TO CHECK	INITIAL & DATE
32.	**SUBSAFE**: Ensure a copy of the instructions for filling out the required QA Form(s) is provided and used by the mechanic when filling out the QA Forms on the job. [UIPI 0900-002 for QA-17, QA-17A, QA-17B, QA-17C, QA-34, 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)] (**this is also an in-process check**)	

Supervisor/Work Leader conducting review:

Signature: Badge Number: Date:

Comments: (Use this space to document/explain any unsatisfactory findings. Ensure you include the step number that corresponds with the problem.)

TWD REVIEW CHECK LIST

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

NOTE: Starting at this point, the checks below are expected to be completed each shift if work is performed. Complete section review, identify ALL problems, and THEN return to cognizant person for correction.

	ATTRIBUTES FOR MECHANIC TO CHECK
1.	If changes are required, are the pages affected by the change marked correctly? (header/footer) If any information is missing or incorrect, return the TWD to WPC for correction. (**this is an in-process check**)
2.	**SUBSAFE**: Ensure the REC boundary matches the work of the TWD (the Controlled Joint/Casting List and the applicable JID drawing numbers match). Does the REC JO/KO match the TWD JO/KO? If the boundaries do not match or if any information is missing or incorrect, return the TWD to supervisor for guidance. (**this is an in-process check**)
3.	Verify the material type to be entered and the material quantity to be entered on the QA form are IAW the applicable reference drawing and the stock number on the QA form matches the stock number on the material list ("M" sheet) in the TWD. If there is a discrepancy, return the TWD to the supervisor for guidance. (**this is an in-process check**)
4.	Ensure all required signatures (or initials) are made in the TWD (steps that have been completed). An employee's signature will consist of at least the first initial and full last name. If the signature is missing or made incorrectly, return to the mechanic that performed the step/made the sign-off for correction (use UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section). (**this is an in-process check**)
5.	Ensure that all badge numbers are present and legible. If the badge number is missing or illegible, return to the mechanic that made the sign-off for correction (use UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section). (**this is an in-process check**)
6.	Ensure all dates are present, are correct, and have the correct format. Dates are to be entered using any of the following formats: "mm/dd/yy" (11/16/00); "mm-dd-yy" (11-16-00); "day month year" (16 Nov 00 or 16 Nov 2000); or "month day, year" (Nov 16, 2000). **The date will represent the day the signature** (**or initials**) **was entered.** If the date is missing or incorrect, return to the mechanic that made the sing-off for correction. If missing signatures are found, return to the mechanic that performed the step for correction (use UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section)**. (this is an in-process check)**
7.	Ensure that all required data is recorded accurately/correctly 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 and are correct) If the data is not within the required specifications, document via DF or per TWD instructions (use UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section). (**this is an in-process check**)
8.	Verify that all gages, meters, and other calibrated tools are the correct range to make the measurement. Ensure that all test pressures, meter readings, instrument calibration dates are recorded, if needed. If data is not recorded correctly or is out of the specified range, return to the mechanic that recorded the data for correction (use UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section) or if the equipment used was out of range, then document via DF. (**this is an in-process check**)
9.	Ensure that all unused data entry/certification signature blanks and blocks are completed IAW the TWD instructions. (this includes any initials/dates) If there are any blocks that are not N/A'd IAW the TWD instructions, return the TWD to the mechanic that worked that portion of the TWD for correction (use UIPI 0900-450, Not Applicable (N/A) Blocks section for guidance). (**this is an in-process check**)
10.	Ensure that there are no ditto marks/continuation arrows, correction fluid/white out, or correction tape in the recorded data. If found, return to the mechanic that made the entry for correction (use UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section). (**this is an in-process check**)
11.	Ensure 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). If line throughs are incorrect, return to the mechanic that made the line through for correction (use UIPI 0900-450, Correction and Voiding of Data and/or Certification Signatures section). (**this is an in-process check**)
12.	Ensure that the Shift Report/Turnover Sheet , if applicable, is updated before shift turnover. (**this is an in-process check**)
13.	Verify handwheel color-coding is correct per TWD instructions, if applicable. Initiate a DF for correction. (**this is an in-process check**)

TWD REVIEW CHECK LIST

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

ATTRIBUTES FOR MECHANIC TO CHECK
Mechanic conducting final review prior to COWRR: Signature: _____ Badge Number: _____ Date: _____
Comments: (Use this space to document/explain any unsatisfactory findings. Ensure you include the step number that corresponds with the problem.)