Punch Lists

8.0 Punch List

A punch list is a list of items or tasks that need to be done before a piping project is completed. The **Punch Lists** menu in the home page of the ***cuteQM*** app helps to create and view the punch lists in Piping project.

8.1 Create a New Punch List

If you want to create a punch list, do the following steps,

1. Click **Create New Punch List** in the **Punch lists** menu.
   The **Create Punch** page opens.
   image_1651563761302.png
   Image not found or type unknown
   Figure 8.1: Create Punch page
2. In the **Modules** box, select a module from the given modules.
3. In the **Systems** box, select a system from a drop-down list.
4. In the **Sub-Systems** box, select a sub-system from a drop-down list.
5. In the **ITR No** box, enter the ITR number.
6. In the **Drawing No** box, enter the drawing number.
7. In the **Test Pack** box, select a test pack from a drop-down list.
8. In the **Tag No** box, enter the tag number.
9. In the **Reference Types** box, select the reference type from the given options.
10. In the **Select Project** box, select a project from a drop-down list.
11. In the **Category** box, select any category from the given categories such as **A**, **B**, and **C**.

    A - Item to be cleared before hydrostatic test.
    B - Item to be cleared after hydrostatic test.
    C - Item which can be cleared after hydrostatic test but before final acceptance of the whole plant.

12. In the **Type** box, select the type of punch such as whether internal or external.
13. In the **Item** box, enter the item details.
14. In the **Location** box, select a location from a drop-down list.
15. In the **Description/ Punch** box, enter the description for the punch list.
16. In the **Punch Raised From** box, select the detail such as from where the punch has been raised.
17. In the **Date Raised** box, select the date when the punch has been raised.
18. In the **Punch Raised** By box, enter the name of a person who has raised the punch.

19. In the **Responsible Dept** box, enter the department name, which is responsible for the punch.
20. In the **Responsible Person** box, enter the name of a person who is responsible for the punch.
21. In the **Expected Clearance** box, select the expected date of clearing the punch list.
22. Click **Save**.

The punch list is successfully added.

8.1.1 Add Report Photos

If you want to add any report photos for the punch list,

image-1651564332218.png

1. Click Image not found or type unknown (**ADD** button) in the **Report Photos** box.

   image-1651564347455.png

   Image not found or type unknown
   image-1651564367139.png

2. Click Image not found or type unknown (**Browse** button) to browse a photo stored in your computer.
3. Click **Upload**.

The selected photo will be updated.

8.2 View Punch Lists

The **View Punch Lists** tab helps you to view and edit the punch list, which is added by using the **Create New Punch List** tab.

1. Click **View Punch Lists** in the **Punch Lists** menu.
   The **Punch List** page opens with added punch lists.
   image-1651564439486.png

   Image not found or type unknown

   image-1651564462498.png

   Figure 8.2: Punch List page

   Image not found or type unknown **Note**: If you want to verify the added punch list item, click the checkbox provided in the **Verify** column.

   If you want to clear the added punch list item, click the checkbox provided in the **Clear** column.

8.2.1 View a Punch List Report

image-1651564523183.png

If you want to view a punch list report, click Image not found or type unknown (**Print** button) provided in the upper side of the **Punch List** page. See Fig 11.2.

8.2.2 View a Punch List Register

image-1651564556647.png

If you want to view a punch list register, click Image not found or type unknown (**Punch List Register** button) provided in the upper side of the **Punch List** page. See Fig 8.2.

image-1651564597790.png

Image not found or type unknown

8.2.3 View a Punch List Summary

image-1651564654001.png

If you want to view a punch list summary, click Image not found or type unknown (**Punch List Summary** button) provided in the upper side of the **Punch List** page. See Fig 8.2.

image-1651564665102.png

Image not found or type unknown

8.2.4 Attach a File into a Punch List

If you want to attach any file with any punch list listed in the **Punch List** page, you can attach the

image-1651564697424.png

file by using Image not found or type unknown (Attach icon) in the **Attachment** column. To know how to attach, follow the procedures given in the topic "**Attach a file into P&ID**".

8.2.5 Edit a Punch List

image-1651564736837.png

If you want to edit any existing punch list in the **Punch List** page, click Image not found or type unknown (Edit icon) in the **Edit** column for the respective punch list. See Fig 8.2. Edit the details in the respective box you want.

8.2.6 Export Punch Lists

You can export a list of punch lists added in the **Punch List** page in both the pdf and excel formats image-1651564790767.pngimage-1651564799808.png by using Image not found or type unknown (**PDF** button) and Image not found or type unknown (**Excel** button). To know how to export, see the topic, "**Export P&ID list**".

8.2.7 Filter a Punch List

image-1651564830901.png

If you want to filter any punch list in the **Punch List** page, you can use Image not found or type unknown (**FILTER** button) located on the **Punch List** page. To know how to filter, see the topic, "**Filter P&ID**".

8.3 Punch List Detail Report

The **Punch List Detail Report** tab in the **Punch Lists** menu helps you to view a detailed report of the punch lists. To view the punch list detail report,

1. Click **Punch List Detail Report** in the **Punch Lists** menu.
   The **Punch List Detail Report** page opens.
   image-1651564880865.png

   Image not found or type unknown

   Figure 11.3: Punch List Detail Report page
2. In the **Modules** field, select **Piping** from the given modules.
3. In the **Systems** box, select a system from a drop-down list.
4. In the **Sub Systems** box, select a sub-system from a drop-down list.
5. In the **ITR No** box, enter the ITR number.
6. In the **Drawing** box, enter the drawing number.
7. In the **Category** box, select a category from a list.
8. In the **Status** box, select a status from a drop-down list.
9. In the **Punch Raised From** box, select a person who has raised the punch list.
10. In the **Responsible Party** box, select a responsible party from a drop-down list.
11. In the **Test Pack** box, select a test pack from a drop-down list.
12. In the **Tag No** box, enter the tag number.
13. In the **Raised Date** box, select a raised date of the punch list.
    The punch list report opens based on the selected data.

8.3.1 Print a Punch List Detail Report

image-1651564994571.png

If you want to print the punch list detail report, use Image not found or type unknown and Image not found or type unknown (print icons) provided in the Punch List Detail Report page.

image-1651565010716

1. If you want to print the current page of the punch list detail report, click Image not found or type unkn (print icon including the page number).

   image-1651565030275.pn

2. If you want to print all the pages of the punch list detail report, click Image not found or type unknown (print icon).

8.3.2 View a Punch List Detail Report

image-16515650723

You can view the punch list detail report in various formats by using the option Image not found or type unk provided in the upper right corner of the punch list detail report page.

8.4 Punch List System Report

The **Punch List System Report** tab in the **Punch Lists** menu helps you to view a punch list system report. To view the punch list system report,

1. Click **Punch List System Report** in the **Punch Lists** menu.
   The **Punch List System Report** page opens.
   image-1651565127081.png

Image not found or type unknown

Figure 8.4: Punch List System Report page

2. In the **Modules** field, select **Piping** from the given modules.
3. In the **Systems** box, select a system from a drop-down list.
4. In the **Sub Systems** box, select a sub-system from a drop-down list.
   The punch list system report opens based on the selected data.

8.4.1 Print a Punch List System Report

image-16515651991475 image-1651565209554.png

If you want to print the punch list system report, use Image not found or type unknown and Image not found or type unknown (print icons) provided in the Punch List system Report page.

image-1651565251...

1. If you want to print the current page of the punch list system report, click (print icon including the page number). Image not found or type unk

image-1651565251350.p

2. If you want to print all the pages of the punch list system report, click (print icon). Image not found or type unknown

8.4.2 View a Punch List System Report

image-165156528

You can view the punch list system report in various formats by using the option provided in the upper right corner of the punch list system report page. Image not found or type

8.5 Punch List Sub System Report

The **Punch List Sub System Report** tab in the **Punch Lists** menu helps you to view a punch list sub system report. To view the punch list sub system report,

1. Click **Punch List Sub System Report** in the **Punch Lists** menu.
   The **Punch List Sub System Report** page opens.
   image-1651565349914.png

Image not found or type unknown

Figure 8.5: Punch List Sub System Report page

2. In the **Modules** field, select **Piping** from the given modules.
3. In the **Systems** box, select a system from a drop-down list.
4. In the **Sub Systems** box, select a sub-system from a drop-down list.
   The punch list sub system report opens based on the selected data.

8.5.1 Print a Punch List Sub System Report

image-165156 image-1651565501892.png

If you want to print the punch list sub system report, use and (print icons) provided in the Punch List Sub System Report page. Image not found or type unknown

image-16515655

1. If you want to print the current page of the punch list sub system report, click Image not found or typ (print icon including the page number). image-165156554067

2. If you want to print all the pages of the punch list sub system report, click Image not found or type unk (print icon).

8.5.2 View a Punch List Sub System Report

image-165156

You can view the punch list sub system report in various formats by using the option Image not found or provided in the upper right corner of the punch list sub system report page.

8.6 Punch List Category Report

The **Punch List Category Report** tab in the **Punch Lists** menu helps you to view a punch list category report. To view the punch list category report,

1. Click **Punch List Category Report** in the **Punch Lists** menu.
   The **Punch List Category Report** page opens.
   image-1651565615247.png

   Image not found or type unknown

   Figure 8.6: Punch List Category Report page
2. In the **Modules** field, select **Piping** from the given modules.
3. In the **Systems** box, select a system from a drop-down list.
4. In the **Sub Systems** box, select a sub-system from a drop-down list.
   The punch list category report opens based on the selected data.

8.6.1 Print a Punch List Category Report

image-1651565709846.png image-1651565719251.png

If you want to print the punch list category report, use Image not found or type unknown and Image not found or type unknown (print icons) provided in the Punch List Category Report page.

image-1651565739

1. If you want to print the current page of the punch list category report, click Image not found or type u (print icon including the page number).

image-1651305760590

2. If you want to print all the pages of the punch list category report, click (print Image not found or type unkn icon).

8.6.2 View a Punch List Category Report

image-16515660

You can view the punch list category report in various formats by using the option Image not found or typ provided in the upper right corner of the punch list category report page.

Revision #8
Created 3 May 2022 06:33:59
Updated 10 December 2024 04:40:24 by Shybin