Equipment/Turn-In Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Ensure the latest version of the ENGINEERING EQUIPMENT TURN IN package is installed.			
2. Ensure that EQUIPMENT/TURN-IN REQUEST (PRCN) V1.0 is installed on the system and is patched to date.			
3. Ensure that all necessary menus and security keys are assigned to the proper users on the Primary system.			
4. Ensure that the New Person File, the IFCAP Vendor file and the Engineering Parameters have been created prior to using the Equipment/Turn-In module.			