

Each point in the checklists consists of:

- **A point:** Sequential number of question structured as <area as Layout>.<number>
- **A description or a question::**
E.g.: 3.19: Are different types of alarms given different codes?
- **A rationale for the question or criteria for evaluating the question, e.g.:**
In order to give operators immediate information concerning the nature of an alarm, different types of alarms should be coded differently, e.g. status information, out-of-duty equipment, process alarms, trip alarms, safety system alarms and system errors.
- **Questions in the checklist should be answered:**
 - Yes (Y). Yes is also used when the activity is planned. The planned activity must be written in the “Comment” field. The CRIOP project group must agree that the action is planned and is going to take place.
 - No (N) Reason for N must be thoroughly explained and documented.
 - Not Applicable (NA). Reason for NA must be thoroughly explained and documented.
- **References to documentation, e.g.:**
NUREG0700, point 4.2.6.1-2, p. 277., NORSOK I-002, point 4.4.4.1, p. 11., YA-711, point 34, p. 19.

(This column could be used to prioritise the importance of the issues. It is suggested to use: H - High importance, M - Medium Importance, L - Low importance.)
- **Comments:**
Should be written in the dedicated space in the checklists.

The “comments” field could be used to document HOW an issue is implemented when appropriate.
- **Recommendations:**
Weak points are identified by answering the questions in the general checklist. Based on these weak points, suggestions for recommendations should be made.
- **Responsibility (RESP.):**
At the end of the General Analysis the findings, recommendations and weak points are documented and a responsible person is identified to carry out the actions.