

INSTRUCTIONS FOR FILLING OUT THE GAM/E-004 GOOD IN NOTES REGISTER LIST.

BASE	Insert the name of the base operation where this list is located.
TRACK NO.	Insert the tracking number in the format GIN/XXXX, maintaining the sequence.
RECEIVING INVOICE NO. OR COMP PART NO.	Insert the incoming shipment/invoice number or in the case of internal components to reflect each and individual component part number. Each incoming shipment/invoice number or part number for each tracking number.
STATUS SERV. / US	Insert the status of items received, either SERVICEABLE or UNSERVICEABLE.
DATE OF RECEIPT	Insert the date when the goods were received.
RECEIVED BY	Insert the name of the person who received the goods and is responsible for making the entry in the register.
DISTRIBUTION TO AND DATE	Insert the actioned by distributing the goods to the intended destination ie: to which clients or to Bonded Store or returned to service centre or Quarantine store once status had been verified and shipment had been made with dates and if parts delivery installs to aircraft, please mentioned aircraft registration.