

<input type="checkbox"/> TOOLS	<input type="checkbox"/> CALIBRATED TOOLS	<input type="checkbox"/> JBPM TOOL	<b>MASTER LIST LOCATION:</b>
<input type="checkbox"/> GSE	<input type="checkbox"/> SPECIAL TOOL	<input type="checkbox"/> OTHER TOOL _____	

Tools Information					Inspection Date and Status, Serviceable Y = Yes, N = No.							
ID	Description	Model	Part Number	Serial Number	Carried out (date)	Interval (D-Day, M-Month, Y-Year)		Serviceabl e Status (Yes/No)	Next Due. (date)	Remainin g (D-Day, M-Month, Y-Year)		Remark.

<b>Prepared by:</b>	
<b>NAME</b>	
<b>DATE</b>	
<b>SIGNATURE</b>	

<b>Verified by:</b>	
<b>NAME</b>	
<b>DATE</b>	
<b>SIGNATURE</b>	

INSTRUCTION FOR COMPLETING GAM/E-016

No	DESCRIPTION	Instruction
1	<b>TOOLS</b>	Marked X if the list is meant for general tools.
2	<b>GSE</b>	Marked X if the list is meant for GSE tool or equipment.
3	<b>CALIBRATED TOOLS</b>	Marked X if the list is meant for calibrated tools
4	<b>SPECIAL TOOL</b>	Marked X if the list is meant for special tools
5	<b>JBPM TOOL</b>	Marked X if the list is meant for JBPM tools
6	<b>OTHER TOOL</b>	Marked X if the list is meant for other than tool category listed and state the type of the tool masterlist.
7	<b>MASTERLIST LOCATION</b> <b>TOOLS INFORMATION</b> <b>ID</b> <b>DESCRIPTION</b> <b>MODEL</b> <b>PART NUMBER</b> <b>SERIAL NUMBER</b>	State the location used for the masterlist. Eg PGU KK This column is meant for information of the tools State the unique ID assign to the tool State the description of the tool eg. Wire twister, wire cutter State the model of the tool eg. Kennedy, Snap on State the part number of the tool eg. Kennedy, Snap on State the serial number of the tool eg. Kennedy, Snap on
8	<b>INSPECTION DATE AND STATUS</b> <b>CARRIED OUT (DATE)</b> <b>INTERVAL</b> <i>(D-Day, M-Month, Y-Year)</i> <b>SERVICEABLE</b> <i>(Yes/No)</i> <b>NEXT DUE</b> <i>(date)</i> <b>REMAINING</b> <i>(D-Day, M-Month, Y-Year)</i> <b>REMARK</b>	This column is meant for status of the tools which applicable. Calibration date of the tool if applicable. Interval duration of the tool calibration if applicable. Serviceable status of the tool if applicable. Due date of the tool calibration date if applicable. Remaining duration to the calibration due date if applicable Any remark related to the tool
9	<b>PREPARED BY</b> <b>NAME</b> <b>DATE</b> <b>SIGNATURE</b>	State who prepares the list. Self-explanatory Self-explanatory Self-explanatory
10	<b>VERIFIED BY</b> <b>NAME</b> <b>DATE</b> <b>SIGNATURE</b>	State who verified the list. Self-explanatory Self-explanatory Self-explanatory