

## TOOLS & EQUIPMENTS ACCEPTANCE CHECK

A. Reference No. :

<b>1. RO/POWO NO.</b>		<b>2. VENDOR/ORGANISATION</b>				<b>3. INVOICE NO.</b>		
<b>4. PART NO.</b>		<b>5. DESCRIPTION</b>				<b>6. SERIAL NO.</b>		
<b>7. CATEGORY (CANCEL THE NON-APPLICABLE)</b>								
<b>GSE</b>	<b>Tool</b>	<b>Calibrated Equipment Avionics</b>	<b>Calibrated Equipment Mechanical</b>	<b>Special tool</b>				
				<b>Type</b>				
<b>8. STATUS (CANCEL THE NON-APPLICABLE)</b>								
<b>New</b>	<b>Loan/Rent</b>	<b>Overhauled</b>	<b>Repaired</b>	<b>Modified</b>	<b>Tested</b>	<b>Inspected</b>	<b>Calibrated</b>	
<b>9. CHECKLIST</b>								
<b>No</b>	<b>Terms</b>					<b>SATIS</b>	<b>NOT SATIS</b>	<b>N/A</b>
<b>9.1</b>	Complied with Repair/ Purchase / Exchange * Order							
<b>9.2</b>	Check physical condition of part and packaging.							
<b>9.3</b>	Part No. and serial no on components and documentation match							
<b>9.4</b>	Accompanied with certificates, manuals as necessary							
<b>9.5</b>	Maintenance performed i.a.w approved document(s) / work order.							
<b>9.6</b>	Check next due inspection/maintenance against Scheduled Maintenance supplied with item.							
<b>10. REMARKS (PLEASE INSERT PICTURE FOR LOAN/RENT TOOL OR EQUIPMENT)</b>								
<b>11. CERTIFICATION</b>								
<b>Certify that the part stated above is complied with GAM EPM 2-01 Tool Control.</b>								
<b>11.1 NAME</b>			<b>11.2 SIGNATURE</b>			<b>11.3 DATE</b>		

**INSTRUCTIONS FOR FILLING OUT THE GAM/E-024 TOOL & EQUIPMENT ACCEPTANCE CHECK.**

<b>A. REFERENCE NO</b>	Insert the reference number associated with the tool or equipment acceptance.
<b>1.RO/PO/WO NO.</b>	Insert the Repair Order (RO), Purchase Order (PO), or Work Order (WO) number associated with the tool or equipment.
<b>2. VENDOR/ORGANISATION</b>	Insert the name of the vendor or organisation from which the tool or equipment was obtained.
<b>3. INVOICE NO.</b>	Insert the invoice number provided by the vendor.
<b>4. PART NO.</b>	Insert the part number of the tool or equipment.
<b>5. DESCRIPTION</b>	Insert a brief description of the tool or equipment.
<b>6. SERIAL NO.</b>	Insert the serial number of the tool or equipment.
<b>7. CATEGORY (CANCEL THE NON-APPLICABLE).</b>	<p>Select the appropriate category for the tool or equipment. Cancel the non-applicable options. Categories include:</p> <ul style="list-style-type: none"> <li>• GSE (Ground Support Equipment)</li> <li>• Tool</li> <li>• Calibrated Equipment Avionics</li> <li>• Calibrated Equipment Mechanical</li> <li>• Special tool</li> </ul>
<b>8. STATUS (CANCEL THE NON-APPLICABLE)</b>	<p>Select the status of the tool or equipment. Cancel the non-applicable options. Status options include:</p> <ul style="list-style-type: none"> <li>• New.</li> <li>• Loan / Rent.</li> <li>• Overhauled.</li> <li>• Repaired.</li> <li>• Modified.</li> <li>• Tested.</li> <li>• Inspected.</li> <li>• Calibrated.</li> </ul>
<b>9. CHECKLIST</b>	Review the tool acceptance checklist and tick the appropriate boxes indicating the condition of the tool (SATIS / NOT SATIS or NOT APPLICABLE).
<b>10. REMARKS (PLEASE INSERT PICTURE FOR LOAN / RENT TOOL OR EQUIPMENT)</b>	Insert any relevant remarks regarding the tool or equipment. If the tool or equipment is a loan/rental, include a picture.
<b>11. CERTIFICATION</b>	The signatory certifies that the tool acceptance is in accordance with the stated procedures by filling in the following:
<b>11.1 NAME</b>	Insert the name of the person certifying the acceptance.
<b>11.2 SIGNATURE</b>	Insert the signature of the person certifying the acceptance.
<b>11.3 DATE</b>	Insert the date on which the certification was made.