

MISSING TOOLS DECLARATION

WARNING	
ENGINEERING MANAGER (EM)/ CHIEF ENGINEER (CE)/ LICENSED AIRCRAFT ENGINEER (LAE) SHALL NOT RELEASE THE AIRCRAFT UNTIL A THOROUGH SEARCH OF RELATED WORK AREA IS PERFORMED AND INVESTIGATION IS CONDUCTED TO CONFIRM THE TOOL IS NOT IN THE AIRCRAFT/EQUIPMENT.	
DATE	
AIRCRAFT REGISTRATION	
TOOL DETAILS	
LOANER DETAILS	
NAME	
STAFF NUMBER	
WORK AREA	
TASK	
LAE IN CHARGE	
ACTION TAKEN BY <i>(EM / CE / LAE)</i>	
SEARCH TEAM (NAME)	
1	
2	
3	
4	
AREA SEARCH	
REMARKS	

I HEREBY DECLARE THAT ALL AREA HAS BEEN CHECKED THOROUGHLY WHERE RELATED WORK AREA IS PERFORMED AND INVESTIGATION IS CONDUCTED TO CONFIRM THE TOOL IS NOT IN THE AIRCRAFT/EQUIPMENT.

NAME	
POSITION	
DATE	
SIGNATURE & STAMP <i>(if available)</i>	

NOTE

1. Form to be filled up by Engineering Manager / Chief Engineer / Licensed Aircraft Engineer.
2. Completed form to be submitted to QAM and kept in respective staff personal file

INSTRUCTIONS FOR FILLING OUT THE GAM/E-027 MISSING TOOL DECLARATION SHEET.

GENERAL	
DATE	Insert the date of the declaration.
AIRCRAFT REGISTRATION	Insert the aircraft registration number in the format (9M-###)
TOOL DETAIL	Insert the details of the tools.
LOANER DETAILS	
NAME	Insert the name of the person borrowing the tool.
STAFF NUMBER	Insert the staff identification number (GALAXY).
WORK AREA	Insert the work area where the tool was use before it went missing.
TASK	Insert the task for which the tool was being used.
LAE IN-CHARGE	Insert the License Aircraft Engineer in-charge when the tool is missing.
ACTION TAKEN BY (EM/EC/LAE)	Insert the actions taken by the Engineering Manager (EM), Engineering Coordinator (EC), or LAE to locate the tool.
SEARCH TEAM (NAME)	Insert the names of the individuals involved in the search team.
AREA SEARCH	Insert the areas where the search for the tool was conducted.
REMARKS	Insert any comments or notes made by the EM, EC, or LAE.
DECLARATION	
NAME	Insert the name of the person reporting the missing tool.
POSITION	Insert the position of the person reporting.
DATE	Insert the date when the report was issued.
SIGNATURE & STAMP	Insert the signature and stamp of the person who made the report.