

INSTRUCTIONS FOR FILLING OUT THE GAM/E-037 DAMAGE / TOOL EQUIPMENT REPORT.

Report No.	Insert the running report number. (Control by Tool Store).
TOOL / EQUIPMENT INFORMATION	
Description	Insert the name of the damaged tool or equipment.
ID Number	Insert the Id Number of the damaged tool or equipment.
Part Number	Insert the Part Number of the damaged tool or equipment.
Serial Number	Insert the Serial Number of the damaged tool or equipment.
Manufacturer / OEM	Insert the Manufacturer / OEM of the damaged tool or equipment.
Location	Insert the location of the tool or equipment.
Damaged Description	Provide a detailed description of the damage, and attached picture of the damage tool (if available)
REPORTED BY	
Name	Insert the name of the reporter
Signature	Insert the signature of the reporter
Date	Insert the date the report was made.
ACKNOWLEDGE & ACTION BY	
Name	Insert the name of the Tool Store Personnel
Signature	Insert the signature of the Tool Store Personnel
Date	Insert the date of acknowledgement and action.
Remarks	Insert any remarks (if required).