GalaxyAerospace
Airworthiness Expert

KEY CONTROL RECORD

NO.	ITEM	CONTROL ID	ISSUE		RETURN		A/C REG	TASK / REMARKS	STOREMAN INITIAL
			NAME & INITIAL	DATE & TIME	NAME & INITIAL	DATE & TIME			

INSTRUCTIONS FOR FILLING OUT THE GAM/E-045 KEY CONTROL RECORD.

NO.		Insert the appropriate number in sequential order.
ITEM		Insert the name of the item.
CONTROL ID		Insert the Control ID number associated with the item.
ISSUE	NAME & INITIAL	Insert the name and initials of the personnel who issued the item.
	DATE & TIME	Record the date & time when the item was issued.
RETURN	NAME & INITIAL	Insert the name and initials of the personnel who returned the item.
	DATE & TIME	Record the time when the item was returned.
A/C REG		Insert the aircraft registration number. If not applicable, state "N/A."
TASK / REMARKS		Insert any necessary tasks or remarks related to the item or its use.
STOREMAN INITIAL		Insert the initials of the storeman handling the item.