

INSTRUCTIONS FOR FILLING OUT THE GAM/E-065 TOOLS LOAN REGISTER.

NO	Insert the number accordingly.
DESCRIPTION AND PART NUMBER	Insert the description of the tool following by Part Number.
S/NO OR ID NO	Insert the serial number or identification number of the tools.
QTY	Insert the quantity of the tools received.
ORGANIZATION	Insert the vendor or organisation (owner of the tools).
RECEIVED BY	
NAME & INITIAL	Insert the name and initial of person during receiving the tools.
DATE & TIME	Insert the date & time when the tools were received.
RETURNED BY	
NAME & INITIAL	Insert the name and initial of person during returned the tools.
DATE & TIME	Insert the date & time when the tools were returned.
A/C REG.	Insert the Aircraft Registration number that uses the tools.
REFERENCE	Insert document reference number that comes with the tools. e.g. Delivery Order, Delivery Note, Shipping Notice or any related document.
STORE INITIAL	Initial by storekeeper when the tools clear to return to owner.