

INSTRUCTIONS FOR FILLING OUT THE GAM/E-066 POL LIST.

Base:	Insert the appropriate base. Example : PGU , APMM.
Updated by:	Insert the name of the personnel who updated the latest list.
Date:	Insert the date when the list was updated.
Sign:	Insert the signature of the person who updated the list.
NO.	Insert the number accordingly, following the sequence in the list.
ITEM	Insert the name of the item being listed.
PART NO.	Insert the part number of the item.
QUANTITY	Insert the quantity of the item, specifying both NEW and OPEN quantities.
EXPIRY DATE	Insert the expiry date of the item.
LOCATION	Insert the location of the item. Example : Shelf 2.
REMARKS	Insert any necessary remarks if applicable.