

PART RETURN FORM

1.	
STATUS (SCRAP/UNSERVICEABLE/TURN IN)	
2.	
BASE	

3.	4.	5.	6.		7.	8.
NO.	DESCRIPTION	PART NUMBER	SERIAL NUME	ER	QTY	REASON
9.	RAISED BY (ENGINEER IN CHA	ARGE)		10.		RECEIVED BY
NAME :				NAME :		
DATE :				DATE :		
SIGNATURE :				SIGNATURE:		



INSTRUCTION FOR COMPLETING PART RETURN FORM

ITEM	INSTRUCTION			
1	Enter the status of part/article (us/scrap/turn in).			
2	Enter the base of working team.			
3	Enter line item(s).			
4	Enter description of part/article.			
5	Enter part number of part/article.			
6	Enter serial number of part/article (if applicable).			
7	Enter quantity of part/article.			
8	Enter reason for scrap/unserviceable/turn in.			
9	Enter signature, name, designation, and date of the			
	engineer raising the report.			
10	Enter signature, name, designation, and date of the			
	person received the part/article.			