

## LOST ITEM/TOOL REPORT

1. OWNING WORK CENTER OFFICE SYMBOL	2. LOST TOOL CONTROL NUMBER	3. STATUS  (LOST)	4. DATE LOSS DISCOVERED	TIME LOSS DISCOVERED
5. ITEM LOST		6. CTK NUMBER	7. DATE LOSS REPORTED TIME	
8. LOSS DISCOVERED BY (PRINTED NAME AND GRADE)		8A. ORGANIZATION/OFFICE SYMBOL/PHONE NO.		
9. TOOL ISSUED TO (PRINTED NAME AND GRADE)		9A. ORGANIZATION/OFFICE SYMBOL/PHONE NO.		
10. TOOL ISSUED BY (PRINTED NAME AND GRADE)		10A. ORGANIZATION/OFFICE SYMBOL/PHONE NO.		
11. LOCATION WHEN LOSS NOTED		12. LAST KNOWN LOCATION OF ITEM		
13. TYPE WORK BEING PERFORMED				
14. NUMBER OF ACFT. POSSIBLY INVOLVED	15. AIRCRAFT TAIL NUMBER(S)	16. WERE AIRCRAFT(S) FORMS RED X'D?		
17. WERE AIRCRAFT(S) FORMS SIGNED-OFF?	17A. PRINTED NAME/GRADE AND SIGNATURE			
18. PRINTED NAME/GRADE OF INDIVIDUALS WHO CONDUCTED A SEARCH:				
A.		D.		
B.		E.		
C.		F.		
19. DATE SEARCH STARTED	TIME SEARCH STARTED	20. DATE SEARCH TERMINATED	20. DATE SEARCH TERMINATED	
21. REMARKS (CONTINUE ON BACK IF NEEDED)				
22. THE FOLLOWING INDIVIDUALS WILL BE NOTIFIED OF ALL LOST TOOLS BY PHONE, OR FAX: (* INDICATES ADDITIONAL NOTIFICATION REQUIREMENTS FOR TOOLS LOST ON THE FLIGHT LINE)				
PERSONS NOTIFIED			DATE	TIME
A. EXPEDITER*/SUPERVISOR				
B. PRODUCTION SUPERVISOR *				
C. MAINT. SUPERVISOR *				
D. MOC				
E. FLIGHT OIC/CHIEF				
F. TOOL ISSUING AGENCY				
23. REQUIRED ROUTING OF REPORT FOR SIGNATURES (IF AVAILABLE)				
A. TOOL ISSUING AGENCY:		D. SQUADRON SUPERVISION:		
B. ELEMENT CHIEF/CTK SUPERVISOR:		E. QUALITY ASSURANCE: (FILE COPY)		
C. FLIGHT OIC/CHIEF:				

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).