

# LOST TOOL/OBJECT REPORT

This form will be initiated by the Production Supervisor after the tool/item is not found during initial search. Parts 1 and 2 will be completed by the on shift Production Supervisor. Part 3 will be completed by the individual leading the search. The completed form will be returned to QA within 24 hours of being initiated.

## Part 1: General Information

Date	Organization	/	Work Center	Time Tool/Item Was Discovered Missing:
		/		

Individual Who Discovered Item Missing (Rank and Name):	Status
	<input type="radio"/> Found <input type="radio"/> <i>Not Found</i>

ID/CTK Number:	Description/Nomenclature(s):	JCN of Aircraft/Equipment Affected
----------------	------------------------------	------------------------------------

Aircraft Serial Number or Last Known Location of Lost Item:

  
  

Type of Work Being Performed When Item Was Lost:

  
  

## Part 2: The following will be notified after two hour search has been conducted and tool/item is not found.

Individual/Agency:	Name	Date Notified	Time Notified
MOC			
Lead Production Superintendent			
Maintenance Operations			
Squadron Commander			
Flight Chief			

## Part 3: Action Taken

(Specifically list aircraft, vehicles, equipment, number of personnel performing search, who led search, how long search was performed, and areas searched) continue on back of form if required:

  
  
  
  
  
  
  
  
  
  

<input type="radio"/> Open <i>(Not Found)</i>	<input type="radio"/> Closed <i>(Found)</i>	Squadron Maintenance Signature
--	--	--------------------------------

## Part 4: To Be Filled Out By QA

Report Number	Date	Time	Signature of QA Representative
---------------	------	------	--------------------------------

# LOST TOOL/OBJECT REPORT

## Part 3: Action Taken (*Continued...*):