

Authority to Deposit RAF LITS Business Data into the Rubbish Data Bin

Local Serial N° of Form :						
Record to be Deleted is :			Aircraft / Asset *			
For Aircraft/Asset State Equipment Type :						
For all Records State Existing Serial N° :						
State New Allocated Serial N° :		Yes / No *		- W A S T E -		
Is the Serial N° change on a lifed Asset ?		Yes / No *		When uncertain, consult relevant Engineering Authority to clarify		
LMU Value (if applicable)						
Details of Business Data (include, where possible, the background to the creation of this record and justification for future deletion) :						
Details of Individual Originating Request						
Rank/Grade	Name	Appointment	Signature	Originating Unit	Tel/Fax	Date
Details of Originators Line Manager						
Rank/Grade	Name	Appointment	Signature	Originating Unit	Tel/Fax	Date
All Asset Serial Number Changes on Lifed Components are to be authorised by EA / IPT. Asset Serial Number Changes on non - lifed components may be authorised locally.						
Details of Authorised Individual Raising Remedy DCR to Change Serial N° of Asset						
Assigned to RAF DS LITS Management on Remedy DCR Number:						
Rank/Grade	Name	Appointment	Signature	Unit	Tel/Fax	Date
Post Serial N° Change						
Details of Authorised User Transferring Record to Rubbish Data Bin						
Confirm Remedy DCR Assigned to Originator for Closure			Yes/No *			
Rank/Grade	Name	Appointment	Signature	Unit	Tel/Fax	Date

Notes: 1. * Delete as Applicable
2. When all actions have been completed, the original form is to be returned to the originator of the request – a copy may be retained for local records if required.