

Request To Amend Asset Serial Number Details

Local Serial N° of Form :												
Reason for Change of Serial N°: Duplicate Asset / Incorrectly Created / Manufacturer's Change *												
State Equipment Type :												
Existing LITS Asset Serial N° : (as recorded on LITS)												
New LITS Asset Serial N° :												

Details of Business Data (Provide details as a background to this request) :

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

Details of Authorised Individual Raising Remedy DCR to Change Asset Serial N°						
Rank/Grade	Name	Appointment	Signature	Unit	Tel/Fax	Date

Assigned to RAF DS LITS Management on Remedy DCR Number:

Post Serial N° Change						
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.