

# Appendix G – PPTC297 Inventory Control Log

Any physical movement of passport materiel from one storage location to another must be tracked using the PPTC297 Inventory Control Log. The form is to be printed and completed manually, to ensure that signed initials/signatures authenticating movements performed are captured. Below is a copy of the PPTC297, see text in blue for examples.

This form is to be used to track materiel classified as Secret:

**Passport blank books:**

- MMR#492 - eRegular 36P
- MMR#503 - eDiplomatic 36P
- MMR#504 - eSpecial 36P
- MMR#505 - eNon-Canadian Diplomatic 36P
- MMR#506 - eRefugee Travel Document 36P
- MMR#507 - eCertificate of Identity 36P

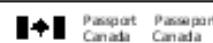
**Observation Labels:**

- MMR#510 - eObservation Label

**Laminate:**

- MMR#517 - Lapis, Laminate - PB500
- MMR#524 - Lapis, Laminate – PB6500

INVENTORY CONTROL LOG REGISTRE DES STOCKS												
Office / Bureau		LONDON										
		FROM	TO									
Cycle Count Period / D'ensemblement Périodique		Monday October 25 2012	Friday November 2, 2012									
Materiel / Matériel		125										
DATE	Time / Heure		Series / Série		Quantity Quantité	Removed Withdrawn by - Name [Printed] Retireur série / Fonction - Nom ou lettres initiales	Removed Withdrawn by [Initials] Retireur / Série Fonction [Initials]	Received by - Name [Printed] Reçu par - Nom en lettres initiales	Received by [Initials] Reçu par [Initials]	PASSAP Doc No. N° du Doc PASSAP	Balance	
	SLoc INTRÉ Mag INTRÉ	SLoc SORTIE Mag SORTIE	FROM/DE	TO/A								
<b>ENDING BALANCE FROM PREVIOUS MONTH / BALANCE DE FIN DU MOIS P</b>											<b>1176</b>	
October 29, 2012	10:20		API11574	API11649	76	Maqali Giroux	MG	Anne Boaurale	AB	4916100375	1100	
October 29, 2012		3:20	API11609	API11649	41	Maqali Giroux	MG	Anne Boaurale	AB	4916100465	1141	
<p>***I certify that every movement in and out of the vault for this materiel was authorized and that the balance reconciles with PASSAP.</p> <p>***Je certifie que chaque entrée et sortie du matériel de la vaulté était autorisée et que la balance a été rapprochée avec PASSAP.</p>												
										D.J.R.		



PPT 297T (03-05)