



TRAVELLING REPORT

Date : ..2...5...2025

Report To	Aye Min Htoon	
Employee Name	Hein Htet Zaw, Kyaw Zin Htet	
Position	Assistant Department Head, Mechanic	
Department	Service	
Business	CE-2	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	28.4.2025 (10:30 AM)	1.5.2025 (5:30 PM)
Total Days		
Trip Information	1. FromCE-2.....ToThainZayat (job site)	
	2. FromThainZayat (job site).....ToCE-2.....	
	3. FromTo	
Purpose For Travelling	Monitor (with controller) installation and SPE	
Travel Date	Activities	Remark
28.4.2025	- Go to job site from CE-2 - And arrived at job site (Thainzayat)	
29.4.2025	- We dismounted and disassembled the left-side Boom Cylinder for oil leakage - And checked it & found that boom cyl; rod and head bushing are damaged. - So, we wait replacement parts from customer as per customer request.	

Reported by

Sign :

Name : Hein Htet Zaw

Position : ADH

Checked by

Sign :

Name : Sai Nan Ko

Position : DH

Approved by

Sign :

Name : Aye Min Htoon

Position : VCM

(DH/AGM/GM)

(COO)

Travel Date	Activities	Remark
29. 4. 2025	<ul style="list-style-type: none"> - And then , we checked and clear the machine cab's hardness before install new monitor (with controller). 	
30. 4. 2025	<ul style="list-style-type: none"> - At morning , we continue to inspected the cab hardness and then we installed the new monitor and test-runs it. - It was Ok. - After that we disassembled and cleaned the replacement boom rod and head . - And we assembled it with new seals and installed to machine . - And test-runs the machine around 10 hrs. All. was Ok . 	<ul style="list-style-type: none"> - That replacement boom cyl; rod and head is supplied by customer from his other machine.
1. 5. 2025	<ul style="list-style-type: none"> - At morning we suggested the machine daily maintenance to machine operator and site supervisor. - And also discuss with customer for machine condition and for used genuine parts and service. - He also accepted that and understand it. 	

Travel Date	Activities	Remark
1.5.2025	After that we go back to CE-2 (office) from job site at afternoon and arrived office at evening.	