



# TRAVELLING REPORT

Date : 24.2.25

Report To	Aung Ko Ko Co	
Employee Name	Maung Maung	
Position	STOP	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20.1.25	19.2.25
Total Days	1 month	
Trip Information	1. From ..... Myeik ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	1 MW Gate (U San Maung) Maintenance Inspection & Installation	
Travel Date	Activities	Remark
	Daily report attached by below	

Reported by  
 Sign : *Maung*  
 Name : Maung Maung  
 Position : STOP

Checked by  
 Sign : *[Signature]*  
 Name : Aung Ko Ko Co  
 Position : ADM

(DH/AGM/GM)

Approved by  
 Sign : *[Signature]*  
 Name : U Aye Man Htoon.  
 Position :

(COO)

05-CHL-HRM-FRM-064-01

*[Signature]*  
 Aung Han Win  
 04/3/25

- 31 days continuously run. standby jobs.
- ⇒ Panel room & table cleaning - 14 days.
- ⇒ Normal . operation checking - 13 days.
- ⇒ Greases cleaning - 3 days.
- ⇒ Error repair - 1 day.

(proper lead time usage)

Total 31 days.

No.	Date	Status	Job Types/Number
1	20.1.25	Attend	checked the solar panels and panel room.checked the pipes for solar cleaning
2	21.1.25	Attend	checked the solar panels and panel room.cleaned the 7 table of solar panels with solar cleaning machine.cleaned some gresses.
3	22.1.25	Attend	
4	23.1.25	Attend	checked the solar panels and panel room.cleaned the gresses at 1MW solar plant.
5	24.1.25	Attend	checked the solar panels and panel room.cleaned the gresses at 1MW solar plant.
6	25.1.25	Attend	checked the solar panels and panel room.checked the com ID and found the error of 2 pcs of inverters.changed them to original com ID.
7	26.1.25	Holiday	checked the solar panels and panel room.checked the inverter com ID and solar outputs.
8	27.1.25	Attend	checked the solar panels and panel room.checked the inverter com ID and solar outputs.
9	28.1.25	Attend	checked the solar panels and panel room.checked the inverter com ID and solar outputs.
10	29.1.25	Holiday	checked the solar panels and panel room.checked the inverter com ID and solar outputs.
11	30.1.25	Attend	checked the solar panels and panel room.checked the inverter com ID and solar outputs.made follow up about the magnetic ring parcel.
12	31.1.25	Attend	checked the solar panels and panel room.checked the inverter com ID and solar outputs.made follow up about the magnetic ring parcel.cleaned the aircon filters
13	1.2.25	Holiday	checked the solar panels and panel room.checked the inverter com ID and solar outputs.made follow up about the magnetic ring parcel.
14	2.2.25	Holiday	checked the solar panels and panel room.checked the inverter com ID and solar outputs.
15	3.2.25	Attend	checked the solar panels and panel room.checked the inverter com ID and solar outputs.
16	4.2.25	Attend	checked the solar panels and panel room.checked the inverter com ID and solar outputs.cleaned the 4 tables of solar panels with cleaning machine.installed the magnetic ring to inverter RS 485 cable.
17	5.2.25	Attend	checked the solar panels and panel room.checked and watched the inverter com ID and solar outputs.cleaned the 2 tables of solar panels with cleaning machine.
18	6.2.25	Attend	checked the solar panels and panel room.checked and watched the inverter com ID and solar outputs.cleaned the 6 tables of solar panels with cleaning machine.
19	7.2.25	Attend	
20	8.2.25	Attend	checked the solar panels and panel room.checked and watched the inverter com ID and solar outputs and report to HO.cleaned the 3 tables of solar panels with cleaning machine.replaced the pipe with a new one for solar cleaning.
21	9.2.25	Holiday	checked the solar panels and panel room.checked and watched the inverter com ID and solar outputs and report to HO.cleaned the 5 tables of solar panels with cleaning machine.

PRC 1st.  
 Gresses 1st.  
 G 2nd  
 G 3rd.  
 Error prepare 1st  
 Normal 1  
 Normal 2  
 N 3  
 N 4.  
 N 5.  
 N 6.  
 N 7.  
 N 8  
 N 9.  
 PRC 2nd.  
 PRC 3rd.  
 PRC 4.  
 PRC 5.  
 PRC 6.

22	10.2.25	Attend	checked the solar panels and panel room.checked and watched the inverter com ID and solar outputs and report to HO.cleaned the 5 tables of solar panels with cleaning machine and total 42 tables finished.
23	11.2.25	Attend	checked and watched the inverter com ID and solar outputs and report to HO.cleaned the 2 tables of solar panels with cleaning machine and total 44 tables finished.prepared the pipes for solar cleaning.
24	12.2.25	Holiday	checked and watched the inverter com ID and solar outputs and report to HO.cleaned the 5 tables of solar panels with cleaning machine and total 49 tables finished.
25	13.2.25	Attend	checked and watched the inverter com ID and solar outputs and report to HO.cleaned the 6 tables of solar panels with cleaning machine and total 55 tables finished.
26	14.2.25	Attend	checked and watched the inverter com ID and solar outputs and report to HO.replaced the pipe with a new one and cleaned 1 table of solar panels.
27	15.2.25	Holiday	checked the solar panels and panel room.checked and watched the inverter com ID and solar outputs and report to HO.
28	16.2.25	Holiday	HO.cleaned the 4 tables of solar panels with cleaning machine and all tables finished.
29	17.2.25	Attend	checked the solar panels and panel room.checked and watched the inverter com ID and solar outputs and report to HO.
30	18.2.25	Attend	checked the solar panels and panel room.checked and watched the inverter com ID and solar outputs and report to HO.cleaned the gresses at 1MW plant.
31	19.2.25	Attend	checked the solar panels and panel room.checked and watched the inverter com ID and solar outputs and report to HO.

PRC<sup>7</sup>.

PRC<sup>8</sup>.

PRC<sup>9</sup>.

PRC<sup>10</sup>.

PRC<sup>11</sup>.

N<sup>10</sup>.

PRC<sup>12</sup>.

N<sup>11</sup>.

N<sup>12</sup>.

N<sup>13</sup>.