



### CASH ADVANCE REQUEST FORM

Date : 12/12/2023

BU/BR/Division : Reman

Department : Production

Advance Issue : 116,000/- Kyats/ USD

Budget include (or) Not :

Yes  Budgeted Title and Amount :

No  Reasons for :

**Required For:** Buy damage tools and new tools

(new)	Digital Multimeter	-	85000
(damage)	Spray Gun	-	27000
(damage)	Stone key	-	4000

မှတ်ချက်။  
 (၁) ကြိုတင်ငွေများကို သာမန်အားဖြင့် ထပ်ယူသည်နေမှ (၁၀) ရက်အတွင်း ပြန်လည် စာရင်းရှင်းရမည်။  
 (Advance must be cleared within 10 days from issue date)  
 (၂) အသင့်ဆပ်သက်ဆိုင်ကောက်ယူနိုင်သူကြီးပင်မှသာ အသင့်အားဖြင့် ခံစမ်းစစ်ဆေးပြီးမှသာ အသင့်အားဖြင့် ရယူမည်။  
 (The amount requested must be properly calculated, checked and verified by respective authorized person)  
 (၃) ငှက်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ၊ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်။  
 (If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Shwe Sin	Aung Hein Win	Zee Ni Shine Aung	Aung Hein Win	
Requester	Mgr/DH	Finance & Account	GM/AGM/COO	CMC/CEO/Chairwoman

# TOOLS REQUEST FORM

Date: 30.11.2023

Request Section Pharkant Job site  
 Country Maker \_\_\_\_\_  
 Brand \_\_\_\_\_

**Types of Tools**

- Common Tools
- Measuring Tools
- Installation Tools
- Special Tools
- Applicable for \_\_\_\_\_

Back Ground History

Not have Digital multimeter. for Pharkant job site.

Purpose of Request

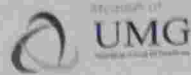
To use Pharkant job site. Checking wire line connection.

Required Raw Material ( if the tools is made in Local)

No	Tools Name	Dimension	Qty	Unit	Remark
1.	Digital Mullimeter (Unity)		1	pcs	

<p><b>Requested By</b> Mechanic</p> <p>Sign: <u>[Signature]</u></p> <p>Name: <u>San Phyo Aung</u></p>	<p><b>Checked By</b> Section Head</p> <p>Sign: <u>[Signature]</u></p> <p>Name: <u>San Phyo Aung</u></p>	<p><b>Approved By</b> Production Manager</p> <p>Sign: <u>[Signature]</u> <u>5/12/23</u></p> <p>Name: <u>Aung Hain Win</u></p>	<p><b>Received By</b> Admin</p> <p>Sign: <u>[Signature]</u></p> <p>Name: <u>Shwe Din</u></p>
---	---	---	--

# TOOLS DAMAGE REPORT FORM



Date : 11/18/2023

Reason:  Damage  
 Lost

PIC Section Name

Production

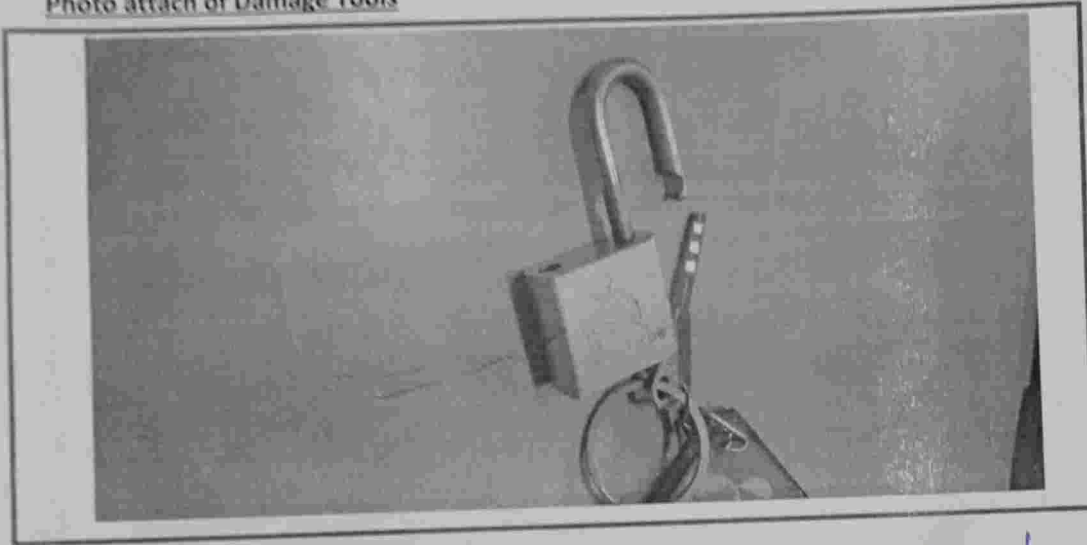
### Previous Handover Data

Doc. Refr. No.

Date :

No	Name of Tools	Code of Tools	Brand	Country Made	Qty	Damage or Lost problem Description
1	Store Key			-	1	

### Photo attach of Damage Tools



### Supervisor Analyze Commence

key line stages, within the lock has been deformed  
thus cannot be locked or opened anymore.

### Department Head Judgement/ Decision

Reported By

*see*  
Aye Thida Soe

Mechanic

Checked By

*SPA*  
*[Signature]*

Supervisor

Approved By

*[Signature]*  
Aung Hein Win  
23/11/23

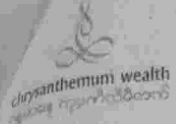
Department Head

02-BRM-PDD-FRM-009-00

### Cause of Damage

- 1) Material weakness of Tools
- 2) Wrong operation
- 3) Wrong application
- 4) Improper storage/ keeping
- 5) Careless of user
- 6) Consume life of Tools
- 7) Poor maintenance

# TOOLS DAMAGE REPORT FORM



PIC Section Name Machining

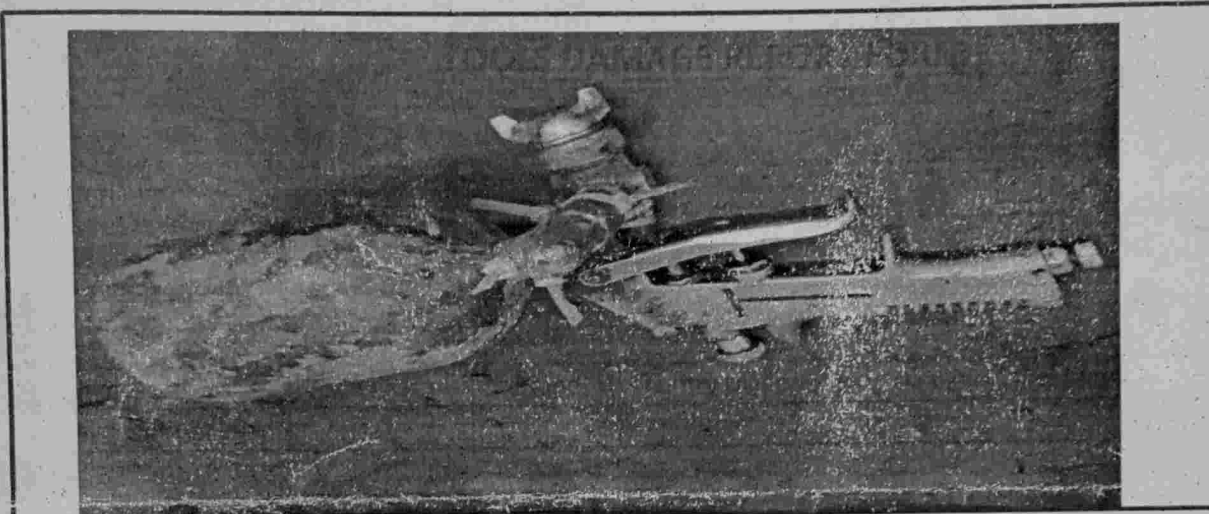
Date : 4-Dec-23  
 Reason:  Damage  
 Lost

**Previous Handover Data**

Doc. Refr. No. 4-Dec-23 Date Sep'23

No	Name of Tools	Code of Tools	Brand	Country Made	Qty	Damage or Lost problem Description
1	Spray Painting Gun	-	-	-	1	

**Photo attach of Damage Tools**



**Supervisor Analyze Commence**

*Painting gun pot heat thread damage. So we cannot use. Need to replace.*

**Department Head Judgement/ Decision**

Reported By

Mechanic

Checked By

Supervisor

Approved By

Department Head

02-BRM-PDD-FRM-009-00

**Cause of Damage**

- 1) Material weakness of Tools
- 2) Wrong operation
- 3) Wrong application
- 4) Improper storage/ keeping
- 5) Careless of user
- 6) Consume life of Tools
- 7) Poor maintenance