



TRAVELLING REPORT

Date : 20.9.24

Report To	Aung Ro Ro Oo	
Employee Name	Aung Than Kyaw	
Position	STDP	
Department	Service	
Business	Re	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20.8.24	
Total Days		
Trip Information	1. From Myeik To Myeik	
	2. From To	
	3. From To	
Purpose For Travelling	IMW maintenance & other site inspection on Myeik	
Travel Date	Activities	Remark
	Daily report record attached below	

Reported by

Sign :

Name : Aung Than Kyaw

Position : STDP

Checked by

Sign :

Name : Aung Ro Ro Oo

Position : ADH

Approved by

Sign :

Name : U Aye Mon Hteem

Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

No.	Date	Status	Job Types/Number
1	21.8.24	Attend	Measure the way from Change over to EDB panel to put AC input and output. Cut and mark Brods the AC cable. Upgrade firmware of Inverter. Solve and search why the inverter shows the alarm.
2	22.8.24	Attend	Pressure tank and water motor house were painted. Checked inverter room and inverter panel. Checked the power output load.
3	23.8.24	Attend	Checked the panel room and inverter panel. Cleaned the inverter panel. Checked the power output load.
4	24.8.24	Attend	Checked the panel room and inverter panel. Checked the power output load. Cleaned the grass under the solar plant.
5	25.8.24	Holiday	Checked the panel room and inverter panel. Checked the power output load. Cleaned the grass under the solar plant.
6	26.8.24	Attend	A lawnmower and grass were cleared at the solar plant site. Checked the panel room and inverter panel. Checked the power output load. Checked the Encombi communication.
7	27.8.24	Attend	A lawnmower and grass were cleared at the solar plant site. Checked the panel room and inverter panel. Checked the power output load.
8	28.8.24	Attend	Come back to Myeik branch from 1MW site. Went to 20KW site and Solar space measurement.
9	29.8.24	Attend	Delivered and placed Matador Lectro 570W 42 pcs and rail road 25 pcs at customer U Than Htun Oo site. Bought needed accessories for 20KW site
10	30.8.24	Attend	Installed Matador Lectro 29Kw on gird inverter, No.2 panel and trunking. Installed rail road and L-feet at Myeik Customer U Than Htun Oo site.
11	31.8.24	Holiday	Installed L feet and Rail road for solar panel 42pcs at Myeik customer U Than Htun Oo site. Picked up items at Shwe Weymin bus station.
12	1.9.24	Holiday	Set up DB box for Solar 42pcs and panel trunking. Installed MCCB breaker and connected inverter and DC breaker.
13	2.9.24	Attend	Set up Eastron meter at panel and communication cable meter to inverter. Installed MC 4 connector for solar 4 string DC breaker to inverter. Measured and cutted solar cable for solar panel 42 pcs.
14	3.9.24	Attend	Made morning exercise and attended meeting at Myeik branch. Installed solar cable for solar panel 42 pcs and cable pipe.
15	4.9.24	Attend	Made morning exercise ,5s and attended meeting at Myeik branch. Installed Matador Lectro solar panel 570w 42 pcs at customer U Than Htun Oo site.

16	5.9.24	Attend	Made morning exercise and attended meeting at Myeik branch.Connected MC4 connector for solar 4 string and joined string.Installed earthing system at customer U Than Htun Oo site.
17	6.9.24	Attend	Made morning exercise and attended meeting at Myeik branch.Connected MC4 connector 4string for inverter output load.Measured the earthing system with earth meter at customer U Than Htun Oo site.It was ok.Went to 10kw ongird system site and checked wire connection and output load.
18	7.9.24	Attend	Made morning exercise and attended meeting at Myeik branch.Went to customer U Toe cold factory and removed solar panel and structure.
19	8.9.24	Holiday	Checked stock list and cleaned accessories room at Myeik branch.
20	9.9.24	Attend	Made morning exercise and attended meeting at Myeik branch.Went to Customer U Toe cold factory and installed solar panel 10 pcs at customer site.
21	10.9.24	Attend	Made morning exercise ,attended meeting and morning sharing at Myeik branch.Went to customer U Toe cold factory site.Equalized 12 V 200AH Gel battery and connected inverter at Myeik branch.
22	11.9.24	Attend	Made morning exercise, made 5s and attended meeting at Myeik branch.Went to 1MWsite from Myeik branch.
23	12.9.24	Attend	Cleaned the grass under the solar plant.Checked panel room and inverter panel.Checked the power output load at 1MW site.
24	13.9.24	Attend	Cleaned the grass under the solar plant.Checked panel room and inverter panel.Checked the power output load at 1MW site.
25	14.9.24	Holiday	Checked panel room and inverter panel.Checked the power output load and Encombi communication at 1MW site.
26	15.9.24	Holiday	Cleaned the grass under the solar plant.Checked panel room and inverter panel.Checked the power output load at 1MW site.
27	16.9.24	Attend	Cleaned the grass under the solar plant with two labour.Checked panel room and inverter panel.Checked the power output load and Encombi communication at 1MW site.
28	17.9.24	Attend	Cleaned the grass under the solar plant with two labour.Checked panel room and inverter panel.Checked the power output load and Encombi communication at 1MW site.
29	18.9.24	Attend	Checked panel room and inverter panel.Checked the power output load and Encombi communication at 1MW site.Checked and Photoed solar plant at 1MW site.
30	19.8.24	Attend	Cleaned panel room and inverter panel.Cleaned air cooler and checked the power output load at 1MW site.
31	20.9.24	Attend	Come back to Myeik branch from 1MW site.Went to customer U San Maung 20Kw site.