



# OVERTIME REQUEST FORM

BU/BR/DIV Name : IS/MC  
 Department Name : service  
 Reason for Overtime : machine assembly

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	12.3.25	Khing win	mechanic helper	8:00AM	5:00 PM	8hrs	9600/-	Tabung fall moon
2.	12.3.25	Thura Min	mechanic helper	8:00AM	5:00 PM	8hrs	9600/-	day Holidays
3.	13.3.25	Thura Min	mechanic helper	9:00AM	12:00 AM	3hrs	3600/-	
4.	15.3.25	Thura Min	mechanic helper	10:00AM	3:00 PM	4:30hrs	5400/-	
						<b>Total Hours</b>	22:30hrs	282000/-
						<b>Total Amount</b>		

Requested by  
 Sign : Sandi  
 Name : Sandi Aung  
 (Requestor)

Approved by  
  
 Min Paing Phyo  
 (DH)

Approved by  
  
 (GM/AGM/COO)

Checked by  
  
 (HR)

05-CHL-HRM-FRM-020-05



# SERVICE REPORT



Job Order No MC-YGN-JR-2503035  
 Customer Name Ko Lin Aung  
 Machine Location 288, HTY  
 Machine Model Star  
 Machine Sr.No LS2HEAMT7K21D0241  
 Engine Sr.No .....  
 Houe Meter or) Km .....  
 Job Site Distance .....  
 Application .....  
 Number of Trip .....  
09 691 138 930

	Date	Time
Customer Call Date		
Confirm with Customer		
Go to Job Site Time		
Arrival Job Site Time		
Job Start Time	12.3.2025	8:00 AM
Job Finish Time	12.3.2025	5:00 PM
Go Back from Site		
Arrival Office Time		
Job Delay Date&Time		
Reason of Job Delay		

Customer Call Problem Repair

Cause of Problem n

Service Action  
 - checked engine oil, gear oil, battery, tyre, wheel .  
 - engine oil, gear oil, battery, tyre and wheel are good condition.  
 - checked and cleaning the carburetor. checked starter coil, pick up coil cdi, ignition unit, engine stop switch connection, ground connection.  
 - Cdi is not normal, so engine idle is not ok, change cdi and test again. It was ok. Job was finished.

Failure Causal Part

No	Part Description	Part No	Qty	Remark

Service Charges 48000 MMK

Customer Sign [Signature] Service Person Sign [Signature]  
 Customer Name Ko Lin Aung Service Person Name [Signature]

Checked By	Acknowledge By	Approved By
Name: <u>KW</u>	Name: <u>Saw Elsay Wah</u>	Name: <u>Min Paing Phyo</u>
Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>
Service Man	Service SH	Service DH

Remark  
OT



# SERVICE REPORT



Job Order No MC-YGN-JR-2503049  
 Customer Name UMG Motors  
 Machine Location UD  
 Machine Model Cargo (Red)  
 Machine Sr.No MBX0000WBWVH506016  
 Engine Sr.No .....  
 Hour Meter or) Km .....  
 Job Site Distance .....  
 Application .....  
 Number of Trip .....

	Date	Time
Customer Call Date		
Confirm with Customer		
Go to Job Site Time		
Arrival Job Site Time		
Job Start Time	12.3.2025	8:00AM
Job Finish Time	12.3.2025	5:00PM
Go Back from Site		
Arrival Office Time		
Job Delay Date&Time		
Reason of Job Delay		

Customer Call Problem  
 Inspection & Repair

Cause of Problem

Service Action  
 - checked and repaired front brake, rear brake (LH+RH), left switch, right switch, horn, ignition switch, signal switch, reverse switch, brake switch, front head light, tail light, wiper motors, wiper arms,  
 - checked ~~engine~~ engine oil level, gear oil level, it is ok.  
 - checked and adjusted transmission system, tyre pressure.  
 - cleaning the vehicle (deep clean). Job was finished.

Failure Causal Part

No	Part Description	Part No	Qty	Remark

Service Charges

Customer Sign ..... Service Person Sign [Signature]  
 Customer Name ..... Service Person Name Thura Min

Checked By Name: <u>Thura Min</u> Sign: <u>[Signature]</u> Service Man	Acknowledge By Name: <u>Saw Elsay Wah</u> Sign: <u>[Signature]</u> Service SH	Approved By Name: <u>Min Paing Phyo</u> Sign: <u>[Signature]</u> Service DH
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Remark  
01

02-BMC-ASD-FRM-004-01



# SERVICE REPORT



Job Order No MC-YGN-JR-2503050  
 Customer Name UMG Motor  
 Machine Location UD shanwan  
 Machine Model Cargo (Red)  
 Machine Sr.No MBX0000WBWVH506016  
 Engine Sr.No S7A8662846  
 Houe Meter or) Km .....  
 Job Site Distance .....  
 Application .....  
 Number of Trip .....

	Date	Time
Customer Call Date		
Confirm with Customer		
Go to Job Site Time		
Arrival Job Site Time		
Job Start Time	13.3.2025	9:00 AM
Job Finish Time	13.3.2025	12:00 PM
Go Back from Site		
Arrival Office Time		
Job Delay Date&Time		
Reason of Job Delay		

Customer Call Problem Assembly

Cause of Problem collect sticker from shop and installed to vehicle

Service Action  
 - checked engine oil level, gear oil level, brake fluid level, battery, ignition switch, light switch, horn switch, signal switch, hazard switch, wiper switch, brake switch.  
 - test drive the vehicle for steering system, suspension system, tyre, brake system.  
 - it was ok, and take the sticker from shop, installed to the vehicle. Job was finished

Failure Causal Part

No	Part Description	Part No	Qty	Remark

Service Charges

Customer Sign ..... Service Person Sign [Signature]  
 Customer Name ..... Service Person Name Thura Min

Checked By Name: <u>Thura Min</u> Sign: <u>[Signature]</u> Service Man	Acknowledge By Name: <u>Saw Elsay Wah</u> Sign: <u>[Signature]</u> Service SH	Approved By Name: <u>[Signature]</u> Sign: <u>[Signature]</u> Service DH
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02-BMC-ASD-FRM-004-01

Job Order No MC-YGA-JR-2503051  
 Customer Name UMG Motors  
 Machine Location UD  
 Machine Model Cargo (Red)  
 Machine Sr.No MBX0000WBWVH506016  
 Engine Sr.No 97A8662846  
 Houe Meter or) Km .....  
 Job Site Distance .....  
 Application .....  
 Number of Trip .....

	Date	Time
Customer Call Date		
Confirm with Customer		
Go to Job Site Time		
Arrival Job Site Time		
Job Start Time	15.3.2025	10:00 AM
Job Finish Time	15.3.2025	3:00 PM
Go Back from Site		
Arrival Office Time		
Job Delay Date&Time		
Reason of Job Delay		

Customer Call Problem  
 PDI & Loading

Cause of Problem  
 "

Service Action  
 - checked vehicle condition (engine oil, gear oil, brake system, tyre, wheel, electrical system, transmission system, steering system, suspension ).  
 - test drive the vehicle, it was ok.  
 - loaded to the Truck for deliver.  
 - job was finished.

Failure Causal Part

No	Part Description	Part No	Qty	Remark

Service Charges

Customer Sign ..... Service Person Sign [Signature]  
 Customer Name ..... Service Person Name Thura Min

Checked By Name: <u>Thura Min</u> Sign: <u>[Signature]</u> Service Man	Acknowledge By Name: <u>Saw Elsay Wah</u> Sign: <u>[Signature]</u> Service SH	Approved By Name: <u>[Signature]</u> Sign: <u>[Signature]</u> Service DH
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Handwritten text on the left margin, possibly a name or title, oriented vertically.

19.1.25	Khing wai	MC	08:00	14:00	Handwritten mark
19.1.25	Sau Ekay Wah	MC	10:10	4:00	Handwritten mark
15.2.25	Mojit myat thu	TdB	8:26		Handwritten mark
15.2.25	Mya Sein Soe	TdB	5:26		Handwritten mark
15.2.25	Thura Min	MC	8:30	2:30	Handwritten mark
12.3.25	Thura Min	MC	9:00	5:00	Handwritten mark
12.3.25	Khong win	MC	7:00	5:00	Handwritten mark
13.3.25	Thura Min	MC	9:00	12:00	Handwritten mark
15.3.25	Spang Thura Min	MC	10:00	3:00	Handwritten mark