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|  | | **OPERATIONAL CONTROL PROCEDURE** | | | **DOC No** | | | | | |
| **OCP No.** | | | | | |
| **Date :** | | | | | |
|  | | | | | | | | | | |
| **ACTIVITY:** | | | **Checking of Vehicle** | | | | | | | |
| **Project : Sub-Contractor:** | | | | **Location Nature of work:** | | | **:** |  |  |  |
| **Sl.**  **No.** | **Controls** | | | | | **Performed by** | | | **Checked by** | |
| 1 | R. C Book copy | | | | |  | |  |  |  |
| 2 | Valid Insurance Policy | | | | |  | |  |  |  |
| 3 | Valid and appropriate Driver License | | | | |  | |  |  |  |
| 4 | Valid Pollution Under Control (PUC) Certificate | | | | |  | |  |  |  |
| 5 | Exhaust System provided with Silencer | | | | |  | |  |  |  |
| 6 | All lights are in working condition | | | | |  | |  |  |  |
| 7 | Reverse alarm working | | | | |  | |  |  |  |
| 8 | Wind shield in good condition | | | | |  | |  |  |  |
| 9 | Brake system functioning | | | | |  | |  |  |  |
| 10 | Parking brakes working | | | | |  | |  |  |  |
| 11 | Rear view mirrors are good condition | | | | |  | |  |  |  |
| 12 | Vehicle Horn working | | | | |  | |  |  |  |
| 13 | Indicator lights are working | | | | |  | |  |  |  |
| 14 | In general the vehicle is in good condition | | | | |  | |  |  |  |
| **Prepared By :**  **SE / SS :**  **Date :** | | | | **Approved By : Project Manager : Date :** | | |  |  |  |  |