

**LIST OF PRINTING ITEMS (FORMS & LOGSHEETS)
OF MECHANICAL SECTION MILL DIVISION ALONG WITH SAMPLES : 2017**

Sl. No	Material Code	Section	Name of Log sheets & Forms	Requirement (in pads of 100 sheets)
1.	4/059/007/551	Mechanical	Log sheet for Compressors	12
2.	4/059/007/539		Daily Report on Operation of Package Boiler	12
3.	4/059/007/540		Boiler : A-Shift	16
4.	4/059/007/541		Boiler : B-Shift	16
5.	4/059/007/542		Boiler : C-Shift	16
6.	4/059/007/573		Daily Compressor Maintenance Report	12
7.	4/059/007/574		Daily log sheet for Boiler & Compressor	12
8.	4/059/007/580		Performance report of kirloskar compressors (4 Nos.)	06
9.	4/059/007/826		Boiler Monthly Consumable Data	06
10.	4/059/007/592		Part List (Mech.)	02
11.	4/059/007/693		Root Cause Reporting Form (Both side)	06
12.	4/059/007/694		Daily History/Repair Log for Equipments (Both side)	30
13.	4/059/007/700		Maintenance Schedule	06
14.	4/059/007/698		Mech. Maint. Report (Breakdown Work)	03
15.	4/059/007/632		Job Order (Big)	30
16.	4/059/007/635		Job Order (Small)	60
17.	4/059/007/969		Tool Crib Material Issue Form	10
18.	4/059/007/281		Supply Request (Rate Contract Form)	10
19.	4/059/007/968		Write Off Voucher	04
20.	4/059/007/708		Mechanical Maintenance Report of Section-'A'	04
21.	4/059/007/710		Material Return Note	20
22.	4/059/007/987		Purchase Data Sheet	06
23.	4/059/007/442		Acting Allowance	05
24.	4/059/007/594		Daily Report of Furnace Oil Stock	08
25.	4/059/007/874		Shift Schedule	15

Instructions:-

1. Paper quality should be 70 gsm.
2. Proof copy may be submitted in duplicate for our approval before bulk printing.
3. Each pad shall contain 100 sheets minimum
4. Total No. of printing items = 25
5. Item no. 09 should be perforated.

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