



Andhra Pradesh State Road Transport Corporation
Mechanical Engineering Department
Office of the VC&MD, Bus Bhavan, Hyderabad-624

No. OP1/200(5)/2009-MED

CIRCULAR NO. 04/2009-MED, Date: 28.02.2009

Sub : **INSPECTIONS** - Inspection of Depots by Dy.CMEs - Communication of revised inspection format - Reg.

Ref : 1) Cir. No.51/92-MED, Dt.12.10.92.
2) Cir. No.20/94-MED, Dt.27.06.94.
3) Cir. No.5/98-MED, Dt.07.02.98.
4. Cir. No. 23/98-MED, DT. 14.9.98.

- I. It is to reiterate that effective fleet maintenance can only be ensured through periodical inspection of Depots by Dy.CMEs at regular intervals. The inspection of Depots by Dy.CMEs not only helps the depots in taking timely corrective actions on the deviations in systems implementation but also assists them in getting required support from Stores, Workshops and Regional/ Zonal offices.
- II. Detailed Instructions were issued through Circular No.5/98-MED on the inspection of Depots by Dy.CMEs, according to which they shall inspect the Depots under their jurisdiction once in two months by staying for at least three days at the depot during inspection.
- III. In order to guide the Dy.CMEs in inspecting the Depots, an inspection format was communicated through the above circular. Hitherto, the Dy.CMEs have been inspecting the Depots according to this format and forwarding their reports to all concerned.
- IV. But, the review of the Inspection reports of Dy.CMEs indicate that the inspections are not covering many essential areas of preventive maintenance activity which have been changed significantly over the years.
- V. Keeping in view the changes that have taken place over the years in the vehicle design, maintenance activities and allied systems, a revised inspection format is prepared and enclosed herewith for the guidance of Dy.CMEs to carry out the inspection more effectively covering all the relevant areas of maintenance at Depots.

P.T.O

- VI. The Dy.CMEs are once again advised to carry out inspection of 4 Depots in a month in accordance with the revised inspection format and communicate the same to the concerned for taking necessary action. The Dy.CMEs can also elaborate their observations on the areas which are not covered in the inspection format.
- VII. The other instructions issued through the circulars at reference on the inspection of Depots by Dy.CMEs remain unchanged.



EXECUTIVE DIRECTOR (E&IT)

Encl : As above.

To
All the Dy.Chief Mechanical Engineers.

Copy to: Dir (V&S), ED (E&IT), ED (O&MS), ED (A&P), FA, CAO, ED (T&C) for infn.

Copt to: ED (AM&HCZ), ED (HYD), ED (KRMR), ED (V&V), ED (K&N) for information.

Copy to: All RMs for necessary action.

Copy to: CME (O), CCOS, CA, CFM, CME(C&B), CE (IT), CPM, CM (HRD) for information & n/action.

Copy to: DyCME (O), DyCME (P), DyCME(C&B), DyCME (IED), DyCAO (SP&A), CSTO, COS(C) I & II for information.

Copy to: All DyCMEs, WMs, COSs & DyCAOs for necessary action.

Copy to: All AOs & AMEs (T) for information & n/action.

Copy to: All Principals of ZSTCs, BTC, HPT & TA/HPT for information.

Copy to: All Depot Managers for necessary action.

Copy to: All Maintenance In-charges of depots for necessary action.

Copy to: In-charge, Manual Section for record.

Andhra Pradesh State Road Transport Corporation

No: _____ Office of _____
Date : _____

**REPORT ON INSPECTION OF _____ DEPOT
BY SRI _____, Dy.CME/ _____**

Period of Inspection: From _____ to _____.

	Name	Dt. since working at Depot
Depot Manager		
AE(M)/ Superintendent(M)		

Previous inspection Date of this Depot by Dy.CME : _____
Whether compliance report submitted on previous inspection or not : _____

1. RESOURCE UTILIZATION :

	Volvo	MGD	SLUX	DLX	EXP	PV	Total
a). No. of schedules							
b). Spares required							
c). Vehicles required							
d). Actual vehicles held							
e). Variance							

Remarks on adequacy of spares :

g). No. of vehicles stabled	
h). No. of replaced special type vehicles operating without conversion (Type-wise)	
i). Scrap runners	

Offroad vehicles particulars :

S.No	Veh.No	Dt. since offroad	Reasons for offroad

Remarks of Dy.CME on resource utilization :

2. SHORTAGE OF MAN POWER :

S.No	Category	Sanctions	Required as per norm	Actual	Varinace	Net Variance after outsourcng
1						
2						
3						

Remarks of Dy.CME on Manpower shortage:

3. OUTSOURCING ACTIVITY :

- a. List of Works outsourced :
 b. Comments on the quality of Outsourcing :

4. SHIFT TIMING & MANPOWER DEPLOYMENT:

Shift	Timings	No.of Vehicles At the time of shift commence- ment	No.of Buses Maintained	No.of Mechanics allotted	No.of Shramiks allotted
General Shift					
Day shift					
Night Shift					
Spl. Maintenance shift if any					
Despatch		N/A	N/A		

Comments on Shift timings & Manpower deployment:

5. SCHEDULE -III/IV MAINTENANCE:

- a. No.of vehicles overdue for Sch-III/IV as on the date of inspection as per the VEMAS generated report :

S.No	Sch-III		Sch-IV	
	Veh.No	Mileage	Veh.No.	Mileage

- b. Sch.III/IV maintenance in the previous 3 months :

S No	Month	Sch-III			Sch-IV			Reasons for Backlog
		Due	Done	Backlog	Due	Done	Backlog	

- c. No.of vehicles failed within 15days after Sch.III/IV maintenance in the previous 3 months :

Remarks of Dy.CME on failures within 15 days :

- d. Important items to be inspected in Sch.III/IV maintenance :

S.No	Item	Observation
1	Synchronization of FC/Unit changes/ coach work etc with Sch.III/IV	
2	Thorough washing of vehicles before docking	
3	Review of Vehicle Back history register and endorsement of action taken against the repeated complaints	

4	Inspection of vehicles before Sch.III/IV and display of defects on the Black boards as per the circular instructions 54/1992- /MED	
5	Availability & use of clean trays	
6	Replacement of Wheel bearing grease as per programme	
7	Availability & use of Dial gauge for Hub setting	
8	Tappets checking & Cyl.Head bolts tightening	
9	Checking of injectors during Sch.IV	
10	Availability & use of proper vehicle stands	
11	Replacement of 4 spring assy.s in Sch.IV	
12	Attention to the Air Suspension system during Sch.III/IV	
13	Inspection of Gear box Top cover during Sch-IV	
14	Tightening of Body U'bolts & Cabin foundation bolts	
15	Disk rotation of tyres	
16	Cleaning of roof light glasses/ covers	
17	Maintenance of register for Units/sub assemblies/ major spares replaced on the vehicles.	
18	Inspection of vehicles by Sch.III incharge after completion of work	
19	Inspection of vehicles by DM	

- e. Inspect the vehicles undergone Sch-III/IV maintenance and furnish the remarks on the quality :

6. SCHEDULE - II MAINTENANCE:

- c. MWP before Sch-II maintenance :
d. No.of vehicles taken for Sch.II per day :
e. No.of Men deployed for Sch.II maintenance :
f. Checks/ crosschecks on Sch-II maintenance :
g. Comments on quality of Sch-II maintenance:

Specific remarks of Dy.CME on Sch-II maintenance if any :

7. SCHEDULE - I MAINTENANCE:

- h. Staggered incoming of vehicles for Sch-I maintenance during the shift :
i. Vehicles with less than 2 hr maintenance time :
j. Recording of logsheet complaints in Daily RG register :
k. Reporting of vehicle RGs by the Sch-I Mechanics :
l. Inspection of vehicles by Supervisors :
m. Check for detention of vehicles due to incompleteness of RGs during the shifts (BF RGs) :
n. Check the Vehicle Back History Register for regular Postings and furnish the logsheet complaints analysis & RG analysis :
o. Crosschecking by Shift supervisor on attention of RGs :
p. Crosschecking of Sch-I maintenance by DM :
q. Whether there are checks on Night shift maintenance by garage I/C and DM :

Specific remarks of Dy.CME on Sch-I maintenance if any :

8. CLEANLINESS OF BUSES :

- a. Check the Sweeping/Washing records & furnish the avg. No.of vehicles skipped for attention everyday :
- b. Implementation of MWP :
- c. Check the MWP record and crosscheck the vehicles undergone MWP to assess the quality. :
- d. Implementation of instructions on cleaning of buses at B/stations :
- e. *Specific remarks of Dy.CME if any :*

9. OIL, COOLANT & FILTER CHANGES:

- a. Check whether there is sufficient stock of recommended grade of Lubricants at the Depot and mention the Lubricants not available and period of non-availability :
- b. Check whether the correct grade of lubricant is being used or not :
- c. Particulars of delays in Oil/Filter changes as on the date :

S. No	Type of Oil/ Filter	No.of Vehicles Delayed by more than 2000 kms	Remarks
1	Engine Oil		
2	Gear Box oil		
3	Differential oil		
4	P.Steering oil & Filter		
5	Clutch Kits & Clutch Fluid		
6	Coolant		
7	Fuel Filters		
8	Fuel Strainers (Baby filters)		
9	Dry Air Filter element Primary		
10	Dry Air Filter element Secondary		

Comments of Dy.CME on delays :

10. STATUS OF TOOLS, PLANTS & EQUIPMENT:

- l) Major T&P and its working condition

S.No	Description	Qty	Condition
1	D.G.Set		
2	Air Compressors		
3	Car washers		
4	Automatic Washing Plants		
5	Arc Welding M/c		
6	Gas Welding equipment		
7	HP Greasing equipment		
8	Bucket type Grease Gun		
9	Jib Crane		
10	Trolley Jack		
11	Bench Vice		
12	Bench Grinder		
13	Drilling M/c		
14	Pop rivet guns		
15	Paint Spray gun		

16	Sewing M/c		
17	Battery Charger		
18	Cell Tester		
19	Hydrometer		
20	Injector Tester		
21	Wall gauges		
22	Electronic gauges		
23	Automatic Tyre inflators		
24	Hand grinding M/c		
25	Ralli-wolf end mill kit		
26	Torque Wrench		
27	Dial gauge		
28	Spring Cambering M/c		

- a. Expiry date of Injector Tester calibration :
b. Status of Wall gauges/ Electronic gauges calibration :
c. Non-availability/ shortage of fast-moving/Critical
Mechanic tools & special tools if any :

II) INFRASTRUCTURE

- d. Working space for Sch-III/IV maintenance :
e. Adequate Space for vehicles parking :
f. Adequacy of Maintenance Pits :
g. Glazed tiling of Maintenance Pits :
h. Illumination in Maintenance Pits :
i. Garage Illumination during the night shift :
j. Staff Dining room & Toilets condition :
k. Availability of water in the garage (Bore well):

Specific remarks of Dy.CME on Tools, Plants & Infrastructure if any :

11. HSD KMPL DRIVE:

- a. Depot's HSD KMPL performance for the past 4 months :

S No	Month	Current year	Previous year	Variance
1				
2				
3				
4				
Upto the month				

- b. Type-wise & Engine-wise KMPL upto the current month :

Type	Engine Type-1	Engine Type-2	Engine Type-3	Engine Type-4	Engine Type-5	Total	
						For	Upto
Garuda							
MGD A/c							
MGD N-A/c							
S.LUX							
DLX							
EXP							
P.V							
Total							

c. TECHNICAL ASPECTS :

- i) Identification of monthly Low KMPL vehicles based on route-wise targets in terms of Lr No.OP2/581(10)/2008-MED, Dt.02.07.2008 :
- ii) Attention of monthly Low KMPL vehicles by KMPL Mechanic :
- iii) Performance of vehicles after attention :
- iv) Identification of daily low KMPL vehicles & attention :
- v) Maintenance of registers as per Annexure-A, Annexure-B, Annexure-C, Annexure-D of Circular No: 19/2007-MED. :
- vi) No.of Injector sets & FIPs replaced during past 4 months :

d. MANAGERIAL ASPECTS :

- i) Fixing of Bench Mark KMPL for routes and Display during January every year :
- ii) Identification of Monthly & Daily Low KMPL Drivers :
- iii) Maintenance of KMPL pocket books by Drivers and updation of postings :
- iv) Counselling of Drivers by Depot Manager as per Cir No: 19/2007-MED and Maintenance of Registers Annexure-E, Annexure-G and Annexure-F of the Circular :
- v) Utilization of Safety Instructor for Training :
- vi) No. of Drivers trained by SDI during the past 3 months :
- vii) Maintenance of register as per Annexure-F of Cir No: 19/2007-MED :
- viii) No.of Drivers sent for Training at ZSTC in terms of Cir No: 19/2007-MED :
- ix) No.of Drivers with less than 5.00 kmpl in the Depot :
- x) Indicate the recent months for which monthly Cash Awards are presented to Two best Drivers :

Whether the Drive to improve the HSD kmpl at Depot and the efforts of the DM are convincing or not ?

12. LUB KMPL DRIVE:

a. Depot's LUB KMPL performance for the past 4 months :

S No	Month	Top-up KMPL		Total Lub KMPL		Remarks
		Cur. Yr	Prv. Yr	Cur.Yr	Prv Yr	
1						
2						
3						
4						
Upto the moth						

b. Engine type wise LUB KMPL upto the current month (on Top-up):

S N.	Engine Type	Upto the month		Remarks
		Cur. Yr	Prv. Yr	
1	Engine Type-1			
2	Engine Type-2			
3	Engine Type-3			
4	Engine Type-4			
5	Engine Type-5			

- c. No.of vehicles consuming more than 1 ltr Engine oil daily:
- d. No.of OE engines due for replacement :
- e. No.of CO Engines due for replacement :
- f. No.of Top-overhauls carried out during past 4 months :
- g. Effectiveness of Top overhauls on engine performance :
- h. Comments on Top-up practices at Depot :

Whether the Drive to improve the LUB kmpl at Depot is convincing or not ?

13. BREAKDOWNS:

a. Accountal of Breakdowns during the past 3 months :

S. No	Month	No.of Breakdowns as per Gatepass	No.of Breakdowns as per MTD110	No.of Breakdowns As per BD register
1				
2				
3				

- b. Comments on discrepancies in accountal if any :
- c. Check for systematic recording of Breakdowns & analysis as per circular No:09/2008-MED :
- d. Display of daily breakdown particulars as per Cir No:09/2008-MED :
- e. BD Analysis for the past 3 months:

S No	System	For the Month			Up to the month	
		Month-1	Month-2	Month-3	This year	Last Year
1	Engine					
2	Fuel					
3	Cooling					
4	Clutch					
5	Gear Box					
6	PP Shafts					
7	Rear Axle					
8	Steering					
9	Suspension					
10	Brakes					
11	Electrical					
12	Tyres					
13	others					
14	Total					
15	BD Rate					

- Mention whether prompt corrective action is being taken on the avoidable breakdowns at the Depot :
- Mention about the repetitive breakdowns on same vehicle :
- *Specific remarks of Dy.CME on Breakdowns if any :*

14. CANCELLATION OF KMS DUE TO MECHANICAL REASONS:

a. Cause-wise Cancellation for the past 3 months:

S No	System	For the Month			Up to the month	
		Month-1	Month-2	Month-3	This year	Last Year
1	Late Supply					
2	Want of Bus					
3	Breakdowns					
4	Tyres					
5	Total					
6	% of Mech. Cancellation					

- b. No.of vehicles not provided with spare tyres :
c. No.of vehicles not provided with tools with locks :
d. Effect of insufficient spares, maintenance time & BFRGs on cancellation of Kms :

Specific remarks of Dy.CME on Cancellation of Kms if any:

15. SUSPENSION MAINTENANCE:

I) LEAF SPRINGS :

a. Spring Consumption for the past 3 months

S No	System	For the Month			Up to the month	
		Month-1	Month-2	Month-3	CY	LY
1	Springs received from Stores					
2	Springs received along with CO vehicles					
3	Springs received along with new vehicles					
4	Total Qty in kgs					
5	Spring Consumption per 1 lakh kms					

- b. Quality of spring reconditioning :
c. Buffing of Spring leaves with portable grinder :
d. Use of Kerosene for cleaning of spring plates :
e. Use of Ralli-wolf end milling kit for making holes :
f. Riveting of U'brackets to spring leaves :
g. Application of graphite grease :
h. Replacement of Spring Eye bushes :
i. On hand Stock of spring assemblies - Front & Rear :
j. Practice of tightening U'bolts for 2 successive days after fitment of Spring assy. :

II) AIR SUSPENSION :

- a. Stocking of Essential spares for Air Suspension in terms of Cir No: 02/2007-MED :
b. Effective Implementation of periodical maintenance to Air Suspension system in terms of Circular No: 07/2004-MED :

Specific remarks of Dy.CME on maintenance of Suspension system if any :

16. TYRES MAINTENANCE:

- a. Tyre performance of the Depot for the past 3 months

S No	System	For the Month			Up to the month	
		Month-1	Month-2	Month-3	CY	LY
1	% of tyres with less than 2mm depth					
2	% of tyres with mechanical defects					
2	New tyre scrap rate					
3	Ist RC scrap rate					
4	Total Tyre scrap rate					
5	RT Factor					
6	Avg. New tyre life					
7	Avg. RC tyre life					
8	Avg.Total tyre life					

- b. Correctness of wall gauges in the garage
- c. System of Checking Tyre Inflation pressures :
covering all vehicles twice in a week :
- d. Removal of trapped stones/ pebbles in the grooves during Sch-I/Sch-II :
- e. Spotting of tyre defects by Tyre mechanics :
- f. Indicate deviations if any in the Tyre Assembly practices as per Cir No: 38/91-MED & 11/2005-MED :
- g. Make-wise matching of Tubes & tyres :
- h. Quality of puncture repairs :
- i. Furnish the observations on Tube Puncture Analysis as per the Lr.No.TR1/815(18)/2008-MED, dt.31.05.08:
- j. % of tubes found with folds :
- k. % of flaps found with folds :
- l. Excess/Shortage of Tyres to the requirement as per norm :
- m. Actions taken on Concussion, Runflat, scoring & other avoidable failures :
- n. Maintenance of Tyre History cards :
- o. Observations recorded by DM at the time of sending tyres to TRS :
- p. No. of vehicles fitted with Radial Tyres :
- q. Selection & matching of Radial Tyres :
- r. Disk rotation practices for Radials :
- s. Discrepancies in the registers to be maintained as per Cir No: 11/2005-MED :
- t. *Any other observations pertaining to Tyre maintenance :*
- u. Inflation checks conducted on 10% of the vehicles at random

S. No	Veh No	FOS	FNS	ROSI	ROSO	RNSI	RNSO	Spare

- i) No.of tyres observed without Valve caps :
- ii) No.of Tyres with Over inflation :
- iii) No.of Tyres with Under inflation :
- iv) No.of Tyres with less than 2mm depth :
- v) No.of vehicles found with mis-alignment :
- vi) No.of mis-matched dual tyres :
- vii) No.of tyres with severe camber wear :
- viii) No.of vehicles found with mixing of Radial & cross ply tyres :

Specific remarks of Dy.CME on Tyre maintenance if any at the Depot :

17. MATERIALS MANAGEMENT:

I) STOCKING OF HSD OIL & LUBRICANTS

a. Source of HSD oil supply :

b. Status of HSD oil Ground tanks

	Capacity	Dt.of Installation	Dt.of last Adjustment	Shortage as on date	Remarks
Tank-1					
Tank-2					
Total					

- c. % of HSD oil shortage since last adjustment :
- d. Problems if any with HSD oil dispensing System :
- e. Excess/shortage of Lubricating oils :
- f. Availability & use of Density testing equipment :
- g. Maintenance of registers :
- h. Whether the Cumulative readings of Dispensing pump are tallied with those of manuscript register :
- i. Whether bunk-wise shortage is being recorded or not :
- j. Expiry date of Stamping of Dispensing unit by Weights & Measures Dept. :
- k. Expiry date of Explosive license :
- l. Availability & working condition of Fire fighting equipment :
- m. Cleanliness of Oil section :
- n. Maintenance of record for coolant issues in terms of Cir No:18/2007-MED :
- o. *Specific remarks of Dy.CME if any* :

II) SPARES & UNITS

a. List of essential Items NIS at the Depot :

S No.	Description of Item	TB No	Date since NIS	Remarks

b. Consumption of certain important items for the past six months :

S No	Description	Months						Remarks
		1	2	3	4	5	6	
1	Fuel Strainer (Baby filter)							
2	Felt seal for Air cleaner							
3	Rubber seal for Air cleaner							
4	Primary Air filters							
5	Secondary Air filters							
6	Radiator Caps							
7	King pins							
8	King pin bushes							
9	Tie-rod repair kits							
10	Drag link repair kits							
11	Power St.Box sector shaft seal kit (Rane)							
12	Power St.Box input shaft seal kit (Rane)							
13	Input shaft oil seal for ZF							
14	Spring Eye bushes							
15	Shackle pins							
16	Graphite Grease							
17	Rubber pads for Antiroll bar (Air Susp)							
18	Spherilastic Bushes for Antiroll bar (Air Susp)							
19	Spherilastic Bushes for Compound link (Air Susp)							
20	Spherilastic Bushes for Parallel link (Air Susp)							
21	PP shaft rubber boot							
22	Brake Dust Covers Front							
23	Brake Dust covers rear							
24	Shoe return springs							
25	S'cam shaft bushes							
26	Slack adjuster bushes							
27	Shoe return springs							
28	FC Kts							
29	Terene Felt							

- c. Shortage of float Units if any :
- d. Premature failure of Major Units and action taken :
- e. Complaints on the quality of spares if any :

III) EXPERIMENTAL ITEMS

- a. Status of Spares/ Units supplied under Trials :
- b. Prompt Submission of feedback on the performance of Experimental Items to the concerned. :

18. MAINTENANCE OF HIGH END VEHICLES:

- a. Problems of High end buses :
- b. Comments on vehicles performance :
- c. Comments on AMC & service support :
- d. Utilization of trained Drivers for high-end buses :
- e. *Any other remarks* :

19. PHYSICAL INSPECTION OF BUSES:

- a. Check the record of physical inspection of vehicles done by the DM. :
- b. No. of vehicles inspected by DM in previous 3 months :
- c. Cross check the vehicles physically, which were checked by DM prior to the day of inspection to know the effectiveness in the quality of work done:
- d. Physical inspection of Buses by Dy.CME. Inspect 10% of Buses for the following.

S No	Description	Vehicle Nos						Remarks
		1	2	3	4	5	6	
1	Exterior/ Interior cleanliness							
2	Seats & Upholstery							
3	Inclining mechanism							
4	Broken/ missing glasses							
5	Window Shutter Knobs							
6	Battery Maintenance							
7	Saloon Illumination							
8	Air cleaner maintenance							
9	A/c Suction hose							
10	Engine mounting							
11	Engine oil leakages							
12	Radiator Cap							
13	Coolant concentration							
14	Radiator mountings							
15	HSD tank cap seals							
16	Fuel pipe clamping							
17	Fuel leakages							
18	Tie-rod/ drag link end play							
19	Wheel alignment							
20	ATF oil leakages							
21	Clutch free play							
22	Gear Box oil leakage							
23	Loose CJ check nuts							
24	CJ bearings condition							
25	UJ Crosses condition							
26	Sleeve yokes condition							
27	CJ rubber beds condition							
28	Slip joint Rubber boot condition							
29	PP shafts alignment							
30	Missing grease nipples							
31	Chassis greasing							
32	Differential oil leakage							
33	Cleanliness of breathers							
34	Brake pipe clamps							
35	Air leakage							
36	Air Dryer working							
37	Hand brake condition							

S No	Description	Vehicle Nos						Remarks
		1	2	3	4	5	6	
38	Brake dust covers							
39	Broken spring leaves							
40	Missing spring side clamps/ ferrules							
41	Welded side clamps							
42	Spring brackets/ shackles condition							
43	Air suspension mounting bolts tightness							
44	Condition of rubber bushes in Air suspension							
45	Tightness of body U bolts							
46	Underchassis cleanliness							
47	Matching of duals							
48	Less than 2mm NSD tyres							

Comments of Dy.CME on Physical Inspection of Buses :

20. GARAGE UPKEEP:

- a. Cleanliness of garage yard, maintenance Pits and floor :
- b. Upkeep of various sections and annex rooms :
- c. Accumulation of scrap materials :
- d. Accumulation of used Oils & Greases :
- e. Cleanliness at Washing Ramp :
- f. Jungle clearance :
- g. Maintenance of Plantation & Greenery in the Garage :
- h. Plants & Machinery upkeep & maintenance :
- i. *Remarks of Dy.CME on Garage upkeep:*

21. ASSISTANCE REQUIRED TO THE DEPOT:

- 1)
- 2)
- 3)
- 4)

22. TRAINING NEEDS:

23. ANY OTHER OBSERVATIONS:

DY.CHIEF MECHANICAL ENGINEER
_____ REGION

To
The Depot Manager,
_____ Depot.

Copy to : ED(Z), CME(O), WM & COS for favour of information.