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| **Sl. No.** | **Document Title** | **Source** | **Location where maintained** | **Responsibility** |
| 1. | Form 0-3 of certificate of competency issued by CIFB | CIFB | Area-1 office | HOD |
| 2. | Form 12 for lifting machines | Competent person-CIFB | Area-1 office | HOD |
| 3 | Form 13 for pressure vessel | Competent person-CIFB | Area-1 office | HOD |
| 4 | Structural stability- Yearly | Competent person | Area-1 office | HOD |
| 5 | Structural stability- once in 5 years | Competent person-CIFB | Area-1 office | HOD |

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| **Prepared By:**  Incharge Battery 1 Machine Mechanical Maintenance MCD | **Reviewed & Issued By:**  Management Representative | **Approved By:**  Head Mechanical Maintenance MCD |
| **Signature:** | **Signature:** | **Signature:** |
| **Review Date: 14.09.2023** | **Review Date: 14.09.2023** | **Review Date: 14.09.2023** |