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| **Sl. No.** | **Document Title** | **Source** | **Location where maintained** | **Responsibility** |
| 1 | Service and Operation Manuals of Equipment’s | Respective OEM | Respective Workshop Office | In-Charge Instrumentation/ Area In-charge |
| 2 | Calibration certificates of Master Equipment’s | Authorized third party | Respective Workshop Office | In-Charge Instrumentation/ Area In-charge |
| 3 | Stamping certificates of Weights & measure | Govt of Goa Legal Metrology department | Respective Workshop Office | In-Charge Instrumentation/ Area In-charge |
| 4 | Walkie Talkies License certificate | WPC Govt Of India | Respective Workshop Office | In-Charge Instrumentation/ Area In-charge |

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| **Signature:** | **Signature:** | **Signature:** |
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