



**INSTRUCTION FOR COMPLETING BUKU PENGGUNAAN KENDERAAN (Pol.303):-**

<b>ITEM</b>		<b>INSTRUCTIONS</b>
<b>Bulan/Tahun</b>		Fill in with appropriate month/year
<b>JENIS KENDERAAN</b>		Type of detail transport
<b>NO PENDAFTARAN</b>		Registration number of transport
<b>BAHAGIAN/ UNIT</b>		Print the detail description of GSE item listed
<b>Tarikh</b>		Print the Model Number of GSE item listed
<b>Masa</b>	<b>Mulai</b>	Time used starting to end (time)
	<b>Hingga</b>	
<b>Nama Pemandu</b>		Name personnel used.
<b>Tujuan dan Destinasi Perjalanan</b>		Print the purpose used . (maintenance/ job work etc.)
<b>Nama dan Tandatangan Pelulus</b>		Approval signature (Penyelia GSE)
<b>Nama dan Tandatangan Pengguna</b>		Personnel signature ( whom used the transport)
<b>Bacaan Odometer</b>		Odometer reading record
<b>Jarak Perjalanan / Trip Meter</b>		Distance while transport being used
<b>Pembelian Bahanapi</b>	<b>No Resit &amp; RM</b>	Print record fuel being used
	<b>Liter</b>	