# Road Travel Safety Rules

<table>
<thead>
<tr>
<th>Rev No.</th>
<th>Reason for Revision</th>
<th>Prepared By</th>
<th>Checked By</th>
<th>Approval by</th>
</tr>
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<tbody>
<tr>
<td>Rev 00</td>
<td>First Release</td>
<td>Sudhir Kumar (Corporate Safety)</td>
<td>Navendra Singh (Head – Operation Safety; Corp Safety.)</td>
<td>Vijay Chourey (Chief – Corp Safety)</td>
</tr>
<tr>
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<td>Description</td>
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<td>ANNEXURES</td>
<td>12</td>
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<td>Annexure - 1 : Run-under protection</td>
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<td>Annexure-2: Daily Vehicles Inspection Checklist (TPSMS/GSR/TRVL/002/FORM001)</td>
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<td>Annexure-3: Feedback form (TPSMS/GSR/TRVL/002/FORM002)</td>
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<td></td>
<td>Annexure-4: Inspection Checklist for vehicle (TPSMS/GSR/TRVL/002/FORM003)</td>
<td>16</td>
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1. OBJECTIVE:

To provide Safety Rules for road travel management and safe usage of all types of vehicles viz. passenger, commercial, owned by company, employees or contractors etc.

2. SCOPE:

This procedure applies to all operating and project sites of Tata Power Group companies.
This policy also applies to vehicles used by employees for road travel for business purpose to exercise care and control to minimize this risk while travelling by road.

3. GLOSSARY/ DEFINITIONS:

Class - A Defect: Defect mentioned in pre Inspection checklist as Class - A. Vehicle shall be made off-road if such defects are noticed.

Class B Defect: Defect mentioned in pre Inspection checklist as Class - B. Vehicle shall not be made off-road if such defects are noticed however class- B defects shall be rectified with one week of notice.

Company Premises: Any premises belonging to all operating and project sites of Tata Power Group companies.

Company business Travel: In the context of this document, travel conducted on behalf of any Company for official work. For further details Refer to the Guidelines on Recording & Reporting of Occupational Injuries & Illnesses.

Company driver: Any employee/Contractor/Service Provider who drives a motor vehicle for company business or operates personal vehicle for Company Business.

Company vehicle: A motor vehicle owned, hired or leased by the company.

Defensive driving: It is about anticipating the behavior and dynamic conditions on the road and taking preventive measure to avoid collision.

Hired Driver: A driver, who is not an employee of the company, but hired either by the company or by an employee, who drives a company vehicle.

High Risk Drivers: Bus Drivers, Regular taxi service providers transporting employees, Sales & Customer Service person who drive regularly on work, Transportation of hazardous goods.

Inspection: Checking the condition of vehicles by using a prepared checklist.
Risk Management of Journey: It is a risk assessment done from the start to the end of the journey. It helps in identifying the major risks and points such as narrow / bad roads, bridges, construction / road repairs, animal crossing areas, villages in the journey etc.

Loading and unloading zones: Areas where loads are picked up or deposited, either manually or automatically, after conveyance.

Motor Vehicle: A Motorized vehicle designed and used to transport people and / or materials (i.e. motor cycle, an automobile including SUVs, vans, minivans, and various type of hybrid vehicles etc.

Motor vehicle collision: Any occurrence involving a motor vehicle that results in property damage and/or bodily injury, except those that occur while the vehicle is legally parked and unoccupied (i.e., a parked motor vehicle incident).

Non-high Risk Drivers: Drivers other than High Risk Drivers (mentioned above).

Risk: The likelihood (probability) which can lead to potential negative consequences.

Risk Assessment: A systematic and structured process whereby hazards present in a workplace, or arising from workplace activity, are identified, risks assessed / evaluated, and decisions prioritized in order to reduce risks to acceptable levels.

Shall: Mandatory requirements

Should: Optional requirement

Third Party: An external entity in context of an accident. (e.g. A cyclist / pedestrian becoming a victim in an accident involving company / company contracted vehicle).

Vehicle: Any automobile, motor, battery or fuel driven, intended to carry/transport man or material.

4. RULES: The Road Travel Safety requirements are classified in 3 key areas:
   a. Vehicles
   b. Driver
   c. Journey

4.1 Vehicle Risk Management: It shall be ensured all company / hired vehicles to have right in-built Safety Features that are maintained properly.
4.1.1 Vehicle Selection Safety Guidelines: Selection of vehicle shall be based upon the following criteria:

- Before motorcycles / two-wheelers are to be used in business, an approved risk assessment shall be in place which evaluates the advantages and disadvantages of using a motorcycle rather than a motorcar.
- Three wheelers shall not allowed to ply inside the company premises.
- All vehicles included within the scope shall be installed with individual seat belts as per statutory requirements.
- Use of Run-under (refer annexure-1 - Run-under Protection image) protection is mandatory for all trucks/trailers entering inside the premises.
- Vehicles shall remain fitted with all safety features provided by Manufacturer at the time of supply and all such safety features to remain in working condition as intended.

4.1.2 General Guidelines:
The vehicles shall have following mandatory items:

- Left and right side-view mirrors
- Seat belts
- Tyres of the same construction (e.g., radial) shall be used on all four wheels.
- Tyres should be inspected at least every six months or (5,000 km) whichever comes first.
- Window tinting is not allowed for vehicles.

The vehicles should have following desirable items:

- Antilock brakes
- Dual air bags
- Head restraints
- Fog Lamps (appropriate for the location)
- Rear window defogger
- Ice scraper, where climate warrants
- Heating and air conditioning, as appropriate for country

4.1.3 Vehicle Maintenance & Pre-start Inspection:
Vehicle shall be serviced as per the manufacturer’s specifications as per the time and kilometer (KM) run specified at authorized service centers.

- Tyres to be maintained as per the specified requirements & replaced at regular intervals as per Manufacturer recommendation or as per condition of tyres observed during inspection whichever is earlier.
- Driver shall do a pre-start inspection of vehicle before start of the day/journey (As per annexure 2 - Daily Vehicles Inspection checklist).
Concern In-Charge of vehicle shall verify filled vehicle inspection checklist and in case any defect of class -A category is noticed, such vehicle shall be made off-road till such defect is rectified.

Concern In-Charge of vehicles shall maintain the company vehicle according to manufacturer’s recommendations. All equipment such as head lights, tail lights, wipers, handbrakes, indicators, are in functional condition.

Vehicles should be used for their designated function only.

Vehicles should not be loaded beyond the manufacturer's specified capacities.

Concern In-Charge shall carry out inspection all vehicles under his control as per Inspection Checklist for vehicle (TPSMS/GSR/TRVL/002/ FORM003) minimum once in a quarter.

Necessary actions shall be initiated to resolve all actionable points observed.

4.1.4 Emergency Items in the Vehicle:
Vehicles should be equipped with the following emergency items:

- Fire extinguishers (in accordance with local guidelines)
- First-aid kit
- Reflective triangle(s)
- Hammer/provision to break the glass in case of emergency

4.2 Driver Risk Management
Driver is a person who is an:

a) Employee who drives a company / personal vehicle on business
b) Contractor / Supplier / Travel Agency’s driver who drives company vehicle / transporters vehicle on business.

4.2.1 Driver Eligibility:
Following shall be considered for driver’s recruitment to assess the driving record of potential drivers. The following items, should be mandatorily assessed:

- Good Defensive Driving Skills
- Medical Fitness
- Drug & Alcohol Violations in the past
- Driver License Suspension in the past
- Repeated Accidents
- Minimum driving experience (recommended minimum two years)

4.2.2 Medical Fitness: All company / contractor drivers shall be medically assessed prior to hire and with regular (once in a year) follow checkups. Following checks are mandatory:

- Visual acuity
- Colour blindness
- Night Blindness
• Sleep disorder
• Epilepsy

Employees or Contractors with vision in one eye shall be restricted from driving.

4.2.3 Driver Responsibility:
Drivers shall follow all laws and regulations concerning driving, including:
• Self-Inspection of vehicle before commencing driving as per annexure - 2, Daily Vehicle Inspection checklist TPSMS/GSR/TRVL/002/FORM001.
• Report Incidents involving with his / her vehicle.
• Notify management of any health issues that may affect their ability to drive safely.
• Mobile phones (talking or texting or on hands-free) shall not be used while driving.
• During refueling all safety precautions shall be taken (for e.g. turning of the engine, No smoking, non-use of portable electronic equipment).
• The driver shall comply with the local driving laws and regulations.
• It is expected of the driver to politely request the passengers to fasten their seat belts before starting the journey and ensure that passengers wear seat belts in a moving vehicle.
• The driver shall not be under the influence of alcohol, drugs or medication.
• The driver shall take a break of 30 minutes for every 3 hours of driving.
• The driver shall not use mobile phones while driving.
• S/he shall also ensure following for the safety of passengers
  o Keep luggage secure so that in case of any incident it does not harm
  o Put On safety seat belt
  o Do not exceed speed limit on insistence of passengers
  o Discourage conversation at accident prone areas
  o Guide to get down from left side of the vehicle
  o Offer feedback form after completion of journey. (Refer Annexure 3 - feedback form TPSMS/GSR/TRVL/002/FORM002)

4.2.4 Defensive Driving:
Definition of High Risk Drivers - Bus Drivers, Regular taxi service providers transporting employees, Sales & Customer Service person and drivers attached with offices / sales and service teams who drive regularly on work, Transportation of hazardous goods.
Definition of Non-High Risk Drivers - Drivers other than High Risk Drivers (mentioned above).
Drivers:
• Certification as Safe Driver shall be done post their successful passing of Defensive Driving Training for all drivers.
The Tata Power Company Ltd

Document Ref No.
TPSMS/GSR/TRVL/002 REV 00

TATA POWER

Document Title
Road Travel Safety Rules

Date of Issue: 01/03/2017

Note: Uncontrolled once printed

- For drivers who perform high risk driving operations (e.g. Bus drivers, those carrying hazardous materials) shall be under close observation for a period not less than 2 months before confirming them as safe drivers. Evaluation of the same shall be done concern In-Charge.
- Drivers shall attend a refresher-driving course every three years or more frequent if determined appropriate by the Concern In-Charge.

4.2.5 Driver Fatigue:
Drivers shall be take rest before travel and / or on long distance journey. The division shall ensure that there is mechanism that the driver is adequately rested and alert to undertake the journey. Minimum 30-minute break should be taken every 3 hours of driving.

4.2.6 Vehicle Lockout:
Drivers are expected to perform a Vehicle Lockout when a) parking b) Loading / Unloading of material & c) before performing any maintenance work. The steps for vehicle lockout include:
- Turning off the vehicle engine.
- Putting the vehicle in neutral / park mode and/or set the emergency brake/ Hand Brake.
- Removing the key and keeping at a safe place with appropriate person.

4.3 Journey Risk Management
Risk Assessment (HIRA) of the journey shall be done for the following as per Tata Power's Hazard Identification & Risk Assessment (HIRA) Procedure (TPSMS/GSP/HIRA/005)

- For any journey above 200 km.
- For transportation of hazardous substances.

4.3.1 Journey Limits:
- Vehicle speed shall not exceed the legal limit applicable to the road.
- Daily distance covered on highways shall not exceed 350 kilometers.
- Driving on Highways/hilly areas/valley sections between dusk & dawn (i.e. 8 PM to 5 AM) should be avoided. Public transport is permitted during this time.
- A 30-minute break should be taken every 3 hours of driving.
- The following night driving conditions are exceptions to this rules
  a. Driving during medical emergency
  b. Driving during natural calamities e.g. flood control situations.
  c. Driving to & fro night shifts or plant operational emergency.
  d. Any other emergency
4.3.2 Reversing & Parking of Vehicles: Mechanisms shall be put in place so that reversing is done safely. Mechanisms may include the use of an assistant to help during reversing, installation of reverse cameras, sensors etc.

4.3.3 Monitoring: Vehicle location tracking device and emergency button should be provided on for all transport vehicles those required permit as per Central Motor Vehicle Act and corresponding rules.

4.4 Other Points
   a. Traffic Management Study to be conducted within sites.
   b. Pedestrian – vehicle movement to be segregated within the site.
   c. Pedestrians are not allowed to use mobile phone while walking.
   d. Both rider & pillion of two-wheeler shall wear crash helmets which are designed for two-wheelers.

4.5 INCIDENT REPORTING AND INVESTIGATION
   • All vehicle related incidents (both inside & outside company premises) needs to be reported as per Tata Power's Incident Reporting & Investigation Procedure (TPSMS/GSP/IRI/011).
   • Fatalities involving third-party also needs to be investigated and Corrective & Preventive Actions are taken to avoid recurrence of such incidents.

4.6 ROAD SAFETY EXPECTATION FROM SERVICE PROVIDERS
   Hiring of vehicles shall be in conjunction with Contractor Safety Code of Conduct (CSCC) and service providers/Vendor shall fulfil and comply with requirements of CSCC as condition of contract. Periodic evaluation/audit of each such Vendor shall be done as per Contractor Safety Code of Conduct (CSCC).

   The points listed below are a set of mandatory requirements from the service provider/vendor and all divisions shall ensure compliance of the same as Condition of Contract:

   4.6.1 Vehicle Agency (Vendor) Management
   1. The Agency is responsible to provide Defensive Driving Training to the drivers who shall drive for the company business and provide drivers who have safe driving records.
   2. A list of all drivers who have undergone this training shall be maintained and tracked to ensure that regular refresher training is conducted at least once in 3 years.
   3. The agency must ensure that drivers are not working for extended shifts without adequate rest to ensure proper fatigue management. Driver shall not work more than 12 hours continuously, if it's happen than minimum 8 hours break shall be given for each such case.
   4. The driver must know the emergency numbers and there must be placard/label/sticker stating the emergency numbers.
5. The Agency must seek feedback after every trip, the report of which shall be submitted to concern In-Charge at periodic intervals.

4.6.2 Maintenance
1. The Agency/Vendor should have an Annual maintenance Plan for all vehicles under contract.
2. All maintenance records shall be preserved and to be produce for audit as and when required.

4.6.3 Reporting
1. All the vehicles must be tracked for critical parameters such as speed, acceleration, braking, distance and the time of travel, the reports of which shall be reviewed by company at regular intervals. Vehicle logbook shall be maintained for each vehicle and concerned in-Charge shall review and take necessary action on adverse findings noticed.

4.6.4 Drivers: All drivers of vendors shall be responsible for all duties mentioned in these rules mentioned in driver's responsibility section.

4.6.5 KPI’S – METRICS TO REPORT
Each Division shall monitor vehicle driving performance through a combination of lagging and leading indicators.

a. Lagging indicators
On monthly basis:
- Motor vehicle Incidents (HIPO)
- Vehicle related Near misses
- Vehicle-related fatalities / Injury
- Third Party Fatality
- Vehicle Incidents

b. Leading indicators
On a quarterly basis:
- Safety Inspection of vehicles as per annexure -4 Inspection Checklist for vehicle (TPSMS/GSR/TRVL/002/ FORM003)
- Drivers trained (As per schedule)
- Safety Observation on vehicles & drivers
- Vehicle Maintenance Done as per Plan

5. Record:
5.1. Daily Vehicles Inspection Checklist (TPSMS/GSR/TRVL/002/ FORM001) - retention period - One year
5.2. Feedback Form (TPSMS/GSR/TRVL/002/ FORM002) - retention period - One year
5.3. Inspection Checklist for vehicle (TPSMS/GSR/TRVL/002/ FORM003) - retention period - two year
6. COMMUNICATION

6.1. Initial Communication to be done through Corporate Communication, Email and subsequently shall be made available at safety portal at Sangam.

6.2. Further Communication to be done through employees, engineer-in-charge during usage of passenger/commercial vehicles.

7. VERIFICATION

7.1. Verification of implementation shall be done during road safety audit, field safety visit and site inspections.

8. EXCEPTION

8.1. Any other Exception to this procedure shall only be done as per Document Control Procedure (TPSMS/GSP/DC/014).

9. REFERENCES

9.1. EPM 04.10.02 - Safe Working Procedure
9.4. National Road Safety Policy
9.5. O&M Manual of respective vehicles
9.8. Incident Reporting & Investigation Procedure (TPSMS/GSP/IRI/011 REV 01

10. REVIEW:

Review of these rules shall be done as and when but not later than once in every three (03) years. Typical Factors like Changes in legislation, Review of Incident Reports, Inspection & Audit findings, Feedback from users, Recommendations in Incident investigation reports may be inputs for the review and revision of the procedure.
11. ATTACHMENTS/APPENDIX :
   Annexure – 1: Run-under Protection image
   Annexure – 2: Daily Vehicles Inspection Checklist (TPSMS/GSR/TRVL/002/ FORM001)
   Annexure – 3: Feedback Form (TPSMS/GSR/TRVL/002/ FORM002)
   Annexure – 4: Inspection Checklist for vehicle (TPSMS/GSR/TRVL/002/ FORM003)
Run-under Protection Images:
# Daily Vehicles Inspection Checklist

<table>
<thead>
<tr>
<th>Driver's Name: __________________________</th>
<th>Date: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle No.: ____________</td>
<td>Driver's Phone No.: ______</td>
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<table>
<thead>
<tr>
<th>Body</th>
<th>Battery</th>
<th>First Aid Box</th>
</tr>
</thead>
<tbody>
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<td>![Body Image]</td>
<td>![Battery Image]</td>
<td>![First Aid Box Image]</td>
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<th>Oil (Level)</th>
<th>Fire Extinguisher</th>
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<td>![Oil Image]</td>
<td>![Fire Extinguisher Image]</td>
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<th>Water (Level)</th>
<th>Tools/ Triangle</th>
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<td>![Water Image]</td>
<td>![Tools Image]</td>
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<th>Horn</th>
<th>Jack/ Spanner</th>
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<td>![Light Image]</td>
<td>![Horn Image]</td>
<td>![Jack Image]</td>
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<th>Fuel</th>
<th>Brakes</th>
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<tr>
<td>![Tyres Image]</td>
<td>![Fuel Image]</td>
<td>![Brakes Image]</td>
</tr>
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<td>A</td>
<td>A</td>
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<thead>
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<th>Mirrors</th>
<th>Seat Belt</th>
<th>Key</th>
</tr>
</thead>
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<tr>
<td>![Mirrors Image]</td>
<td>![Seat Belt Image]</td>
<td>![Key Image]</td>
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<thead>
<tr>
<th>Speedometer</th>
<th>Vehicle Registration Paper</th>
<th>spare wheel</th>
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<td>![Speedometer Image]</td>
<td>![Registration Image]</td>
<td>![Spare Wheel Image]</td>
</tr>
<tr>
<td>B</td>
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<td>A</td>
</tr>
</tbody>
</table>

[ ] OK  [ ] Not OK

Driver's Name & Sign: __________________________________________ Date: ____________

Remark By Concern In-Charge: __________________________________________

Concern In-Charge Name & Sign: __________________________ Date: ____________
Feedback Form

To be filled by Passenger

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Criteria</th>
<th>Yes</th>
<th>No</th>
<th>Remarks (If Any)</th>
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<tbody>
<tr>
<td>1</td>
<td>If driver was wearing seat belt during journey?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>If driver was driving within speed limit (As displayed)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>If driver was talking on mobile while driving?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Did you feel safe while travelling?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>If driver reported to you on time?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>If driver was courteous during journey</td>
<td></td>
<td></td>
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</table>

Remark by Passenger: ____________________________________________________________

Passenger's Name & Sign: ___________________________ Date:_____

To be filled by Driver

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<tr>
<th>Sl. No.</th>
<th>Criteria</th>
<th>Yes</th>
<th>No</th>
<th>Remarks (If Any)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Was/were passenger/s wearing seat belt?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Did passenger/s force to drive fast?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Driver's Name & Sign: ___________________________ Date:_____

Note: Uncontrolled once printed
## Inspection Checklist for Vehicle

Vehicle Number: ________________

Vendor name: ________________

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Criteria</th>
<th>Availability</th>
<th>Condition</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1</td>
<td>Rear view mirror (Physical condition)</td>
<td>✔️ / ❌</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Horn (Physical condition)</td>
<td>✔️ / ❌</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Tyre condition and Air Pressure (Physical condition with visible trade -- minimum depth of tread 1.6 mm)</td>
<td>✔️ / ❌</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Hand brake</td>
<td>✔️ / ❌</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Main brake</td>
<td>✔️ / ❌</td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td>Head lights (Focus should be equal of the light)</td>
<td>✔️ / ❌</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Blinker light</td>
<td>✔️ / ❌</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Registration Number plate as per Central Motor Vehicle Rule</td>
<td>✔️ / ❌</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Condition of Front wind glass – distinct visibility</td>
<td>✔️ / ❌</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Wiper blade assembly</td>
<td>✔️ / ❌</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Seat belt at Front and Rear</td>
<td>✔️ / ❌</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Exterior &amp; Interior Cleanliness</td>
<td>✔️ / ❌</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>First Aid Kit</td>
<td>✔️ / ❌</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Fire extinguisher</td>
<td>✔️ / ❌</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Others (if any)</td>
<td>✔️ / ❌</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remark by Concern In-Charge: ____________________________________________

Concerned In-Charge Name & Sign: ___________________________  Date: _______