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| **INTERNAL VEHICLE MAINTENANCE JOB CARD**  **About this tool:** This tool is to be used to record any maintenance or repairs undertaken by a mechanic or private garage. This form is to be retained by the Transport Officer. | | | | | | | | | | |
| **MAINTENANCE REQUEST NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | **JOB NO.\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **To be completed by the Transport Officer** | | | | | |  | | | | |
| Fleet No. | | Plate No. | | Make | | | Model | | Km In \_\_\_\_\_\_\_\_\_\_\_\_  Km Out \_\_\_\_\_\_\_\_\_\_ | |
| Donor | | Donor Code | | Cost Centre | | | Account Code | | Mechanic | |
|
|
| Date In | | Time In | | Date Out | | | Time Out | | Checked By | |
| **To be completed by the Mechanic** | | | |
| **Description of work carried out** | | | **Start Time** | **Finish Time** | **Hours Per Job** | | | **Mechanic Signature** | |
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|  |  | | | **Total Hours:** |  | | | | |
| **Hourly Rate:** |  | | | **Total Labour** **Cost:** |  | | | | |