

CHECK LIST FOR ISSUE - PRIME MOVERS

TRAILERS

LORRIES LICENSE

Name of the Owner / Company:

	<i>REQUIRE DOCUMENTS</i>	Y /N	Page No:
1	Payment receipt		
2	Request letter		
3	Valid Vehicle Insurance Policy Certificates		
4	Valid Revenue Vehicle License		
5	Copy of the Vehicle Registration Certificate		
6	Weigh Slip from MSS approved Weighbridge		
7	Application		

Checked by

Signature :.....

Name:

Public Management Assistant

Date :.....

Recommended & Approved By

.....

Capt. Gamini Wilson

Port State Control Officer (N)

For Director General of Merchant Shipping

Date.....

Issuing Renewal License For Year 2017- 2018

Company Name.....

Name of the Weigh Bridge Owner / Shipper :

	Method 01	Y /N	Page No:
1	Payment receipt		
2	Request letter		
3	The organization premises to have the necessary permissions from the concerned local authorities		
4	Approved Signatures (issuing of VGM Certificate)		
	Method 02 / WB		
5	QMS Certificate complying with the requirements of ISO 9001: 2008 or 2015 standards. (Only for method 02)		
6	Weighing Method. (Only for method 02)		
7	Equipment Maintenance Procedures and discrepancy Procedures (Method -02)		
8	Equipment Maintenance Procedures (WB)		
9	Approved Signatures (issuing of VGM Certificate) (WB & M 02)		
10	Calibration certificate (WB & M 02)		
11	Verification certificate (WB & M 02)		
12	Application		

