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Topics	Descriptions	Indicators
<b>Part A : Personal Sanitary Screening</b>		
1. There is temperature screening system and checklist everyday before working	1) Employee must show yourself with staff for temperature checking to assure and take a photos, send to group Line  2) Record temperature by fill out actual temperature and details everyday.	Verify checklist sheet / Record Book
2. There is personal timeline which can be checked backward 14 days	1) Driver records travel information as actual of their own of each day  2) Driver shows travel report record by taking a picture and send to group Line at Call center by 12.00 of everyday.  3) V-serve staff gathers timeline record every 7 days	Timeline Record Form
3. Driver must wear face mask at all time while working especially, at customer's company	1) Company provides face masks to drivers  2) Before performing duty, driver must take a photo sending to group Line Call Center to report readiness.  3) The Inspector staff (Transport Auditor) checks work operation at site	Report Photos in group line application / Result of survey at fieldwork and collect datas in server every 7 days.
4. Driver wears company uniform cleanly and tidy	1) Driver must dress clean, tidy , no mustache, long hair, body odor and when arriving to customer's factory. Driver must take a photos and report to Call Center group line.  2) The Inspector staff (Transport Auditor) checks work operation at site	Photos / Survey at site

Topics	Descriptions	Indicators
5. Comply with customer's sanitary rules and workplace	Driver must comply with factory regulation during loading - unloading in designated area	No Complaint from customer's site
<b>Part B : Sanitation and Vehicle Cleanliness</b>		
1. Spray disinfectants the trucks before working and there is checklist	1) Driver spray disinfectants the trucks before performing duty and always make a daily checklist with take a photos reporting to group Line 2) The Inspector staff (Transport Auditor) checks work operation at site	Checklist / Photos
2. Spray disinfectants at office area at least 1 time/week	1. Office Staff clean Office Supplies, Desk-Chair, Computer, Phone, Copiers, Fax Machines, Finger Scanners and inside the office room with disinfectant 2. The Inspector staff (Transport Auditor) checks work operation at site	Photos and Records
3. Clean Cockpit, Wheel, Gear and Console with alcohol daily	Driver cleans Cockpit, Hands, Wheel, Gear and Console as per checklist and record daily cleaning in checklist	Photos and Checklists
4. Trucks need to be cleaned especially underneath the truck and carrying area at least 1 time/week	Driver must clean off the dirt underneath the truck and wheels and blow the dust 1 time per week by recording in control book or check lists sheet	Photos and Checklist or Control Book
5. No outsider on the truck or unnecessary stop by	No outsider on the truck or stop by at any place apart from designated point during transportation	Place prohibition announcement

Topics	Descriptions	Indicators
<b>Part C : Pollution Reduction Measures for sanitation</b>		
1. Car engines check-up daily before using (as per 10s Safety Standard Transport Manual)	Driver checks engine conditions as per checklist before performing duty everyday and send report photos in group Line Callcenter	Checklist / Photos
2. Inspection of black smoke according to the standards of land transport	Auditor Staff checks black smoke from truck with black smoke detector machine Model no. DS-2000R	The level of black smoke does not exceed 50 percent according to the Department of Land Transport standards.
3. Ignite the car engine or stop while in customer's factory or company	1) Post an announcement as prohibition  2) Randomly survey from the report of igniting the car engine of GPS, 1 time per week.	Related Announcement
4. No carry or discharge wastes that related with poison objects or dangerous objects	Inspection of working order that the delivered cargoes are poisonous or dangerous	Prohibition Announcement
5. Comply with environment regulation of customer's factory	Survey the fieldwork, Truck Conditions, No leaking of fuel, No ignition the car engine in factory.	Procedure Announcement

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