

**Memorandum for Billing for Accident Recoveries**

Investigation Paper No:	<input type="text"/>	LTA Reference Number	<input type="text"/>
Requested by :	<input type="text"/>	Contact No:	<input type="text"/>
	<small>(Full Name / Designation)</small>		
	<input type="text"/>	Div Name & Cost Centre:	<input type="text"/>
	<small>Date</small>		
Bill to:	<input type="text"/>	Vehicle Reg. No:	<input type="text"/>
	<small>(Name of the Driver/ Liable party)</small>		
	<input type="text"/>		
	<input type="text"/>		
	<small>(Address of the Driver/ Liable party)</small>		
Date of Accident:	<input type="text"/>	Date of Repair:	<input type="text"/>
Location:	<input type="text"/>		

<u>ITSC DIVISION</u>	Breakdown Of Repair Costs	Repair Costs (\$\$)
<b>A) Repair to</b>		
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
	<b>Sub-Total:</b>	<input type="text"/>
 <b><u>RAM DIVISION</u></b>		
<b>B) Repair to</b>		
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
	<b>Sub-Total:</b>	<input type="text"/>
 <b>C) Other Street Furnitures not mentioned above:</b>		
ITSC		<input type="text"/>
RAM		<input type="text"/>
Others:		<input type="text"/>
<input type="text"/>		<input type="text"/>
	<b>Sub-Total:</b>	<input type="text"/>
	<b>Grand Total:</b>	<input type="text"/>

- Documents attached to this Memorandum:**
- 1) Damage to Government Property Report.
  - 2) Report of a Traffic Accident.
  - 3) Police Investigation Report (if any).
  - 4) Photographs of repair done before & after accident.
  - 5) Contractor(s) invoices supporting repairs done.

**Remarks**

<input type="text"/>

Approved by:	<input type="text"/>		<input type="text"/>
	<small>Name of Deputy Director</small>		<small>Date</small>





Case ID:

111120214

Reference:

**Facilities Management Fault Report Form**

The following complaint is transmitted for your immediate action please:

Complaint Date/Time:

11-Nov-2021 07:00hrs

Priority:

URGENT

Complainant's Name:

Mr Nafees 65476013

Contact No:

Base:

EAST (SL)

PoleNo

Location of Fault:

LOYANG AVENUE

Nature of Fault:

LOYANG AVENUE, Pole No: 82, Pole Slanting, calling from tp. report sl damage due to accident. uprooted. - slanting against the tree. lp 82. posing danger. location; Loyang ave towards telok paku road. vehicle; saf vehicle vehicle , 34699MID. report; G/20211111/0047

Additional Item(s), if any:

Job Type:

SLANTED / POLE DAMAGED (SL)

Acknowledged Date/Time:

11-Nov-2021 07:00hrs

Contractor:

*To be completed by Contractor:*

Attended Date/Time:

11-Nov-2021 07:56hrs

Attended By:

Remarks:

Action Taken / Recommendation:

Checked and found 10m pole, 2m single arm, 1 no 139W LED lantern, control node and cut out damaged at LP82 (Loyang Avenue) due to hit by vehicle no - 34699MID. Replacement of 10m pole, 2m single arm, 1 no 139W LED lantern with control node and cut out at LP82 (Loyang Avenue) due to accident pole.

Fault Status:

CLOSED

**Acknowledgement by Client** (for Completed cases only):

Completion Date/Time:

11-Nov-2021 18:02hrs

Name of Staff:

Contractor's Authorised Signature:



### CHECKLIST FOR DAMAGES

When an officer is called to assess the damages caused by an accident, he shall bring along this checklist to record the damages on site. He will inform the respective officers in charge of the damaged items on the following day.

Department	Tick box	Officer in charge									
<b>RM</b>		Traffic, Street & Commuter Facilities Lighting – 1800 CALL LTA									
Railings											
Vehicular guardrails											
Crash cushion											
Traffic sign											
Street Name Board											
Directional sign											
Kerbs											
Bus shelters											
Bus shelter's bollards											
Taxi stands											
Advertisement signs											
Gantries											
Pedestrian overhead bridge											
Flyover											
Parapet railings											
<b>SL</b>											
Street lights	√ P82										
Street light control box											
Zebra crossing beacon lights											
<b>ITSO</b>		<table style="margin: auto; border: none;"> <tr> <td style="font-size: 2em;">}</td> <td>Office Hour</td> <td style="padding-left: 20px;">: 6332 8140 / 8142</td> </tr> <tr> <td style="font-size: 2em;">}</td> <td>After Office Hour</td> <td style="padding-left: 20px;">: 6332 6947 / 6945</td> </tr> <tr> <td style="font-size: 2em;">}</td> <td>Control Room</td> <td style="padding-left: 20px;">: 6332 6947 / 6945</td> </tr> </table>	}	Office Hour	: 6332 8140 / 8142	}	After Office Hour	: 6332 6947 / 6945	}	Control Room	: 6332 6947 / 6945
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}	Control Room		: 6332 6947 / 6945								
Traffic lights											
Traffic light control box											
EMAS Cameras											
Junction eyes											
Others, specify the name of item damaged											
Location : Loyang Avenue											
Date of accident: 11 Nov 2021	Time arrived at site : 07:56 hrs	Vehicle Involved : 34699 MID									
Reporting Officer's Name & Signature : Chong Mee Leng	Date : 30 Dec 2021	Department : ATS Traffic Pte Ltd									
Remarks :											



LOCATION : LOYANG AVE  
LP ID : LP NO 82  
BEFORE PHTOS



REMOVE PHTOS



LOCATION : LOYANG AVE  
LP ID : LP NO 82  
AFTER PHTOS



2020-10m



**VI Images – Before and After**



Before (11 November 2021)



After (11 November 2021)

**VII FOLLOW UP ACTIONS**

NIL

**VIII MANAGER COMMENTS**

FONG LI NAN  
Name

  
Signature

12-Nov-21  
Date