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| **TQ No:** |  | | | | | | **Date Raised:** | | | | |  | | | | | | | | | | **Page** **of** |
| ***Section 1*** | | | | | | | | | | | | | | | | | | | | | | |
| **Contractor / Supplier Name:** | | | | | |  | | | | | | | | | | | **Location:** | | |  | | |
| **Purchase Order / Contract Title:** | | | | | |  | | | | | | | | | | | **PO / Co No:** | | |  | | |
| **Description of Query (Define all attachments):** | | | | | | | | | | | | | | | | | | | | | | |
| **Deviation:** | | **Query:** | | | | | | **Routine:** | | **Urgent:** | | | | | |  | | | | | | |
| **Proposed Action (Define all attachments):** | | | | | | | | | | | | | | | | | | | | | | |
| **Effect on Cost:** | | |  | | | | | | | | | | **Effect on Delivery:** | | | | |  | | | | |
| **Effect on Quality:** | | |  | | | | | | | | | | **Effect on Weight:** | | | | |  | | | | |
| **Requested By:** (Name & Position**)** | | | | | | | | | | | **Signature:** | | | | | | | | | | **Date:** | |
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| ***SECTION 2*** *(To be completed by Client/Supplier or nominee)* | | | | | | | | | | | | | | | | | | | | | | |
| **Comments / Recommendations by Responsible Engineer:** | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| ***SECTION 3 (****Decision)* | | | | | | | | | | | | | | | | | | | | | | |
| **Accept:** | | | | **Accept:** (with comments) | | | | | | | | | **Reject:** | | | | | | **Clarify** | | | |
| **Site Instruction No: (If applicable)** | | | | | | | | |  | | | | | | **Decision Log No:** | | | | | |  | |
| **Sign Off** | | | | | **Name:** | | | | | | | | | **Signature:** | | | | | | | **Date:** | |
| **Responsible Engineer** | | | | |  | | | | | | | | |  | | | | | | |  | |
| **Quality Assurance** | | | | |  | | | | | | | | |  | | | | | | |  | |
| **Site Supervisor** | | | | |  | | | | | | | | |  | | | | | | |  | |
| **Contracts Administrator** | | | | |  | | | | | | | | |  | | | | | | |  | |
| **Project Manager** | | | | |  | | | | | | | | |  | | | | | | |  | |
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| **NOTE: Only the applicable signatures are required** | | | | | | | | | | | | | | | | | | | | | | |