|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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:** |
|       |  |       |
|  |
| ***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** |       |  |       |
|  |       |  |       |
| **NOTE: Only the applicable signatures are required** |