|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Client: |  | TQ No. |   | **Job No:** |  |
| Contact Name: |  | Date |  |
| Subcontract / PO No.: |  | Response by date: |   |
| Subject: |  |
| TECHNICAL QUERY DETAILS |  |
| Reason for Technical Query: Error/Omission [ ]  [ ]  Construction Change Request [ ]  **Clarification of Design [ ]** **[ ]  Other** **[ ]**  |
| Document / Drawing numbers affected / Equipment or Tag Number Attached [ ]  [ ] Yes [ ]  [ ]  [ ] No [ ]  |
| Technical Query Description (include a description of the original requirement): |
| Proposed action/solution: |
| Requested By: |  | **Signature:** |  | Date: |  |
| Approved By: |  | **Signature:** |  | Date: |  |
|  |
| **Contract / Purchase Order variation:** |  **YES [ ]**  | **VO No**: | NO: | **[ ]**  |
| **Extension of time:** |  **YES [ ]**  | **VO No**: | NO: | **[ ]**  |
|  |
| **CLIENT RESPONsE**  | Response Required [ ]  [ ]  |  Yes [ ] [ ]  No [ ]  | Date by: |  |
|  |
| Client approval Name:  | Signature:  |  | Date:  |  |
| CLOSE-OUT ACCEPTANCE, Enter actions and Follow ups: |
| Originator approval Name:  | Signature: |  | Date:  |  |

**TECHNICAL QUERY ATTACHMENTS? [ ]  [ ] Yes** **[ ]  [ ] No** **[ ]**

\*List any other affected [ ]  Equipment or interfaces [ ]  documents [ ] drawings [ ]  tags [ ]  others: