|  |  |  |  |
| --- | --- | --- | --- |
| **Origiator Details** | | **Type of Request** | Choose an item. |
| **Name of vessel/ Person/Dept.** |  | **PR No./Ref. No:** |  |
| **Date of Request** |  | **Request approved by (Immediate head )** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Defect/Purchase/Service Request Details** | | | | | | |
|  | | | | | | |
| **Reson for defect /Purchase /Service request** | | | | | | |
|  | | | | | | |
| **Received by (DPA):** | **Sign** | | **Date** | | **Proposed Completion Date:** |  |
|  | |  | |
| **Proposed Corrective Action :** | | | | | | |
|  | | | | | | |
| **Reviewed by : GM** | | **Comments :** | | | | |
| **Sign:** | |
| **Date:** | |
| **Action by: (**Department**)** | | Choose an item. | | **Details of close out evidence :** | | |
| **Close out Date :** | | Click here to enter a date. | |