**NOTICE FOR PROCEDURE CHANGE – REVIEW AND RECORD**

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| Date of Issue: |  |  | Issue No.: |  |
| To: |  |  | Attention: |  |

This notice serves to inform of the forthcoming change in procedure as listed below for your review. Please let us have your soonest agreement by return reply within 7 days from the date of issue.

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| **No.** | **Revised Procedure & Form** | **Reason for Change** | **Safety & Environmental Impact** | **Remarks** |
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| **Prepared By:** |  |