**SPECIAL WORKING ALLOWANCE**

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| **Vessel:** |  |  | **Date:** |  |
| **Claim No:** |  |  | **Department:** |  |

To make claim for the special work carried out by the crew for the below described jobs.

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| **Date/Time** | **Description of work** | **Amount** |
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| The above special work is carried out in accordance with the instruction: |  |

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| Prepared By: |  | Reviewed by Chief Engineer: |  |
|  | Chief Officer/2nd Engineer | Authorised by Master: |  |

### **Notes:**

### 1. All claims submitted must indicates the claim number with notation e.g. D – xxx (deck), E – xxx (engine),

### S – xxx (Steward / laundry).

2. To provide the reason for the special work done.

3. Approval for payment must be obtained from the Department Manager.