

CONTRACTOR REQUEST TO WORK OUTSIDE NORMAL WORKING HOURS



PROJECT : _____
 DIV/PACKAGE Title _____
 OWNER _____
 CONSULTANT _____
 CONTRACTOR _____



NO.: _____
 DATE: _____

Approval is requested to work Overtime on the following activities :

Description:

Start time:

From (time): _____
 To (time): _____
 Date of work: _____

Normal Day ☐
 Friday ☐
 Public Holiday ☐

CONTRACTOR
 Project Manager

prepared By _____
 Assign to _____

submission Date: _____

FOR COSULTANT USE ONLY

Recommendation by relevant Engineer

Notes:

Signed by relevant Engineer:

Approved
 Permissions Approved:

RE signature:

Received by Contractor:

Approval
 Date: _____

Staff Assigned:

Name and Position

From (date & time)

To (date & time)

By Contractor

1 _____
 2 _____
 3 _____
 4 _____

Agreed by Contractor's PM: _____

Date: _____

