

[ Contractor Logo ]	<b>METHOD STATEMENT DEVIATION / DEPARTURE REQUEST FORM</b>	[ Consultant / Client Logo ]
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**A — DOCUMENT CONTROL**

Project Name		Contract No.	
Employer / Client		Consultant / Engineer	
Contractor		Subcontractor / Specialist (if applicable)	
Form No.		Request No.	
Revision		Date Submitted	
Submitted By		Discipline	
Location / Zone / Area		Related Activity	
Related Method Statement Ref.		Method Statement Revision	
Related ITP Ref.		Related Drawing Ref.	
Related Spec. Section / Clause		Related Material Approval Ref.	
Related RFI / SI / NCR Ref. (if any)		Related Permit / EHS Ref.	

**B — TYPE OF DEPARTURE REQUESTED (select all that apply)**

<input type="checkbox"/> Departure from approved method statement	<input type="checkbox"/> Departure from ITP / inspection requirement
<input type="checkbox"/> Departure from specification	<input type="checkbox"/> Departure from testing requirement
<input type="checkbox"/> Departure from drawing	<input type="checkbox"/> Departure from manufacturer recommendation
<input type="checkbox"/> Departure from approved sequence	<input type="checkbox"/> Departure from temporary works arrangement
<input type="checkbox"/> Departure from approved material	<input type="checkbox"/> Departure from permit / access condition
<input type="checkbox"/> Departure from approved equipment	<input type="checkbox"/> Other (describe in Section D)

**C — DESCRIPTION OF APPROVED REQUIREMENT**

*State the current approved or contractual requirement. Quote the relevant method statement section, specification clause, drawing note, ITP item, or*

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**D — DESCRIPTION OF PROPOSED DEPARTURE**

*Describe exactly what the contractor proposes to change. Be specific about method, material, equipment, sequence, inspection, testing, safety, or*

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**E — REASON FOR DEPARTURE**

Primary Reason		If 'Other', specify:
Detailed explanation of reason:		

**F — TECHNICAL JUSTIFICATION**

*Explain why the proposed departure is technically acceptable. Attach calculations, manufacturer recommendations, specialist statement, sketches, risk*


**G — IMPACT ASSESSMENT**

Impact Area	Yes / No / N/A	Description / Remarks	Supporting Doc. Required
Contract compliance			
Quality / workmanship			
Safety			
Environment			
Sustainability			
Inspection and testing			
ITP hold / witness points			
Programme / schedule			
Cost / variation			
Procurement / lead time			
Warranty / guarantee			
Authority approval			
Temporary works			
Interface with other trades			
Operation and maintenance			

**H — RISK REVIEW**

Does this departure require risk assessment update?			
Does this departure require HSE approval?			
Does this departure require toolbox talk / briefing update?			
Risk rating BEFORE controls:		Risk rating AFTER controls:	
Key additional controls required:			

**I — QA/QC AND INSPECTION REVIEW**

Does the ITP need revision?			
Are additional inspections required?			
Are additional tests required?			
Is a hold point affected?			
Is a witness point affected?			
WIR requirements / remarks:			
Acceptance criteria after departure:			

**J — COMMERCIAL / CONTRACT REVIEW**

Does this departure affect cost?	
Does this departure affect time?	
Does this require a variation order?	
Does this require a contractual notice?	
Does this require a formal instruction?	
Contract / commercial remarks:	

**K — ATTACHMENTS CHECKLIST**

Attachment	Required?	Attached?	Attachment Ref.	Remarks
Revised method statement section				
Marked-up drawings				
Revised ITP				
Revised risk assessment				
Manufacturer recommendation letter				
Specialist subcontractor proposal				
Engineering calculations				
Temporary works design / check certificate				
Material data sheet (MDS)				
Test certificate / results				
Photographs / site condition evidence				
RFI / clarification document				
Programme impact assessment				
Cost impact assessment				
Other				

**L — CONTRACTOR INTERNAL REVIEW AND APPROVAL**

Role	Signature	Date	Comments
Prepared by			
Site Engineer			
QA/QC Engineer			
HSE Officer			
Planning Engineer			
Procurement Representative			
Specialist Subcontractor			
Construction Manager			
Project Manager			
Commercial Manager (if cost / time affected)			

**M — CONSULTANT / ENGINEER DECISION**

<b>DECISION:</b>	
Consultant / Engineer Comments:	

**Conditions of Acceptance:**

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**Documents to be revised before implementation:**

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**Required inspections / tests before work proceeds:**

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**⚠ Does this acceptance constitute formal acceptance of a departure from the specification?**

**Confirmation on specification departure:**

Reviewed by	Name	Signature	Date
Lead Engineer / Resident Engineer			
Principal Engineer / Design Manager			
Employer Representative (if required)			

**N — IMPLEMENTATION CONTROL**

**Approved departure may be implemented from date:** \_\_\_\_\_ *Date to be confirmed upon approval*

**Area / scope where departure applies:** \_\_\_\_\_

**Is this one-time or permanent for the activity?** \_\_\_\_\_

**Required method statement revision reference:** \_\_\_\_\_

**Required ITP revision reference:** \_\_\_\_\_

**Required briefing date:** \_\_\_\_\_

**Responsible person for implementation:** \_\_\_\_\_

**Close-out evidence required:** \_\_\_\_\_

**Close-out date:** \_\_\_\_\_

**O — REVISION HISTORY**

Rev	Date	Prepared by	Reviewed by	Status