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| **WORK / AREA HAND OVER SHEET**  **Project : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   |  |  | | --- | --- | | No. : | Date : | | Work : | | | Area : | | | Date of Handover : | | | Dear (Employer) : | |   We have checked and found that the work and area mentioned above has been practically completed as per latest drawing and specification for the employer to utilize sufficiently. However there are minor outstanding works yet to be completed and / or work defect yet to be rectified as per condition of contract as following :   1. Minor Outstanding Work  |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Work** | **Contractor** | **Date of Completion** | |  |  |  |  | |  |  |  |  | |  |  |  |  |   B) Defect Work   |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Work** | **Contractor** | **Date of Completion** | |  |  |  |  | |  |  |  |  | |  |  |  |  |   This work / area hand over sheet does not certify any completion of work as mention or refer in all contractor’s contract   |  |  | | --- | --- | | **Project Alliance Co., Ltd.** | **Employer** | | Sign : | Sign : | | Name : | Name : | | Title : | Title : | | Date : | Date : | | Note (PAC) : | Note (Employer) : | |  |  | |  |  | |



FM-OP-25 (Eng), 30/09/20

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