



# CONTRACT VARIATION

<b>TO: CONTRACTS COMPLIANCE</b>  <b>CONTRACT AGREEMENT NO:</b>	<b>DATE:</b>
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<b>Contract Payment Reference No:</b>	<b>Previous Var:</b>	<b>Current Var. No:</b>
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<b>JOB DESCRIPTION/TITLE:</b>	<b>Contractor Name:</b>
	<b>Contractor/Supplier No:</b>

JUSTIFICATION FOR VARIATION: *(please attach scope if required)*

PRICE/VALUE ADJUSTMENT		TIME ADJUSTMENT		JOB COSTING	
<b>Original Contract Value:</b>		<b>Commence Date:</b>		<b>Originator Department:</b>	
<b>Previous Var. Value:</b>		<b>Completion Date:</b>		<b>Cost Code:</b>	
<b>Current Var. Value:*</b>		<b>Extended Period:</b>		<b>Work Order:</b>	
<b>Revised Contract Value:</b>		<b>Total Duration:</b>		<b>AFE Code:</b>	
<b>* Variations &gt; 10% of accumulative value, MD to sign</b>		<b>Final Completion Date:</b>		<b>WITHIN BUDGET?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	

Item			Description	Unit	Quantity by Rate	Amount/Lump sum
Portion/ Milestone	Element/ Activity	Category				

**LEVELS OF AUTHORISATION (AS PER OTML AUTHORITY LEVELS POLICY)**

ORIGINATOR/TITLE	Name:	Signature:	Date:
DEPARTMENT MANAGER < 10%	Name:	Signature:	Date:
GENERAL MANAGER (If applicable) < 10%	Name:	Signature:	Date:
MANAGING DIRECTOR (If applicable) > 10%	Name:	Signature:	Date: