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| **Name of project** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **COR number:** | | | | | | | | | | | | | **COR date:** | | | | | | | | | | | | | | |
| **Originator:** | | | | | | | | | | | | | **Design team owner:** | | | | | | | | | | | | | | |
| **To:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Response required by:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Title:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | |  |  | | |  |  |  | | | | | |  |  | |  |  |  | |  | |  | |  |
| **Section 1 - Description of change** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Detailed description of change:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Originator of change:** | | | | | | | | | | | | | | | **Origin of change:** | | | | | | | | | | | | |
|  | | | Client | | | | |  |  | |  | | | |  | | | Client change | | |  | |  | | |  | |
|  | | | Project manager | | | | |  |  | |  | | | |  | | | Design development | | |  | |  | | |  | |
|  | | | Contractor | | | | |  |  | |  | | | |  | | | Site condition requirement | | |  | |  | | |  | |
|  | | | Consultant | | | | |  |  | |  | | | |  | | | Statutory authority’s requirements | | |  | |  | | |  | |
|  | | |  | | | | |  |  | |  | | | |  | | | Value engineering | | |  | |  | | |  | |
|  | | |  | | | | |  |  | |  | | | |  | | | Scope gap | | |  | |  | | |  | |
|  | | |  | | | | |  |  | |  | | | |  | | | Other | | |  | |  | | |  | |
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| **Section 2 - Implications** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Design impact:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Programme impact:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Cost impact:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Cost is:** | | | 1. Estimated cost, or | | | |  |  | | |  | | | **Cost breakdown:** | | | | | | |  | | | | |  | |
|  | | | 1. Firm cost | | | |  |  | | |  | | | Design / Consultant costs | | | | | | |  | | | | |  | |
|  | | |  | | | |  |  | | |  | | | Construction and/or supply costs | | | | | | |  | | | | |  | |
|  | | | | | | | | | | | | | | Other costs | | | | | | |  | | | | |  | |
|  | | |  | | | |  |  | | |  | | | Value engineering saving | | | | | | |  | | | | |  | |
| **Currency** | | | | | | | |  | | |  | | | **Total cost** | | | | | | |  | | | | |  | |
|  | | |  | | | |  |  | | |  | | |  | | | | | | |  | | | | |  | |
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| **Section 3 – Supporting information** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Section 4 – Response / approval** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | **Approver:** | | | | **Date:** | | | | |  | | **Signature:** | | | | | | | **Circle:** | | | | |  | |
| **1.** | | | **Client** | | | |  | | | | |  | |  | | | | | | | **R** | **A** | | **G** | |  | |
| **2.** | | | **Project manager** | | | |  | | | | |  | |  | | | | | | | **R** | **A** | | **G** | |  | |
|  | | |  | | | |  | | | | |  | |  | | | | | | |  |  | |  | |  | |
| **Key:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Red** | | | | | | **Rejected** | | | | | | | | | | | | | | | | | | | | | |
| **Amber** | | | | | | **Approved with comments** (attach comments) | | | | | | | | | | | | | | | | | | | | | |
| **Green** | | | | | | **Approved** | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | |  |  | | |  |  |  | | | | | |  |  | |  |  |  | |  | |  | |  |
| **Distribution** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Issued to:** | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
| **Copied to:** | | | | | | | | | | | | | | |  | | | | | | | | | | | | |