**Dispensation Request Pro Forma**

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| **Unique Dispensation Reference**: |  |

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| **Dispensation requested by:** | **Position and company:** | **On behalf of (Operating company):** | **Date of Request (DD/MM/YY):** |
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| **Installation:** |  |
| **Export Route (e.g. pipeline system):** |  |
| **Measurement System:** |  |
| **Component:** |  |

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| **Requested Duration of Dispensation** | |
| **Start Date: (DD/MM/YY):** | **Expiry Date: (DD/MM/YY):** |

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| **Reason for Dispensation Request:** |
| **Details of Dispensation Requirement:** |
| **Mitigating Actions Taken / Planned:** |
| **Steps Taken to Avoid Recurrence:** |
| **Additional Information:** |

**following section to be completed on closure of the dispensation:**

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| **Dispensation Closed By:** | **Position and Company:** | **On behalf of (Operating Company):** | **Date of Closure (DD/MM/YY):** |
|  |  |  |  |