

	Standard Operating Procedures	Document No.: SF-D&P-C12
	System Form	Version No.: 01
	Title: Defect Correction	Effective Date:
		Page 1 of 1

Date:.....
Memo No.:

.....
.....
.....

Sub: Regarding Defect Correction.

This is to inform you that DESCO Representative visited the site on During inspection our officials found that the following item of works were not completed as per approved drawing and specifications of the work named.....
of reference memo no:.....

Observations:
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.....
.....

So you are requested to rectify the above works immediately as per contract document.

Thanking you,

(.....)
.....
.....

Copy to:

1.
2.

(Handwritten signatures and initials)