



MEMBERS WORK ORDER

SOP-MAR-WO-001-001

Please complete this form and submit it to the Marine Office not less than 24 hours in advance to inform us of any contractors coming to the Club to carry out work on your boat/Jet ski.

PARTICULARS OF MEMBER			
Name:			
Contact Number:		Membership Number:	
Email Address:			
BOAT PARTICULARS			
Boat/Jet Ski Name:			
Boat/Jet Ski Location:			
License Number:			
CONTRACTOR / JOB DETAILS			
NAME OF COMPANY :			
S/N	STAFF NAME	IC / WP NO	VEHICLE NO
1.			
2.			
3.			
4.			
Starting Date: _____ Arrived Time: _____ Estimated Date of Completion: _____			
Job Description			
Terms and Conditions:			
<ol style="list-style-type: none"> 1. Contractor: <ol style="list-style-type: none"> a. Must report to the Security guardhouse and to change their security pass. b. Pass must be worn at all times within the Club premises. c. Must proceed directly to the members boat/jet ski and is not allowed to use any of the Club facilities including shower, towel etc. d. Is only permitted to use the designated washroom at Marina area. 2. Any hot work must be approved by Marine/Security Manager prior to commencing the job. 3. A Release Form from Marine Office must be obtained before removing any item from the RSYC premises. 4. The Member accepts full responsibility and must ensure all Contractors are properly briefed on the rules that apply to them while in the Club. 5. The Contractor/Member shall not hold RSYC responsible for any accidents, damages, mishaps, injuries, loss of properties or life that may occur in any event. 6. RSYC reserves the right to refuse entry to any Contractor at any time for any reason at their sole discretion. 7. The Contractor must dispose all items related to the repair or servicing before leaving the premises and not to leave or dispose them in the Club bin. 8. Marine Dept can assist in disposing such item for a fee of S\$100 per bulky item and S\$50 per container of used oil. 			
<u>By signing this Work Order, I confirm that I understand and accept the terms and conditions.</u>			
Signature of Member:		Date:	
FOR OFFICIAL USE ONLY			
Date:		Time In:	
Received by:		Time Out:	