|  |  |
| --- | --- |
|  | Document name**Allocation of tasks** |
| Company/workplace  | Date | Version |
|  | Produced by | Approved by |

I, who formally have the employer's responsibility for the work environment at the workplace, hereby allocate tasks in the work environment work as below.

|  |  |
| --- | --- |
| Task No | Task |
|  |  |
|  |  |
|  |  |
|  |  |

We have agreed on which tasks should be included in the distribution of tasks and that competence, resources and powers exist to perform the above tasks in a satisfactory manner.

……………………………………………………………………………………………………………

Date Date

……………………………………………………………………………………………………………

Name (who allocates tasks) Name (who receives tasks)

……………………………………………………………………………………………………………

Name clarification Name clarification

**Return of tasks**

Due to lack of skills/lack of resources/lack of authority I have found myself unable to perform the above task no

……………………………………………………………………………………………………………………….

The said information is thereby returned to you until the deficiency/deficiencies have been rectified.

……………………………………………………………………………………………………………

Date Name (then one who returns the task)