**Construction Company Exit Clearance Form**

**Employee Information:
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Project Assigned To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date of Exit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Clearance Table:**

| **Department/Area** | **Item to Clear** | **Clearance Status (Yes/No)** | **Remarks** | **Authorized Signatory** |
| --- | --- | --- | --- | --- |
| **Site Supervisor** | **Safety Gear** | **[ ] Yes [ ] No** |  |  |
| **Equipment Manager** | **Power Tools** | **[ ] Yes [ ] No** |  |  |
| **Admin Office** | **ID Badge** | **[ ] Yes [ ] No** |  |  |
| **Payroll Department** | **Final Dues** | **[ ] Yes [ ] No** |  |  |
| **IT Support** | **Mobile Devices** | **[ ] Yes [ ] No** |  |  |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**