

Site Instruction Approvals

Automated Form Number

Library

Project

. Team-DP-COM-0006 -1

Engineer/Foreman Section

Please populate details and signoff for Senior Project Engineer review

Date of instruction

Start: Tuesday, 15 May 2018, 9:00:00 am

End: Sunday, 15 July 2018, 6:00:00 pm

Type of Instruction

Subcontractor

Description of instruction outside of contract scope

We need an additional 100 tonne of concrete delivered next week to get the project back on track. We had scheduled 500 tonne, and now need 600 tonne next week.

Reason for requesting outside of contract scope

Concreting is 2 days behind schedule, and we can move faster with labour but need the additional concrete delivered in order to get those 2 days back.
We can't head into the next week still concreting as it delays other parties.

Photos of work area

See full page photos attached at end of PDF

Select relevant subcontractor /supplier

Terry's Concreting

Forecasted resources required

Item	Quantity
Concrete	100 tonne

Engineer/Foreman Signoff



Dave Hodgson, Tuesday, 10 July 2018, 5:43:50 pm

Senior Project Engineer section

Please answer questions below and signoff for Project Manager review

Question 2.1

Should this site instruction be issued to the assigned subcontractor?

Yes

Additional Senior Project Engineer comments

If Terry can not deliver the concrete, we will contact another subbie.

Senior Project Engineer Signoff



Sophie Turner, Tuesday, 10 July 2018, 5:44:16 pm

PM section

Please answer questions below and signoff outcome

Question 3.1

Does the information above warrant an instruction to a subcontractor or supplier?

Yes

Comments:

Question 3.1

Is the instruction approved?

Yes

Comments:

Project Manager Signoff

Evan Wong, Tuesday, 10 July 2018, 5:44:30 pm