PRINTABLE REGISTER

Site instruction register

Keep instruction references, responsibility, timing and status visible in one manual register.

ID	Date	Location	Instruction summary	Owner	Due	Status

Register review

Project	
Register owner	
Last reviewed	
Commercial review notes	

This register is a general administrative template. Follow the applicable contract, authorised instruction and notice process.

COMPLETED EXAMPLE

Site instruction register

Keep instruction references, responsibility, timing and status visible in one manual register.

ID	Date	Location	Instruction summary	Owner	Due	Status
SI-024	14 Jul 2026	L3 shaft	Move wall 150 mm east	Sam	16 Jul	In progress
SI-025	14 Jul 2026	Kitchen	Add shelf fixing point	Mia	17 Jul	Open
SI-026	15 Jul 2026	Ceiling	Keep opening exposed	Jordan	18 Jul	Open

Register review

Project	Hawthorn Fitout
Register owner	Project manager
Last reviewed	15 July 2026
Commercial review notes	SI-024 flagged for time and cost review.

This register is a general administrative template. Follow the applicable contract, authorised instruction and notice process.