

Site instruction record

Keep the direction, source, owner, timing and outcome in one reviewable record.

Record ID	
Project	
Location	
Date and time	
Issued by	
Recipient	
Source reference	

Instruction

Direction	
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Ownership and review

Owner	Due date	Status

Potential cost impact	Potential time impact	Commercial review

Evidence and outcome

Source evidence	
Completion evidence	
Outcome / notes	
Reviewed by	

This template helps organise project information. It does not determine whether a direction is contractually valid or legally a variation. Follow the applicable contract and obtain professional advice where required.

Site instruction record

Keep the direction, source, owner, timing and outcome in one reviewable record.

Record ID	SI-024
Project	Hawthorn Fitout
Location	Level 3 exhaust shaft
Date and time	14 July 2026 - 9:14 am
Issued by	Sam M. - Site manager
Recipient	Carpentry subcontractor
Source reference	Project chat message at 9:14 am

Instruction

Direction	Move the exhaust shaft wall 150 mm to clear the joinery. Complete before Thursday.
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Ownership and review

Owner	Due date	Status
Site carpenter	16 July 2026	Complete

Potential cost impact	Potential time impact	Commercial review
Review required	Review required	Assigned to PM

Evidence and outcome

Source evidence	Source site photo and marked-up plan
Completion evidence	Completion photo CP-024
Outcome / notes	Wall relocated and checked against joinery set-out.
Reviewed by	Sam M. - 16 July 2026

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