

**CONTRACTS ADMINISTRATION MANAGEMENT SYSTEM.**

Site Instruction Form

DEVELOPING
RELATIONSHIPS
BUILDING
SUCCESS

PROJECT : Test-Project



0261



test-45

Site Instruction: This instruction is not a variation to the Subcontract. Should, however, the execution of the instruction result in additional costs which, in the opinion of the Trade Contractor would justify an application for a variation, then the Trade Contractor must submit such a claim within three (3) days of receipt of this instruction. Failure to do so will signify acceptance of this instruction without cost.

To



Commercial and Industrial Property

Date



20-11-2017

Phone No.



1234565432

Email



p@gmail.com

Attention



Joe Blow (pkoppen@ciproperty.com.au)

Instruction

Instructions to be detailed with reference to attachments as necessary

test-45

2.4. Directions

2.4.1 The Subcontractor must carry out the Subcontract Works in accordance with any directions given by the Contractor from time to time. If any direction by the Contractor is not given in writing, it must be confirmed in writing within 3 days of the direction. If the Contractor considers there is an emergency, it may give an oral direction, which must be acted on

immediately by the Subcontractor and confirmed in writing by the Contractor within 24 hours.

Requested Completion Date



21-11-2017

Issued By



Pieter Koppen

SI



sa k (narendra.k@aviktechnosoft.com)



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second





image1

Carrier
9:38 AM
100%
Project No. : 123-456

CHECKLIST

ACTION REQUIRED 2

No	TASK /  COMMENTS	YES/NO/NA
1	<p>Are all new employees site inducted (Hard hat stickers displayed on hard hats)</p> <p> 12 Workers Inducted. Helmet Sticker Handed Out At Induction Time</p> <p>Target Date: 2017-10-12 Actual Date: 2017-10-12</p>	 
2	<p>Has the preliminary risk assessment been updated and signed off by CIP and subcontractor?</p> <p> Updated 12/07/2017 Contractor Signs at induction Time</p>	
3	<p>Safe work method statement: Reviewed</p> <p> Shepcon</p>	
4	<p>Safe work method statement: Monitored</p> <p> SWMS are monitored by all CIP staff and SWMS verification are signed off on a daily bases</p>	
5	<p>Personal Protective Equipment: issued and worn as per SWMS: gloves, eye, face and hearing protection etc.</p> <p> Monitored During Site Walk - Site & Task dependant</p>	
6	<p>The Evacuation Test Register has been completed and is current (SSMP-026).</p>	

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