

**CONTRACTS ADMINISTRATION MANAGEMENT SYSTEM.**

Site Instruction Form

DEVELOPING  
RELATIONSHIPS  
BUILDING  
SUCCESS

PROJECT : Test-Project



0246



Test-24

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



15-11-2017

Phone No.



1234565432

Email



p@gmail.com

Attention



kuldeep singh ( kuldeep.s@aviktechnosoft.com)

Instruction

Instructions to be detailed with reference to attachments as necessary

test-24

2.4.2: If the Subcontractor wishes to claim that a direction, although not stated to be a variation, involves a variation, it must lodge written notice with the Contractor to that effect within 3 days of receipt of the direction otherwise any subsequent claim that a variation is involved is barred absolutely. Without limiting this clause, the Contractor may concede in a particular instance or instances that a variation is involved without waiving the requirement for such

written notice to be given in all other instances.

**5.3: Work by Others** If the Subcontract Works is dependent on or appreciably affected by the quality of any other work to be carried out or that has been carried out by the Contractor or any Separate Contractors ("other work"):

Requested Completion Date



21-11-2017

Issued By



Pieter Koppen

SI



Vinhson Vu (vvu@ciproperty.com.au)



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doc.



image.



second

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>	<div></div> <div></div>
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>	<div></div>
3	<p>Safe work method statement: Reviewed</p> <p> Shepcon</p>	<div></div>
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>	<div></div>
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 &amp; Task dependant</p>	<div></div>
6	<p>The Evacuation Test Register has been completed and is current (SSMP-026).</p>	<div></div>

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