



**CONTRACTS ADMINISTRATION MANAGEMENT SYSTEM.**

Site Instruction Form

DEVELOPING
RELATIONSHIPS
BUILDING
SUCCESS

PROJECT : Test-Project

 0252 test-13

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



17-11-2017

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-13

2.1. Access and Scheduling

2.1.3. The Contractor is entitled to require the Subcontractor at the Subcontractor's own cost from time to time to reschedule the performance of the whole or any part of the Subcontract Works including returning to the site on not less than 24 hours' notice to recommence the Subcontract Works. The Subcontractor is entitled to an extension of time if completion of the

Subcontract Works is delayed by any such requirement. The Subcontractor acknowledges that any such requirement by the Contractor is not a breach of the Subcontract and the Contractor is not liable for any damages, costs and expenses suffered or incurred by the Subcontractor in complying with the requirement.

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.

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.

Requested Completion Date



18-11-2017

Issued By



Pieter Koppen

SI



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Carrier

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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><input checked="" type="checkbox"/> 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><input checked="" type="checkbox"/> Updated 12/07/2017 Contractor Signs at induction Time</p>	<div>✗</div>
3	<p>Safe work method statement: Reviewed</p> <p><input checked="" type="checkbox"/> Shepcon</p>	<div>✓</div>
4	<p>Safe work method statement: Monitored</p> <p><input checked="" type="checkbox"/> 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><input checked="" type="checkbox"/> Monitored During Site Walk - Site & 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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