SITE INSTRUCTION

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title** | Please write here | | |
| **Contract No.** | Please write here | | |
| **Employer** | Please write here | | |
| **Contractor** | Please write here | | |
| **SI issued on** | Please write here | **SI no** | Please write here |
| **Subject** | Please write here | | |
| **Reference (Contract Clause/Section/Drawing number)** | Please write here | | |
| **Location/ work item** | Please write here | | |

#### Details for Instruction

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|  |

#### Drawing if applicable[[1]](#footnote-1)

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|  |

#### Instruction issued by the employer’s representative[[2]](#footnote-2)

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

#### Instruction received by the contractor’s representative

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

1. If the instruction includes other documentation such as drawings it must be referred and attached along with the SI [↑](#footnote-ref-1)
2. Such instructions should always be issued by the Employer’s Representative and/or Employer’s Representative’s  
    Assistant with valid delegated authority. [↑](#footnote-ref-2)