





**Engineer's Name**consultant or
project manager

Engineer's Instruction

Form
ID
Revision

PROJECT NAME

Project address, street, city, country, project number, project reference

Employer:	Emp Developers		Consultant / Engi	LTD Engineers	
Main Contractor:	Main Contractor LTD		Sub Contractor:	Sub Contractor LTD	

Instruction No. Revision: Date: DIV:

Subject / Title

Description of Instruction (detailed work directive)

Reason for Instruction

Required Action:

Required completion date:

"This Site Instruction is issued under Clause 3.3 of the Contract. The Contractor shall comply immediately. If the Contractor considers that the instruction will result in an adjustment to the Contract Price and/or Time for Completion, notice shall be given in accordance with Clause 20."

Engineer/Consultant Representative:	Consultant Signature	X
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Impact Assessment:

- ☐ No cost/time impact expected
- ☐ Potential cost impact — contractor to submit quotation
- ☐ Potential time impact — contractor to submit program adjustment
- ☐ Other (specify)

Consultant Representative:	Consultant Signature	X
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Reference Documents (drawings/specifications, clauses, correspondence)

Number sequentially and reference the contract clause (e.g., FIDIC 3.3). State the instruction clearly with reason and related documents. Tick impact box and note completion date. Engineer signs before issue; contractor acknowledges. Log in the Site Instruction Register and link to related variations/claims. Contractor must comply immediately; claims follow Clause 20.