

Company Name Company Address Email Telephone

## **Site Clarification Log**

Project: Employer: Consultant: Contractor:

Issued Date	ID	Title	WBS	Division	Originated By	Priority	Needed By	Status	Answer	VO	VO ID
2025-04-01	SC_001	Foundation Pouring	2.1.4	Concrete Work	John Smith of Con	High	05/04/2025	Submitted	Clarified	No	
2025-04-03	SC_002	Steel Delivery	3.2.1	Concrete Work	Sub Contractor	Normal	08/04/2025	Submitted	Instruction To Follow	Yes	12-VO-001
2025-04-07	SC_003	Crane Installation	4.5.56	Site Installtion	John Smith of Con	High	17/04/2025	Reviewed	More Information Required	No	

How to use the log

 $\label{lem:condition} \textit{Create an ID (e.g., SC\_001) and fill Issued\_Date, Title, WBS/Area, Division, Originated\_By, Priority.}$ 

Set a realistic Needed\_By (matches your look-ahead).

Status = Submitted and send the SC (PDF) via CDE/email.

On reply, set Answer (e.g., Clarified or Instruction To Follow).

If change is expected, mark VO(Y/N) = Yes and log  $VO_ID$  when issued.

Close when actions are complete: Status = Closed.

KPI quick wins (optional)

Turnaround (days) = Respond\_Date - Issued\_Date

% Overdue = items with Needed\_By < today and not Closed

Aging buckets = 0-7 / 8-14 / 15-21 / 21+ days