





Company Name Address email, phone	<h1>Site Clarification</h1>	Form ID Revision
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PROJECT NAME

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

Employer:	Emp Developers		Consultant: (reviewer)	LTD Engineers	
Main Contractor: (originator)	Main Contractor LTD		Sub Contractor: (optional)	Sub Contractor LTD	
SC ID:	Revision:	Date:	DIV:		
Disipline:	Package:	Needed by:	Priority:		
References: (Drawing refs, Spec ref)					

Question:

Proposed options / solution:

Proposed options are provided for consideration only and do not constitute an instruction. If a change to method/spec/quantity/sequence is required, please issue a formal Site Instruction and, if time/cost is affected, a Variation/Change Order.

Contractor Representative:	Contractor Signature		X
Consultant Review	Date Reviewed:	Approval Status Code A <input type="checkbox"/> Clarification - No Change B <input type="checkbox"/> Instruction to follow C <input type="checkbox"/> VO to follow D <input type="checkbox"/> Further Info Required E <input type="checkbox"/> Not Agreed / Rejected	
Consultant Representative:	Consultant Signature		X

Attachments:

How to fill the Site Clarification (RFI/TQ) form

A) Header & project block

1. Company header

Your company name, address, email, phone (usually auto-filled).

2. Form ID / Revision

Form ID: your internal template ID (e.g., *QNL-SC-01*).

Revision: template revision (e.g., *Rev 1.2*). *Not the SC revision.*

3. Project name & details

Project name, full address, project number/reference.

4. Parties

Employer: Client/Owner company name.

Consultant (reviewer): Engineer/Consultant firm.

Main Contractor (originator): Your company.

Subcontractor (optional): If they drafted the query.

B) Clarification metadata (top grid)

5. SC ID

Unique number matching your log (e.g., **SC-2025-QNL-042**).

6. Revision (of this SC)

Start at **0** (or **A**). Increment if you resubmit with changes.

7. Date

Date of submission.

8. DIV (optional/house field)

Use for your internal code (e.g., distribution index, doc version). If not used, leave blank.

9. Discipline

Architectural / Structural / MEP / Civil / Interiors / Facade / Other.

10. Package

Work package (e.g., *Concrete Frame* , *MEP 2nd Fix*).

11. Needed by

The decision date aligned to your look-ahead (e.g., +5 working days). This drives your SLA and chasing.

12. Priority

Low / Medium / High / **Critical** (if it threatens the critical path).

C) References

13. References (Drawing refs, Spec ref)

Drawings: sheet + revision (e.g., *S-202 Rev B*).

Specs: section codes (e.g., *03 30 00 Concrete*).

BoQ/Detail numbers if relevant. Keep it tight and exact.

D) The question (the core of the form)

14. Question

One clear question, 1–3 sentences, single topic.

State context briefly, then the precise ask.

Example: *“Please confirm slab edge depth and starter bar spacing at Grid B5 to coordinate façade anchors per S-202 Rev B and Spec 03 30 00.”*

E) Proposed options / solution (optional but recommended)

15. Proposed options / solution

Provide **Option A/B** with short notes (time/cost/risks).

Example: *Option A: Edge 250 mm with 12@150 (no anchor clash; +1 day formwork). Option B: Edge 225 mm with 12@125 (risk at anchors; no extra time).*

Keep the included disclaimer: *“For consideration only; not an instruction. If change required, issue SI/VO.”*

F) Contractor sign-off

16. Contractor Representative & Signature

Name, role, signature/date (digital is fine). This confirms the query is complete and ready for review.

G) Consultant review & decision

17. Date Reviewed

The consultant's review date (filled by reviewer).

18. Approval Status Code (tick one)

A – Clarification – No Change: Interpretation only; proceed per reply; update docs if needed.

B – Instruction to follow: A **Site Instruction (SI)** will be issued; do **not** proceed on change until SI arrives.

C – VO to follow: A **Variation/Change Order** will be processed (time/cost).

D – Further Info Required: Provide the requested info; resubmit as **next SC revision**.

E – Not Agreed / Rejected: No approval; see notes.

19. Consultant Representative & Signature

Name/role + signature. If B/C is ticked, they should reference the forthcoming **SI/VO** number when available.

H) Attachments

20. Attachments

List filenames (e.g., *Ma_S-202-B5.png; Photo_B5.jpg; Sketch_01.pdf*). Use cropped, annotated views (avoid whole sheets).