

Every question asked — needed by, sent to, answered, cost or time flagged, closed

KD-CA-RO-007 Rev A0

1 REGISTER

PROJECT / CONTRACT REF	PROJECT	DATE	REGISTER AS AT	REGISTER KEPT BY	
OUR COMPANY	OTHER PARTY		CONTRACT FORM AND EDITION		OUR ROLE

2 WHERE THE CONTRACT DEALS WITH INFORMATION

TOPIC	JCT SBC 2024	JCT DB 2024	JCT MW 2024
A schedule of dates for releasing information	2.11	—	—
Further information from the other side	2.12	—	—
Documents that conflict — telling the other side	2.15	2.13	2.4
Instructions that change the work	3.14	3.9	3.6

3 REQUESTS — ONE LINE PER QUESTION

[illegible]

continued

KD-CA-RQ-007 Rev A0

OPEN REQUESTS	PAST THEIR NEEDED-BY DATE	ANSWERS WITH A COST OR TIME EFFECT	OVERDUE REQUESTS LAST CHASED ON

RFI AND TECHNICAL QUERY REGISTER

Request for information or technical query — one question per sheet

FORM — SEND WITH THE QUESTION

KD-CA-RQ-007 Rev A0

4 THE REQUEST

RFI NO.	DATE SENT	PROJECT / CONTRACT REF	FROM (NAME, COMPANY)	TO (NAME, COMPANY)
ANSWER NEEDED BY		WHY BY THAT DATE	DRAWING / SPECIFICATION / LOCATION REF	
THE QUESTION				
OUR SUGGESTED ANSWER (OPTIONAL)				
ATTACHMENTS				
COPIED TO				
No cost or time effect expected from the answer The answer may affect cost or time — noted here only; this form is not a notice (KD-CA-ND-005, KD-CA-LE-006)				

5 THE RESPONSE

RESPONSE			
ANSWERED BY (NAME, COMPANY)	DATE	INSTRUCTION ISSUED WITH IT (REF)	COST OR TIME EFFECT STATED?
Close-out — our office:			
RESPONSE LOGGED ON THE REGISTER	CHANGE RAISED (KD-CA-VR-001 LINE)	NOTICE GIVEN (KD-CA-ND-005 / LE-006)	CLOSED ON

RFI AND TECHNICAL QUERY REGISTER

continued

FORM — SEND WITH THE QUESTION

KD-CA-RQ-007 Rev A0

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue - material (the law, a control, a field or the scope changed — past buyers are notified) - editorial (wording or layout only) - review (checked, nothing changed) - withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.