

SITE INSTRUCTION AND STOP-WORK NOTICE

FORM — SITE FILE

A written instruction to a contractor, and the record that work stopped and restarted

KD-SITE-SN-012 Rev A0

A written instruction to a contractor: what must change and by when. Where the condition is serious enough, the stop-work section halts the work until it is met, and the restart signature records that somebody checked. An instruction given verbally is confirmed on this form the same day; the diary records that it was issued.

1 INSTRUCTION

PROJECT / SITE REF SITE DATE ISSUED BY

INSTRUCTION NO. TO (CONTRACTOR / PERSON) LOCATION / WORK COMPLY BY

THE INSTRUCTION

REASON

2 STOP WORK — COMPLETE ONLY WHERE WORK IS HALTED

WORK STOPPED — the work named above does not continue until section 3 is signed

STOPPED AT SCOPE OF THE STOP CONTRACTOR SUPERVISOR TOLD

3 RESTART

The condition in section 1 has been met and checked; the work may restart.

CHECKED BY RESTARTED AT SIGNATURE CONTRACTOR ACKNOWLEDGES

4 SIGNATURES

Issued by:

PRINTED NAME ROLE COMPANY SIGNATURE DATE TIME

Received by (contractor):

PRINTED NAME ROLE COMPANY SIGNATURE DATE TIME

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	2026-09-01	first-issue	First issue.	— not yet approved —
A0	2026-09-01	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.