

VARIATION AND CHANGE REGISTER

Every instruction or change — source, quotation, value and time claimed and agreed

REGISTER — COMMERCIAL FILE

KD-CA-VR-001 Rev A0

One line for every instruction or change that could move the price or the time, from the day it arrives to the payment application it was paid in. The source column matters: a written instruction; a verbal instruction confirmed in writing on KD-SITE-VI-015; a drawing revision logged on KD-SITE-DR-033 that changed the work; an RFI response from KD-CA-RQ-007 that did the same. Price each change on KD-CA-VQ-002, record daywork on KD-CA-DW-003 and list the sheets on KD-CA-DR-004, carry the values into the next payment application (KD-PAY-AP-001) and, at the end, into the final account (KD-CA-FA-009). One line per change: update it as it moves, do not add a second. The column names are neutral, so the register works under JCT (Variations; Changes in the Design and Build Contract) and under the NEC4 Engineering and Construction Contract — but under NEC4 the notification and quotation steps and their time limits are that contract's own. This register is a record: it does not give notice of anything.

1 REGISTER

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

2 STATUS KEY AND WHERE THE CONTRACT DEALS WITH CHANGES

NOTIFIED — the instruction or change is logged and the other party told it will be priced. QUOTED — a quotation has gone (ref in the quotation column). INSTRUCTED — written instruction or acceptance received. AGREED — value and time agreed in writing. PART-AGREED — some agreed, the balance in the notes. DISPUTED — not agreed; say why in the notes. WITHDRAWN — cancelled before any work, with the reference. A change still at NOTIFIED a month on is chased. A verbal instruction is not left unconfirmed: confirm it on KD-SITE-VI-015 the same day and give the line its reference.

TOPIC	JCT SBC 2024	JCT DB 2024	JCT MW 2024
Instructions that change the work	3.14	3.9 (called Changes)	3.6
Oral instructions	3.12	3.7	—
Spending provisional sums	3.16	3.11	3.7
How a change is valued	5.2, with the valuation rules at 5.6 to 5.10	5.2, with the valuation rules at 5.4 to 5.7	3.6
A quotation procedure for variations	5.3 and Schedule 2	—	—
Valuing work as daywork	5.7	5.5	—

Clause numbers are taken from the contents pages JCT publishes for the JCT Standard Building Contract 2024 (With Quantities and Without Quantities editions), the JCT Design and Build Contract 2024 and the JCT Minor Works Building Contract 2024. Check them against the contract you signed, its edition and its amendments; a subcontract has its own numbering. A dash means the contents page has no separate heading for that topic — it is not proof the contract is silent on it: read the contract itself.

3 CHANGES — ONE LINE PER INSTRUCTION OR CHANGE

REF	DATE	SOURCE	INSTR. / DOC	INSTR. BY	DESCRIPTION	QUOTE REF	CLAIMED £	AGREED £	VALUED £	EOT CLAIMED	EOT AGREED	STATUS	APP. NO.	NOTES

continued

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4 TOTALS AS AT THE REGISTER DATE

VARIATION AND CHANGE REGISTER

continued

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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.