

VERBAL INSTRUCTION CONFIRMATION

What was said, who said it, confirmed in writing the same day

FORM — SITE FILE

KD-SITE-VI-015 Rev A0

Verbal instructions get forgotten, misheard and denied. This sheet confirms one in writing the same day: what was said, by whom, to whom, and when — and it goes to the person who gave it for confirmation. If the instruction changes the scope, the cost or the programme, it is also the trigger for the variation record. This is contract administration under the building contract's instruction provisions; CDM 2015 reg 15(2) applies only where the instruction changes the method of work.

1 THE INSTRUCTION

PROJECT / SITE REF	SITE	DATE	RECORDED BY
GIVEN BY	GIVEN TO	GIVEN AT	HOW
THE INSTRUCTION, AS UNDERSTOOD			
☐ Changes scope	☐ Has a programme effect		
☐ Has a cost effect	☐ Has a safety effect — RAMS to be revised		

2 CONFIRMATION

CONFIRMATION SENT TO GIVER	CONFIRMED BY GIVER	VARIATION / CE REF	DIARY ENTRY

3 SIGNATURES

Recorded by:					
PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME
Confirmed by the person who gave the instruction:					
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.