

Construction variation order template

Record a proposed change to an identified scope, its supporting evidence and the named decision.

Complete the applicable sections. An asterisk marks a required field when that section applies. Copy repeat sections as needed and attach photographs separately.

Scope and reference

Project or site *

Record reference *

Record date *

Prepared by *

Work area or asset location *

Contract reference *

Original scope or drawing reference *

Change requested by *

Proposed change

Type of change *

☐ Addition ☐ Omission ☐ Alteration ☐ Combination

Proposed added, omitted or altered work *

Reason for change *

Related RFI or instruction reference

Supporting photos

Photo or attachment references: _____

Supporting document references and revisions

Proposed impacts

Is a cost proposal available? *

☐ Yes ☐ Not yet ☐ No cost change proposed

Proposed cost items

Repeat for each entry. Complete when Is a cost proposal available? is Yes.

Item description *

Cost direction *

☐ Addition ☐ Omission

Proposed amount excluding tax *

Currency *

Cost assumptions, exclusions and tax treatment

If applicable: Is a cost proposal available? is Yes.

Is a time impact proposed? *

☐ Yes ☐ No ☐ Not yet known

Proposed effect or information still required *

If applicable: Is a time impact proposed? is not No.

Amounts are entered proposals, not an automatically calculated contract valuation. Record additions and omissions separately.

Recorded decision

Decision status *

☐ Proposed ☐ Under review ☐ Accepted ☐ Rejected ☐ Further information required

Decision recorded from *

If applicable: Decision status is Accepted or Decision status is Rejected.

Decision date *

If applicable: Decision status is Accepted or Decision status is Rejected.

Decision evidence, reference and any conditions *

If applicable: Decision status is Accepted or Decision status is Rejected.

Information required and responsible person *

If applicable: Decision status is Further information required.

Use the notice, instruction and authorisation process required by the project contract. Completing this record does not by itself satisfy those requirements.

Next action

Action to take or no-action explanation *

Responsible person *

Record acknowledged by

Acknowledgement

Signature: _____