Construction Change Register

Record a request through approval and site issue.

Use to clarify the scope, review effects and track who approved each project change.

Change reference	Raised date	Current drawing

CHECK / NOTE / ASK

- [ ] **Request and reason**
  State the requested outcome and why the change is being considered.
- [ ] **Affected location**
  Name room, item and current drawing or specification reference.
- [ ] **Scope added or removed**
  List work, materials, quantities and credits to be clarified.
- [ ] **Technical review**
  Flag structural, service, safety or approval questions for review.
- [ ] **Price basis**
  Record quote, allowance, measurement basis and open items.
- [ ] **Schedule effect**
  Note dependencies, sequencing and timing still to confirm.
- [ ] **Authorized decision**
  Record approver, decision, date and agreement reference.
- [ ] **Site issue and closeout**
  Distribute revised documents and record completion status.

Print this sheet or fill it in a PDF app. Keep observations separate from decisions.

Preparation worksheet; project-specific review still required.

Turn notes into next steps.

Use one row per decision or observation. Add a photo/drawing reference where useful.

Change / status	Decision or open item	Date / owner

AT YOUR NEXT MEETING

01 What original scope or drawing does this change affect?

02 Who must review the technical implications?

03 Who can approve and what remains open?

READ THE GUIDE / CHECK THE SOURCES

CPWD Works Manual 2022, Chapter 5: Contract Management

BIS: National Building Code of India 2016 overview

Bengaluru Building Plan Approval System

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