

What I need from you

CVI & Instruction Review

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. All instructions, written and verbal IMPORTANT

Why I need it. Most instructions are given informally and never confirmed.

Where you'll find it. There is no single place for this: pull together any formal instructions you have issued or received, and for anything given verbally, note who said it, when, and where, from a site diary or memory.

Without it. The candidate list is built from the correspondence and site sweeps alone, and a verbal direction that left no trace is never found

2. Correspondence ESSENTIAL

Why I need it. Where the instruction usually is.

Where you'll find it. The site team's inboxes: the messages from the contract administrator or the employer's team telling you to do something.

Without it. There is nowhere left to sweep for instructions, and the review cannot start

3. Site records IMPORTANT

Why I need it. What proves the work was done and when.

Where you'll find it. The site office and the site manager's phone, mostly.

What good looks like. dated daily diaries and signed allocation sheets.

Without it. Work done with no instruction behind it cannot be proven, and each surviving item is valued on a measure rather than a record

4. The contract's instruction clauses ESSENTIAL

Why I need it. Who may instruct, in what form, and what happens otherwise.

Where you'll find it. The commercial folder or order email holds the signed copy; if conditions are incorporated by reference, send whatever documents you were given.

Without it. There is no standard to measure your routine against, and the review cannot start

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.