**Data Item Description**

**Direction or Instruction Advice**

**PM204**

Prepared by: Vancouver Shipyards Co. Ltd.

2 Pemberton Ave.

North Vancouver, BC, Canada, V7P 2R2

Tel: (604) 988-3111

Fax: (604) 984-1636

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| **Direction or Instruction Advice** | **PM204** |

**Purpose**

The Direction or Instruction Advice is intended to make the Purchaser aware of any direction or instruction given by any Person, other than the Subcontracting Authority, that the Supplier believes adversely modifies, varies or amends the Work or the Statement of Requirements in any way whatsoever.

**References**

This DID must be read in conjunction with Schedule A (General Conditions) and the corresponding SOW reference.

**Preparation Instructions**

This Data Item shall comply with the general format, content and preparation instructions set out in Part 1 (INTRO) and Part 2 (PM) of the SOW.

**Format and Content**

The Direction or Instruction Advice shall be prepared in the following format and contain the following information:

1. Identity of the Individual Providing the Direction or Instruction

The Supplier shall identify in this section the identity of the Person, other than Subcontracting Authority, who the Supplier claims has directed or instructed it in a manner which constitutes an unauthorised modification of the Work or the Statement of Requirements.

2. Date, Time, Receiver and Manner the Direction or Instruction was Given

The Supplier shall state in this section when the direction or instruction was given, to whom the direction or instruction was given, and whether the direction or instruction was given orally or in writing.

3. Nature of the Direction or Instruction

The Supplier shall describe in this section the nature of the direction or instruction and attach a copy of the direction or instruction (if given in writing) and any supporting documentation.

4. Effect Upon the Work and/or the Subcontract

The Supplier shall describe in this section the effect upon the Work and/or the Statement of Requirements that the direction or instruction will or may cause, together with supporting documentation.

5. Subcontract Provisions and Requirements

The Supplier shall identify in this section those provisions in the Subcontract that are affected by the direction or instruction.