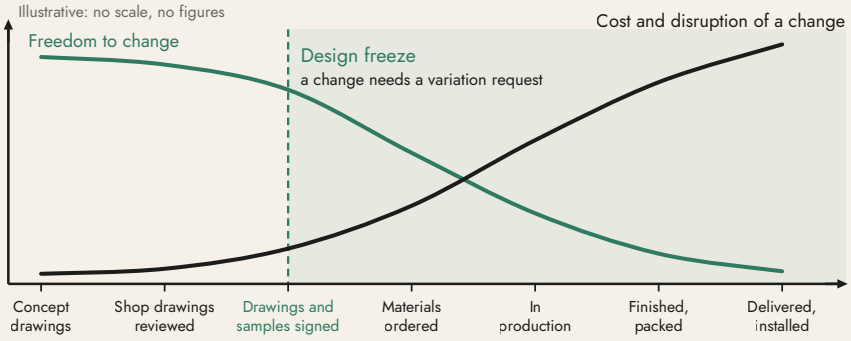
Change control *after drawing sign-off*

What a change after drawing sign-off costs, in kind, at each stage; a one-page variation request form; and wording for a design freeze and written variations. No costs are given.

AT A GLANCE

Stage reached	A change here means	Cost and time fall mainly in	Who must agree
Before sign-off: concept and shop drawing review	Comments and a resubmission. This is development, not a variation	Design time; a revised drawing and a second review	Designer, maker
Drawings and samples signed	A new drawing revision, a re-approval and a re-quote	Drawing and quoting time; a production slot that may be lost if the date moves	Designer, client, maker
Materials ordered	Re-order or write off what was bought	Material already bought or cut; the lead time of the new material	Designer, client, maker
In production	Rework or remake	Labour already spent, scrapped parts, the slot, a repeat finish approval	Designer, client, maker
Finished and packed	Remake, modify or re-finish	The piece itself, re-finishing, repacking, a new slot and transit	Designer, client, maker
Delivered or installed	Work on site	Remedial fitting, access, other trades, the installation sequence, snagging	Designer, client, contractor, maker

Qualitative: what kind of cost falls where, not how much. The maker states the amount. Practice guidance, not a standard.



Freedom to change and the cost of a change, by stage: qualitative, no scale, no figures. After the idea in RIBA Plan of Work 2020, Figure 4. Original drawing by Make Bespoke Studio.

THE VARIATION REQUEST FORM, FIELD BY FIELD

Reference, date and who raised it. Item codes; drawing and sample references with revisions. The change, from and to; the reason (client, design team, site or maker); the stage reached. The maker's response, before any decision: cost effect as a line in a revised quotation; time effect on this item and on other items, trades and the installation sequence; evidence affected; how long the response stands. Decision (approved, approved with conditions, refused), the written instruction, and three signatures: designer, client or contract administrator, maker. The drawn form is on the web page.

SPECIFICATION WORDING

DESIGN FREEZE

The design of [package] is frozen on [date], meaning the approval of drawings [list, revision] and signed samples [list]. After that date a change to any item, dimension, material, finish, hardware or quantity shown on them is a variation, made only by written instruction under the clause below. The Supplier is to confirm by [date] the dates by which materials will be ordered and production will start, so that the freeze date can be checked against them.

VARIATION REQUEST AND INSTRUCTION

A variation is requested on form [ref], numbered and dated, by [Designer / Employer / Supplier]. The Supplier is to respond within [ ] working days with: the drawings, samples and materials affected; the cost effect as a line in a revised quotation; the effect on the date for the item and on any other item, trade or the installation sequence; and any evidence to be re-supplied. The response stands for [ ] working days. The Supplier does not act on a variation until [named role] has instructed it in writing. A verbal instruction has no effect until confirmed in writing.

UNAPPROVED CHANGES AND RECORDS

Work done on a change that has not been instructed in writing under this clause is at the risk of the party that did it. [Who bears the cost of removal and remake to be agreed with the contract adviser.] Each approved variation is entered on register [ref] and issued as a new drawing revision [letter] and, where it affects the FF&E schedule, schedule revision [ ]; the superseded revision is marked superseded.

TERMS USED

Variation order

A written instruction to change what was agreed after the contract or sign-off, stating the effect on price and time. Verbal changes to items already ordered are a common source of dispute.

Design freeze

The date after which any change to the listed items needs a written variation request. It is set backwards from the maker's ordering dates and production slot.

Change control procedures

Procedures for controlling changes to the design and construction after sign-off. In the RIBA Plan of Work 2020, functional changes are not design development and belong under change control.

Drawing revision

A lettered or numbered reissue of a drawing that records what changed. The superseded revision is marked as such so that nobody builds from it.

STANDARDS AND SOURCES

- RIBA Plan of Work 2020 Overview: Change Control Procedures; Figure 4: PDF p.124; read.
- NBS: Five essential tips for writing effective specifications (2 Apr 2025): tip 5.
- Designing Buildings: Variations in construction contracts; Shop drawings: edited 19 Aug 2026 and 9 Aug 2022; commentary.
- Make Bespoke Studio: Pricing; Project management: live statements repeated.

Full guide: https://makebespoke.com/trade/technical/change-control-after-drawing-sign-off. Make Bespoke Studio coordinates manufacture through its partner workshops. Figures are guidance only and your specification governs; some may be superseded, so contact the studio to verify.