DEEP SPACE

How to Configure and Use the **Deep Space Notice Platform**

Customer guide and behavioural reference

Version 1.0 · 28 August 2026
Behaviour statements verified against production on 28 August 2026, including a live email reply round-trip.
Screenshots are from a demonstration project and are illustrative; the written behaviour is authoritative.

Contents

1. Introduction

The Notice Platform is Deep Space's single register for formal project correspondence. Requests for information, instructions, delay notices, variations and time claims are all issued, answered, chased and archived in one place, on one timeline, with one numbering scheme — instead of living in eight separate registers and everyone's inboxes.

Three ideas carry the whole platform:

1. **Email is the channel; the register is the record.** Every notice goes out as a real email from your organisation. Recipients can act by simply replying to that email — the reply is captured on the notice automatically. Nobody outside your team needs to log in to anything for the correspondence to stay complete.

2. **Notices form chains.** An RFI leads to advice, advice leads to an instruction, an instruction is passed down to a subcontractor. Each step is its own notice, and the platform links them so the full history of a question is one click away.

3. **Responsibility sits with organisations, not individuals.** A notice is issued *to companies*. Any person at an addressed company can answer for it, and the register always shows which organisations still owe a response.

1.1 The notice types

Type	Full name	Typically issued by	Purpose
RFI	Request for Information	Any project party	Ask the consultant or design team a question
CAN	Consultant Advice Notice	Consultant	Issue advice or direction; often answers an open RFI
CI	Client Instruction	Client (or builder on the client's behalf)	A formal instruction from the owner
SI	Site Instruction	Builder	Direct instruction to a subcontractor on site
NTS	Notice to Subcontractor	Builder	Hand a client instruction down to subs for pricing or action
HVO	Head Contract Variation	Builder	Priced variation to the client under the head contract
SVO	Subcontract Variation	Builder	Priced variation against a subcontract
NoD	Notice of Delay	Builder	Flag a delay event; an EoT usually follows
EoT	Extension of Time	Builder	Claim time relief against the contract date

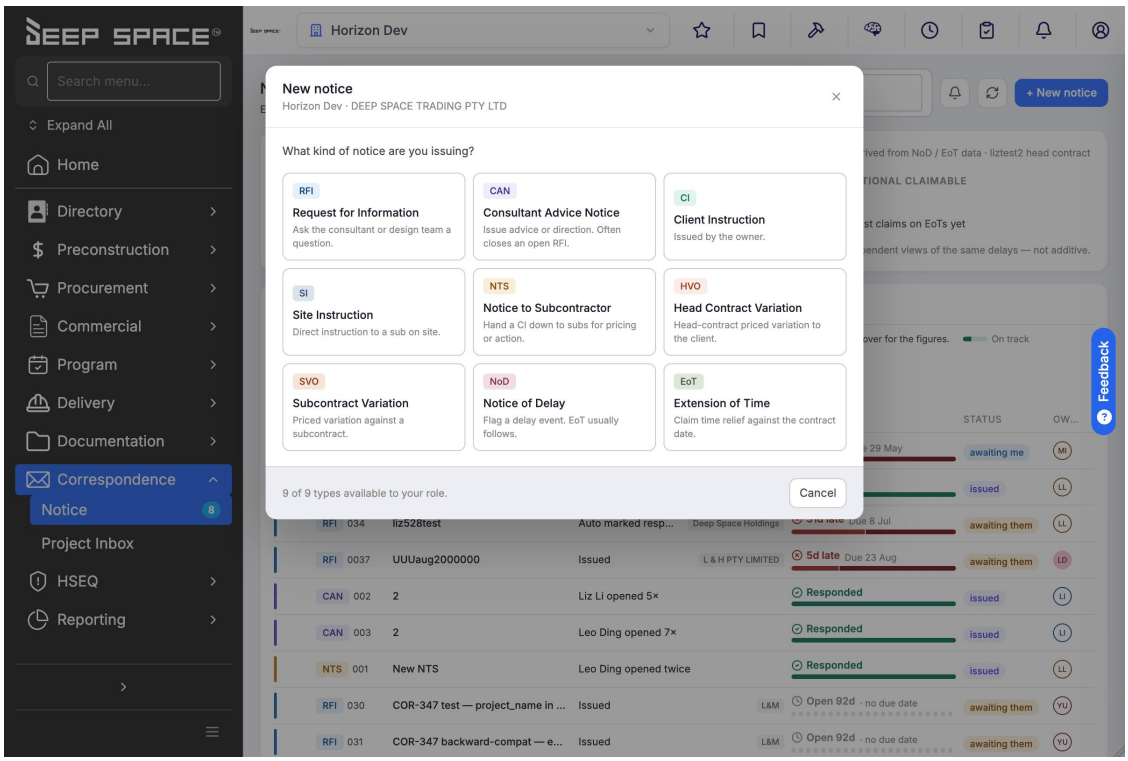


Figure — composer type picker showing the notice type grid.

1.2 Reference numbers

> **Behaviour:** Every notice receives its reference **when it is issued**, in the form `{TYPE}-{ProjectCode}-{NNNN}` (for example `RFI-ASH1-0007`). Numbers run consecutively per project per type, with no gaps. Drafts have no number — the register shows "—" until the notice is issued.

1.3 "To" and "FYI" recipients

Every recipient on a notice is either **To** (their organisation owes a response) or **FYI** (kept informed, nothing owed).

> **Behaviour:**
>
> - Everyone — To and FYI — receives the notice email and subsequent update emails.
> - Only **To** organisations gate the notice's progress: the notice is not answered/acknowledged until **every** To organisation has acted. One company's response never discharges another's.
> - Any person at a To company can answer for that company. The notice records which individual acted.
> - An FYI recipient's reply is captured on the timeline but changes nothing about the notice's status, and FYI companies are never chased.

1.4 Lifecycles at a glance

There are three lifecycle patterns. Full per-type detail is in Appendix A.

- **Question pattern (RFI):** Draft → Issued (awaiting response) → Responded → Closed.
- **Acknowledgement pattern (CAN, CI, SI, NTS, HVO, SVO, NoD):** Draft → Issued → **Acknowledged** once every To organisation confirms receipt — or Closed by the issuer. *Acknowledged is a final state.*
- **Claim pattern (EoT):** Draft → Submitted → Granted or Refused → Closed.

> **Behaviour:** The issuer can close a notice while responses are still outstanding — closing does not wait for the other side. Once a notice is Acknowledged it is settled and cannot subsequently be Closed; both are end states.

2. Getting started — what to set up first

The Notice Platform needs no module-level configuration to start issuing notices. Four things determine how well it works for a project:

a) A project. The register is project-scoped: you always work within the currently selected project, and reference numbers embed the project code.

b) People and companies on the project. The recipient picker offers the companies and people associated with the project, so keeping the project directory current is what makes addressing a notice fast. You can always add a one-off external recipient by email (see 4.3).

c) A Head Contract, if you will issue delay or time notices. NoD and EoT read the head contract for the contract date for Practical Completion and the contractual notification periods, and the delay position cards cannot be calculated without one (the register tells you so and the message can be dismissed).

d) A connected sending mailbox (recommended). When your Deep Space account is connected to your email account, notices are sent **from your own address** and carry your signature. Without a connection, notices go out via Deep Space's relay on your behalf. Either way, replies thread back to the notice automatically.

Also worth knowing: notices drafted in the **DS Site** phone app appear in the same project register alongside web drafts, and sync once issued.

3. The Notice Register

Open **Notice** under **Correspondence** in the sidebar. The register (titled *Notices*) is the project's single list of all formal notices.

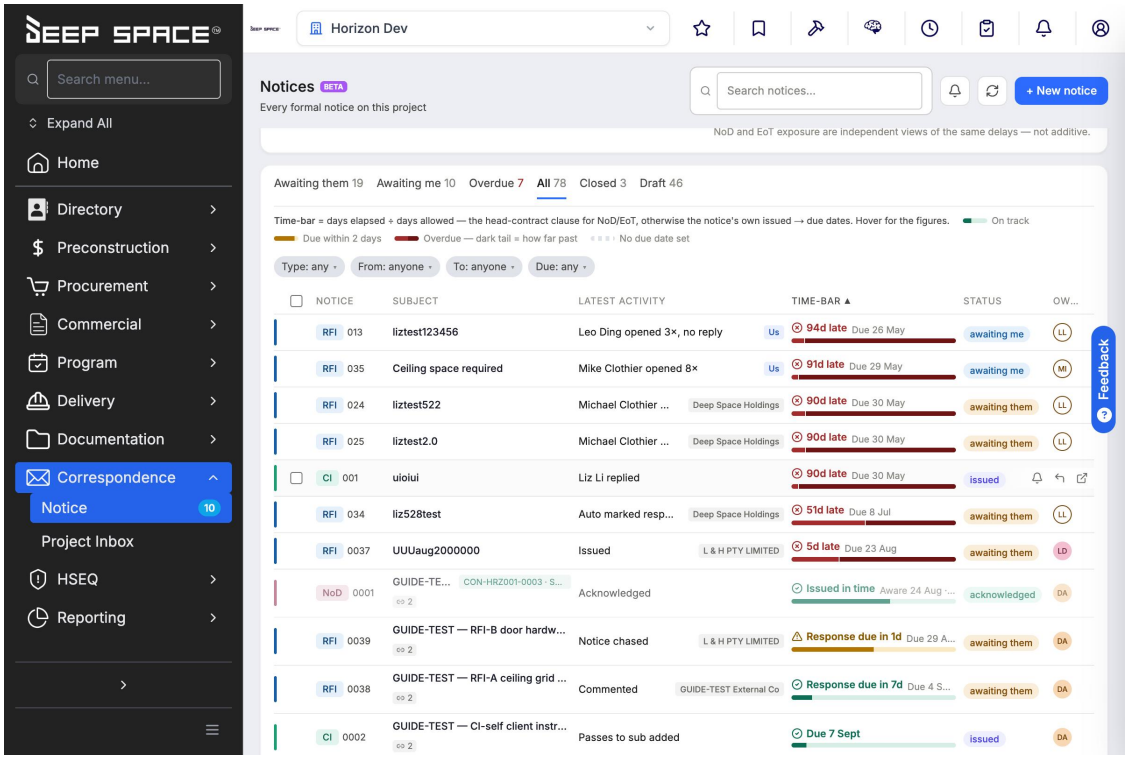


Figure — full register, All tab, several notice types visible, with columns and tab strip legible.

3.1 The sidebar count

Behaviour: The number on the **Notices** sidebar entry is the count of notices on the current project still awaiting **your company's** response — the same set of notices the *Awaiting me* tab shows. It is not a count of unread alerts (the bell inside the register does that, see chapter 9). The count refreshes about once a minute, so it can lag your latest action by up to a minute. It hides at zero and caps at "99+". While the section containing Notices is collapsed, the count rolls up onto the section header.

3.2 Tabs

Tab	What it lists
Awaiting them	Notices *you issued* where someone still owes a response
Awaiting me	Notices where **your company** owes a response
Overdue	Everything past its due date — including NoD/EoT drafts past their contractual notification window — most urgent first
All	Every notice you can see on the project, drafts included
Closed	Closed and acknowledged notices — finished business
Draft	Saved drafts that have not been issued

Behaviour:

- The register opens on **Awaiting them** by default (portal users land on *Awaiting me* — see chapter 11).
- Each tab shows a live count. Counts respect the filters you have applied, so the badge always matches the rows below.
- Changing tab clears the search box.
- While a search is active, the tab strip reduces to All / Awaiting them / Awaiting me / Closed / Draft, and results open on All.

3.3 Columns

- **Type stripe & Notice** — a colour-coded type pill and the notice number (the trailing digits of the reference; drafts show "—").
- **Subject** — the subject line. If the notice is linked to a commercial variation, a reference chip (e.g. HVO-ASH1-0008) appears at the right of the subject; hover for detail. If the notice is part of a chain, a chain marker with the number of linked notices renders below the subject (the full chain, with issued and expected steps, is on the notice page — see 6).
- **Latest activity** — one sentence describing the most recent meaningful event ("Alice Wong replied", "Issued, no reply", "Marked responded"…), the age of that event, an attachment count, and a **ball-in-court chip** showing who owes the next move: "Us" or the counterparty's name.
- **Time-bar** — a proportional bar of the response window: green while on track, amber when due within two days, red when overdue (with a dark tail showing how far past), dashed when no due date is set. Labels read "Due in 3d", "Due today", "2d late", and on delay notices reflect the contractual clock ("Issued in time", "Submitted late" — see chapter 7). In the Closed tab this column shows closure instead.

- **Status** — the notice's state from *your* point of view: the same notice reads "awaiting them" to the issuer and "awaiting me" to the addressed company. Other values: draft, responded, acknowledged, closed, superseded, withdrawn, issued, submitted, granted, refused.
- **Owner** — who on the issuing side is driving the notice: the assignee when one is set (solid avatar), otherwise whoever raised it (outlined avatar). Hover for the name and relationship ("Assigned to…", "Not assigned · raised by…").

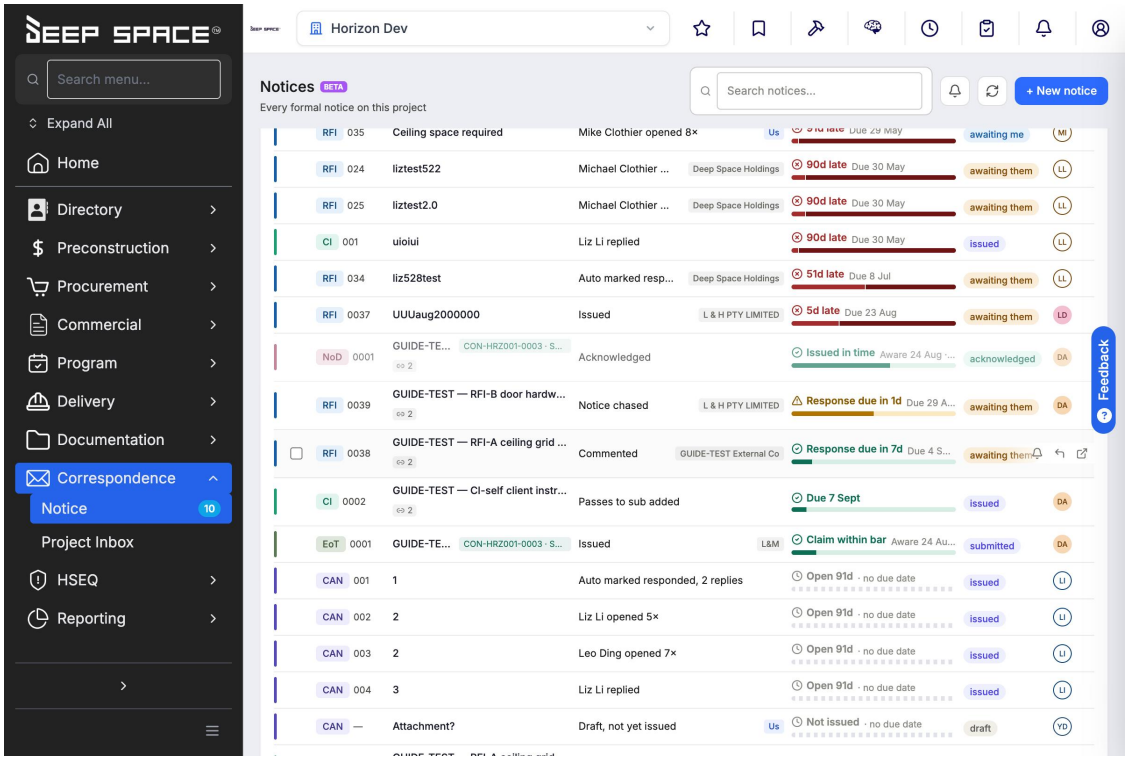


Figure — close-up of one register row with a chain stepper and a ball-in-court chip.

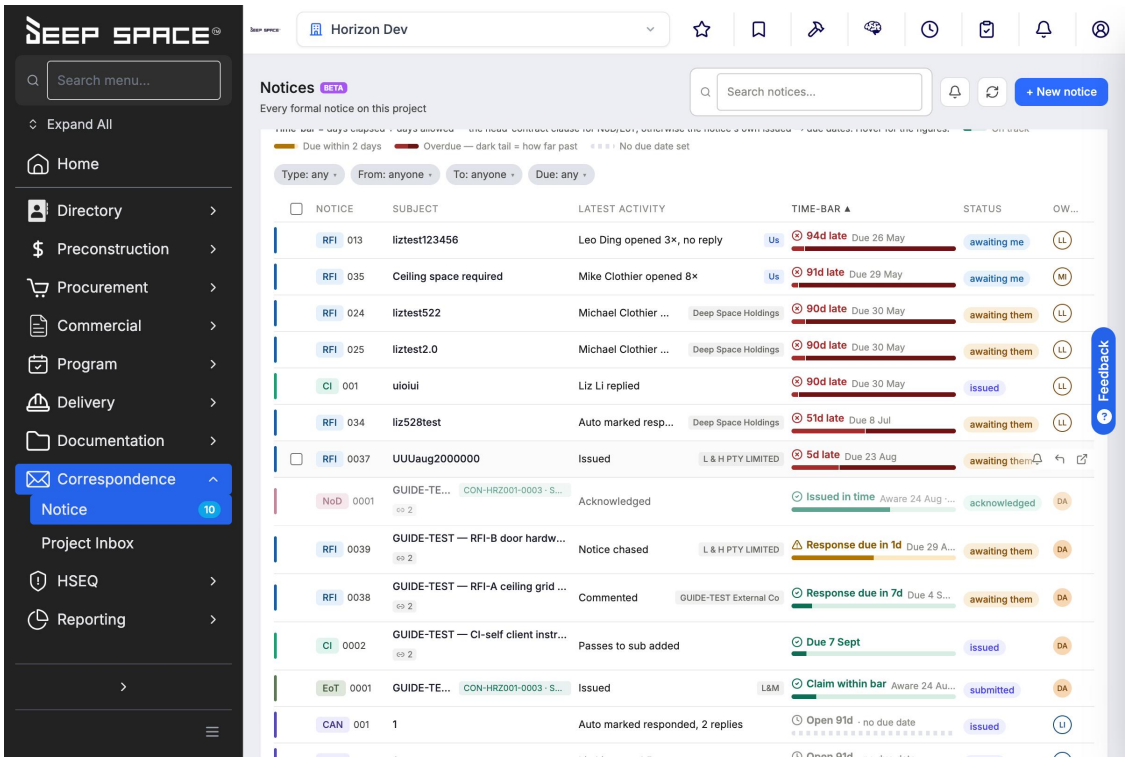


Figure — time-bar column showing at least one on-track, one due-soon and one overdue row (or the time-bar legend).

3.4 Search, filters, sorting

Behaviour:

- **Search** matches the notice **subject** (and chain references). It spans every notice and draft you can see on the project, and combines with any filters already applied. A banner confirms the active search and result count.
- **Filters:** Type, From (issuing organisation), To (addressed organisation), and Due (Overdue / due in 7 days / due in 30 days / has due date / no due date). On single-type register pages (see 3.6) additional filters appear: lifecycle Status, Action (us / them), and the type's own form fields. Filter options are built from the notices actually on the project. When filters leave a tab empty, the empty state says so and offers "Clear filters".
- **Sorting:** click the Notice, Time-bar, Status or Owner headers. The default order is most-overdue first. Your chosen sort persists as you switch tabs. Rows without a value for the chosen column always sort last.

3.5 Acting from the register

Hovering a row reveals quick actions:

- **Chase** (bell) — send a reminder to the organisations still owing a response. Available to the issuer only; see 9.4 for exactly what a chase does.
- **Respond** (arrow) — jump to the notice ready to respond. Shown but disabled on drafts ("nothing to respond to yet").
- **Open full page** — open the notice detail.

Clicking anywhere else on a row opens the notice — or, for a draft row, reopens the composer.

Selecting rows (checkbox on hover) raises the bulk bar:

Behaviour:

- **Chase n of N** — bulk-chase the selected notices. The button states how many of your selection will actually send; the confirmation lists the companies to be reminded, and states up front how many of the selected notices will be left out and why ("still a draft", "issued by another company", "already answered or closed out", "chased in the last hour"…). Results are reported per notice; a partial failure names what didn't send and offers a retry for only those.
- **Export to PDF** — download the issued PDF of every selected notice merged into a single document. Only issued notices export; the completion message itemises anything that couldn't be included.
- Select-all selects the **visible** rows (current tab, filters and search); changing any of those clears the selection. Sorting does not.

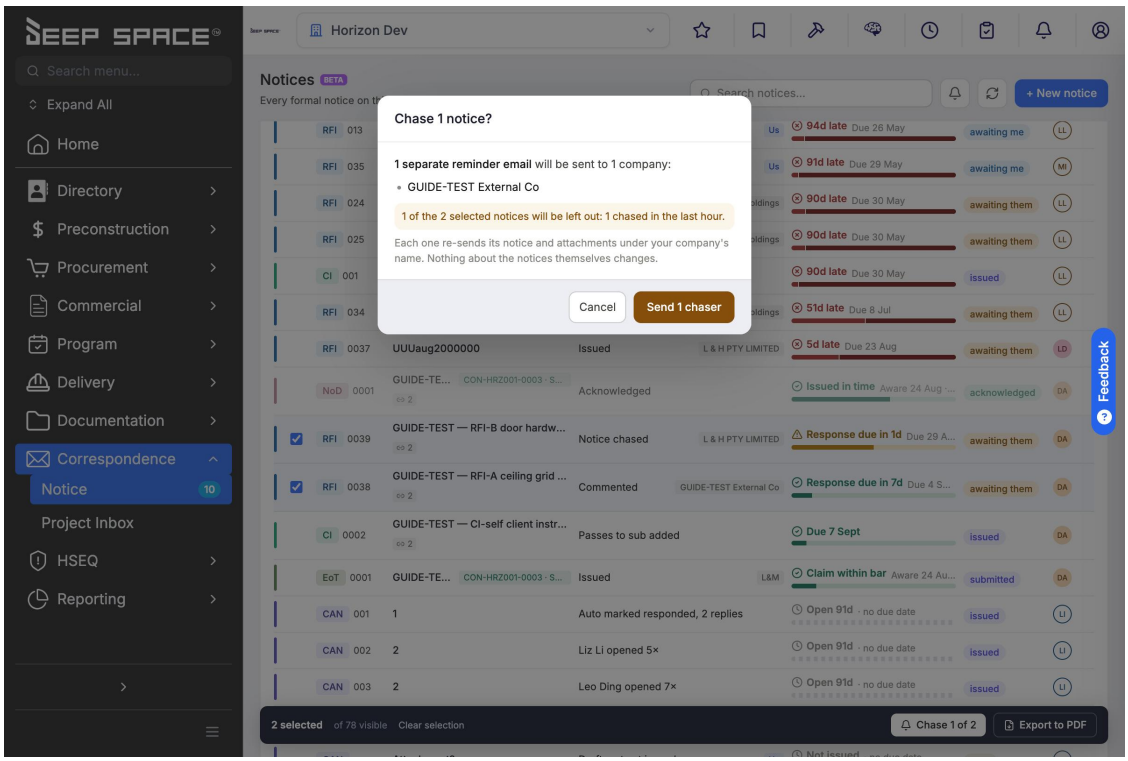


Figure — bulk bar visible with several rows selected; ideally the bulk-chase confirmation dialog.

3.6 Single-type register pages

RFIs, Site Instructions, Notice of Delay and Extension of Time also have their own register pages (from the sidebar). These are the same register locked to one type, with the type's own field filters, and — for the delay types — position summary cards above the list (chapter 7).

3.7 Empty states

A brand-new project shows a start card ("No notices yet") with a **+ New notice** button. An empty tab explains what would appear there; if filters are hiding rows, it says so and offers "Clear filters".

4. Creating and issuing a notice

Click **+ New notice** in the register header.

4.1 Choose the type

The type picker shows all nine notice types with a one-line purpose each. Types your role can issue are active; the rest are greyed out. The footer confirms how many types are available to you.

4.2 Fill in the form

The form is determined by the notice type — every type asks for its subject and recipients first, then its own fields:

- **Free text and structured fields** — text, dates, amounts, selections. Selection fields marked "Other (specify)…" accept a custom value.
- **Number-or-TBD fields** (delay days, claimed costs…) — enter a figure or tick **TBD** when it is genuinely not yet known; one of the two is required.
- **Causes** (NoD/EoT) — one or more line items, each with a description, the responsible party, and whether it is compensable.
- **Head Contract** (NoD/EoT) — choosing the head contract pre-fills the contract date for Practical Completion and matches the clause options to that contract's standard. An EoT

additionally carries the related Notice of Delay reference and the original / proposed revised PC dates.

- **Instruction type** (SI) — the contractual instruction category (Type A–D), each with its meaning spelled out in the form.
- **Response due** — where a type carries a due date it is set here; otherwise the default response window from the contract standard is shown (e.g. "+ 5 working days (default)").

Behaviour: On NoD and EoT, once you enter the date you became aware of the delay, the composer shows the contractual clock — how long the head contract gives you to notify, and where you stand against it.

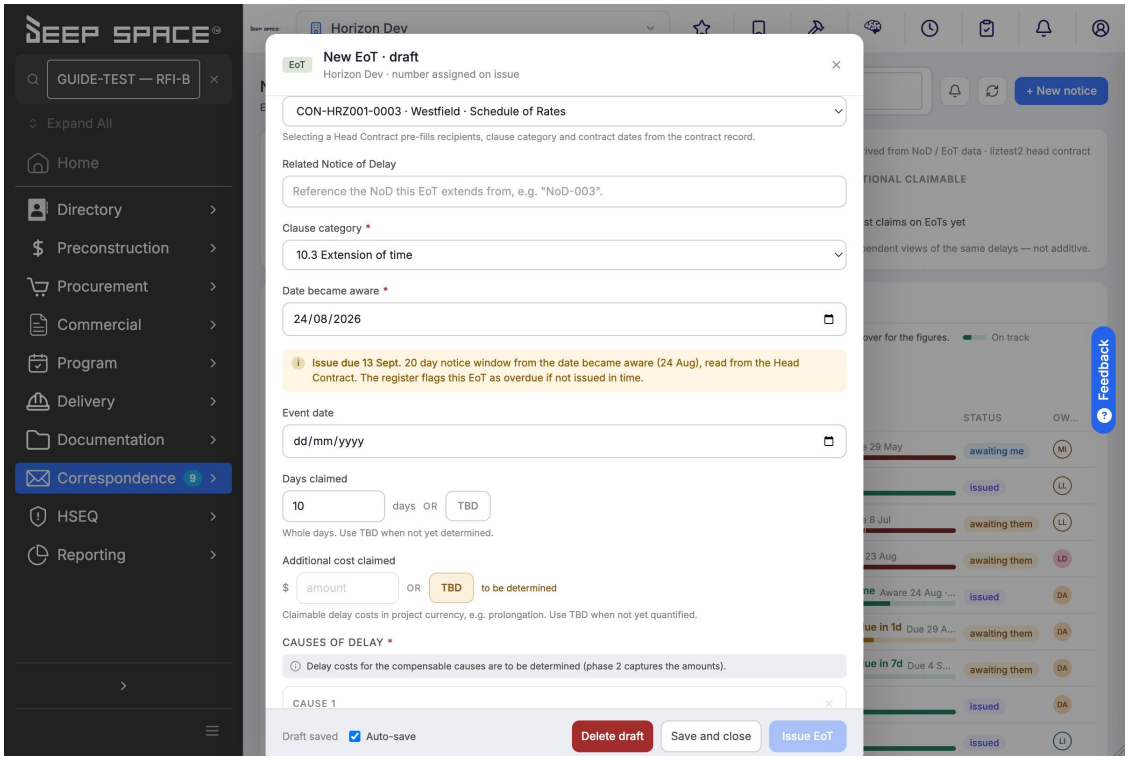


Figure — composer on an EoT with the Head Contract selected, a TBD field, and the causes editor visible.

4.3 Add recipients

Recipients are picked from the project's companies and people, in either a by-company or a flat people view, with search across both. Each selected person carries a **To / FYI** toggle — click the badge on a chip to flip it.

Behaviour:

- At least one recipient is required to issue.
- Everyone selected receives the notice by email. Companies in the project directory also get access to the notice in Deep Space; **one-off external recipients** (added by name + email under "Add external recipient") receive email only.
- Helper text under the field states the closing rule: "*'To' recipients gate the close — the notice stays open until every 'To' organisation responds.*"

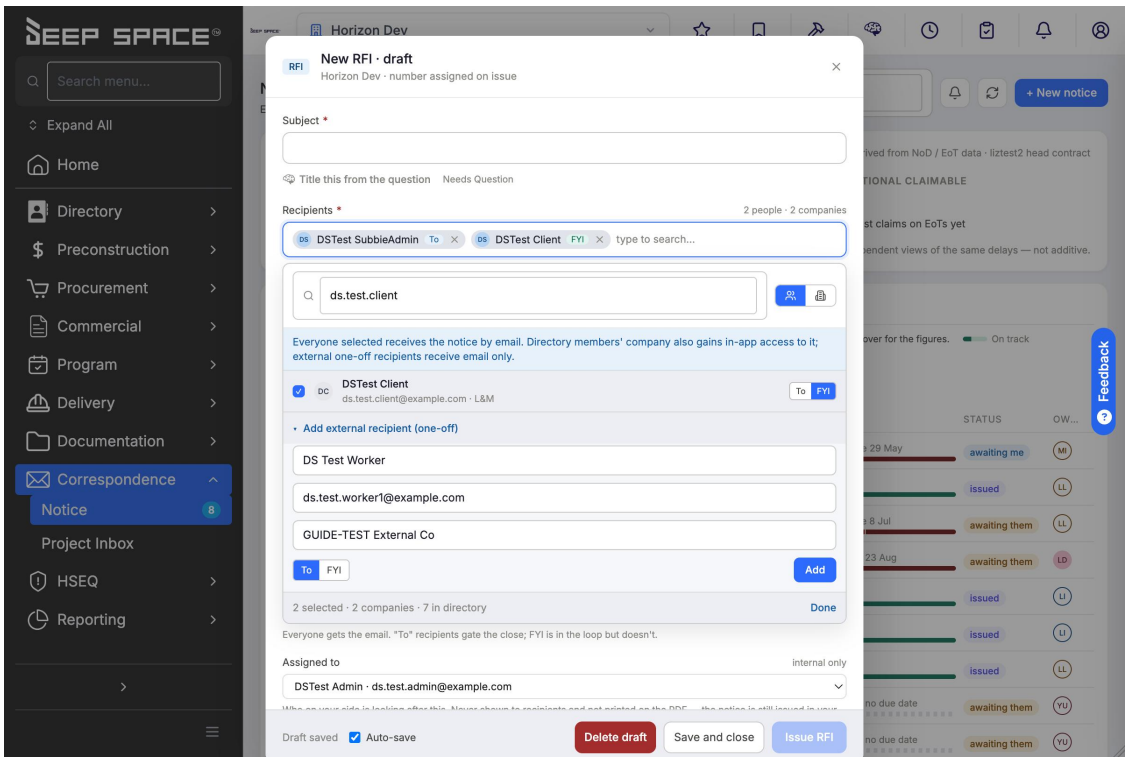


Figure — recipients panel, companies view, with a mix of To and FYI selections and the one-off external recipient form open.

4.4 Assign an owner (internal)

Assigned to defaults to you and can be pointed at any project member — or left unassigned.

> **Behaviour:** The assignee is internal bookkeeping: it is never shown to recipients and never printed on the PDF. The notice is still issued in your name. The assignee can be changed at any time, in any status (including closed), from the notice page; changes are recorded on the timeline and are invisible outside your workspace.

4.5 Attach files

Attach from your device (or drag and drop) or from the project's document environment (CDE). Attachments upload as you add them and are listed with size and a remove control.

4.6 Save as draft, or issue

> **Behaviour:**
>
> - **Drafts are shared with your project team** — anyone on the project can see, edit and issue a project draft, and the Draft tab shows the team's drafts, including drafts made in DS Site. Deleting a draft (with confirmation) permanently removes it and its attachments.
> - **Auto-save** keeps the draft current as you type and can be toggled in the composer footer; **Save and close** stores it explicitly.
> - Pressing **Issue** validates the form; anything missing is listed ("3 things to fix before issuing") and highlighted. Nothing is sent until the confirmation step.
> - The **confirmation step** shows exactly who will receive the notice, as To or FYI, with how many attachments, and how the email will be sent — from your connected address, or on your behalf by Deep Space (recipients then see your company's name in the From line) — then **Send** issues it.
> - Issuing allocates the reference number, generates the notice PDF, emails every recipient with the PDF attached, and files the notice in the register. The addressed To organisations become "awaiting" from that moment.

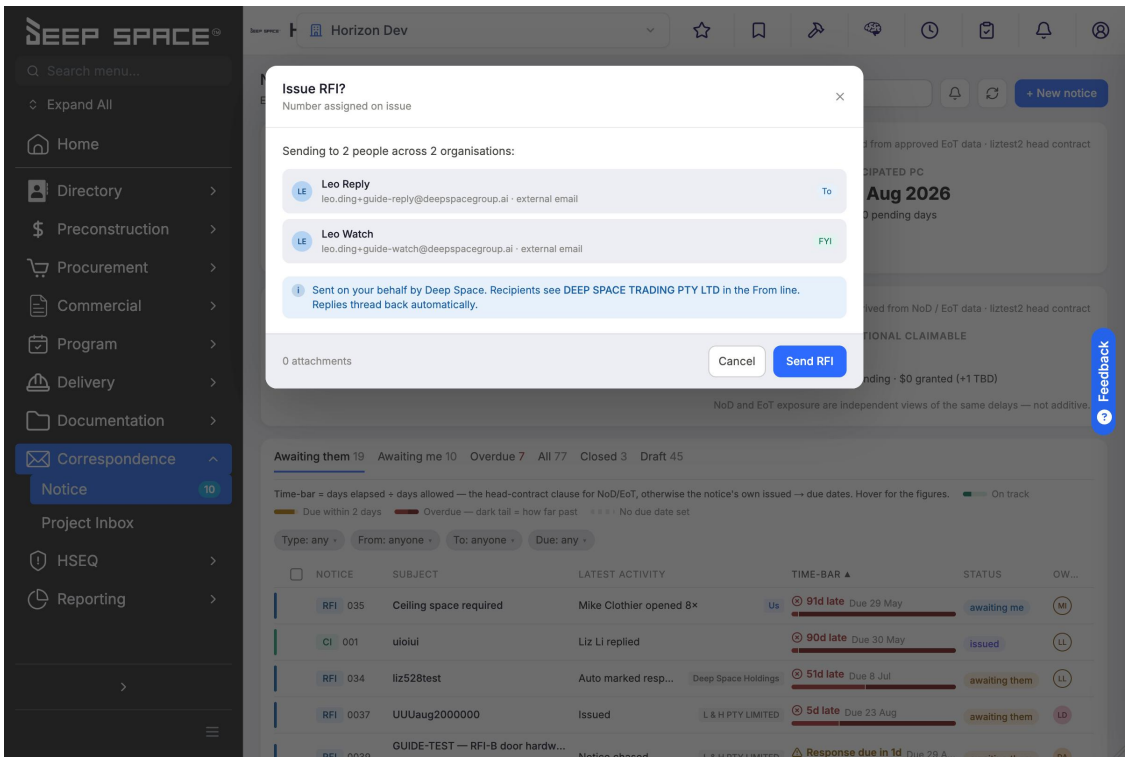


Figure — the Issue confirmation step with recipients listed.

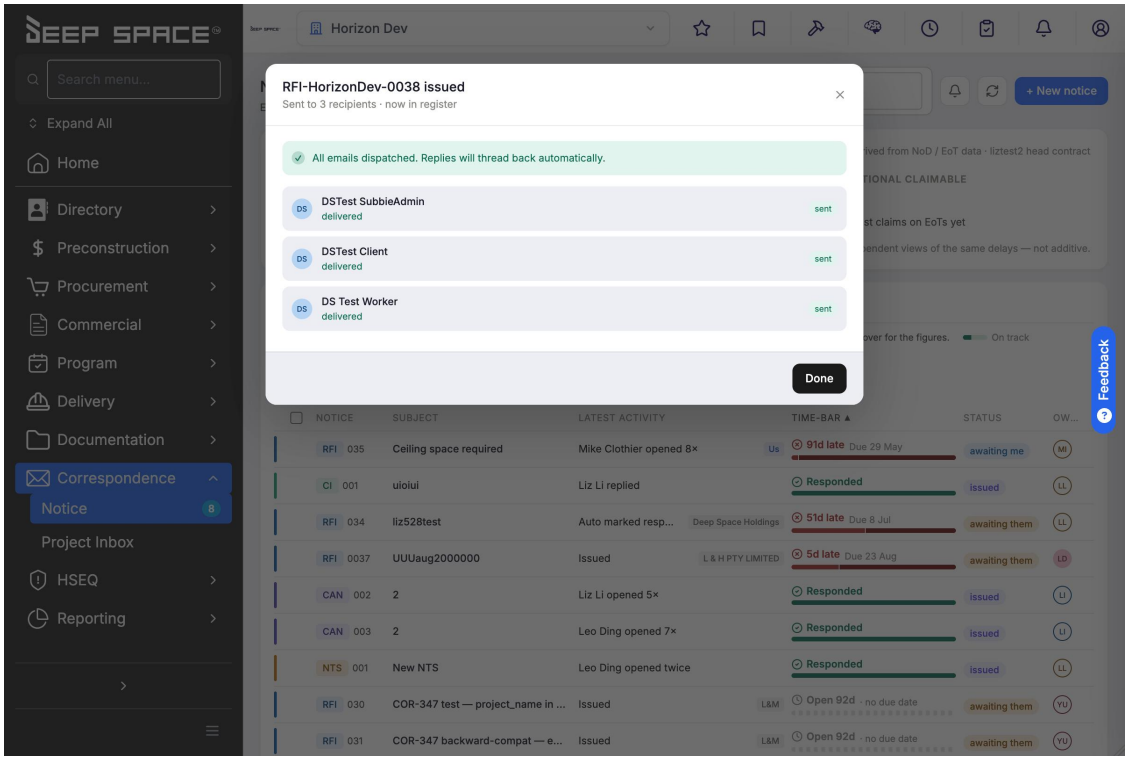


Figure — the "issued" completion screen with the allocated reference.

5. Responding to a notice

This chapter is written for the receiving side — which may be you, when another party issues to your company.

A notice addressed to your company appears in **Awaiting me** (and in the sidebar count), and lands in your inbox as an email with the PDF attached.

5.1 Respond by replying to the email

> **Behaviour:** Replying to the notice email is a first-class response. The reply is captured onto the notice's timeline (attachments included), your company is marked as having responded, and — once no other To organisation remains outstanding — the notice moves on (an RFI becomes *Responded*; acknowledgement-pattern notices become *Acknowledged*). The timeline shows the reply with the email boilerplate trimmed, and "Show full email" reveals it exactly as it arrived.

5.2 Respond in Deep Space

Open the notice. The **"What you can do next"** panel on the right offers the actions available to you, for this notice, in its current state — the exact set depends on the notice type (Appendix A). The common ones:

- **Acknowledge** — one click confirming your organisation has received and noted the notice (instructions, advice, delay notices, variations).
- **Reply with answer** (RFI) — type the answer, attach documents if useful (a marked-up drawing alone is a valid answer), send.
- **Issue CAN** (consultant answering an RFI) — respond formally with a Consultant Advice Notice; the two notices are chained automatically (chapter 6).
- **Request more info** — ask a question in the notice's activity thread without changing its status (5.3).

> **Behaviour:** Acting settles **your company's** obligation. The notice itself settles only when every To organisation has acted (1.3).

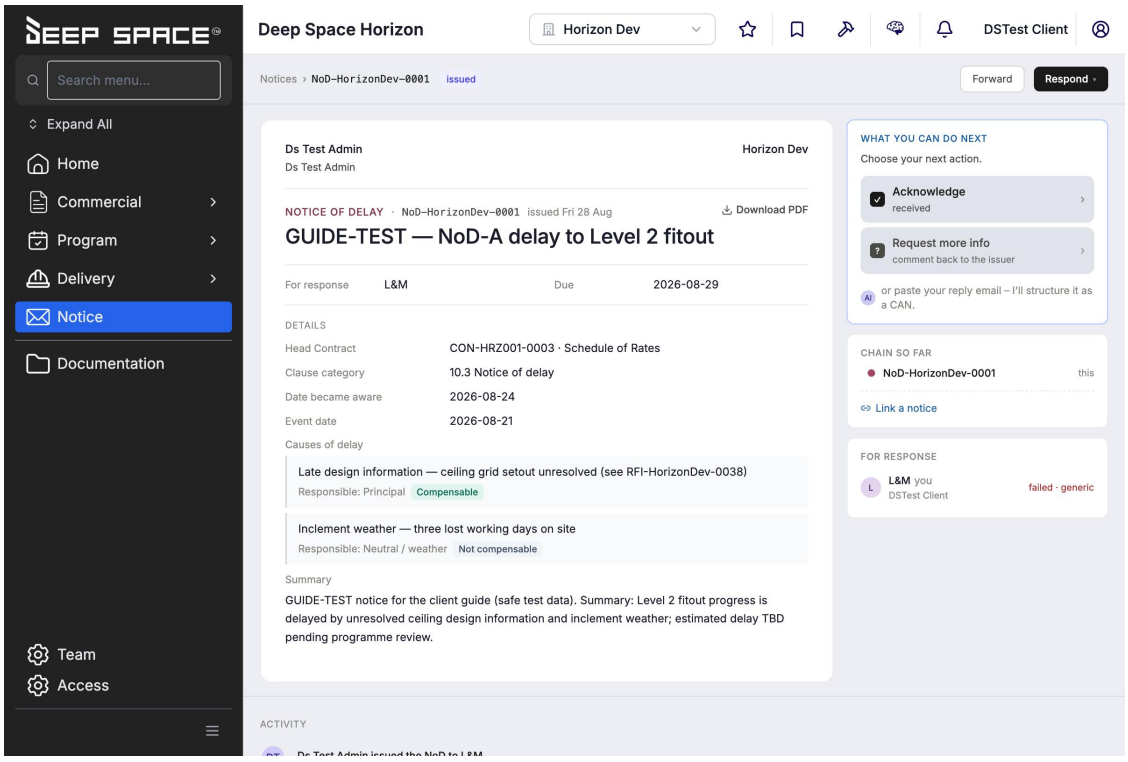


Figure — notice detail as the respondent — "What you can do next" panel showing Acknowledge.

5.3 Comments and the activity thread

Every notice carries an **Activity** thread: the timeline of everything that happened (issue, emails delivered and opened, replies, status changes, chases, links, comments), followed by a comment box.

> **Behaviour:**

- A comment can be **internal** (default — your workspace only) or **visible to recipients**; every comment is labelled with which it is. Recipient-visible comments are emailed to all recipients.
- Attachments can be commented alone, without text.
- Commenting stays open on settled notices — "closed" ends the formal response obligation, not the conversation.

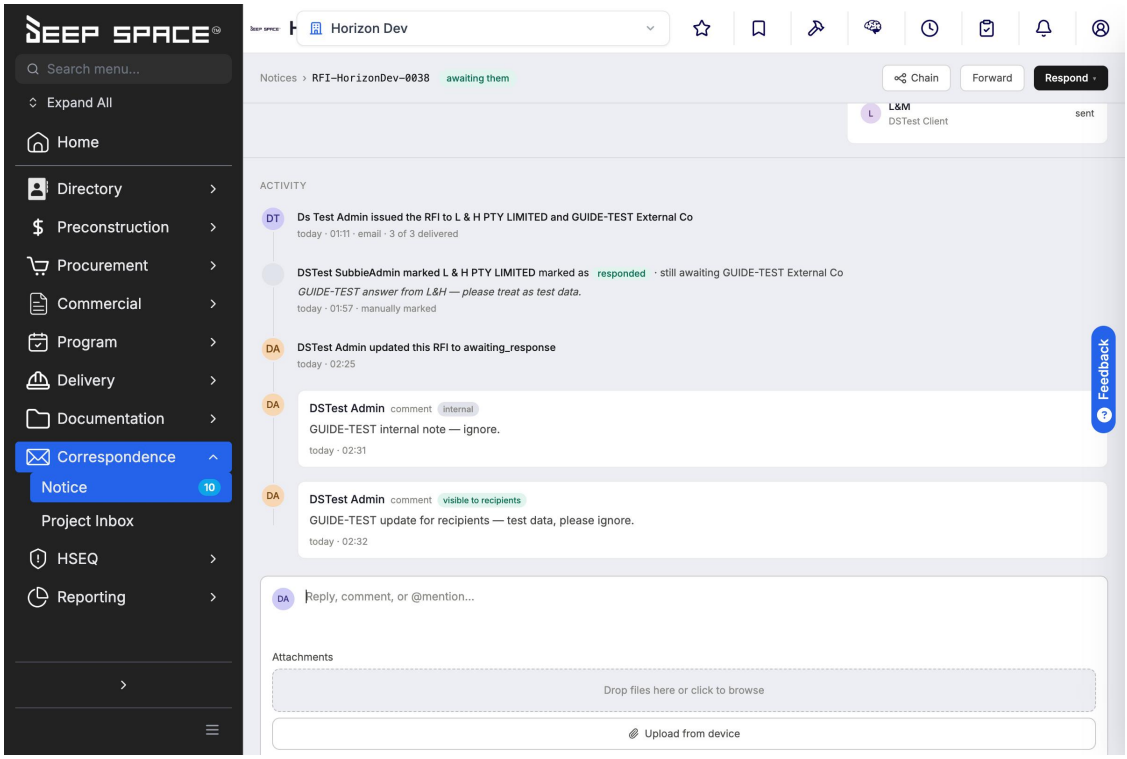


Figure — activity thread showing an issue event, an email-opened event, and one internal + one recipient-visible comment.

6. Working the chain

A notice rarely lives alone. The platform records the relationships and shows the whole story on every linked notice — as the mini stepper on register rows, and the **Chain so far** card on the notice page (solid dot = issued notice, hollow = expected next step).

6.1 Actions that build the chain

Chain-building actions appear in "What you can do next" and open the composer pre-loaded — subject carried over, the relationship recorded automatically at issue:

From	Action	Creates	Notes
RFI (respondent)	**Issue CAN**	CAN answering the RFI	The RFI is marked responded when the CAN issues
RFI / CAN (issuer or recipient per type)	**Issue CI** / **Issue Site Instruction**	CI or SI carrying the parent's content	The parent's attachments come across
CAN / CI (builder)	**Issue NTS to sub** / **Issue SI**	NTS/SI passing the instruction down	Opens a focused dialog; the parent instruction is embedded in the new notice so the sub sees the substance

From	Action	Creates	Notes
			without needing access to the parent
CAN (builder)	**Request CI**	*No new notice* — a formal email asking the client to issue a CI	The request is recorded on the CAN's timeline

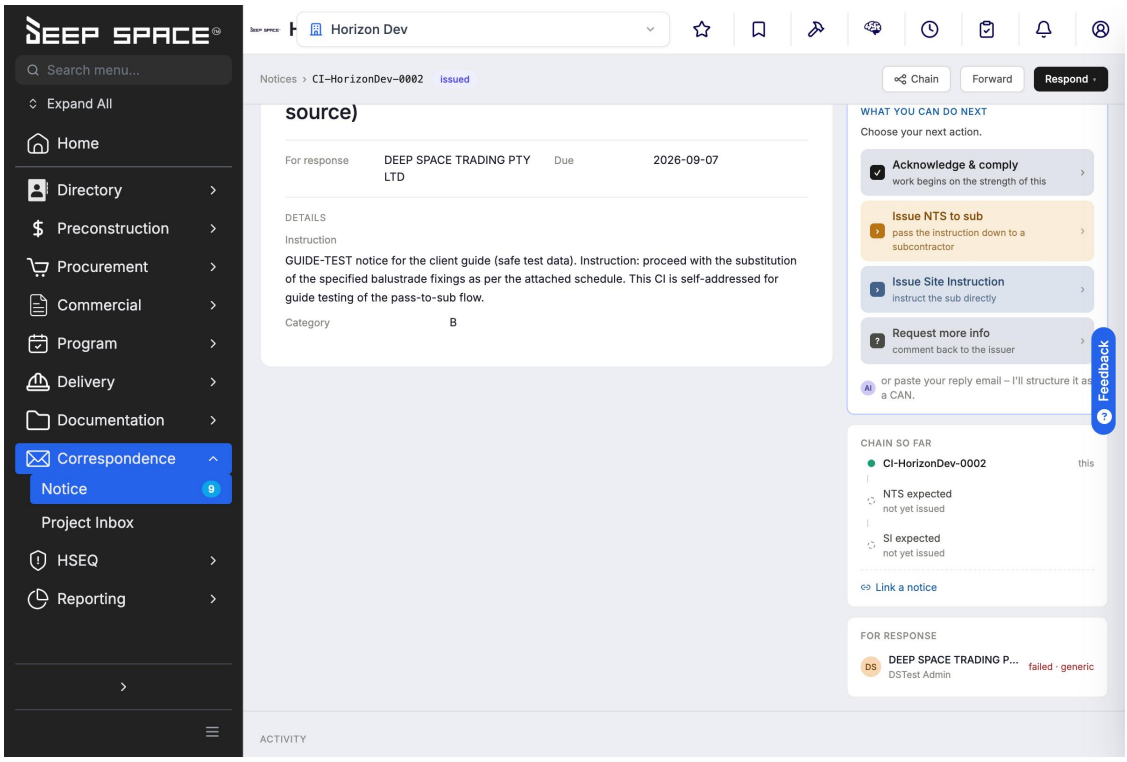


Figure — "What you can do next" on a CI with chain actions visible.

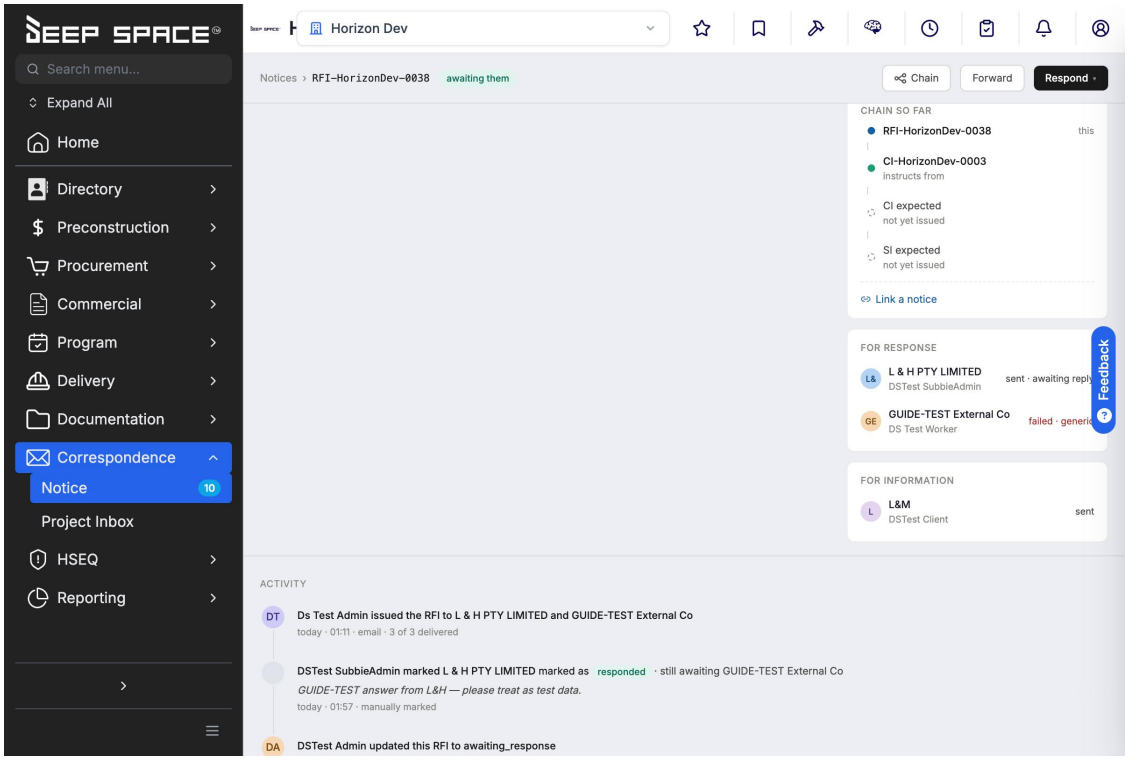


Figure — Chain so far card showing a 3-step chain (e.g. RFI → CAN → CI).

6.2 Linking notices manually

Any two notices on the project can be cross-referenced: **Link a notice** at the bottom of the Chain card opens a search of the project's notices.

Behaviour:

- A manual link is a pure cross-reference: it does **not** change either notice's status or who owes a response — the dialog says so.
- Manual links can be removed (the × on the chain row); links created by real workflow steps (a CAN answering an RFI) cannot.
- Linking works on closed notices too — filing a late notice against the event it belongs to is a normal use.
- Both notices record the link — and any unlink — on their timelines.

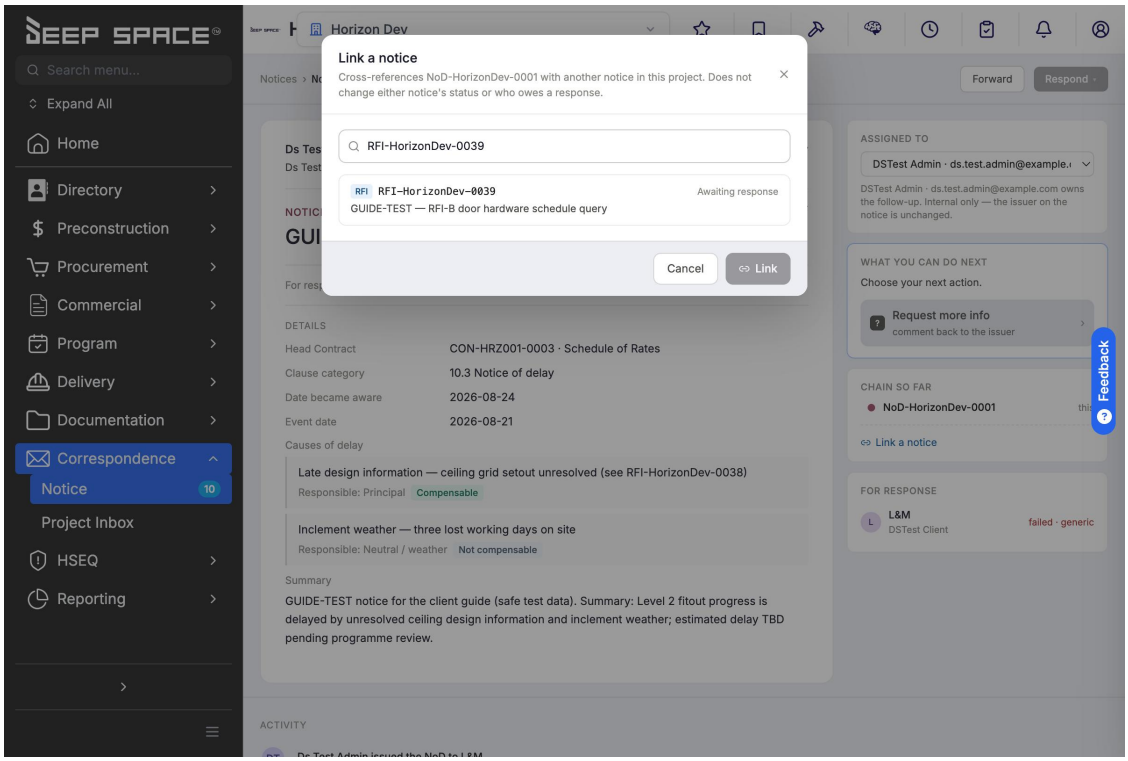


Figure — Link a notice dialog with search results.

7. Delay and time management (NoD & EoT)

7.1 Notice of Delay

Raise a NoD as soon as a delay event is identified. The form captures the causes (each with a responsible party and whether it is compensable), the estimated delay (a figure or TBD), and the date you became aware — from which the contractual clock runs.

Behaviour: The composer and the register's time-bar measure NoD/EoT against the head contract's notification window, not a generic due date: an unissued NoD/EoT past its window appears in **Overdue** while still a draft, and once issued, its time-bar records history — "Issued in time" or "Issued late".

7.2 Extension of Time

An EoT claims time relief: days claimed and cost claimed (either can be TBD initially), causes, and the supporting narrative. Issuing an EoT **submits** it; the determination is then recorded against it — **Granted** (with days granted) or **Refused** — and the claim is closed out from there.

> **Behaviour:** Granted days keep counting in the project's programme position even after the EoT is closed.

7.3 The position cards

On the delay register pages (and the main register once EoTs exist), summary cards keep the standing position visible:

- **Programme position** — contract date for PC · revised approved PC (contract date + granted EoT days) · anticipated PC (adding pending claims whose days are known). Claims still marked TBD don't move the anticipated date.
- **Commercial position** — NoD delay exposure and pending EoT exposure (two views of the same delays — not additive), plus the LD rate and delay damages cap once those are configured on the head contract (until then the card prompts you to set them).
- **RFI position** (RFI page) — open RFIs and their flagged programme/cost impact.

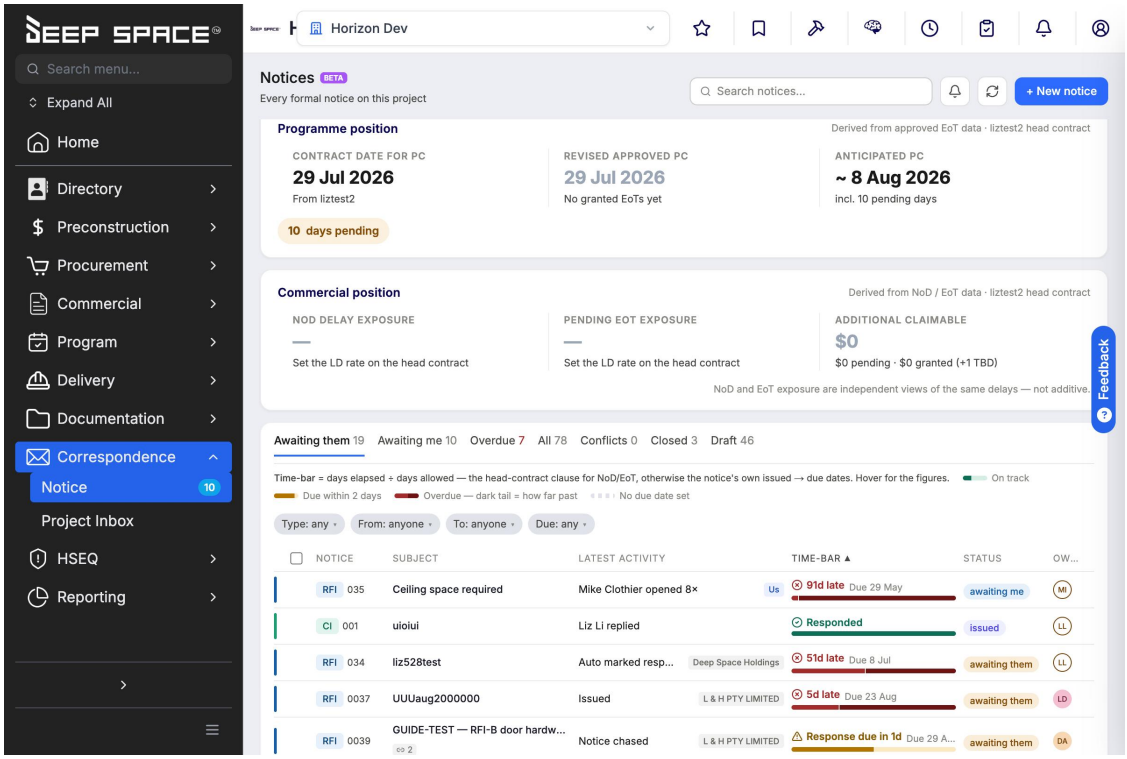


Figure — Programme + Commercial position cards with real figures on the test project.

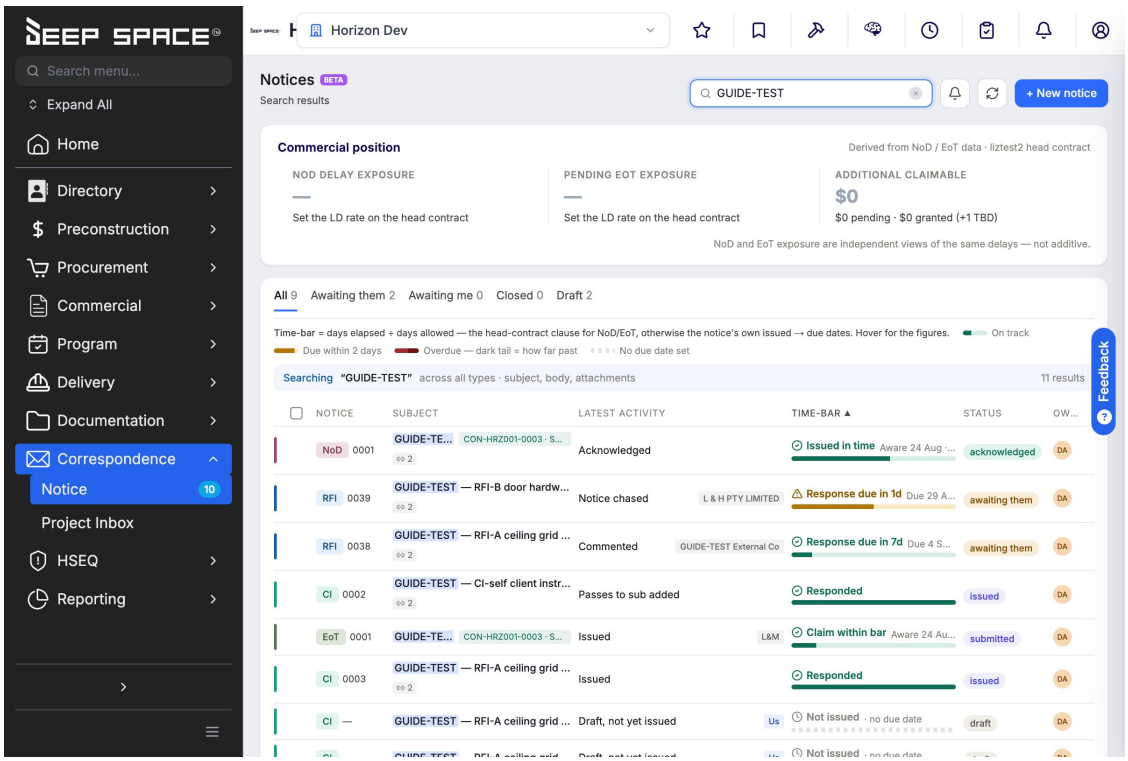


Figure — NoD/EoT register rows showing frozen time-bar labels ("Issued in time" / "Submitted late").

8. Variations (HVO & SVO)

Priced variations travel as notices too: an **HVO** prices a variation to the client under the head contract; an **SVO** prices one against a subcontract. Both follow the acknowledgement pattern — issue, the counterparty acknowledges receipt, close out when the commercial position is settled.

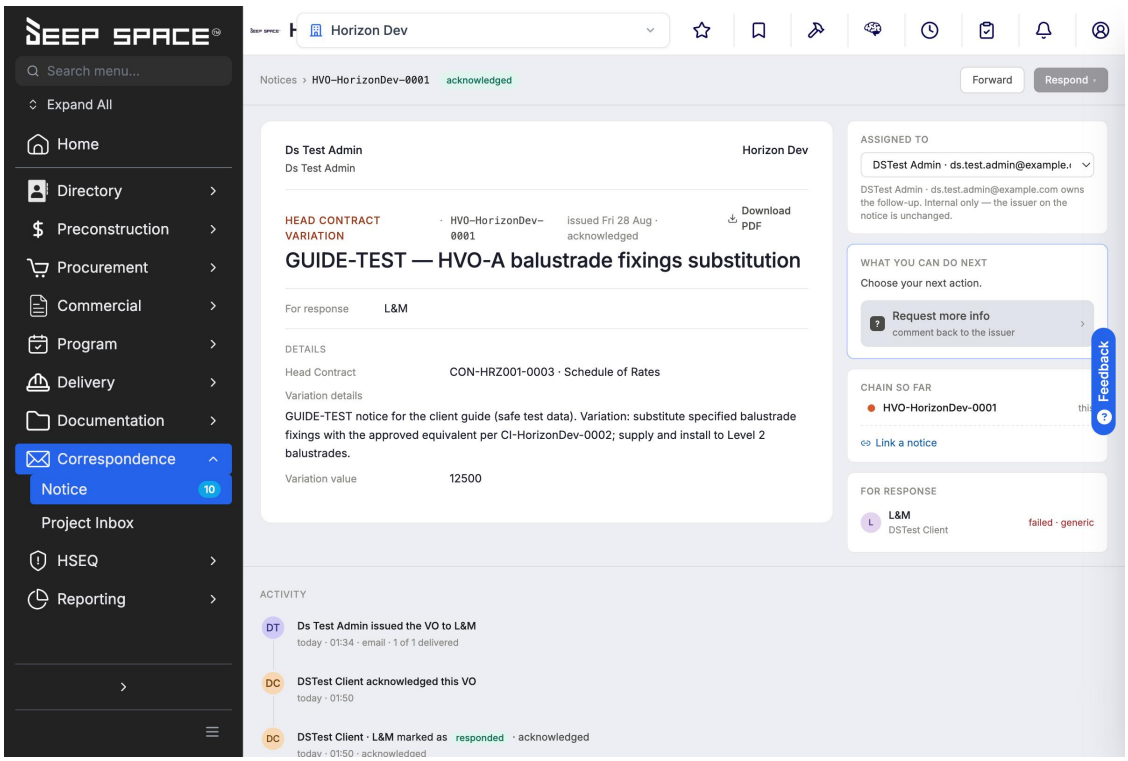


Figure — an issued HVO's notice page.

9. Notifications, email and chasing

9.1 The notice email

Behaviour:

- Every recipient gets the issue email, with the notice PDF attached, addressed **to them individually** — no recipient sees the others in the To line, and the full distribution is printed transparently in the body.
- When your mailbox is connected, the email is sent from **your address** with your signature; replies come back to you *and* onto the notice. Otherwise it is sent on your behalf by Deep Space, with your company's name in the From line.
- Opens are tracked per recipient: the register's activity column reflects "opened" events.

9.2 Update emails

Behaviour: When a response is logged or a recipient-visible comment is posted, all recipients are emailed a short update ("{REF} — response logged" / "new comment") with a link to the notice. These update emails are notifications — replies to them are not collected.

9.3 In-app alerts

The bell inside the register collects alerts about **notices you issued** — a response arrived, a status changed. Clicking an alert opens the notice; "Mark all read" clears the badge.

9.4 Chasing

Behaviour:

- **Chase** re-sends the notice, with its attachments, as a reminder **only to the To organisations that still owe a response** — FYI recipients and companies that have already answered are never chased. Nothing about the notice changes; the chase is recorded on the notice's timeline.
- Only the issuing organisation can chase.
- If nothing is outstanding, the chase is refused with an explanation rather than emailing anyone.
- A notice can be chased at most once per hour; trying sooner tells you when the next chase is available.

9.5 Forwarding

Forward sends a copy of an issued notice (PDF attached) to additional people, with an optional message.

Behaviour: Forwarded recipients are always FYI — they can view, but they cannot respond on behalf of your organisation, and the forward does not alter who owes a response. Project-directory recipients gain in-app access to the notice; the forward is recorded on the timeline.

10. Records and export

- **Single notice:** the notice page offers **Download PDF** — the document as issued.
- **In bulk:** select rows in the register → **Export to PDF** merges every selected issued notice into one document for handover or claim packaging. The result reports anything that couldn't be included (e.g. drafts).
- **The timeline is the audit trail.** Every event — issue, per-recipient delivery and opens, replies (with the original email preserved), comments, status changes, chases, forwards, links, ownership changes — is recorded on the notice with who and when. Attachments arriving on replies can be saved into the project CDE from the thread.

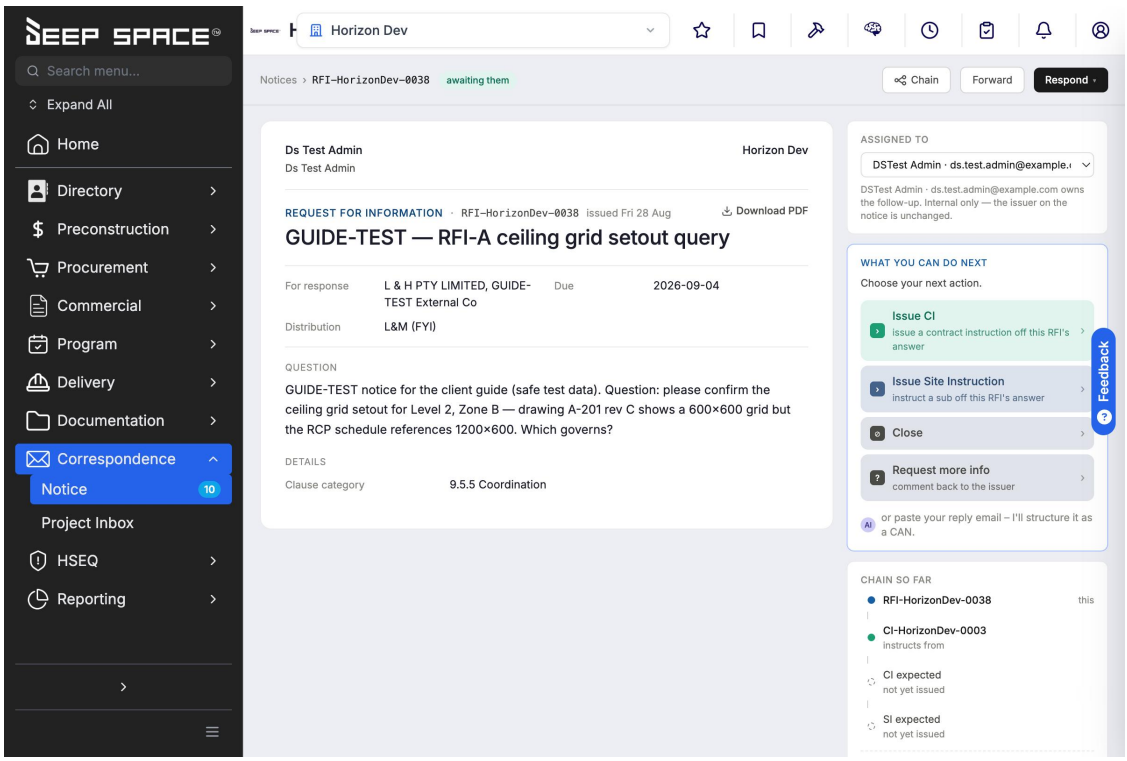


Figure — Download PDF on a notice page + a merged bulk export result (file open or download toast).

11. Working with notices as an external party (portal)

This chapter describes the experience of your counterparties — clients, consultants and subcontractors — and doubles as their quick-start.

11.1 Two kinds of recipient

Behaviour:

- **Project-directory companies** (your client, consultants, subcontractors set up on the project) receive notices by email **and** can work them in the Deep Space portal.
- **One-off external recipients** (added by email address on a single notice) receive that notice by email only. Replying to the email is their full participation — captured on the timeline like any other response.

11.2 The portal register

Portal users open **Notices** in their portal and see the same register, scoped to what their organisation is party to.

Behaviour:

- The portal register opens on **Awaiting me** — the notices their organisation owes.
- It lists only notices their organisation issued, received, or is copied on (FYI notices included).
- Drafts in the portal are private to their author (unlike builder-side project drafts).
- Portal users can **raise** the notice types their role allows, from "+ New notice": a **subcontractor** can raise an RFI or a Subcontract Variation (SVO); a **client** can raise an RFI or a Client Instruction (CI). Types issued by other parties are shown greyed with "Another party issues this type."

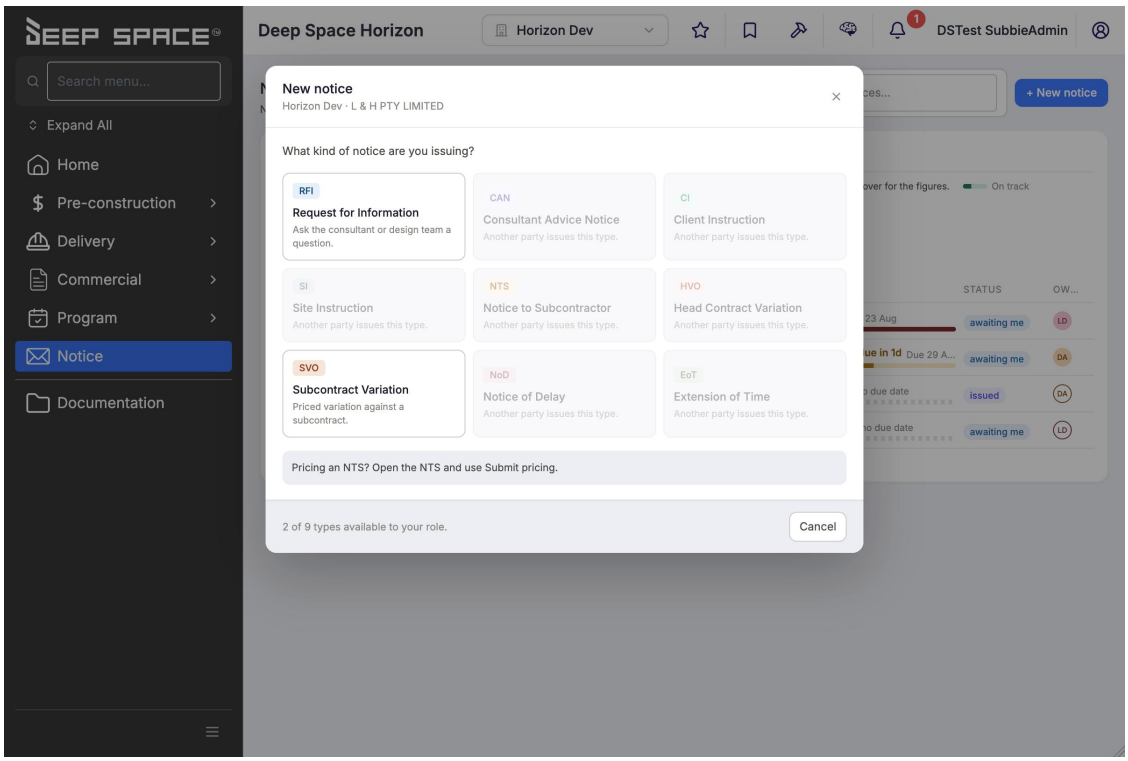


Figure — portal type picker (subcontractor view) with RFI and SVO available.

11.3 Acting from the portal

Opening a notice shows the same document, chain and activity thread, with the actions their role allows — acknowledging an instruction, replying to an RFI, commenting. External parties can also **forward** a notice and **link** related notices, the same way chapter 6 and 9.5 describe.

> **Behaviour:** A subcontractor passed an instruction via NTS sees the instruction's substance embedded in their notice, without needing access to the upstream client correspondence. Chains only ever show an external party the notices their organisation is party to.

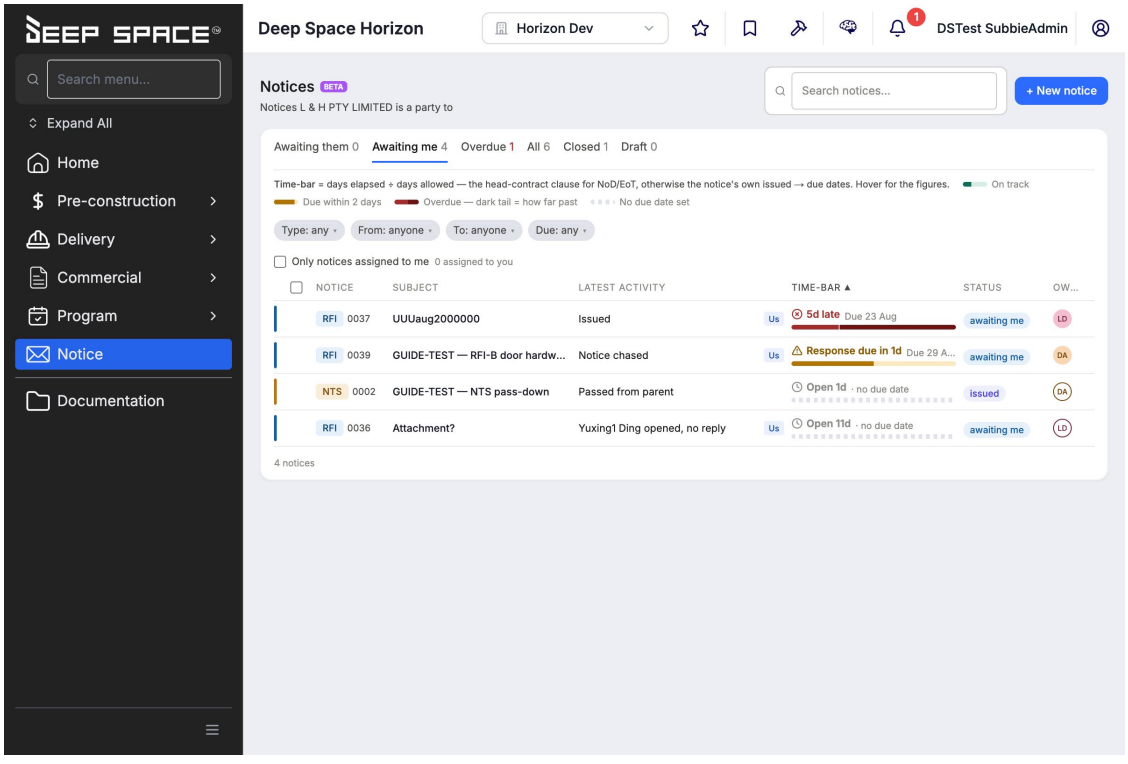


Figure — portal register (subcontractor view), Awaiting me tab.

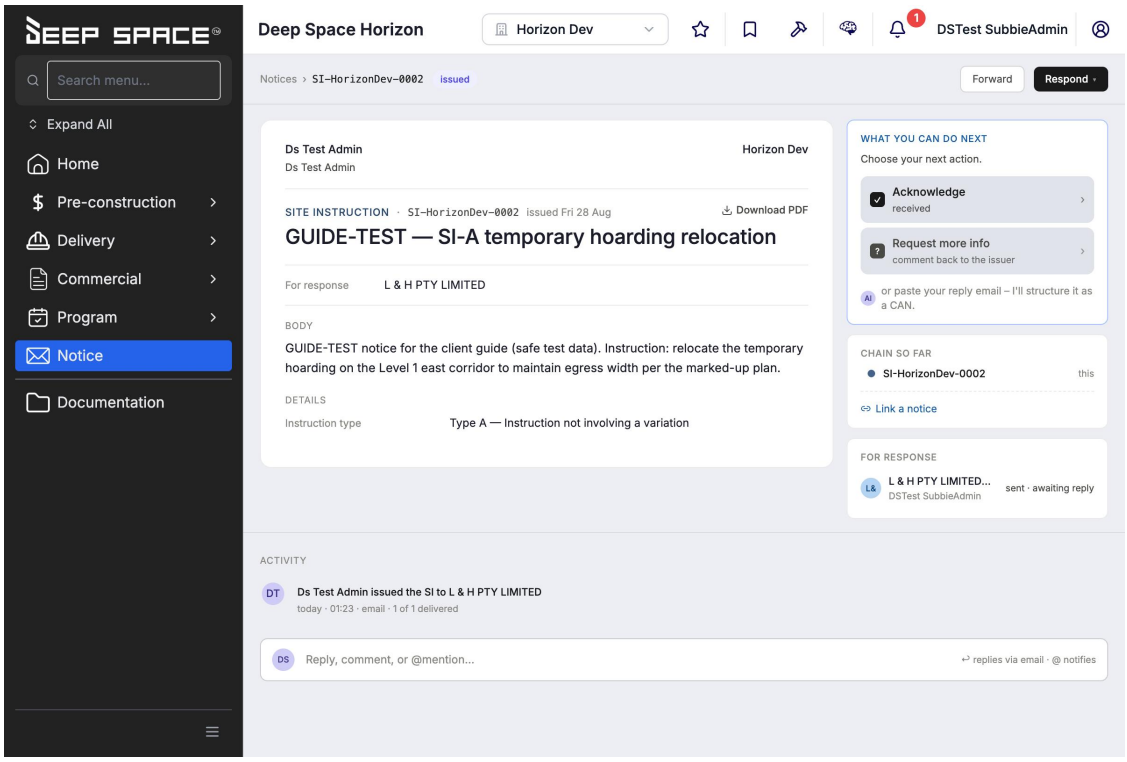


Figure — portal notice detail (subcontractor) with Acknowledge available.

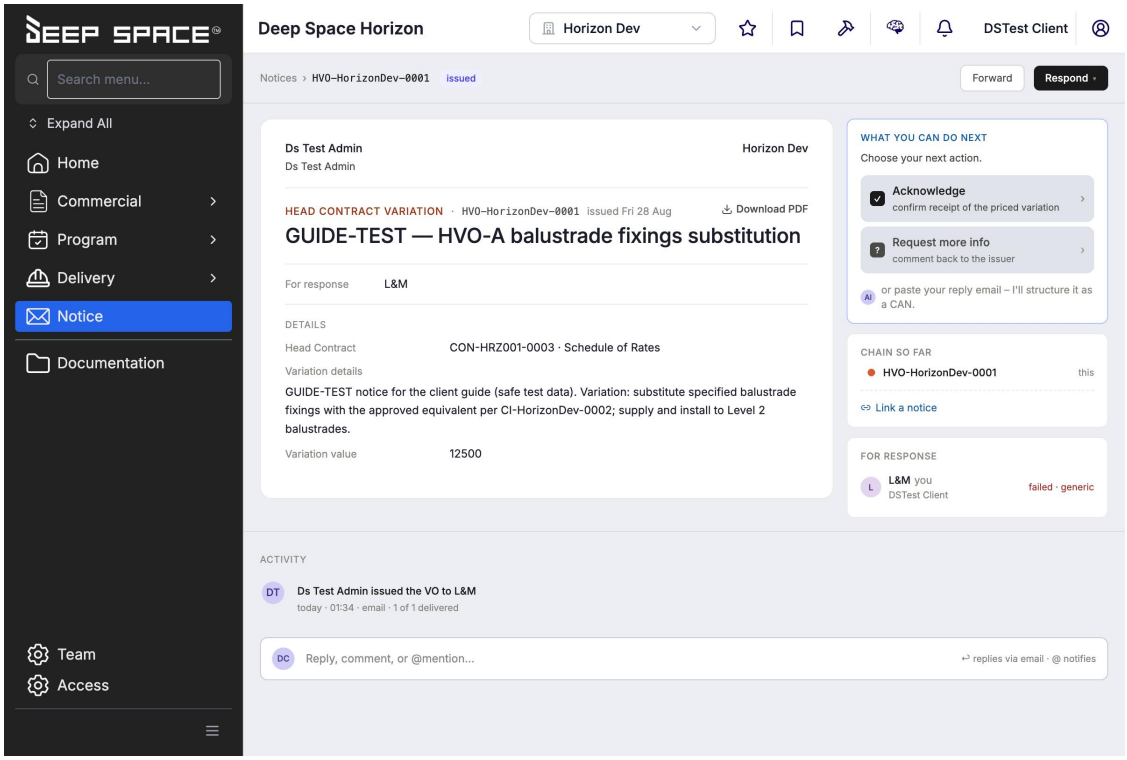


Figure — portal notice detail (client view).

12. Expected behaviours & FAQ

The sidebar count hasn't updated after I responded. It refreshes about once a minute (3.1). The register tabs are live immediately.

I can't chase again. Chases are limited to one per hour per notice (9.4).

A colleague answered — why does the notice show responded for my whole company? Responsibility is organisational (1.3). Any person at an addressed company answers for it; the timeline records who.

Someone else on my team edited my draft. Project drafts are shared with the project team by design (4.6). Portal drafts are private.

Why can't I close an acknowledged notice? Acknowledged *is* the end state for instruction-style notices (1.4) — nothing further is owed.

Can I close with responses still outstanding? Yes — closing is the issuer's call and does not wait (1.4). The timeline preserves who never answered.

What does search cover? The notice subject and chain references (3.4) — not body text or attachment names.

When does a notice get its number? At issue, never before (1.2).

Where do I get the notice document? The PDF is generated at issue and attached to the notice email, and is always available from the notice page ("Download PDF").

Who can see the assignee? Only your workspace (4.4). Recipients and the PDF never show it.

Appendix A — Notice type reference

The contract for each type: its lifecycle, and the actions the platform offers, to whom, in which states. "Issuer" = the organisation that issued the notice; "Respondent" = an addressed To organisation. Actions marked ✉ send email.

A.1 RFI — Request for Information

- **Lifecycle:** Draft → Issued/Awaiting response → Responded → Closed.
- **Issued by:** any project party. **Answered by:** the addressed organisation(s).
- **Actions:** Respondent, while awaiting: **Issue CAN** (formal answer, chained) ✉, **Reply with answer** (direct answer with attachments). Issuer: **Issue CI / Issue Site Instruction** (turn the answer into an instruction, from issue through closed) ✉, **Close**. Anyone: **Request more info** (comment).
- **Settles when:** every To organisation has answered → Responded. Issuer may close at any point.

A.2 CAN — Consultant Advice Notice

- **Lifecycle:** Draft → Issued → Acknowledged (final) | Closed by issuer.
- **Issued by:** consultant. Often created from an RFI as its answer.
- **Actions:** Respondent (typically the builder): **Acknowledge**, **Issue NTS to sub** ✉, **Issue Site Instruction** ✉, **Issue CI** ✉, **Request CI** (ask the client to instruct; email only, no new notice) ✉. Issuer: **Close**. Anyone: comment.

A.3 CI — Client Instruction

- **Lifecycle:** Draft → Issued → Acknowledged (final).
- **Issued by:** client, or builder on the client's behalf (including directly from an RFI or CAN).
- **Actions:** Respondent (builder): **Acknowledge & comply**, **Issue NTS to sub** ✉, **Issue Site Instruction** ✉. Anyone: comment. *A CI has no Close action — it settles by acknowledgement.*

A.4 SI — Site Instruction

- **Lifecycle:** Draft → Issued → Acknowledged (final).
- **Issued by:** builder, to a subcontractor. Carries the contractual instruction type (A/B/C/D).
- **Actions:** Respondent (subcontractor): **Acknowledge**. Anyone: comment. *No Close action — settles by acknowledgement.*

A.5 NTS — Notice to Subcontractor

- **Lifecycle:** Draft → Issued → Acknowledged (final).
- **Issued by:** builder, passing a client instruction down. The upstream instruction's content is embedded.
- **Actions:** Respondent (subcontractor): **Acknowledge**. Anyone: comment. *No Close action — settles by acknowledgement.*

A.6 HVO — Head Contract Variation

- **Lifecycle:** Draft → Issued → Acknowledged (final) | Closed by issuer.
- **Issued by:** builder, to the client.
- **Actions:** Respondent: **Acknowledge** (confirm receipt of the priced variation). Issuer: **Close** (close out once the commercial position is settled). Anyone: comment.

A.7 SVO — Subcontract Variation

- **Lifecycle & actions:** as HVO, against a subcontract (builder ↔ subcontractor).

A.8 NoD — Notice of Delay

- **Lifecycle:** Draft → Issued → Acknowledged (final) | Closed by issuer.
- **Issued by:** builder. Measured against the head contract's notification window (7.1).
- **Actions:** Respondent: **Acknowledge**. Issuer: **Close**. Anyone: comment.

A.9 EoT — Extension of Time

- **Lifecycle:** Draft → Submitted → Granted | Refused → Closed.
- **Issued by:** builder. Days/cost claimed may be TBD at submission (7.2).
- **Actions:** Issuer: **Close** (once determined). Comments remain available throughout.
- **Effect:** granted days feed the programme position (7.3) and persist after closure.

Appendix B — Glossary

Term	Meaning
Notice	A formal, numbered piece of project correspondence with recipients, a lifecycle and an audit trail
Register	The project's list of notices
Chain	Linked notices telling one story (question → advice → instruction → pass-down)
To / FYI	Recipient roles: To organisations owe a response; FYI are kept informed
Awaiting	The set of To organisations that have not yet acted
Acknowledge	A recipient organisation's confirmation it has received and noted a notice

Term	Meaning
Issue	Sending a draft: allocates the number, emails recipients, files the notice
Chase	A reminder re-send to organisations still owing a response
Forward	Sending a copy to additional FYI viewers
Assignee / Owner	The internal person driving a notice to closure (never visible to recipients)
Time-bar	The register's visual of time used vs allowed; for NoD/EoT, the contractual notification window
Ball-in-court	The register chip naming who owes the next move
Head Contract	The builder–client contract that drives delay clocks and the programme position
PC	Practical Completion

Deep Space · Notice Platform guide · v1.0 — every behaviour statement verified against production on 2026-08-28, including a live email reply round-trip and a portal-raised notice; screenshots from a demonstration project.