

EOT Claim Submission Checklist

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1. Notices

- ☐ Notice of delay or claim issued within the contract period (FIDIC 2017: 28 days, Sub-Clause 20.2.1)
- ☐ Notice describes the event and the date you became aware of it
- ☐ Copies of all notices and the Engineer or PM replies attached

2. Contractual basis

- ☐ Clause giving entitlement identified (for example FIDIC 8.5, NEC 60.1, JCT Relevant Event)
- ☐ Any conditions precedent or time bars checked and met
- ☐ Legal basis stated where the contract requires it (FIDIC 2017 Sub-Clause 20.2.4)

3. Programme

- ☐ Accepted baseline programme identified, with its date
- ☐ Programme updates current at the time of the event
- ☐ Programme checked for open ends, constraints and logic errors

4. Delay analysis

- ☐ Method stated and justified (TIA, windows, as-planned vs as-built)
- ☐ Each event shown on the critical path to completion
- ☐ Float, mitigation and concurrent contractor delays addressed
- ☐ Days of extension claimed for each event, and in total

5. Records

- ☐ Daily reports, labour and plant records for the period
- ☐ RFI, drawing and instruction registers with dates
- ☐ Correspondence and meeting minutes
- ☐ Dated photographs, and weather records where relied on

6. Cost (if claimed)

- ☐ Prolongation costs linked to the period of delay
- ☐ Disruption costs supported by measured productivity
- ☐ Head office overheads calculated by a stated method

7. Submission

- ☐ Executive summary with the time and cost requested

- ☐ Index of supporting documents
- ☐ Interim updates planned where the delay continues (FIDIC 2017 Sub-Clause 20.2.6)