

# ETC PANEL

## EXTENSION OF TIME (EOT)

### CLAIM CHECKLIST

It's in everyone's best interests – Principal, Contractor and EtC – to quickly and accurately resolve EoT delay claims. This checklist is designed to prompt those issuing EoT claims to supply all required information to the EtC at the start of the claim, eliminating back-and-forward interaction that wastes time.

**This is not an official form, but a tool to prompt thinking about what you will need for your claim. Not all points will be applicable for every claim.**

#### CLAIM DETAILS

- Note the contract clause/s under which the Extension of Time (EoT) Claim is being lodged.
- Provide the date of the original notice of delay (if there was one).
- Describe how the original notice of delay relates to the required contract notification periods.
- Confirm if the EoT claim is for "Time Only" or "Time and Cost".
- Advise if this matter relates to another EoT claim already in progress, and/or whether it was responded to previously.
- Advise if this is a weather related EoT Claim. If so, describe how it relates to any contract provision for days under NZS3910:2013 GC CL 2.4 (Clause B3 of Appendix B).

#### PROGRAMME

- Provide a hard copy and a soft copy (eg. MS Project file) of the current construction programme, as well as a hard and soft copy of the original accepted contract programme (post contract execution).
- Ensure that each version is clearly labelled so they can easily be told apart.
- Provide an explanation in your own words of the sequence of events that have led to this claim, and what has changed since the time of tender.

- Explain the impact on the Programme Critical Path (including the number of working days claimed, and the new proposed Due Date for Completion).
- Explain whether you have considered any float (time that a task can be delayed without affecting the overall project completion date) within the programme, and whether the critical path has actually been affected.
- Provide details of any possible concurrent delay events associated with this claim.
- Provide details of any mitigation measures that have been undertaken in relation to the event/claim.
- Provide copies of all supporting claim information. These may include but not be limited to emails, drawings, CANs, RFIs, instructions and so forth.

## FINANCIAL

- If costs are involved, provide a worked example of the cost build up.
- If a Working Day Rate (WDR) exists in the contract, confirm under NZS3910:2013 GC Cl 9.3.12 if there is any reason why the circumstances of this claim would make the WDR clearly inequitable for either party.
- Provide copies of all supporting claim information. These may include but not be limited to calculations, subcontractor invoices (including breakdown of quantity, rates and calculations).
- Confirm whether contract rates have been used.

## ACKNOWLEDGEMENTS

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