VARIATION PROCEDURE CHECKLIST

Below is a detailed checklist surrounding the procedure, under AS400, that should be followed when variations in construction contracts arise.

PROPOSED VARIATION NOTICE

- [ ] The Superintendent on behalf of the Principal issues the Contractor a written Notice of Proposed Variation
- [ ] Contractor identifies whether the project can be effected
- [ ] Contractor provides Superintendent will written quotation
- [ ] Principal decides not to proceed and directs Contractor to continue with original scope or Principal accepts the variation price estimate and directs Contractor to proceed

DIRECTION TO EXECUTE VARIATION

- [ ] Superintendent issues the Contractor a written Direction Notice
- [ ] Contractor identifies whether the project cannot be effected
- [ ] Contractor either approves or rejects variation
- [ ] Contractor begins work

PRICING

- [ ] Superintendent prices variation
- [ ] Superintendent adds or deducts variation cost from original contract sum
- [ ] Contractor claims progress payments in regular scehduled payemtns

WHEN THE PROPOSED VARIATION CAUSES A DELAY

- [ ] As soon as possible once the Contractor becomes aware of possible delay they must give written notice to the Superintendent
- [ ] If the project will result in a delay within 28 days the Contractor must lodge a written Extension of Time (EOT) claim
- [ ] Superintendent either approves or rejects EOT claim

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