

CLAIMS & ENTITLEMENT · FIDIC / NEC4

The EOT Claim-Readiness Checklist

An extension of time is won or lost on records and method, not rhetoric — and most of it is decided while the delay is still live. Use this to test whether your position would hold in adjudication or arbitration today. Every unticked box is exposure.

Baseline

- ☐ An accepted, logic-linked baseline programme exists — both parties agree it as the starting point
- ☐ The baseline passes a DCMA-style integrity check — no constraint-driven dates or open-ended logic
- ☐ Every subsequent revision is version-controlled — you can show what changed, when, and why

Contemporaneous records

- ☐ Progress is captured as work happens, not reconstructed — daily/weekly, dated, verifiable
- ☐ Site diaries, labour and plant returns are complete — the raw material a tribunal will want to see
- ☐ Delay events are logged when they occur — cause, date, and affected activities recorded
- ☐ Correspondence and instructions are indexed — retrievable by event, not buried in inboxes

Notice discipline

- ☐ Every claim event is notified within the contract time-bar — FIDIC 2017: 28 days or the claim can be lost
- ☐ Early-warning / notice obligations are met on time — NEC4 early warning raised as risks appear
- ☐ Notices reference the clause, event and effect — not a vague reservation of rights

Delay method & entitlement

- ☐ A delay method is chosen to fit the records, not the number — windows / TIA / as-planned v as-built
- ☐ Concurrency is identified and addressed head-on — employer vs contractor causes separated
- ☐ Cause, effect and contractual mechanism form one chain — an adjudicator can follow it end to end
- ☐ Prolongation and disruption are claimed separately — different heads, different proof

Not sure your position holds? Bring us in at month three, not month thirty.

Independent forensic delay analysis and EOT/quantum support — built to stand up in adjudication and arbitration. A principal responds within 24 hours. → projectassure.in/services/project-planning-controls