

# 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