

# 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 with 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 scheduled payments

## 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