|  |  |
| --- | --- |
| **Contractor** | [Insert text here] |
| **Description of Claim** | [Insert text here] |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Project Name** | [Insert text here] |

| # | **Topic** | **Tick** | **Comment** |
| --- | --- | --- | --- |
| **1** | **Introduction** |[ ]   |
| **2** | **Factual Background** |[ ]   |
|  | Causation |[ ]   |
|  | Sequence of events |[ ]   |
|  | Summary of correspondence |[ ]   |
|  | Role played by participants |[ ]   |
|  | Physical quantities of work |[ ]   |
|  | Location of Works |[ ]   |
|  | Type of work |[ ]   |
|  | Productivity issues |[ ]   |
|  | Sequencing of work issues |[ ]   |
|  | Payments received |[ ]   |
|  | Opinions expressed by experts |[ ]   |
|  | Written records |[ ]   |
|  | Events |[ ]   |
|  | Claim amounts |[ ]   |
| **3** | **Basis for Claim (Liability)** |[ ]   |
| **4** | **Quantification of Claim** |[ ]   |
|  | Physical quantities |[ ]   |
|  | Spreadsheets, survey data, calculations, photographs, payment registers, copies of payment certificates, rainfall registers, as‑built programs, future looking programs |[ ]   |
|  | Direct costs - onsite |[ ]   |
|  | Direct costs - offsite |[ ]   |
|  | Indirect costs - onsite |[ ]   |
|  | Indirect costs - offsite |[ ]   |
|  | Consequential costs - direct |[ ]   |
|  | Consequential costs - indirect |[ ]   |
|  | Delay costs |[ ]   |
|  | Profit |[ ]   |
|  | Disruption |[ ]   |
|  | Extension of Time (EOT) Analysis or Time Impact Analysis (TIA); assessment of any adjustment to the Date for Practical Completion (for whole of the Works or Separable Portions and Mandatory Milestones) Cl. 35.2, 35.3, 33.6 of the TICC GCoC, concurrent delays, changes to critical path network. |[ ]   |
| **5** | **Summary** |[ ]   |
| **6** | **Final Comments (entitlement; quantum)** |[ ]   |
| **7** | **Reliance Documents** |[ ]   |
|  | Drawings, specifications |[ ]   |
|  | Construction programs |[ ]   |
|  | Letters |[ ]   |
|  | Site instructions |[ ]   |
|  | Photographs |[ ]   |
|  | Text references |[ ]   |
|  | Opinions by experts |[ ]   |
|  | Minutes of meetings |[ ]   |
|  | Others (please list) |[ ]   |