[Insert date]

[Insert Contractor’s Name]

[Insert address line 1]

[Insert address line 2]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dear [Insert Contractor’s Name]   |  |  | | --- | --- | | **Contract number** | [Insert Contract number] | | **Project name** | [Insert Project name] | |

**Re: Construction Program – Clause 33.4 General Conditions of Contract**

In accordance with Clause 8.5 Supply of Documents by Contractor, of the General Conditions of Contract, I advise that your submitted Construction Program is suitable / unsuitable. Attached are the results of a suitability assessment.

In accordance with Clause 8.5 Supply of Documents by Contractor, of the General Conditions of Contract, you are required to provide an amended construction program within five Business Days of receiving this notice.

**Or:**

In accordance with Clause 8.5 Supply of Documents by Contractor, of the General Conditions of Contract, I advise that your Construction Program version [Insert revision] dated [Insert date] is considered suitable, subject to the following:

* That the areas identified in the suitability assessment as Not Suitable are addressed as follows: (A copy of the assessment results in the form of a checklist are attached for your information.)
* Items identified as Not Suitable (NS) shall be amended to comply with the Contract and the program resubmitted
* Items identified as containing Insufficient Detail (ID) to assess the suitability of the program shall also be amended, and
* Where difficulty prevents the inclusion of the additional information or the amendment of unsuitable information in the reviewed program format, the information may be presented in an alternative format (for example, a statement confirming compliance with the Contract; a list of Principal Supplied Materials and dates; cash flow diagrams or forecasts; and so on).
* The following items are also required to form part of the Construction Program in accordance with Clause 33.4.2 Critical Path Network Program, of the *General Conditions of Contract*, however, in this instance, I am prepared to waive these requirements [Delete before sending. Waiving is at Administrator's discretion]:
* "Clause 33.4.2(b)(iii): activities identified by whole numbers, with sufficient gaps in the logical sequence to allow later insertion of additional activities should that be required
* Clause 33.4.2(b)(v): a separate detailed activity listing showing coding, estimated durations and full logic links between activities
* Clause 33.4.2(b)(ix): any resource and/or logic restraints (non-zero lags shall only be shown where an engineering or resource requirement can be demonstrated)
* Clause 33.4.2(b)(x): at least two calendars, one for calendar days and one for working days
* Clause 33.4.2(b)(xi): activity weightings expressed as a percentage of the total cost of the work under the Contract, and
  + Clause 33.4.2(b)(xii): projected progress of the Work Under the Contract, capable of being presented graphically.”

The above requirements are waived on the condition that at any time, should I require any of the above information, then such information shall be made available upon request [Delete before sending. Waiving is at Administrator's discretion].

This construction program is now the Current Program in accordance with Clause 33.4.4 Current Program, of the General Conditions of Contract.

Or:

In accordance with Clause 33.4.8 Review of Current Program, of the General Conditions of Contract, the Contractor’s report has been reviewed and as actual progress of Work under the Contract varies significantly to that shown in the Current Program the Contractor is required to submit a revised program.

Yours sincerely

[Insert name]

Administrator

Encl. ( )

[Delete before sending.

* Prior to accepting the Construction Program, its suitability should be assessed using proforma checklist Construction Program – Suitability Assessment (CAC011M).
* This letter (CAL005M) must be returned within 10 Business Days of receiving the Contractor's construction program.
* If the deficiencies in the Construction Program are obvious then the Administrator should take reasonable steps to advise the Contractor quickly.

A copy of the Construction Program is to be attached to the File Copy and to the B/C's.]

[Delete before sending. Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. Administrator’s Representative – [Insert name]

[Insert address line 1]

[Insert address line 2]

1. Inspector – [Insert name]

[Insert address line 1]

[Insert address line 2]

1. Administration Officer – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert name]

Administrator

[Insert date]