|  |  |  |  |
| --- | --- | --- | --- |
| **Principal’s Quarterly Report No.** | [Insert text here] | **Period** | [Insert text here] |
| **Contractor** | [Insert text here] | **Contract No.** | [Insert text here] |
| **Project Name** | [Insert text here] | **Project No.** | [Insert text here] |

|  |  |
| --- | --- |
| [insert photo] | [insert photo] |
| [insert photo] | [insert photo] |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Introduction** | | | | | |
| (Give an overview of the Contract) | | | | | |
|  | | | | | |
| **2.** | **Contract Dates** | | | | | |
| Significant contract dates are tabled below. | | | | | |
| Date of Acceptance of Tender | | | | |  |
| Period of Construction | | | | |  |
| Original Date for Practical Completion | | | | |  |
| Approved Extensions of Time | | | | |  |
| Approved Date for Practical Completion | | | | |  |
| Anticipated Date for Practical Completion | | | | |  |
| Anticipated Date for Final Certificate | | | | |  |
| **3.** | **Contract Cost** | | | | | |
| **Table 1 – Summary of Actual Project Costs to Date ([insert date here])** | | | | | |
| Progress Payments | | | | |  |
| Approved Variations | | | | |  |
| **Sub‑total** | | | | |  |
| Principal’s Materials | | | | |  |
| Variations to Principal’s Materials | | | | |  |
| Departmental Costs | | | | |  |
| **TOTAL TO DATE** | | | | |  |
| **4.** | **Program and Progress** | | | | | |
| Works commenced on [insert date here] and are summarised as follows: | | | | | |
|  | | | | | |
| The Contractor has estimated that the Works are [insert text here]% complete. | | | | | |
| **5.** | **Weather** | | | | | |
|  | | | | | |
| **6.** | **Construction Program** | | | | | |
|  | | | | | |
| The Construction Program is in the Appendices. | | | | | |
| **7.** | **Extensions of Time** | | | | | |
|  | | | | | |
| The Extensions of Time Register is in the Appendices. | | | | | |
| **8.** | **Claims** | | | | | |
|  | | | | | |
| The Cashflow Forecast is in the Appendices. | | | | | |
| **9.** | **Variations** | | | | | |
|  | | | | | |
| The Variations Register is in the Appendices. | | | | | |
| **10.** | **Quality** | | | | | |
|  | | | | | |
| **11.** | **Corrective Action Requests (CARs)** | | | | | |
|  | | | | | |
| The Corrective Action Requests Register is in the Appendices. | | | | | |
| **12.** | **Non‑conformance Reports (NCRs)** | | | | | |
|  | | | | | |
| The Non‑conformance Reports Register is in the Appendices. | | | | | |
| **13.** | **Traffic** | | | | | |
|  | | | | | |
| **14.** | **Environmental** | | | | | |
|  | | | | | |
| **15.** | **Construction Workplace** | | | | | |
|  | | | | | |
| **16.** | **Community Liaison** | | | | | |
|  | | | | | |
| **17.** | **Design Reviews** | | | | | |
|  | | | | | |
| **18.** | **Principal Supplied Materials** | | | | | |
|  | | | | | |
| **19.** | **Contractor Issues / Complaints** | | | | | |
|  | | | | | |
| **20.** | **Blasting** | | | | | |
|  | | | | | |
| **21.** | **Conclusion** | | | | | |
| It is anticipated that the Date for Practical Completion will be [insert text here]. | | | | | |
| As seen in Table 2 the budget will be sufficient to complete the Contract Works / may require additional funding in the amount of $[insert text here] to complete the Contract Works / will require additional funding in the amount of $[insert text here] to complete the Contract Works. | | | | | |
| **Table 2 – Original, Actual, Forecast and Program Approved Project Costs** | | | | | |
| $ | Original Estimate | Actual to (date) | Forecast Total | Program Approval | |
| Contract Costs |  |  |  |  | |
| Principal’s Materials |  |  |  |  | |
| Departmental Costs |  |  |  |  | |
| **TOTAL** |  |  |  |  | |
| Staffing levels for the administration of this Contract are sufficient/insufficient to certify the Works to the required standard.  The experience of the Administration team is sufficient/insufficient to certify the Works to the required standard.  Areas that require addressing are: | | | | | |
|  | | | | | |