

CONTEMPORANEOUS RECORD KEEPING

COURSE OUTLINE

Introduction/overview record keeping courses are delivered via the toolbox talk format. More detailed training or seminar format can be offered by prior arrangement and subject to agreement.

Course formats:

- 1-1.5 hour Toolbox Talk
- Half day Presentation
- Full day Seminar/Conference

Course content:

- Introduction and background
- Why keep records?
- Maximise entitlement of variations
- Delay and late information logging – use of schedules
- Notifications

Half day and full day courses will also cover the following subjects:

- Society of Construction Law delay, disruption protocol and claims presentation
- JCT Contracts (*NEC overview supplement available)
 - a) Method of measurement
 - b) Completion date adjustment – extension of time
 - c) Disruption and loss and/or expense
- CORES – an in-house system developed to suit claims preparation
 - a) Late information
 - b) Delay causes

Each course can be provided with suitable CPD certification (Continual Professional Development) upon successful completion.