

**CoReS<sup>TM</sup>**  
**CONTEMPORANEOUS**  
**RECORDS SYSTEM**

**Peter Kerrigan**

LLB(Hons) FRICS FCI Arb Barrister

[www.kerrigans.net](http://www.kerrigans.net)

# SOCIETY OF CONSTRUCTION LAW DELAY AND DISRUPTION PROTOCOL (October 2002)

- 1.2.8 The parties should attempt so far as possible to deal with the impact of Employer Risk Events **as the work proceeds**, both in terms of EOT and compensation.
  
- 1.7 Valuation of variations
  - 1.7.1 Where practicable, the **total likely effect** of variations should be pre-agreed between the Employer/CA and the Contractor, to arrive at if possible, a fixed price of a variation, to include not only the **direct costs** (labour, plant and materials) but also the **time related costs**, an agreed extension of time and the necessary revisions to the programme.

# SOCIETY OF CONSTRUCTION LAW DELAY AND DISRUPTION PROTOCOL (October 2002)

## 1.14 Global Claims

1.14.2 If the Contractor has made and maintained accurate and complete records, the Contractor should be able to **establish the causal link** between the Employer Risk Event and the resultant loss and/or expense suffered, without the need to make a global claim. **The failure to maintain such records does not justify the Contractor in making a global claim.** The Protocol's guidance as to the keeping of records is set out in Guidance Section 2.

# SOCIETY OF CONSTRUCTION LAW DELAY AND DISRUPTION PROTOCOL (October 2002)

## 1.19 Disruption

1.19.11 It is **essential** for the Contractor to maintain and make available to the CA **good site records** in order that the CA may carry out proper assessments of disruption.

## 2. Guidelines on preparing and maintaining programmes and records.

2.1 Records kept in a **suitable format** should reduce the cost of analysing delays considerably.

# SOCIETY OF CONSTRUCTION LAW DELAY AND DISRUPTION PROTOCOL (October 2002)

## 2.4 Records

- 2.4.1 It is often complained that there is a **lack of good record keeping** and a **lack of uniformity** of approach to record keeping in the construction industry.

# JCT 2005 STANDARD BUILDING CONTRACT WITH QUANTITIES

## Clause 5.6 provides *inter alia*:

- 3 In any valuation of work under clauses 5.6.1 and 5.6.2:
  - 3.3 allowance, where appropriate, shall be made for any addition to or reduction of **preliminary items of the type referred to in the Standard Method of Measurement**, provided that no such allowance shall be made in respect of compliance with an Architect's /a Contract Administrator's instruction for the expenditure of a provisional sum for defined work.

STANDARD METHOD OF MEASUREMENT OF BUILDING WORKS: SEVENTH EDITION

SECTION A - PRELIMINARIES/GENERAL CONDITIONS

CLASSIFICATION TABLE					MEASUREMENT RULES	DEFINITION RULES	COVERAGE RULES	SUPPLEMENTARY INFORMATION
A40 Contractor's general cost items: Management and Staff								
			item			D3 Management and staff includes management, trades supervision, engineering, programming and production, quantity surveying support staff and the like		
1. Management and Staff		1. Fixed charge 2. Time related charge						
A41 Contractor's general cost items: Site Accommodation								
1. Site Accommodation		1. Fixed charge 2. Time related charge	item	1. Made available by the Employer, details and conditions stated		D4 Site accommodation includes offices, laboratories, cabins, stores, compounds, canteens, sanitary facilities and the like		
A42 Contractor's general cost items: Services and facilities								
1. Services and facilities	1. Power 2. Lighting 3. Fuels 4. Water 5. Telephone/ administration 6. Safety, health and welfare 7. Storage of materials .... etc....	1. Fixed charge 2. Time related charge	item	1. Made available by the Employer, details and conditions stated		D5 Items listed are not exhaustive and are for convenience of pricing only	C3 General attendance is deemed to include the use of the Contractor's temporary roads, pavings ...etc....	

CLASSIFICATION TABLE					MEASUREMENT RULES	DEFINITION RULES	COVERAGE RULES	SUPPLEMENTARY INFORMATION
A40 Contractor's general cost items: Management and Staff								
1. Management and Staff		1. Fixed charge 2. Time related charge	item					
A41 Contractor's general cost items: Site								
1. Site Accommodation				Employer, details and conditions stated		laboratories, cabins, stores, compounds, canteens, sanitary facilities and the like		
A42 Contractor's general cost items: Services and facilities								
1. Services and facilities	1. Power 2. Lighting 3. Fuels 4. Water 5. Telephone/ administration 6. Safety, health and welfare 7. Storage of materials .... etc....	1. Fixed charge 2. Time related charge	item	1. Made available by the Employer, details and conditions stated		D5 Items listed are not exhaustive and are for convenience of pricing only	C3 General attendance is deemed to include the use of the Contractor's temporary roads, pavings ...etc....	

**D3 Management and staff includes management, trades supervision, engineering, programming and production, quantity surveying support staff and the like**



CLASSIFICATION TABLE					MEASUREMENT RULES	DEFINITION RULES	COVERAGE RULES	SUPPLEMENTARY INFORMATION
<b>A40 Contractor's general cost items: Management and Staff</b>								
1. Management and Staff		1. Fixed charge 2. Time related charge	item			D3 Management and staff includes management, trades supervision, engineering, programming and production, quantity surveying support staff and the like		
<b>A41 Contractor's general cost items: Site Accommodation</b>								
			item	1. Made available by the		D4 Site accommodation includes offices, cabins, sunds, sanitary the like		
<b>A42 Contractor's general cost items: Services and facilities</b>								
1. Services and facilities	1. Power 2. Lighting 3. Fuels 4. Water 5. Telephone/administration 6. Safety, health and welfare 7. Storage of materials .... etc....	1. Fixed charge 2. Time related charge	item	1. Made available by the Employer, details and conditions stated		D5 Items listed are not exhaustive and are for convenience of pricing only	C3 General attendance is deemed to include the use of the Contractor's temporary roads, pavings ...etc....	

**1. Site Accommodation**

**1. Fixed charge  
2. Time related charge**

CLASSIFICATION TABLE					MEASUREMENT RULES	DEFINITION RULES	COVERAGE RULES	SUPPLEMENTARY INFORMATION
<b>A40 Contractor's general cost items: Management and Staff</b>								
1. Management and Staff		1. Fixed charge 2. Time related charge	item			D3 Management and staff includes management, trades supervision, engineering, programming and production, quantity surveying support staff and the like		
<b>A41 Contractor's general cost items: Site Accommodation</b>								
1. Site Accommodation		1. Fixed charge 2. Time related charge	item	1. Made available by the				
<b>A42 Contractor's general cost items: Services and facilities</b>								
1. Services and facilities	1. Power 2. Lighting 3. Fuels 4. Water 5. Telephone/administration 6. Safety, health and welfare 7. Storage of materials .... etc....			Employer, details and conditions stated		of pricing only	C3 General attendance is deemed to include the use of the Contractor's temporary roads, pavings ...etc....	

**D4 Site accommodation includes offices, laboratories, cabins, stores, compounds, canteens, sanitary facilities and the like**

CLASSIFICATION TABLE		MEASUREMENT RULES	DEFINITION RULES	COVERAGE RULES	SUPPLEMENTARY INFORMATION
A40 Contractor's general cost item					
1. Management and Staff					
A41 Contractor's general cost item					
1. Site Accommodation					
A42 Contractor's general cost item					
1. Service and facilities					

- 1. Power
- 2. Lighting
- 3. Fuels
- 4. Water
- 5. Telephone/ administration
- 6. Safety, health and welfare
- 7. Storage of materials
- 8. Rubbish disposal
- 9. Cleaning
- 10. Drying out
- 11. Protection of work in all sections
- 12. Security
- 13. Maintain public and private roads
- 14. Small plant and tools
- 15. Others

**1. Service and facilities**

eral  
nce  
ed to  
he  
e  
or's  
temporary  
roads,  
pavings  
...etc....

CLASSIFICATION TABLE					MEASUREMENT RULES	DEFINITION RULES	COVERAGE RULES	SUPPLEMENTARY INFORMATION
A43 Contractor's general cost items: Mechanical plant								
		1. Fixed charge	item	1. Made available by the Employer,		D6 Items listed are not exhaustive and are for convenience of pricing only		
		2. Time related charge						
A44 Contractor's general cost items: Temporary Works								
1. Temporary Works	1. Temporary roads	2. Temporary walkways	3. Access scaffolding	4. ...etc....		D7 Items listed are not exhaustive and are for convenience of pricing only		
A50 Work/Materials by the Employer								
1. Works/Materials by the Employer	1. Work by others directly employed by the Employer, details stated	2. ....etc....						

**1. Mechanical Plant**

1. Cranes
2. Hoists
3. Personnel transport
4. Transport
5. Earthmoving plant
6. Concrete plant
7. Piling plant
8. Paving and surfacing plant
9. Others

CLASSIFICATION TABLE					MEASUREMENT RULES	DEFINITION RULES	COVERAGE RULES	SUPPLEMENTARY INFORMATION
<b>A43 Contractor's general cost items: Mechanical plant</b>								
1. Mechanical plant	1. Cranes 2. Hoists 3. Personnel transport 4. Transport 5. Earthmoving plant 6. Concrete plant 7. ....etc....	1. Fixed charge 2. Time related charge	item	1. Made available by the Employer, details and conditions stated		D6 Items listed are not exhaustive and are for convenience of pricing only		
<b>A44 Contractor's general cost items: Temporary works</b>								
		1. Fixed charge 2. Time related charge	item	1. Made available by the Employer,		D7 Items listed are not exhaustive and are for convenience of pricing only		
<b>A50 Work/Materials by the Employer</b>								
1. Works/Materials by the Employer	1. Work other than directed by the Employer, details stated 2. ....etc....							

**1. Temporary works**

1. Temporary roads
2. Temporary walkways
3. Access scaffolding
4. Support scaffolding and propping
5. Hoardings, fans, fencing etc.
6. Hardstanding
7. Traffic regulations
8. Others

## CLAUSE 2.27 ADJUSTMENT OF COMPLETION DATE

### Clause 2.27.1 provides:

If and **whenever it becomes reasonably apparent** that the progress of the Works or any Section is being or is likely to be delayed the Contractor shall **forthwith give written notice** to the Architect/the Contract Administrator of the **material circumstances** including the cause or causes of the delay, shall identify in the notice any event which in his opinion is a Relevant Event.

## CLAUSE 2.27 ADJUSTMENT OF COMPLETION DATE

### Clause 2.27.2 provides:

In respect of each event identified in the notice the Contractor shall, if practicable in such notice, or otherwise in writing **as soon as possible thereafter** give **particulars of its expected effects** including an estimate of any expected delay in the completion of the Works or any Section beyond the relevant Completion Date.

## CLAUSE 4.23 LOSS AND EXPENSE

4.23 If in the execution of this Contract the Contractor incurs or is likely to incur direct loss and/or expense for which he would not be reimbursed by a payment under any other provision in these Conditions due to a deferment of giving possession of the site or relevant part of it under clause 2.5 or because the regular progress of the Works or of any part of them has been or is likely to be materially affected by any of the Relevant Matters, the Contractor may make written application to the Architect/Contract Administrator.



## CLAUSE 4.23 LOSS AND EXPENSE

- 4.23 If the Contractor makes such application, save where these Conditions provide that there shall be no addition to the Contract Sum or otherwise exclude the operation of this clause, then, if and as soon as the Architect/Contract Administrator is of the opinion that the regular progress has been or is likely to be materially affected as stated in the application or that direct loss and/or expense has been or is likely to be incurred due to such deferment, the Architect/Contract Administrator shall from time to time thereafter ascertain, or instruct the Quantity Surveyor to ascertain, the amount of the loss and/or expense which has been or is being incurred; provided always that the Contractor shall:

## CLAUSE 4.23 LOSS AND EXPENSE

1. make his application as soon as it has become, or should reasonably have become, apparent to him that the regular progress has been or is likely to be affected;
2. in support of his application submit to the Architect/Contract Administrator upon request such information as should reasonably enable the Architect/Contract Administrator to form an opinion; and
3. upon request submit to the Architect/Contract Administrator or to the Quantity Surveyor such details of the loss and/or expense as are reasonably necessary for such ascertainment.



SCHEDULE 1 – CAUSE OF DELAY

	CAUSE OF DELAY	ACTIVITY/ACTIVITIES AFFECTED LIKELY TO BE AFFECTED (3)	DELAY TO ACTIVITY /ACTIVITIES		DELAY TO ACTIVITY/ ACTIVITIES (Working Days) (6)	PHYSICAL CONSEQUENCES (7)	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days) (8)	NOTIFICATION	
			STARTED (4)	FINISHED (5)				CLAUSE 2.27 (9)	CLAUSE 4.23 (10)

**ITEM NO. (1)**

**Basis of correlation between schedules and records**

SCHEDULE 1 – CAUSE OF DELAY

ITEM NO.	ACTIVITY/ACTIVITIES AFFECTED LIKELY TO BE AFFECTED	DELAY TO ACTIVITY /ACTIVITIES FINISHED	DELAY TO ACTIVITY/ ACTIVITIES (Working Days)	PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days)	NOTIFICATION		
						1. Date(s)	2. Reference(s)	
(1)	(2)	(5)	(6)	(7)	(8)	CLAUSE 2.27	CLAUSE 4.23	
						(9)	(10)	
	<p><b>Chronological listing of: “...each and every Relevant Event identified in the [clause 2.27.1] notice...” per clause 2.27.1</b></p>							

SCHEDULE 1 – CAUSE OF DELAY

ITEM NO.	CAUSE OF DELAY	DELAY TO ACTIVITY /ACTIVITIES	DELAY TO ACTIVITY/ ACTIVITIES	PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days)	NOTIFICATION	
						1. Date(s)	2. Reference(s)
(1)	(2)	ACTIVITY/ ACTIVITIES AFFECTED/LIKELY TO BE AFFECTED (3)		(7)	(8)	CLAUSE 2.27 (9)	CLAUSE 4.23 (10)
		<p>The effects of any given cause of delay could vary from one activity to another</p>					

SCHEDULE 1 – CAUSE OF DELAY

ITEM NO.	CAUSE OF DELAY	ACTIVITY/ACTIVITIES AFFECTED LIKELY TO BE AFFECTED	DELAY TO ACTIVITY/ACTIVITIES	PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days)	NOTIFICATION	
						1. Date(s)	2. Reference(s)
(1)	(2)	(3)	DELAY TO ACTIVITY/ACTIVITIES		(8)	CLAUSE 2.27	CLAUSE 4.23
			STARTED (4)	FINISHED (5)		(9)	(10)
<p><b>Start and finish dates are essential to:</b></p> <ul style="list-style-type: none"> <li>◆ determine whether any particular cause of delay is critical to overall completion</li> <li>◆ fix the window for the valuation of Variations and ascertainment of loss and expense or damages.</li> </ul>							

SCHEDULE 1 – CAUSE OF DELAY

ITEM NO.	CAUSE OF DELAY	ACTIVITY/ACTIVITIES AFFECTED LIKELY TO BE AFFECTED	DELAY TO ACTIVITY /ACTIVITIES		PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION	NOTIFICATION	
			STARTED	FINISHED			1. Date(s) 2. Reference(s) 3. Clause Number(s)	CLAUSE 2.27
(1)	(2)	(3)	(4)	(5)	(6)	(9)	(10)	

**DELAY TO ACTIVITY (Working Days)**  
**(6)**

**Basis of valuation of Variations and ascertainment of activity loss and expense or damages**



SCHEDULE 1 – CAUSE OF DELAY

ITEM NO.	CAUSE OF DELAY	ACTIVITY/ACTIVITIES AFFECTED LIKELY TO BE AFFECTED	DELAY TO ACTIVITY /ACTIVITIES		DELAY TO ACTIVITY/ACTIVITIES (Working Days)	ESTIMATED DELAY TO OVERALL COMPLETION	NOTIFICATION		
			STARTED	FINISHED			1. Date(s)	2. Reference(s)	3. Clause Number(s)
(1)	(2)	(3)	(4)	(5)	(6)			CLAUSE 4.23	
								(10)	

**PHYSICAL CONSEQUENCES (7)**

**A short statement of what happened in fact**

SCHEDULE 1 – CAUSE OF DELAY

ITEM NO.	CAUSE OF DELAY	ACTIVITY/ACTIVITIES AFFECTED LIKELY TO BE AFFECTED	DELAY TO ACTIVITY /ACTIVITIES		PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days)	NOTIFICATION	
			STARTED	FINISHED			1. Date(s)	2. Reference(s)
		<b>ACTIVITY/ACTIVITIES AFFECTED LIKELY TO BE AFFECTED (3)</b>	<b>DELAY TO ACTIVITY /ACTIVITIES</b>		<b>DELAY TO ACTIVITY/ACTIVITIES (Working Days) (6)</b>	<b>PHYSICAL CONSEQUENCES</b>		
			<b>STARTED (4)</b>	<b>FINISHED (5)</b>			<b>(7)</b>	CLAUSE
							<p style="text-align: center; border: 2px solid red; padding: 10px;">                     Entries into (3) to (7) are the “...particulars of the expected effects...” per clause 2.27.2                 </p>	

SCHEDULE 1 – CAUSE OF DELAY

ITEM NO.	CAUSE OF DELAY	ACTIVITY/ACTIVITIES AFFECTED LIKELY TO BE AFFECTED	DELAY TO ACTIVITY /ACTIVITIES		DELAY TO ACTIVITY/ ACTIVITIES (Working Days)	PHYSICAL CONSEQUENCES		NOTIFICATION 1. Date(s) 2. Reference(s) 3. Clause Number(s)
			STARTED	FINISHED				
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
<p><b>“...estimate the extent, if any, of the expected delay in the completion of the Works...” per clause 2.27.2</b></p> <ul style="list-style-type: none"> <li>◆ The period of critical delay will be determined by delay analysis</li> <li>◆ The period of critical delay will be the basis for the ascertainment of time-related loss and expense/damages and the valuation of Variations, particularly additional preliminaries (per SMM7 A40)</li> </ul>								<p><b>ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days) (8)</b></p>

SCHEDULE 1 – CAUSE OF DELAY

ITEM NO.	CAUSE OF DELAY	ACTIVITY/ACTIVITIES AFFECTED LIKELY TO BE AFFECTED	DELAY TO ACTIVITY /ACTIVITIES		DELAY TO ACTIVITY/ ACTIVITIES (Working	PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION
			STARTED	FINISHED			
(1)	(2)	(3)	(4)	(5)	<b>NOTIFICATION</b> 1. Date(s) 2. Reference(s) 3. Clause Number(s)		
					<b>CLAUSE</b> 2.27 (9)	<b>CLAUSE</b> 4.23 (10)	

◆ For correlation only

◆ Schedule not intended to be a substitute for notices under clause 2.27.1 or applications under clause 4.23

**SCHEDULE 2 – LATE INFORMATION**

ITEM NO	INFORMATION ISSUE							Activity/Activities Affected
	Nature of Information	Date of Request	Manner of Request	Nature of Issue	Date Required	Date Received	Days Late	
(1)	(2)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

**ITEM NO. (1)**

**Schedule 2 Item number**

SCHEDULE 2 – LATE INFORMATION

ITEM NO.	INFORMATION REQUEST			INFORMATION ISSUE				Activity/Activities Affected
	Date of Request	Manner of Request	Nature of Issue	Date Required	Date Received	Days Late		
(1)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	

**SCHED 1  
REF NO.  
(2)**

**For correlation  
between Schedules  
1 and 2**

SCHEDULE 2 – LATE INFORMATION

ITEM NO.	SCHED 1 REF NO.	INFORMATION REQUEST			INFORMATION ISSUE		Activity/Activities Affected
		Nature of Information (3)	Date of Request (4)	Manner of Request (5)	Date Received (8)	Days Late (9)	
(1)	(2)						(10)

Should always be written:

- ◆ letter or fax
- ◆ IRS
- ◆ programme endorsed with information required dates

SCHEDULE 2 – LATE INFORMATION

ITEM NO.	SCHED 1 REF NO.	INFORMATION REQUEST				Activity/Activities Affected
(1)	(2)	<b>INFORMATION ISSUE</b>				(10)
		<b>Nature of Issue (6)</b>	<b>Date Required (7)</b>	<b>Date Received (8)</b>	<b>Days Late (9)</b>	

- ◆ Not necessarily the date upon which the cause of delay starts
- ◆ The test is whether, if the information had been made available to him, would the Contractor have been able to proceed with the activity to which the information relates i.e. was the work at a stage at which the information could be used to make progress



SCHEDULE 2 – LATE INFORMATION

ITEM NO.	SCHED 1 REF NO.	INFORMATION REQUEST				Activity/Activities Affected
(1)	(2)	<b>INFORMATION ISSUE</b>				(10)
		<b>Nature of Issue (6)</b>	<b>Date Required (7)</b>	<b>Date Received (8)</b>	<b>Days Late (9)</b>	
				<i>Prima facie</i> cause of delay, but may not be a delay in fact		

SCHEDULE 2 – LATE INFORMATION

ITEM NO.	SCHED 1 REF NO.	INFORMATION REQUEST			INFORMATION ISSUE	
		Nature of Information	Date of Request	Manner of Request	Nature of Issue	
(1)	(2)	(3)	(4)	(5)	(6)	

**Activity/Activities Affected (10)**

**An initial view only – could be more or less extensive in fact**

DATE ..... ACTIVITY ..... SHEET ..... SUPERVISOR.....

# SUMMARY RECORD OF DELAY AND DISRUPTION

ABLE RECORDS OF  
CAL CONSEQUENCES <sup>3</sup>

(1)	(2)	START	FINISH <sup>1</sup>	(5)	(6)
		(3)	(4)		
	Other cause(s) of delay <sup>4</sup>				

1. State if ongoing
2. For example:
  - A. Postponed commencement
  - B. Suspension of work
  - C. Abortive work; give details
  - D. Redeployment of resources from ..... to.....
  - E. Out of sequence working (i.e. ....before.....)
  - F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.

4. Please specify

SUMMARY RECORD OF DELAY AND DISRUPTION

ACTIVITY.....

SHEET.....

SUPERVISOR.....

ITEM NO	DATE.....	DELAY TO ACTIVITY		PHYSICAL CONSEQUENCES <sup>2</sup>	AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup>
		START	FINISH <sup>1</sup>		
(1)	(2)	(3)	(4)	(5)	(6)
	Other cause(s) of delay <sup>4</sup>				

1. State if ongoing

2. For example:

- A. Postponed commencement
- B. Suspension of work
- C. Abortive work; give details
- D. Redeployment of resources from ..... to.....
- E. Out of sequence working (i.e. ....before.....)
- F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.

4. Please specify

DATE.....

SHEET.....

SUPERVISOR.....



ITEM NO  (1)	CAUSE OF DELAY  (2)	DELAY TO ACTIVITY  (3) (4)		PHYSICAL CONSEQUENCES <sup>2</sup>  (5)	AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup>  (6)
	Other cause(s) of delay <sup>4</sup>				

1. State if ongoing
2. For example:
  - A. Postponed commencement
  - B. Suspension of work
  - C. Abortive work; give details
  - D. Redeployment of resources from ..... to.....
  - E. Out of sequence working (i.e. ....before.....)
  - F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.

4. Please specify

SUMMARY RECORD OF DELAY AND DISRUPTION

DATE.....

ACTIVITY.....

SUPERVISOR.....

ITEM NO	CAUSE OF DELAY	DELAY TO ACTIVITY		PHYSICAL	ABLE RECORDS OF CAL CONSEQUENCES <sup>3</sup>
		START	FINISH <sup>1</sup>		
(1)	(2)	(3)	(4)	(5)	(6)
	Other cause(s) of delay <sup>4</sup>				

**SHEET.....**

1. State if ongoing
2. For example:
  - A. Postponed commencement
  - B. Suspension of work
  - C. Abortive work; give details
  - D. Redeployment of resources from ..... to.....
  - E. Out of sequence working (i.e. ....before.....)
  - F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.

4. Please specify

SUMMARY RECORD OF DELAY AND DISRUPTION

DATE.....

ACTIVITY.....

SHEET.....

**SUPERVISOR.....**

ITEM NO	CAUSE OF DELAY	DELAY TO ACTIVITY		PHYSICAL CONSEQUENCE	
		START	FINISH <sup>1</sup>		
(1)	(2)	(3)	(4)	(5)	(6)
	Other cause(s) of delay <sup>4</sup>				

1. State if ongoing
2. For example:
  - A. Postponed commencement
  - B. Suspension of work
  - C. Abortive work; give details
  - D. Redeployment of resources from ..... to.....
  - E. Out of sequence working (i.e. ....before.....)
  - F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.

4. Please specify

SUMMARY RECORD OF DELAY AND DISRUPTION

DATE.....

ACTIVITY.....

SHEET.....

SUPERVISOR.....

ITEM NO. (1)	CAUSE OF DELAY	DELAY TO ACTIVITY		PHYSICAL CONSEQUENCES <sup>2</sup>	AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup>
		START (3)	FINISH <sup>1</sup> (4)	(5)	(6)
	Other cause(s) of delay <sup>4</sup>				

1. State if ongoing
2. For example:
  - A. Postponed commencement
  - B. Suspension of work
  - C. Abortive work; give details
  - D. Redeployment of resources from ..... to.....
  - E. Out of sequence working (i.e. ....before.....)
  - F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.

4. Please specify



SUMMARY RECORD OF DELAY AND DISRUPTION

DATE.....

ACTIVITY.....

SHEET.....

SUPERVISOR.....

ITEM NO (1)	CAUSE OF DELAY (2)	DELAY TO ACTIVITY		PHYSICAL CONSEQUENCES <sup>2</sup> (5)	AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup> (6)
		START (3)	FINISH <sup>1</sup> (4)		
	Other cause(s) of delay <sup>4</sup>				

- 1. State if ongoing
- 2. For example:
  - A. Postponed commencement
  - B. Suspension of work
  - C. Abortive work; give details
  - D. Redeployment of resources from ..... to.....
  - E. Out of sequence working (i.e. ....before.....)
  - F. Additional work

- 3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.

- 4. Please specify

DATE.....

ACTIVITY.....

SHEET.....

SUPERVISOR.....

ITEM NO (1)	CAUSE OF DELAY (2)	PHYSICAL CONSEQUENCES <sup>2</sup> <b>DELAY TO ACTIVITY</b>		AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup> (6)
		<b>START (3)</b>	<b>FINISH <sup>1</sup> (4)</b>	
	Other cause(s) of delay <sup>4</sup>			

**1. State if ongoing**

1. State if ongoing
2. For example:
  - A. Postponed commencement
  - B. Suspension of work
  - C. Abortive work; give details
  - D. Redeployment of resources from ..... to.....
  - E. Out of sequence working (i.e. ....before.....)
  - F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.

4. Please specify

DATE.....

ACTIVITY.....

SHEET.....

SUPERVISOR.....

ITEM NO (1)	CAUSE OF DELAY (2)	DELAY TO ACTIVITY		AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup> (5)
		START (3)	FINISH <sup>1</sup> (4)	
	Other cause(s) of delay <sup>4</sup>			

**PHYSICAL CONSEQUENCES <sup>2</sup>**  
**(5)**

**2. For example:**  
**A. Postponed commencement**

1. State if ongoing

2. For example

A. Postponed commencement

B. Suspension of work

C. Abortive work; give details

D. Redeployment of resources from ..... to.....

E. Out of sequence working (i.e. ....before.....)

F. Additional work

Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, TV, etc.

4. Please specify

DATE.....

ACTIVITY.....

SHEET.....

SUPERVISOR.....

ITEM NO (1)	CAUSE OF DELAY (2)	DELAY TO ACTIVITY		AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup>  <b>PHYSICAL CONSEQUENCES <sup>2</sup> (5)</b>
		START (3)	FINISH <sup>1</sup> (4)	
	Other cause(s) of delay <sup>4</sup>			

1. State if

2. For exam

**B. Suspension of work**

- A. Postponement of commencement
- B. Suspension of work
- C. Abortive work; give details
- D. Redeployment of resources from ..... to.....
- E. Out of sequence working (i.e. ....before.....)
- F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.

4. Please specify

DATE.....

ACTIVITY.....

SHEET.....

SUPERVISOR.....

ITEM NO (1)	CAUSE OF DELAY (2)	DELAY TO ACTIVITY		AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup> (5)
		START (3)	FINISH <sup>1</sup> (4)	
	Other cause(s) of delay <sup>4</sup>			

**PHYSICAL CONSEQUENCES <sup>2</sup>**  
**(5)**

1. State

2. For

**C. Abortive work; give details**

- A. Responed
- B. Suspended work
- C. Abortive work; give details
- D. Redeployment of resources from ..... to.....
- E. Out of sequence working (i.e. ....before.....)
- F. Additional work

Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.

4. Please specify

DATE.....

ACTIVITY.....

SHEET.....

SUPERVISOR.....

ITEM NO (1)	CAUSE OF DELAY (2)	DELAY TO ACTIVITY		AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup> (5)
		START (3)	FINISH <sup>1</sup> (4)	
	Other cause(s) of delay <sup>4</sup>			

**PHYSICAL CONSEQUENCES<sup>2</sup>**  
**(5)**

- 1. Start
- 2. For
- A.
- B.
- C. Abortive work, give details
- D. Redeployment of resources from ..... to.....
- E. Out of sequence working (i.e. ....before.....)
- F. Additional work

**D. Redeployment of resources from..... to .....**

- 3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.
- 4. Please specify

DATE.....

ACTIVITY.....

SHEET.....

SUPERVISOR.....

ITEM NO (1)	CAUSE OF DELAY (2)	DELAY TO ACTIVITY		AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup>  <b>PHYSICAL CONSEQUENCES<sup>2</sup> (5)</b>
		START (3)	FINISH <sup>1</sup> (4)	
	Other cause(s) of delay <sup>4</sup>			

- 1. S
- 2. F
- A
- E
- C
- D. Reden
- E. Cut of sequence working (i.e. ....before.....)
- F. Additional work

**E. Out of sequence working  
(i.e..... before.....)**

- 3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.
- 4. Please specify

DATE.....

ACTIVITY.....

SHEET.....

SUPERVISOR.....

ITEM NO (1)	CAUSE OF DELAY (2)	DELAY TO ACTIVITY		AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup>  <b>PHYSICAL CONSEQUENCES<sup>2</sup> (5)</b>
		START (3)	FINISH <sup>1</sup> (4)	
	Other cause(s) of delay <sup>4</sup>			

1. State if ongoing

2. For example:

**F. Additional Work**

D. Redeploy resources from ..... to.....

E. Out of sequence working (i.e. ....before.....)

F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.

4. Please specify



DATE.....

ACTIVITY.....

SHEET.....

SUPERVISOR.....

ITEM NO	CAUSE OF DELAY	DELAY TO ACTIVITY		PHYSICAL CONSEQUENCES <sup>2</sup>
		START	FINISH <sup>1</sup>	
(1)	(2)	(3)	(4)	
				<div style="background-color: yellow; padding: 10px; text-align: center;"> <b>AVAILABLE RECORDS <sup>3</sup> OF PHYSICAL CONSEQUENCES (6)</b> </div>
	Other cause(s) of delay <sup>4</sup>			

**3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV etc.**

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.

4. Please specify

- C. Abortive work; give details
- D. Redeployment of resources from ..... to.....
- E. Out of sequence working (i.e. ....before.....)
- F. Additional work

SUMMARY RECORD OF DELAY AND DISRUPTION

DATE.....

ACTIVITY.....

SHEET.....

SUPERVISOR.....

ITEM NO (1)	CAUSE OF DELAY (2)	DELAY TO ACTIVITY		PHYSICAL CONSEQUENCES <sup>2</sup> (5)	AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup> (6)
		START (3)	FINISH (4)		

**Other cause(s) of delay <sup>4</sup>**

- 1. State if ongoing
- 2. For example:
  - A. Postponed commencement
  - B. Suspension of work
  - C. Abortive work; give details
  - D. Redeployment of resources from ..... to.....
  - E. Out of sequence working (i.e. ....before.....)
  - F. Additional work

**4. Please specify**

- 3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV, etc.

4. Please specify

## SCHEDULE 2 - LATE INFORMATION

SCHEDULE 2 - LATE INFORMATION					INFORMATION ISSUE				Activity/Activities Affected
(1)	(2)	Nature of Information (3)	Date of Request (4)	Manner of Request (5)	Nature of Issue (6)	Date Required (7)	Date Received (8)	Days Late (9)	(10)
				Contractor's letter reference //MG/10596/45 facsimile submission dated October 2006 to the Architect	Architect's Sketch 2074 issued under cover of A.I. No. 8 dated 26th October 2006	20.10.06	27.10.06	7 days	1. Brickwork along gridline 'F' 2. Roof carpentry
				Contractor's RFI42 dated 9th October 2006.	COW's Direction 49 dated 5th November 2006	23.10.06	05.11.06	13 days	1. Roof carpentry
		junction between the prefabricated timber roof trusses and the insitu hip rafters on Block A							
26	75	The detail for the flashing of the parapet gutter along gridline 'C' on Block A	07.11.06	Contractor's RFI 51 dated 7th November 2006.	Architect's Sketch 2076 issued under cover of AI No. 13 dated 9th January 2007	02.01.07	10.01.07	8 days	1. Brickwork to the parapet wall along gridline 'C' on Block A 2. Leadwork to parapet gutter along gridline 'C' on Block A 3. Roof covering to hip roof adjacent to gridline 'C' on Block A

SCHEDULE 2 - LATE INFORMATION

ITEM NO	SCHED 1 REF NO.		INFORMATION ISSUE	Activity/Activities Affected
(1)	(2)	<b>INFORMATION REQUEST</b>		
24	55	<p><b>Nature of Information (3)</b></p>	<p><b>Date of Request (4)</b></p>	<p><b>Manner of Request (5)</b></p>
25	60	<p><b>Detail for the soldier course to underside of eaves along gridline 'F'</b></p>	<p><b>26.10.06</b></p>	<p><b>Contractor's letter reference BBW/MG/10596/45 by facsimile transmission dated 6th October 2006 to the Architect</b></p>
26	75	<p>gutter along gridline 'C' on Block A</p>	<p>dated 9th January 2007</p>	<p>2. Leadwork to parapet gutter along gridline 'C' on Block A 3. Roof covering to hip roof adjacent to gridline 'C' on Block A</p>

SCHEDULE 2 - LATE INFORMATION

ITEM NO	SCHED 1 REF NO.	INFORMATION REQUEST				Activity/Activities Affected
<b>INFORMATION ISSUE</b>						(10)
		<b>Nature of Issue (6)</b>	<b>Date Required (7)</b>	<b>Date Received (8)</b>	<b>Days Late (9)</b>	1. Brickwork along gridline'F' 2. Roof carpentry
2		Architect's Sketch 2074 issued under cover of A.I. No. 8 dated 26th October 2006	20.10.06	27.10.06	7 days	1. Roof carpentry
		the parapet gutter along gridline 'C' on Block A	November 2006.	cover of AI No. 13 dated 9th January 2007		1. Brickwork to the parapet wall along gridline 'C' on Block A 2. Leadwork to parapet gutter along gridline'C' on Block A 3. Roof covering to hip roof adjacent to gridline 'C' on Block A

SCHEDULE 2 - LATE INFORMATION

ITEM NO	SCHED 1 REF NO.	INFORMATION REQUEST			INFORMATION ISSUE					
		Nature of Information	Date of Request	Manner of Request	Nature of	Date	D			
(1)	(2)	(3)	(4)	(5)	ACTIVITY/ACTIVITIES AFFECTED (10)					
24	55	The detail for the soldier course to underside of eaves along gridline 'F'	26.10.06	Contractor's letter reference BBW/MG/10596/ by facsimile transmission dated 6th October 2006 from the Architect	<b>ACTIVITY/ACTIVITIES AFFECTED (10)</b>  <b>1. Brickwork along gridline 'F'</b> <b>2. Roof carpentry</b>					0)
25	60	The detail for the junction between the prefabricated timber roof trusses and the insitu hip rafters on Block A	09.10.06	Contractor's RFI dated 9th October 2006.						dated 31st November 2006
26	75	The detail for the flashing of the parapet gutter along gridline 'C' on Block A	07.11.06	Contractor's RFI 51 dated 7th November 2006.	Architect's Sketch 2076 issued under cover of AI No. 13 dated 9th January 2007	02.01.07	10.01.07	8 days	1. Brickwork to the parapet wall along gridline 'C' on Block A 2. Leadwork to parapet gutter along gridline 'C' on Block A 3. Roof covering to hip roof adjacent to gridline 'C' on Block A	

SCHEDULE 1 - CAUSE OF DELAY

ITEM NO. (1)	CAUSE OF DELAY (2)	ACTIVITY/ ACTIVITIES AFFECTED LIKELY TO BE DELAYED	DELAY TO ACTIVITY /ACTIVITIES	DELAY TO ACTIVITY/ ACTIVITIES (Working Days)	PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days)  (8)	NOTIFICATION	
							1. Date(s)	
							CLAUSE 25  (9)	CLAUSE 26  (10)
55	<u>The Contractor not having received in due time necessary instructions, drawings, details and levels by way of the detail for the soldier course to underside of eaves along gridline 'F', item 24 on Schedule 2 refers.</u>							

56

Schedule 1 – 1st pass – by QS/Project Manager as/when actual/potential cause of delay first comes to his/her attention i.e. daily.

SCHEDULE 1 - CAUSE OF DELAY

ITEM NO. (1)	CAUSE OF DELAY (2)	ACTIVITY/ACTIVITIES AFFECTED LIKELY TO BE DELAYED	DELAY TO ACTIVITY/ACTIVITIES	DELAY TO ACTIVITY/ACTIVITIES (Working Days)	PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days)  (8)	NOTIFICATION	
							1. Date(s)	2. Reference(s)
							CLAUSE 25	CLAUSE 26
							(9)	(10)
55	The Contractor not having received in due time necessary instructions, drawings, details and levels by way of the detail for the soldier course to underside of eaves along gridline 'F', item 24 on Schedule 2 refers.							
56								

Excel/Access – cause of delay in standard phraseology terms – i.e. select from menu in terms of clauses 2.27 and 4.23 and insert relevant particulars.



SCHEDULE 1 - CAUSE OF DELAY

ITEM NO.	CAUSE OF DELAY	ACTIVITY/ACTIVITIES AFFECTED LIKELY TO BE AFFECTED (3)	DELAY TO ACTIVITY /ACTIVITIES	DELAY TO ACTIVITY/ ACTIVITIES	PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days)	NOTIFICATION	
							1. Date(s)	2. Reference(s)
(1)	(2)				(7)	(8)	CLAUSE 25	CLAUSE 26
							(9)	(10)
55	The Contractor not having received in due time necessary instructions, drawings, details and levels by way of the detail for the soldier course to underside of eaves along gridline 'F'; item 24 on Schedule 2 refers.	<ol style="list-style-type: none"> <li>Final lift of brickwork along gridline 'F'</li> <li>Roof carpentry</li> </ol>						
56	<p>Why do the necessary records not exist? – often because the person who would appreciate the need for a record (QS or Project Manager) does not alert the person best able to keep the record (Foreman, Site Engineer).</p>							
57								

SCHEDULE 1 - CAUSE OF DELAY

ITEM NO.	CAUSE OF DELAY	ACTIVITY/ACTIVITIES AFFECTED LIKELY TO BE AFFECTED (3)	DELAY TO ACTIVITY /ACTIVITIES	DELAY TO ACTIVITY/ ACTIVITIES	PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days)	NOTIFICATION	
			(4)	(5)			1. Date(s)	2. Reference(s)
(1)	(2)				(7)	(8)	CLAUSE 25	CLAUSE 26
			(6)	(6)			(9)	(10)
55	The Contractor not having received in due time necessary instructions, drawings, details and levels by way of the detail for the soldier course to underside of eaves along gridline 'F'; item 24 on Schedule 2 refers.	<ol style="list-style-type: none"> <li>Final lift of brickwork along gridline 'F'</li> <li>Roof carpentry</li> </ol>						
56	The circulation list – a problem for which we are entitled to compensation is coming your way –							
57	please keep a record on SRDD of how it affects you.							

SCHEDULE 1 - CAUSE OF DELAY

ITEM NO.	CAUSE OF DELAY	ACTIVITY/ACTIVITIES AFFECTED LIKELY TO BE AFFECTED (3)	DELAY TO ACTIVITY /ACTIVITIES	DELAY TO ACTIVITY/ ACTIVITIES	PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days)	NOTIFICATION	
							1. Date(s)	2. Reference(s)
(1)	(2)				(7)	(8)	CLAUSE 25	CLAUSE 26
			(9)	(10)				
55	The Contractor not having received in due time necessary instructions, drawings, details and levels by way of the detail for the soldier course to underside of eaves along gridline 'F'; item 24 on Schedule 2 refers.	<ol style="list-style-type: none"> <li>Final lift of brickwork along gridline 'F'</li> <li>Roof carpentry</li> </ol>						
56	<p>Person completing 'circulation list' needs broad appreciation of the construction process e.g. impact on common facilities – impact upon parallel trades – impact on Health and Safety Plan.</p>							
57								

DATE 23rd Oct

ACTIVITY Brickwork

SHEET 8

SUPERVISOR Fred Smith

# SUMMARY RECORD OF DELAY AND DISRUPTION

Date 23rd October 2006

AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup>

(1)	(2)	START (3)	FINISH <sup>1</sup> (4)	(5)	(6)
55	The Contractor not having received in due time necessary instructions, drawings, details and levels by way of the detail for the soldier course to underside of eaves along gridline 'F'; item 24 on Schedule 2 refers.				
	Other cause(s) of delay <sup>4</sup>				

1. State if ongoing
2. For example:
  - A. Postponed commencement
  - B. Suspension of work
  - C. Abortive work; give details
  - D. Redeployment of resources from ..... to.....
  - E. Out of sequence working (i.e. ....before.....)
  - F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs CCTV etc.
4. Please specify

SUMMARY RECORD OF DELAY AND DISRUPTION

DATE 23rd October 2006

SHEET 8

SUPERVISOR Fred Smith

ITEM NO (1)	CAUSE OF DELAY (2)	ACTIVITY Brickwork			CONSEQUENCES <sup>2</sup> AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup> (6)
55	The Contractor not having received in due time necessary instructions, drawings, details and levels by way of the detail for the soldier course to underside of eaves along gridline 'F'; item 24 on Schedule 2 refers.				
	Other cause(s) of delay <sup>4</sup>				

1. State if ongoing

2. For example:

- A. Postponed commencement
- B. Suspension of work
- C. Abortive work; give details
- D. Redeployment of resources from ..... to.....
- E. Out of sequence working (i.e. ....before.....)
- F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs CCTV etc.

4. Please specify

SUMMARY RECORD OF DELAY AND DISRUPTION

DATE 23rd October 2006

ACTIVITY Brickwork

SUPERVISOR Fred Smith

ITEM NO (1)	CAUSE OF DELAY (2)	DELAY TO ACTIVITY		PHYSICAL (5)	AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup> (6)
		START (3)	FINISH <sup>1</sup> (4)		
55	The Contractor not having received in due time necessary instructions, drawings, details and levels by way of the detail for the soldier course to underside of eaves along gridline 'F'; item 24 on Schedule 2 refers.				
	Other cause(s) of delay <sup>4</sup>				



1. State if ongoing
2. For example:
  - A. Postponed commencement
  - B. Suspension of work
  - C. Abortive work; give details
  - D. Redeployment of resources from ..... to.....
  - E. Out of sequence working (i.e. ....before.....)
  - F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs CCTV etc.
4. Please specify

SUMMARY RECORD OF DELAY AND DISRUPTION

DATE 23rd October 2006

ACTIVITY Brickwork

SHEET 8

ITEM NO (1)	CAUSE OF DELAY (2)	DELAY TO ACTIVITY		PHYSICAL CON (5)	RECORDS OF CONSEQUENCES <sup>3</sup> (6)
		START (3)	FINISH <sup>1</sup> (4)		
55	The Contractor not having received in due time necessary instructions, drawings, details and levels by way of the detail for the soldier course to underside of eaves along gridline 'F'; item 24 on Schedule 2 refers.				
	Other cause(s) of delay <sup>4</sup>				

**SUPERVISOR**  
**Fred Smith**

1. State if ongoing
2. For example:
  - A. Postponed commencement
  - B. Suspension of work
  - C. Abortive work; give details
  - D. Redeployment of resources from ..... to.....
  - E. Out of sequence working (i.e. ....before.....)
  - F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs CCTV etc.
4. Please specify

SUMMARY RECORD OF DELAY AND DISRUPTION

DATE 23rd October 2006

ACTIVITY Brickwork

SHEET 8

SUPERVISOR Fred Smith

ITEM NO (1)	CAUSE OF DELAY (2)	DELAY TO ACTIVITY		PHYSICAL CONSEQUENCES <sup>2</sup> (5)	AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup> (6)
		START (3)	FINISH <sup>1</sup> (4)		
55	ITEM NO. (1)	CAUSE OF DELAY (2)			
	55	The Contractor not having received in due time necessary instructions, drawings, details and levels by way of the detail for the soldier course to underside of eaves along gridline 'F', item 24 on Schedule 2 refers.			

- 1. Start
- 2. For
- A. I
- B. I
- C. Abortive work, give details
- D. Redeployment of resources from ..... to.....
- E. Out of sequence working (i.e. ....before.....)
- F. Additional work

Location Sheets,  
-Site Sheets, Site  
rds, Photographs



SUMMARY RECORD OF DELAY AND DISRUPTION

DATE 23rd October 2006

ACTIVITY Brickwork

SHEET 8

SUPERVISOR Fred Smith

ITEM NO	CAUSE OF DELAY	DELAY TO ACTIVITY FINISH 1	PHYSICAL CONSEQUENCES <sup>2</sup>	AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup>
(1) 55	The ( receiver instruct and level the sold eaves a on Sche	<p style="text-align: center;"><b>DELAY TO ACTIVITY</b></p>		<p style="text-align: center;">(6)</p>
		<p style="text-align: center;"><b>START</b></p> <p style="text-align: center;">(3)</p>	<p style="text-align: center;"><b>FINISH <sup>1</sup></b></p> <p style="text-align: center;">(4)</p>	<p style="text-align: center;"><b>PHYSICAL <sup>2</sup> CONSEQUENCES</b></p> <p style="text-align: center;">(5)</p>
	Other cause(s) of delay <sup>4</sup>			

1. State if ongoing

2. For example:

- A. Postponed commencement
- B. Suspension of work
- C. Abortive work; give details
- D. Redeployment of resources from ..... to.....
- E. Out of sequence working (i.e. ....before.....)
- F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs CCTV etc.

4. Please specify

SUMMARY RECORD OF DELAY AND DISRUPTION

DATE 23rd October 2006

ACTIVITY Carpentry

SHEET 2

SUPERVISOR George Edwards

ITEM NO (1)	CAUSE OF DELAY (2)	ACTIVITY Carpentry	SHEET 2	SUPERVISOR George Edwards
55	The Contractor not having received in due time necessary instructions, drawings, details and levels by way of the detail for the soldier course to underside of eaves along gridline 'F'; item 24 on Schedule 2 refers.			
	Other cause(s) of delay <sup>4</sup>			

1. State if ongoing
2. For example:
  - A. Postponed commencement
  - B. Suspension of work
  - C. Abortive work; give details
  - D. Redeployment of resources from ..... to.....
  - E. Out of sequence working (i.e. ....before.....)
  - F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs CCTV etc.
4. Please specify

DATE 23rd October 2006

ACTIVITY Brickwork

SHEET

SUPERVISOR Fred Smith

ITEM NO	DELAY TO ACTIVITY		PHYSICAL CONSEQUENCES <sup>2</sup>
	START (3)	FINISH <sup>1</sup> (4)	
(1) 55	23.10.06	26.10.06	(5) Suspension of brickwork to soldier course along gridline 'F'; 2:1 gang standing

*below 2°C*

1. State if ongoing

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs CCTV etc.

4. Please specify

**Date upon which the absence of the necessary details became an effective cause of delay cf 20.10.06 on Schedule 2**

DATE 23rd October 2006

ACTIVITY Brickwork

SHEET 8

SUPERVISOR Fred Smith

ITEM NO	CAUSE OF DELAY		AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>3</sup>
	START (3)	FINISH <sup>1</sup> (4)	
(1)	DELAY TO ACTIVITY		PHYSICAL CONSEQUENCES <sup>2</sup>
55	START (3)	FINISH <sup>1</sup> (4)	(5)
	23.10.06	26.10.06	Suspension of brickwork to soldier course along gridline 'F'; 2:1 gang standing

1. State if ongoing

2. For example:

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs, CCTV etc

Required details received early 27.10.06 therefore not an effective cause of delay after 26.10.06, however, if details received late on 27.10.06 cause of delay would finish on 27.10.06

DATE 23rd October 2006

ACTIVITY Brickwork

SHEET 8

SUPERVISOR Fred Smith

ITEM NO	CAUSE OF DELAY		AVAILABLE RECORDS OF PHYSICAL CONSEQUENCES <sup>2</sup>
	(1)		
55	<b>DELAY TO ACTIVITY</b>		<b>PHYSICAL CONSEQUENCES <sup>2</sup></b>
	<b>START (3)</b>	<b>FINISH <sup>1</sup> (4)</b>	
	23.10.06	26.10.06	Suspension of brickwork to soldier course along gridline 'F'; 2:1 gang standing

2. For example:

- A. Postponed commencement
- B. Suspension of work
- C. Abortive work; give details
- D. Redeployment of resources from ..... to.....
- E. Out of sequence working (i.e. ....before.....)
- F. Additional work

Entry in (5) could be codified e.g. " B and D, GL'F' to manholes"

SUMMARY RECORD OF DELAY AND DISRUPTION

DATE 23rd October 2006

ACTIVITY Brickwork

SHEET 8

SUPERVISOR Fred Smith

ITEM NO	CAUSE OF DELAY	DELAY TO ACTIVITY	PHYSICAL CONSEQUENCES <sup>2</sup>
(1)	(2)		AVAILABLE RECORDS OF <sup>3</sup> PHYSICAL CONSEQUENCES (6)
55	The Contractor not having received in due time necessary instructions, drawings, details and levels by way of the detail for the soldier course to underside of eaves along gridline 'F'; item 24 on Schedule 2 refers.		
	Other cause(s) of delay <sup>4</sup>	24	C.Adams Daily Allocations Sheets for week endings 28/10/06, daywork Sheet No.12a and progress photographs taken on 27/10/06.

1. State if ongoing

2. For example:

- A. Postponed commencement
- B. Suspension of work
- C. Abortive work; give details
- D. Redeployment of resources from
- E. Out of sequence working (i.e. ....
- F. Additional work

<sup>3</sup> Records, e.g. Daily Allocation Sheets,

Completed by Jnr QS/Clerk. Correlate other available evidence/ records in support of the entries into (3), (4) and (5)

DATE 23rd October 2006

ACTIVITY Brickwork

SHEET 8

SUPERVISOR Fred Smith

ITEM NO (1)	CAUSE OF DELAY (2)	DELAY TO ACTIVITY		PHYSICAL CONSEQUENCES (5)
		START (3)	FINISH <sup>1</sup> (4)	
	COW's Direction to not lay bricks when air temperature below 2°C (spec says 1°C)	24.10.06	06.11.06 (ongoing)	Bricklayers standing until air temperature 2°C and finishing when below 2°C

1. Start of delay

2. For example:

- A. Postponed commencement
- B. Suspension of work
- C. Abortive work; give details
- D. Redeployment of resources from ..... to.....
- E. Out of sequence working (i.e. ....before.....)
- F. Additional work

3. Records, e.g. Daily Allocation Sheets, Sub-Contractors' On-Site Sheets, Site Diary, Daywork Records, Photographs CCTV etc.

4. Please specify





SCHEDULE 1 – CAUSE OF DELAY

(1)	(2)	ACTIVITY/ ACTIVITIES AFFECTED LIKELY TO BE AFFECTED	DELAY TO ACTIVITY /ACTIVITIES		DELAY TO ACTIVITY/ ACTIVITIES (Working Days)	PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days)	NOTIFICATION			
			STARTED	FINISHED				CLAUSE 2.27	CLAUSE 4.23		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)		
55	The hav time inst deta way sold und alor 24 c refe	<b>ITEM NO. (1)</b>	<b>CAUSE OF DELAY (2)</b>								
55A	COI lay tem (spe	<b>55</b>	<b>The Contractor not having received in due time necessary instructions, drawings, details and levels by way of the detail for the soldier course to underside of eaves along gridline 'F', item 24 on Schedule 2 refers.</b>								
56	Givin Arch way c requi of a s unde purpose made blue engineering bricks; Sketch 2074 issued under cover of Architect's Instruction No. 58 dated 26th October 2006 refers.						hours waiting for concrete foundations. 1.3 Bricklayers reduced productivity working to Sketch 2074. 2.1 Carpenters reduced productivity awaiting completion of brickwork				

SCHEDULE 1 – CAUSE OF DELAY

ITEM NO.	CAUSE OF DELAY	ACTIVITY/ ACTIVITIES AFFECTED LIKELY TO BE AFFECTED	DELAY TO ACTIVITY /ACTIVITIES		DELAY TO ACTIVITY/ ACTIVITIES (Working Days)	PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days)	NOTIFICATION	
			STARTED	FINISHED				1. Date(s)	2. Reference(s)
		ACTIVITY/ ACTIVITIES AFFECTED LIKELY TO BE AFFECTED (3)		DELAY TO ACTIVITY /ACTIVITIES		DELAY TO ACTIVITY/ ACTIVITIES (Working Days)		PHYSICAL CONSEQUENCES	
		(4)	(5)	(6)		(7)		CLAUSE	CLAUSE
	1. Final lift of brickwork along gridline 'F'	23.10.06	26.10.06	4 days		1.Suspension of brickwork to soldier course along gridline 'F' 2:1 gang standing			
	refers.					2.1 Carpenters reduced productivity awaiting completion of brickwork			

SCHEDULE 1 – CAUSE OF DELAY

ITEM NO.	CAUSE OF DELAY	ACTIVITY/ ACTIVITIES AFFECTED LIKELY TO BE AFFECTED	DELAY TO ACTIVITY /ACTIVITIES		DELAY TO ACTIVITY/ ACTIVITIES (Working Days)	PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days)	NOTIFICATION	
			STARTED	FINISHED				1. Date(s)	2. Reference(s)
		ACTIVITY/ ACTIVITIES AFFECTED LIKELY TO BE AFFECTED (3)		DELAY TO ACTIVITY /ACTIVITIES		DELAY TO ACTIVITY/ ACTIVITIES (Working Days)		PHYSICAL CONSEQUENCES	
				STARTED (4)	FINISHED (5)	DELAY TO ACTIVITY/ ACTIVITIES (Working Days) (6)			PHYSICAL CONSEQUENCES (7)
	2. Roof Carpentry		25.10.06	31.10.06	4 days	2. Carpenters (2) waiting to fix wall plate re-deployed to general site tidying			
	refers.					2.1 Carpenters reduced productivity awaiting completion of brickwork			

SCHEDULE 1 – CAUSE OF DELAY

ITEM NO.	CAUSE OF DELAY	ACTIVITY/ ACTIVITIES AFFECTED LIKELY TO BE AFFECTED	DELAY TO ACTIVITY /ACTIVITIES		DELAY TO ACTIVITY/ ACTIVITIES (Working Days)	PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar Days)	NOTIFICATION	
			STARTED	FINISHED				CLAUSE	CLAUSE
	(2)	<b>ITEM NO.</b>	<b>CAUSE OF DELAY</b>			<b>ACTIVITY/ ACTIVITIES AFFECTED/ LIKELY TO BE AFFECTED</b>			
55	The Contract having received time necessary instructions, details and layout of the underside of a soldier course along gridline 24 on Schedule 24 on Schedule 24 refers.	<b>(1)</b>	<b>(2)</b>			<b>(3)</b>			
55A	COW's Direction to not lay brick when air temperature below 2°C (spec says 1°C)	<b>55A</b>	<b>COW's Direction to not lay brick when air temperature below 2°C (spec says 1°C)</b>			<b>1. Brickwork</b>			
56	Giving effect to Architect's Instruction No. 58 dated 26th October 2006 referring to the underside of a soldier course purpose made blue engineering bricks; Sketch 2074 issued under cover of Architect's Instruction No. 58 dated 26th October 2006 refers.		Carpentry			hours waiting for concrete foundations. 1.3 Bricklayers reduced productivity working to Sketch 2074. 2.1 Carpenters reduced productivity awaiting completion of brickwork			

SCHEDULE 1 – CAUSE OF DELAY

ITEM NO.	CAUSE OF DELAY		ACTIVITY/ ACTIVITIES AFFECTED LIKELY TO BE AFFECTED	DELAY TO ACTIVITY /ACTIVITIES	DELAY TO ACTIVITY/ ACTIVITIES	PHYSICAL CONSEQUENCES	ESTIMATED DELAY TO OVERALL COMPLETION (Calendar	NOTIFICATION 1. Date(s) 2. Reference(s) 3. Clause Numbers(s)	
	STARTED (4)	FINISHED (5)		DELAY TO ACTIVITY/ ACTIVITIES (Working Days) (6)	PHYSICAL CONSEQUENCES (7)	CAUSE (9)	CLAUSE 4.23 (10)		
5	24.10.06	06.11.06 (ongoing)				1. Bricklayers standing until air temperature at 2°C and finishing when below 2°C			
5	Engineering bricks, Sketch 2074 issued under cover of Architect's Instruction No. 58 dated 26th October 2006 refers.					concrete foundations. 1.3 Bricklayers reduced productivity working to Sketch 2074. 2.1 Carpenters reduced productivity awaiting completion of brickwork			





<p><b>DELAY TO ACTIVITY/ ACTIVITIES (Working Days)</b> <b>(6)</b></p>		<p><b>PHYSICAL CONSEQUENCES</b>  <b>(7)</b></p>					<p><b>NOTIFICATION</b> 1. Date(s) 2. Reference(s) 3. Clause Numbers(s)</p>	
		<p><b>CLAUSE 2.27</b> <b>(9)</b></p>		<p><b>CLAUSE 4.23</b> <b>(10)</b></p>				
<p><b>31 days</b></p>		<p><b>1.1 Delivery of purpose made blue engineering bricks took 26 days.</b> <b>1.2 Gang (2:1) re-deployed to Block B footings; standing 8.5 hours waiting for concrete foundations.</b> <b>1.3 Bricklayers reduced productivity working to Sketch 2074.</b></p>					<p>1.24.10.06 2.BBW/MG /10596/63 3. 26.2.1.1 16.2.1.2</p> <p>1.13.11.06 2.BBW/MG 10596/83 3. 25.4.5.1</p> <p>1.13.11.06 2.BBW/MG 10596/83 3. 26.2.7</p>	
<p>56</p>	<p>Giving effect to the Architect's Instruction by way of a Variation requiring the construction of a soldier course to underside of eaves using purpose made blue engineering bricks; Sketch 2074 issued under cover of Architect's Instruction No. 58 dated 26th October 2006 refers.</p>	<p>1.Brickwork along gridline 'F'</p> <p>2. Roof Carpentry</p>	<p>27.10.06</p> <p>04.12.06</p>	<p>08.12.06</p> <p>08.12.06</p>	<p>31 days</p> <p>5 days</p>	<p>2.1 Carpenters reduced productivity awaiting completion of brickwork</p>		<p>1.30.10.06 2.BBW/MG 10596/67 3.26.2.7</p>





# AGENDA FOR RETROSPECTIVE CLAIMS PREPARATION

TASK	ACTION	PROGRESS
1. Full list of <b>variations</b>		
2. <b>As-built</b> programme		
3. <b>Resourcing</b> as-built programme/labour and plant histogram		
4. Schedule of <b>preliminaries</b> items on a week-by-week basis		
5. Establish and show <b>critical path</b> through as-built programme		

# AGENDA FOR RETROSPECTIVE CLAIMS PREPARATION

TASK	ACTION	PROGRESS
6.	Files of <b>information flow</b>	
7.	Late Information <b>Schedule 2</b>	
8.	Cause of Delay Schedule 1 – <b>Pass 1:</b> causes and activities affected	
9.	<b>Variation account</b> preparation	
10.	Cause of Delay Schedule 1 – <b>Pass 2:</b> start and finish dates, physical consequences, labour and plant resources	

# AGENDA FOR RETROSPECTIVE CLAIMS PREPARATION

TASK	ACTION	PROGRESS
11. Cause of Delay Schedule 1 – <b>Pass 3:</b> activity delay, management and administration resources		
12. Cause of Delay Schedule 1 – <b>Pass 4:</b> critical delay and reconciliation of activity delays		
13. Loss and expense/5.6.3.3 <b>valuation of Variations</b> Schedule		
14. Financing, HO overheads and <b>prolongation</b> evaluation		
15. Narrative		

# CoReS™ - SUMMARY

- **Modular approach to:**
  - ◆ record keeping
  - ◆ valuation of the Variations
  - ◆ the ascertainment of direct loss and expense/damages
  - ◆ the collation and presentation of particulars in support of extensions of time.
  
- **Schedules and SRDDs can be readily QA/monitored as to:**
  - ◆ record keeping
  - ◆ development of progressive and regular submissions to (as the case may be) Architect, Contract Administrator, Engineer, Contractor or Sub-Contractor.
  
- **Uniform**

## CoReS™ - SUMMARY

- Encourages **communication** and **team working**.
- A significant contribution to **budgetary control** and to the forecasting of final out-turn costs/values.
- Your lawyers/representatives in **formal proceedings** (adjudication, arbitration or litigation) will surely be impressed – if indeed you need to instruct them!

# CoReS™ CONTEMPORANEOUS RECORDS SYSTEM

Peter Kerrigan

LLB(Hons) FRICS FCI Arb Barrister

[www.kerrigans.net](http://www.kerrigans.net)