EOT Event Documentation Checklist

Field-ready control sheet for live delay events, notices, programme linkage, evidence, causation and EOT substantiation.

Event ID	
Project / Package	
Event title	
Prepared by / Date	

HOW TO USE	Tick [ ] only after the item has been checked or verified. Enter project-specific information in blank fields. Write N/A where an item genuinely does not apply. Record the supporting letter, drawing, programme, photograph, register entry or other evidence reference.

A - EVENT IDENTIFICATION

[ ] Chainage / structure / location recorded

[ ] Affected length / area identified

[ ] Affected BOQ item / work package identified

[ ] Affected activity described specifically

[ ] Planned date of access / requirement recorded

[ ] Actual event commencement recorded

[ ] Date project team became aware recorded

[ ] Responsible / relevant party identified

[ ] Event entered in hindrance / event register

Event category	ROW / Utility / Drawing / Approval / COS / Instruction / Force Majeure / Other
Event commencement	
Date of awareness	
Status	Open / Continuing / Effect ceased / Closed
Event description	
Affected activity / work	

Record / document reference(s):	

B - CONTRACTUAL BASIS

[ ] Relevant contractual obligation identified

[ ] Party carrying relevant risk identified

[ ] Potential time-relief provision identified

[ ] Conditions precedent checked

[ ] Notice provision checked

[ ] Continuing-event requirements checked

[ ] Particulars / substantiation requirements checked

[ ] Separate cost-entitlement provision checked, if applicable

Relevant clause(s)	
Potential basis	Authority obligation / ROW / Approval / COS / Instruction / Utility / Force Majeure / Other
Potential relief	Time only / Time + cost potentially applicable / Cost only / Not yet established

Record / document reference(s):	

CONTROL POINT	Do not classify an event as EOT-entitling merely because it is outside the Contractor's control. Establish the contractual risk allocation, relief provision and any conditions precedent first.

Key clause wording / contractual obligation:	

Entitlement observation / issue requiring review:	

C - NOTICE CONTROL

[ ] Event / circumstance identified

[ ] Location / work identified

[ ] Contractual provision referenced where appropriate

[ ] Potential delay / effect identified

[ ] Rights / entitlement appropriately reserved

[ ] Supporting records referenced

[ ] Continuing nature identified, if applicable

[ ] Further particulars / updates diarised

Notice clause	
Contractual trigger	
Notice period	_____ business/calendar days
Notice due date	
Actual notice date	
Notice reference	
Status	Within period / Potentially late / Not issued / Further review

Record / document reference(s):	

NOTICE SENT != NOTICE COMPLIANT	Check the actual contractual trigger, time limit, required particulars and continuing-event requirements.

Next notice / update required	
Due date	
Responsible person	
Final substantiation required?	Yes / No / Check contract

Notice compliance / reservation notes:	

D - PROGRAMME LINKAGE

[ ] Event mapped to specific programme activity / group

[ ] Predecessor status checked

[ ] Successor relationship checked

[ ] Progress immediately before event established

[ ] Float position considered where relevant

[ ] Milestone linkage checked

[ ] Current / controlling sequence considered

[ ] Programme update covering event preserved

[ ] Programme before and after event preserved

Programme / revision	
Data date	
Activity ID	
Activity description	
Planned start / finish	
Actual / forecast finish	
Relevant Project Milestone	
Relevant completion obligation	
Initial programme observation	

Record / document reference(s):	

E - CONTEMPORANEOUS SITE RECORDS

[ ] Contractual notices

[ ] Letters / formal correspondence

[ ] Emails

[ ] Site diary

[ ] Hindrance / event register

[ ] Daily progress reports

[ ] Weekly / monthly progress reports

[ ] Meeting minutes

[ ] Photographs / videos

[ ] Joint inspection records

[ ] Instructions / RFIs

[ ] Measurement records

[ ] RA bill records where relevant

Record / document reference(s):	

F - EVENT-SPECIFIC EVIDENCE

[ ] ROW: possession / handover record, chainage-wise availability, strip plan, joint record, photographs, actual access date, affected quantity and programme linkage

[ ] Utility: location, identification date, shifting responsibility, correspondence, joint survey, clearance date, affected activity, resource readiness and programme linkage

[ ] Drawing / Approval: submission date, contractual review period, comments, resubmission, approval, required-for-construction date and programme linkage

[ ] Change of Scope / Instruction: instruction, original vs changed scope, quantity/design/procurement impact, programme activity and separate time/valuation tracking

Record / document reference(s):	

G - CONTRACTOR READINESS

[ ] Required drawing available

[ ] Required approval available

[ ] Predecessor activity complete

[ ] Labour available

[ ] Required plant / equipment available

[ ] Material available

[ ] Subcontractor mobilised where applicable

[ ] Method statement available / approved where required

[ ] Traffic diversion / access arrangement available where required

[ ] Other prerequisites satisfied

Readiness gap, if any	
Reason / period affected	
Potential overlapping delay?	Yes / No / To be analysed

Record / document reference(s):	

H - ACTUAL IMPACT TRACKING

[ ] Activity could not commence

[ ] Activity commenced but progress restricted

[ ] Activity stopped

[ ] Productivity affected

[ ] Successor activity affected

[ ] Project Milestone potentially affected

[ ] Completion potentially affected

[ ] Effect not yet established

Work prevented	
Work restricted	
Work continuing	
Affected quantity	
Planned vs actual progress	
Current assessed effect	

Record / document reference(s):	

I - RESOURCES

[ ] Planned manpower / equipment identified

[ ] Actual deployment recorded

[ ] Idle / underutilised resources identified where supportable

[ ] Redeployment elsewhere recorded

[ ] Equipment logs / daily resource sheets preserved

[ ] Evidence links intended resource to affected work

Record / document reference(s):	

J - MITIGATION & RESEQUENCING

[ ] Resources shifted to another front

[ ] Alternative work front opened

[ ] Activity resequenced

[ ] Alternative methodology considered

[ ] Additional resources considered

[ ] Authority / AE assistance requested

[ ] Alternative access requested

[ ] Programme revised / updated

[ ] Recovery action implemented after release

Action / date	
Result	
If not practicable, why?	

Record / document reference(s):	

K - OVERLAPPING / CONCURRENT EVENTS

[ ] Other Authority-related event checked

[ ] Contractor-related event checked

[ ] Third-party / external event checked

[ ] Timing of overlap established

[ ] Affected activities compared

[ ] Same completion obligation checked

[ ] Further analysis flagged where required

Related Event ID	
Overlap period	
Affected activity	
Same completion obligation?	Yes / No / To be analysed
Notes	

Record / document reference(s):	

L - CONTINUING EVENT CONTROL

Update	Date	Event status	Programme effect	Notice / update	Key evidence
01					
02					
03					
04					
05					

Responsible person	
Next review	
Next contractual submission	

M - EVENT CLOSURE

[ ] Physical event cessation date recorded

[ ] Access / approval / clearance date recorded

[ ] Affected activity restart recorded

[ ] Normal productivity restoration considered

[ ] Residual effects identified

[ ] Release / access record preserved

[ ] Final photograph / joint record preserved

[ ] Programme update preserved

[ ] Final particulars prepared where required

Physical event ceased	
Activity restarted	
Residual effect?	Yes / No
Residual effect notes	

Record / document reference(s):	

N - EOT SUBSTANTIATION READINESS

1. EVENT	Can we establish what happened, where and when?	[ ]	[ ]	[ ]
2. CONTRACT	Can we identify the contractual basis for time relief?	[ ]	[ ]	[ ]
3. NOTICE	Can we demonstrate compliance with the applicable notice mechanism?	[ ]	[ ]	[ ]
4. RECORDS	Do contemporaneous records substantiate the event?	[ ]	[ ]	[ ]
5. PROGRAMME	Can the event be linked to programme activities and the relevant completion obligation?	[ ]	[ ]	[ ]
6. CAUSATION	Can we demonstrate what delay was actually caused by the event?	[ ]	[ ]	[ ]
7. READINESS	Can we demonstrate the affected work could otherwise have proceeded?	[ ]	[ ]	[ ]
8. MITIGATION	Can we demonstrate mitigation / resequencing considered or undertaken?	[ ]	[ ]	[ ]
9. OVERLAP	Have other material delays in the same period been identified and analysed?	[ ]	[ ]	[ ]
10. QUANTUM	Can the claimed period be traced from evidence and programme analysis, not merely event dates?	[ ]	[ ]	[ ]

READINESS INDICATOR	0-1 Partial/No: substantially developed for detailed assessment. 2-3: material substantiation gaps remain. 4+: do not treat as EOT-ready until gaps are addressed. This is a document-readiness indicator, not an entitlement score.

Key substantiation gap(s)	
Immediate corrective action	
Responsible person / target date	

RED FLAGS & EVENT FILE INDEX

EVENT DURATION != EOT QUANTUM	The event period establishes chronology. It does not, by itself, establish the EOT period.
NOTICE SENT != NOTICE COMPLIANT	Check the contractual trigger, time limit, required particulars and continuing-event provisions.
HINDRANCE REGISTER != DELAY ANALYSIS	A hindrance register can establish chronology. It does not by itself establish programme impact or causation.
PROGRAMME ATTACHED != CAUSATION ESTABLISHED	Identify the affected activity and establish the effect on the applicable Project Milestone or completion obligation.
EOT != AUTOMATIC PROLONGATION COST	Assess time and monetary entitlement separately.

EVENT FILE INDEX

[ ] 01 Contract extracts

[ ] 02 Notices

[ ] 03 Correspondence

[ ] 04 Programme records

[ ] 05 Site records

[ ] 06 Photographs / joint records

[ ] 07 Resource records

[ ] 08 Mitigation records

[ ] 09 Related / overlapping events

[ ] 10 Event closure records

[ ] 11 Impact / delay analysis

[ ] 12 EOT submission / determination

Prepared by	
Reviewed by	
Last updated	
Event file / folder reference	

FINAL CONTROL QUESTION	If somebody unfamiliar with the event opens this file six months later, can they reconstruct what happened, what the contract required, what work was affected, what was done about it, and how the claimed time effect was derived?

Technical note: This checklist is a contract-administration and documentation aid. It does not determine contractual entitlement, calculate an Extension of Time or replace project-specific delay analysis. Requirements vary between contracts. Always check the governing agreement, applicable notice provisions, programme requirements and project records.