This is a checklist of the key information that will help you to complete the Agreement.

**Parties' details**
- □ Employer’s name and address
- □ Contractor’s name and address

**Works (First Recital)**
- □ nature
- □ location

**Contractor’s Designed Portion** (Second Recital)
- □ description

**Documents which the Employer has had prepared to show and describe the work to be done** (Third Recital)
- □ Contract Drawings: identification
- □ Contract Specification
- □ Work Schedules
- □ Bills of Quantities

**Pricing document provided by the Contractor** (Fourth Recital)
- □ a copy of the priced Contract Specification
- □ a copy of the priced Work Schedules
- □ a Schedule of Rates
- □ a Bill of Quantities

**Construction Industry Scheme** (Fifth Recital and clause 5.2)
- □ Is the Employer a ‘contractor’?

**CDM Regulations** (Sixth Recital)
- □ Is the project notifiable?

**Framework Agreement** (Seventh Recital)
- □ Is the Contract supplemented by a Framework Agreement?
- □ details (date, title, parties)

**Supplemental Provisions** (Eighth Recital and Schedule Part 3)
- □ Collaborative working (Schedule Part 3, Supplemental Provision 1)
- □ applicable?
Health and safety (Schedule Part 3, Supplemental Provision 2)
  □ applicable?

Cost savings and value improvements (Schedule Part 3, Supplemental Provision 3)
  □ applicable?

Sustainable development and environmental considerations (Schedule Part 3, Supplemental Provision 4)
  □ applicable?

Performance Indicators and monitoring (Schedule Part 3, Supplemental Provision 5)
  □ applicable?

Notification and negotiation of disputes (Schedule Part 3, Supplemental Provision 6)
  □ applicable?
  □ name of the Employer’s nominee
  □ name of the Contractor’s nominee

Named Specialists (Schedule Part 3, Supplemental Provision 9)
  □ applies to both Pre-Named and Post-Named Specialist Work
  □ applies to Pre-Named Specialist Work only
  □ applicable?

Contract Sum (Article 2)
  □ amount

Architect/Contract Administrator (Article 3)
  □ name and address

Principal Designer (Article 4)
  □ name and address

Quantity Surveyor (Article 5)
  □ name and address

Principal Contractor (Article 6)
  □ name and address

Adjudication (Article 7 and clause 8.2)
  □ applicable?
  □ Adjudicator’s name?
  □ Adjudicator nominating body?

Arbitration (Article 8 and Schedule Part 1)
  □ applicable?
  □ appointor of Arbitrator?
**Arbitration Default Rules** (Article 8, clause 8.3 and Schedule Part 1)

- [ ] list the default rules that do not apply

**Base Date** (Fifth Recital and Schedule Part 2)

- [ ] date

**Works commencement date** (clause 2.3)

- [ ] date

**Date for Completion** (clause 2.3)

- [ ] date

**Liquidated damages** (clause 2.9)

- [ ] rate and period

**Rectification Period** (clause 2.11)

- [ ] period

**Interim payments – Interim Valuation Date** (clause 5.3)

- [ ] first Interim Valuation Date
- [ ] period for the intervals between Interim Valuation Dates

**Percentage of the total value to be certified before practical completion** (clause 5.3)

- [ ] percentage

**Percentage of the total value to be certified on and after practical completion** (clause 5.3)

- [ ] percentage

**Fluctuations provision** (clauses 5.3 and 5.8)

- [ ] applicable option: Schedule Part 2, no fluctuations provision, or other provision?
- [ ] percentage addition (Schedule Part 2, paragraph 13)

**Supply of documentation for computation of amount to be finally certified** (clause 5.8.1)

- [ ] period

**Insurance: Contractor’s Public Liability insurance – injury to persons or property** (clause 6.3)

- [ ] amount
Insurance of the Works etc. (clauses 6.4A, 6.4B and 6.4C)

☐ applicable option:
  i) clause 6.4A (Works insurance by Contractor in Joint Names)/
  ii) clause 6.4B (Works and existing structures insurance by Employer in Joint Names)/
  iii) clause 6.4C (Works and existing structures insurance by other means)?

☐ percentage to cover professional fees (clauses 6.4A and 6.4B)

☐ insurance arrangements – details of the required policy or policies (clause 6.4C)

Insurance: Contractor’s Professional Indemnity Insurance (clause 6.5)

☐ claims or series of claims

☐ aggregate

☐ amount pollution and contamination required?

☐ Period of insurance

Signing

☐ Testing clause completed

☐ Full names and capacity of parties

☐ Signature, full names and addresses of witnesses

Contract Documents (Schedule Part 4 and Second Recital)

☐ List completed