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

**Documents which the Employer has had prepared to show and describe the work to be done** (Second Recital)

- Contract Drawings: identification
- Contract Specification
- Work Schedules

**Pricing document provided by the Contractor** (Third Recital)

- a copy of the priced Contract Specification
- a copy of the priced Work Schedules
- a Schedule of Rates

**Construction Industry Scheme** (Fourth Recital and clause 4.2)

- Is the Employer a ‘contractor’?

**CDM Regulations** (Fifth Recital)

- Is the project notifiable?

**Framework Agreement** (Sixth Recital)

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

**Supplemental Provisions** (Seventh Recital and Schedule 3)

- Collaborative working (Schedule 3, Supplemental Provision 1)
  - applicable?

- Health and safety (Schedule 3, Supplemental Provision 2)
  - applicable?

- Cost savings and value improvements (Schedule 3, Supplemental Provision 3)
  - applicable?
Sustainable development and environmental considerations (Schedule 3, Supplemental Provision 4)
  □ applicable?

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

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

Contract Sum (Article 2)
  □ amount

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

Principal Designer (Article 4)
  □ name and address

Principal Contractor (Article 5)
  □ name and address

Adjudication (Article 6 and clause 7.2)
  □ applicable?
  □ Adjudicator’s name?
  □ Adjudicator nominating body?

Arbitration (Article 7 and Schedule 1)
  □ applicable?
  □ appointor of Arbitrator?

Base Date (Fourth Recital and Schedule 2)
  □ date

Works commencement date (clause 2.2)
  □ date

Date for Completion (clause 2.2)
  □ date

Liquidated damages (clause 2.8)
  □ rate and period

Rectification Period (clause 2.10)
  □ period
Interim payments – Interim Valuation Date (clause 4.3)

□ first Interim Valuation Date
□ period for the intervals between Interim Valuation Dates

Percentage of the total value to be certified before practical completion (clause 4.3)

□ percentage

Percentage of the total value to be certified on and after practical completion (clause 4.3)

□ percentage

Fluctuations provision (clauses 4.3 and 4.8)

□ applicable option: Schedule 2, no fluctuations provision, or other provision?
□ percentage addition (Schedule 2, paragraph 13)

Supply of documentation for computation of amount to be finally certified (clause 4.8.1)

□ period

Insurance: Contractor’s Public Liability insurance – injury to persons or property (clause 5.3)

□ amount

Insurance of the Works etc. (clauses 5.4A, 5.4B and 5.4C)

□ applicable option:
   i) clause 5.4A (Works insurance by Contractor in Joint Names)/
   ii) clause 5.4B (Works and existing structures insurance by Employer in Joint Names)/
   iii) clause 5.4C (Works and existing structures insurance by other means)?

□ percentage to cover professional fees (clauses 5.4A and 5.4B)
□ insurance arrangements – details of the required policy or policies (clause 5.4C)

Attestation

□ Execution under hand
□ Execution as a Deed
□ Other forms of Attestation needed?