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

**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

**Construction Industry Scheme (Fifth Recital and clause 4·2)**
- □ Is the Employer a ‘contractor’?

**CDM Regulations (Sixth Recital)**
- □ Is the project notifiable?
  - CDM Co-ordinator (Article 4)
    - □ name and address
  - Principal Contractor (Article 5)
    - □ name and address
  - CDM Planning Period (clause 1·1)
    - □ period (days/weeks)
    - □ commencement/end date
Framework Agreement (Seventh Recital)

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

Supplemental Provisions (Eighth Recital and Schedule 3)

Collaborative working (Schedule 3, paragraph 1)
□ applicable?

Health and safety (Schedule 3, paragraph 2)
□ applicable?

Cost savings and value improvements (Schedule 3, paragraph 3)
□ applicable?

Sustainable development and environmental considerations (Schedule 3, paragraph 4)
□ applicable?

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

Notification and negotiation of disputes (Schedule 3, paragraph 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

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 (Fifth Recital and Schedule 2)
□ date

Date for Commencement of the Works (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

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 4·4)
☐ percentage

Supply of documentation for computation of amount to be finally certified (clause 4·8·1)
☐ period

Fluctuations Option (clause 4·11 and Schedule 2)
☐ applicable?
☐ percentage addition (paragraph 13)

Insurance: Contractor’s liability – injury to persons or property (clause 5·3·2)
☐ amount

Insurance of the Works etc. (clauses 5·4A, 5·4B and 5·4C)
☐ applicable option:
 i) clause 5·4A on its own (Works insurance by Contractor in Joint Names)/
 ii) clause 5·4B on its own (Works and existing structures insurance by Employer in Joint Names)/
 iii) clauses 5·4A and 5·4C together (Works insurance by Contractor; existing structures insurance by Employer)?
☐ percentage to cover professional fees (clauses 5·4A·1 and 5·4B·1·2)

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