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HOW TO DRAFT AN EXTENSION OF TIME (EOT) CLAIM: A STEP-BY-STEP TEMPLATE GUIDE

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1. EXECUTIVE SUMMARY

This Extension of Time (EoT) claim is being submitted in response to unanticipated delays encountered during the execution of the [Project Name] EPC/construction project. The purpose of this claim is to seek an extension of time to the project schedule due to factors beyond the control of the contractor/consultant, impacting the project's critical path. It is imperative to comprehensively outline the events leading to delays, their impacts, and the contractual basis for the claim.

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2. PROJECT INFORMATION:



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2.1. PROJECT LOCATION & PHASING

The project is situated at [Provide Project Location Details], and it involves distinct phases, including [Outline Phases, if applicable]. Understanding the project's geographical and logistical context is essential for assessing the delays effectively.

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2.2. PROJECT SCOPE OF WORKS

The comprehensive scope of work encompasses [Describe Scope of Work], including intricate details such as engineering, procurement, and construction activities. A clear understanding of the project scope is crucial for determining the extent of delays and their implications.

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3. CONTRACT INFORMATION:

- Contract Number: [Contract Number]
- Date: [Contract Date]
- Parties: [List Contracting Parties]
- Amendments: [Specify Any Relevant Amendments]
- Previous EoTs approved: [Specify if Any] Understanding the contractual framework is essential for identifying the obligations and responsibilities of each party regarding time extensions.

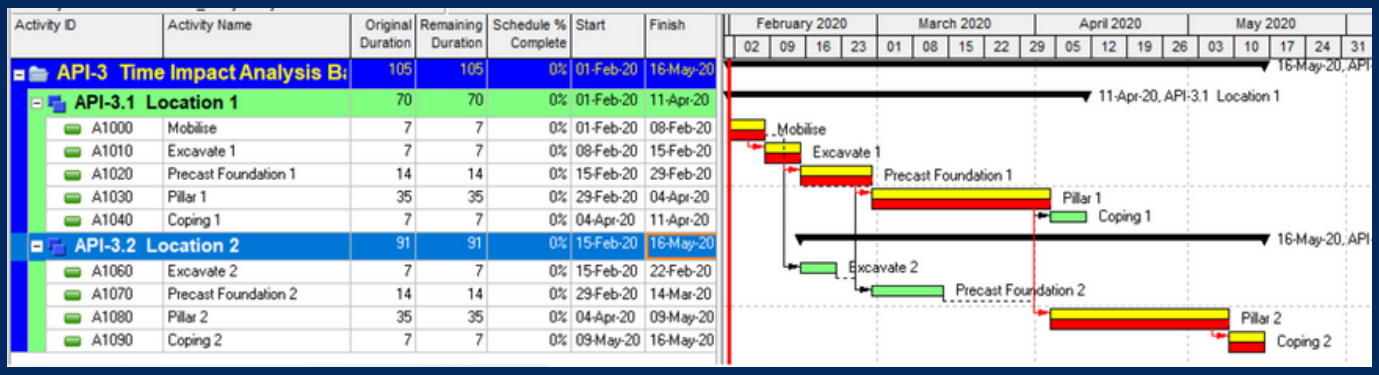
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4. APPROVED BASELINE PROGRAMME & SCHEDULE UPDATES:

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4.1. BASELINE PROGRAMME:

Attached is the original project schedule [Attach Gantt Chart or Similar], meticulously outlining the planned sequence of activities. The baseline schedule serves as a reference point for evaluating deviations and delays.

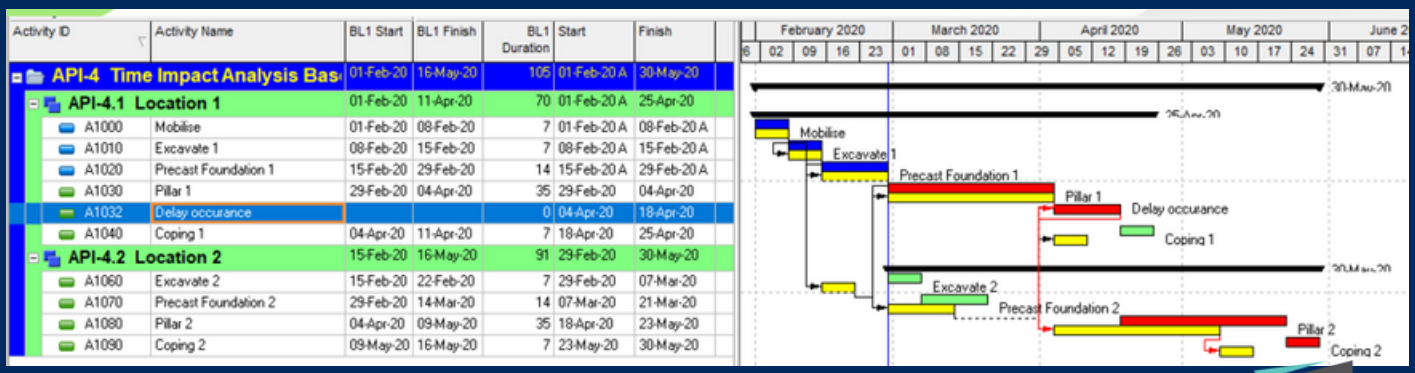


Activity ID	Activity Name	Original Duration	Remaining Duration	Schedule % Complete	Start	Finish
API-3	Time Impact Analysis B	105	105	0%	01-Feb-20	16-May-20
API-3.1	Location 1	70	70	0%	01-Feb-20	11-Apr-20
A1000	Mobilise	7	7	0%	01-Feb-20	08-Feb-20
A1010	Excavate 1	7	7	0%	08-Feb-20	15-Feb-20
A1020	Precast Foundation 1	14	14	0%	15-Feb-20	29-Feb-20
A1030	Pillar 1	35	35	0%	29-Feb-20	04-Apr-20
A1040	Coping 1	7	7	0%	04-Apr-20	11-Apr-20
API-3.2	Location 2	91	91	0%	15-Feb-20	16-May-20
A1060	Excavate 2	7	7	0%	15-Feb-20	22-Feb-20
A1070	Precast Foundation 2	14	14	0%	29-Feb-20	14-Mar-20
A1080	Pillar 2	35	35	0%	04-Apr-20	09-May-20
A1090	Coping 2	7	7	0%	09-May-20	16-May-20

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4.2. PROGRAMME SCHEDULE UPDATES

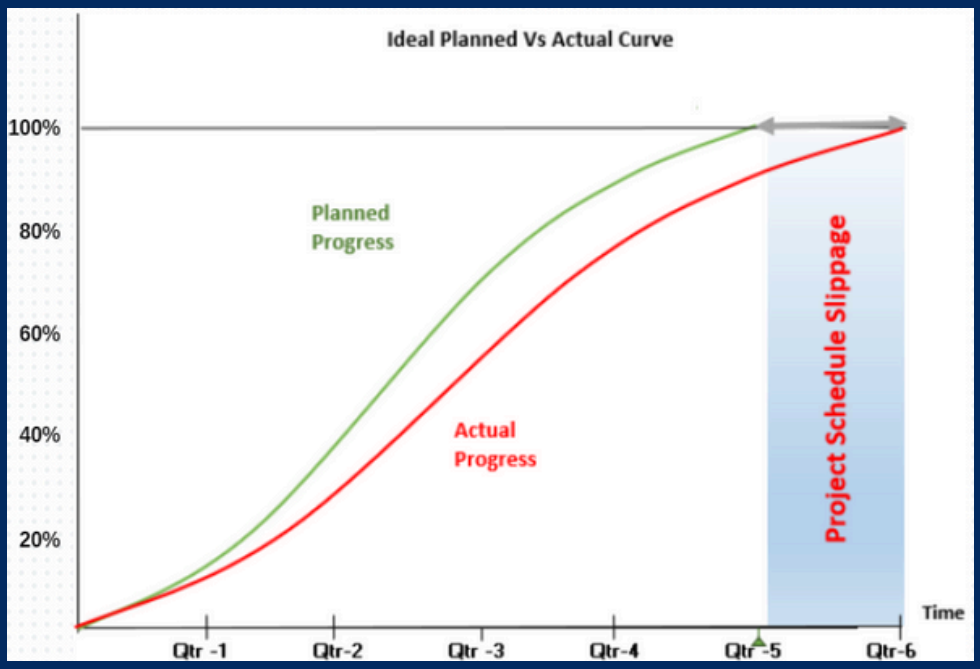
Provide comprehensive updates to the original schedule, indicating any modifications, delays, or adjustments made during the course of the project. Documenting schedule changes is crucial for demonstrating the progression of delays over time.



Activity ID	Activity Name	BL1 Start	BL1 Finish	BL1 Duration	Start	Finish
API-4	Time Impact Analysis Bas	01-Feb-20	16-May-20	105	01-Feb-20 A	30-May-20
API-4.1	Location 1	01-Feb-20	11-Apr-20	70	01-Feb-20 A	25-Apr-20
A1000	Mobilise	01-Feb-20	08-Feb-20	7	01-Feb-20 A	08-Feb-20 A
A1010	Excavate 1	08-Feb-20	15-Feb-20	7	08-Feb-20 A	15-Feb-20 A
A1020	Precast Foundation 1	15-Feb-20	29-Feb-20	14	15-Feb-20 A	29-Feb-20 A
A1030	Pillar 1	29-Feb-20	04-Apr-20	35	29-Feb-20	04-Apr-20
A1032	Delay occurance			0	04-Apr-20	18-Apr-20
A1040	Coping 1	04-Apr-20	11-Apr-20	7	18-Apr-20	25-Apr-20
API-4.2	Location 2	15-Feb-20	16-May-20	91	29-Feb-20	30-May-20
A1060	Excavate 2	15-Feb-20	22-Feb-20	7	29-Feb-20	07-Mar-20
A1070	Precast Foundation 2	29-Feb-20	14-Mar-20	14	07-Mar-20	21-Mar-20
A1080	Pillar 2	04-Apr-20	09-May-20	35	18-Apr-20	23-May-20
A1090	Coping 2	09-May-20	16-May-20	7	23-May-20	30-May-20

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5. CONTRACTOR'S PROGRESS:



Provide a detailed overview of the progress achieved by the contractor/consultant before the occurrence of the alleged delay events, highlighting key milestones and completed tasks. Assessing the initial progress helps in understanding the impact of subsequent delays.

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6. DELAY NOTICES AND CHANGE ORDER REQUEST:

Include any early warning notices or change order requests issued or received related to the alleged delay events, specifying their implications on the project timeline and scope. Documenting communications regarding delays is essential for establishing the parties' awareness of the issues.

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7. TIME BAR NOTICE:

Address any time bar notices issued or received, explaining their impact on the claim and any subsequent actions taken. Timely notification is crucial for preserving the rights to claim extensions of time.



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8. CONTRACT CLAUSES AIDING THE CLAIM

Identify and discuss specific contract clauses that support the EoT claim, such as:

- **Force majeure**
- **Delay in Employer's Obligations**
- **Delay in Contractor's Obligations**
- **Variations**
- **Suspension of work, or any other relevant provisions that bolster the claim's validity. Including relevant clauses strengthens the legal basis of the claim**

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9. CLAIM SUMMARY:



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9.1. EOT CLAIM SYNOPSIS:

Summarize the EoT claim, emphasizing the critical nature of the delays and their impact on project completion. A concise summary provides clarity on the purpose and significance of the claim.



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9.2. DELAY EVENTS - IN MORE DETAIL :

Provide a comprehensive narrative detailing each delay event, specifying their origins, causes, and repercussions on the project timeline and overall execution. A thorough analysis helps in establishing causation and liability for delays.

Sample Delays:

- **Delay due to Drawing Approvals**
- **Delay due to Free Issue materials**
- **Delay due to Site permits**
- **Delay due to unforeseen site conditions**
- **Delay due to Change Orders**

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9.3. SELECTION OF METHOD FOR DELAY ANALYSIS:

Elaborate on the sophisticated methodology employed for analyzing the delays, including expert opinions, industry-standard practices, and any relevant tools or software used. Choosing an appropriate analysis method enhances the credibility of the claim.

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9.4. SCHEDULE DELAY ANALYSIS:

Present a meticulous analysis of the schedule delay, utilizing graphical representations using International References such as Society of Construction Law Delay and Disruption Protocols 2017 and AACE Recommended Practices, including disruption analysis such as Measured Mile approach, Earned Value Management (EVM), and other relevant metrics to support the claim. A robust delay analysis provides objective evidence of the impact of delays on the project schedule.

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9.5. CONCURRENT DELAY:

Discuss any instances of concurrent delay, elucidating their contribution to the overall project timeline and how they have been factored into the delay analysis. Understanding concurrent delays is essential for accurately assessing the overall project delay.

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10. MITIGATION MEASURES:

Detail the proactive measures taken to mitigate the impact of the alleged delay events, showcasing effective project management strategies. Demonstrating proactive measures highlights the contractor/consultant's commitment to minimizing delays.

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11. ADDITIONAL COST INCURRED DUE TO DELAYS:

Provide a comprehensive breakdown of the additional costs incurred due to the delays, supported by detailed documentation, cost estimates, and financial analyses. Quantifying additional costs helps in assessing the financial impact of delays accurately

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12. DETAILED QUANTIFICATION OF ADDITIONAL COSTS:

Present the contractor/consultant's thorough assessment of the financial impact, including a detailed cost analysis, cost tracking, and any cost-saving measures implemented. Transparent cost quantification enhances the credibility of the financial aspect of the claim.

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13. CONTRACTOR TIME CLAIM CONCLUSION:

Summarize the key findings and conclusions of the EoT claim, reinforcing the justification for the extension of time with excusable, Non-Excusable, Compensable and Non Compensable claims and the associated financial implications. A clear conclusion summarizes the basis for the claim and its implications for project completion and costs.

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14. FURTHER ACTION:

Outline proposed actions, resolutions, or negotiations that should follow the submission of the EoT claim, including any recommendations for collaborative problem-solving. Providing a roadmap for further actions facilitates constructive discussions and resolutions.

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15. APPENDICES/ EXHIBITS:

Attach a comprehensive set of relevant documents, including but not limited to correspondence, reports, meeting minutes, as-built schedules, and any other supporting evidence that strengthens the EoT claim. Including detailed documentation enhances the credibility of the claim and provides additional context for stakeholders.

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