

Delay Event Register

Log delay events as they arise so cause, effect and evidence are captured contemporaneously — because the claim you can prove is the one whose records you kept at the time.

Who it's for: Planners and claims teams tracking delay events on a live programme.

When to use it: From the first delay event — maintained every cycle, not reconstructed at the end.

Areas: Event & date · Contract mechanism · Cause & risk party · Notice & records · Milestone & critical-path impact · Status

- ☐ Event reference & date — a unique ID and when the event arose.
- ☐ Description — what happened, concisely and factually.
- ☐ Contract mechanism — the clause the event is claimed under (variation, instruction, EOT).
- ☐ Cause & risk party — Employer-risk or Contractor-risk, on the facts and the contract.
- ☐ Notice — whether contractual notice was served, and when.
- ☐ Records held — the instruction, RFI, correspondence, progress and site records that evidence it.
- ☐ Affected milestone — which contractual milestone is said to be affected.
- ☐ Critical-path impact — whether, and in which window, the event affected the driving path.
- ☐ Programme model — whether a fragnet has been inserted into the contemporaneous update.
- ☐ EOT claimed / assessed — the days claimed and, later, the days assessed.
- ☐ Status — open, under assessment, agreed, or rejected — and the resolution.

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