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NEC4 · CLAUSE 32 REVISED PROGRAMME

The Revised Programme

A revised programme is not a progress update with a new date on it. Clause 32.1 sets out what it must show and clause 32.2 sets out when it must go in. A revision that misses the first invites non-acceptance under clause 31.3. One that misses the second leaves a stale Accepted Programme as the baseline for every compensation event assessed in the meantime. Work down these checks before each submission.

1 Start from the right document

- [ ] **The revision built from the current Accepted Programme**, not from an unaccepted submission or a working copy, so every change is measured against the baseline the contract recognises.
- [ ] **Data date fixed and stated**, with every actual date before it and every forecast after it.
- [ ] **Logic and durations retained** except where the revision is deliberately changing them, and each change listed.
- [ ] **Contract Data interval checked**: the revision is due at no longer than the stated interval, whether or not anyone has asked for it.

State it: *the baseline used, the data date and the reason for this revision, in the covering note.*

2 Show what clause 32.1 requires, item by item

- [ ] **Actual progress on each operation** and its effect on the timing of the remaining work, taken from site records rather than estimated.
- [ ] **The effects of compensation events shown**, implemented or not, because NEC4 clause 32.1 no longer limits the revision to implemented ones.
- [ ] **How the Contractor plans to deal with any delays** and to correct notified Defects, stated as activities with dates.
- [ ] **Any other changes the Contractor proposes** to the Accepted Programme identified, with the reason for each.

State it: *three headings in the narrative, one per clause 32.1 item, each answered.*

3 Keep the clause 31.2 content intact

- [ ] **Key Dates, the Completion Date and planned Completion** all shown, with any movement since the last revision explained.
- [ ] **Float, time risk allowances and health and safety requirements** still shown, with consumed allowances marked.
- [ ] **Method and resource statement kept current** for the remaining work, not left as the tender statement.
- [ ] **Dates for information and access from the Client and Others** updated, because a missed date on their side is an early warning and may be a compensation event.

State it: *a clause 31.2 content check signed off before submission.*

The last accepted revision is the baseline. Not the latest one you sent.

4 Submit on the clock, and use it

- [ ] **Submission triggers diarised** under clause 32.2: within the period for reply when the Project Manager instructs one, when the Contractor chooses, and in any case at the Contract Data interval.
- [ ] **The revision submitted for acceptance**, in the form the Scope requires, with the narrative and the native file.
- [ ] **Two-week response window tracked** from submission. The four clause 31.3 reasons are the only grounds the contract gives, and non-acceptance for any other reason is a compensation event under clause 60.1(9).
- [ ] **Silence handled**: if no response arrives, the failure is notified, and a further week of silence is treated as acceptance.

State it: *submission date, response due date and outcome, on one line per revision.*

5 Close the loop after the decision

- [ ] **Accepted revision recorded as the current Accepted Programme** and used for every compensation event whose dividing date falls after its acceptance.
- [ ] **Non-acceptance reasons answered** and a corrected revision resubmitted within the period for reply, as clause 13.4 requires, not held to the next interval.
- [ ] **Change register reconciled**: every difference from the last revision is progress, a compensation event, a mitigation or a proposed change.
- [ ] **Native file and narrative archived together**, revision by revision, because a delay analysis later will want both.

State it: *the accepted revision number, its acceptance date and where the files are, in the monthly report.*

Before you submit

A revision the Project Manager can accept in one reading.

- [ ] Every clause 32.1 item is answered on the face of the programme, not only in the narrative.
- [ ] The revision is on time under clause 32.2 and the covering note says which trigger it answers.
- [ ] If a compensation event arose tomorrow, its dividing date would fall against a programme you would be content to be assessed on.

Revised programme due and the update is not ready? Book a 30-minute call about Clause 31 and 32 programmes.

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