PRE-SUBMISSION PROGRAMME ACCEPTANCE CHECKLIST

NEC4 Programme Acceptance Checklist

A practical pre-submission gate for contractor teams before issuing a Clause 31 or Clause 32 programme. Clause 31.2 in one block, then the file and submission checks that decide whether the programme is ready to issue.

What this is. Most NEC4 programme checklists stop at Clause 31.2. This one covers it in one block, then the file-level checks, submission package and response deadlines that decide whether the programme is ready for acceptance. Work down the columns before issue. If you cannot tick every item, the programme is not ready to submit.

1 CONTRACT DATA AND SCOPE ALIGNMENT — CL. 31.1

- [ ] Latest **Contract Data Parts 1 and 2** in hand. Programme identified in Part 2, or the first programme period under Cl. 31.1 confirmed.
- [ ] Programme **form stated in the Scope** verified (P6 / MSP / specific version), built in the right tool.
- [ ] **Scope-specific programme requirements** (reporting cadence, lookahead format, software version) and any Z clauses lifted into the build. If none apply, noted in the narrative.
- [ ] Programme **reference, revision and data date** match the submission letter and native file metadata.
- [ ] Issued through the **communication system named in the Scope** (Cl. 13.2), not email-only.

2 CLAUSE 31.2 INFORMATION COMPLETENESS — CL. 31.2

- [ ] **Starting date, access dates, Key Dates and Completion Date** all visible and clearly labelled.
- [ ] **Planned Completion shown distinctly** from Completion Date, for each section where Option X5 applies. Terminal float visible.
- [ ] Order and timing of all **Contractor operations** to Provide the Works.
- [ ] Order and timing of work of the **Client and Others**, as last agreed (or as stated in the Scope).
- [ ] Dates the Contractor plans to **meet each Key Date Condition** and to finish work the Client and Others need to do their work.
- [ ] Dates the Contractor will need **access to each part of the Site**, acceptances, Plant and Materials and other things from the Client, and information from Others.
- [ ] Provisions for **float, time risk allowances, health and safety requirements and the procedures set out in the contract**.
- [ ] For each operation: **statement of how the work is done**, with principal Equipment and other resources. OFTEN MISSED
- [ ] Other information the **Scope requires** (e.g. cash flow, manpower histogram) included.
- [ ] For Options A and C: **Activity Schedule mapped** to programme operations (Cl. 31.4).

3 REVISED PROGRAMMES — CL. 32

- [ ] **Actual progress** on each operation and its effect on the timing of the remaining work (Cl. 32.1).
- [ ] How the Contractor plans to **deal with any delays** and to correct notified Defects.
- [ ] **Revision register** in the narrative lists any other changes proposed to the Accepted Programme.
- [ ] Submitted **within the interval in the Contract Data**, or within the period for reply when the Project Manager instructs one (Cl. 32.2).

4 LOGIC AND INTEGRITY CHECKS (FILE-LEVEL) — DCMA-STYLE

- [ ] **Open-ends = 0.** Every activity has at least one predecessor and one successor (excluding start and finish milestones).
- [ ] **Constraints minimised** and only used where contractually justified. Count documented in narrative.
- [ ] **No negative float**, or where present, explained in the narrative.
- [ ] **Critical path traceable end-to-end** from start milestone to planned Completion. No broken or dead-end logic.
- [ ] Logic-driven sequencing: **FS preferred**. SS, FF and lags justified and not used to mask logic.
- [ ] **Float disposition explicit**: terminal float to Completion Date, free float, total float visible.
- [ ] Resource loading **consistent with the method statement** for each operation.
- [ ] No **dangling milestones**. Zero-duration activities used only where logically required.

5 SUBMISSION PACKAGE — CL. 13.1

- [ ] **Programme narrative** covers assumptions, sequencing logic, critical path, float disposition and time risk allowances.
- [ ] **Native programme file** attached (.xer / .xml / .mpp) with metadata clean.
- [ ] **PDF print of bar chart** attached at legible scale (A3 if needed) with critical path highlighted.
- [ ] **PM response window logged in calendar (2 weeks).** Notification of failure templated and ready in case the PM is silent. OFTEN MISSED

! ACCEPTANCE DEADLINES: OFTEN MISSED

Four reasons for not accepting (Cl. 31.3)

- Plans shown **not practicable**
- Does not **show information** the contract requires
- Does not represent the Contractor's plans **realistically**
- Does not **comply with the Scope**

CRITICAL INSIGHT

Deemed acceptance is NOT automatic. If the PM misses the 2-week window, the Contractor needs to **notify the failure** under Cl. 31.3, and only a further week of silence counts as acceptance. Until then, compensation events are assessed against the last Accepted Programme, or the PM's own assessment if there is none.

Cl. 50.5 retention

If no programme is identified in the Contract Data, **one quarter of the Price for Work Done to Date is retained** in assessments of the amount due until the Contractor submits a first programme showing the information the contract requires.

Cl. 13.4 reasons

When the PM does not accept a programme, reasons must be given **in sufficient detail for the Contractor to correct the matter**. A bare "not practicable" is not compliant. The Contractor resubmits within the period for reply. Acceptance can also be withheld because more information is needed.

Send us your latest programme for a review at no charge.
We will check it against this list and flag the items most likely to lead to non-acceptance. No obligation.

necplanningsolutions.co.uk/programme-review
0330 223 7709