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. Not a restatement of Clause 31.2. A working list of the checks that decide whether the programme is ready to issue.

What this is. Most NEC4 programme checklists restate Clause 31.2. This checklist focuses on the file-level checks, submission package and time-bar steps 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; submission 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, 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.
- [ ] Issue route used per the system named in the Scope, 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. 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 Scope).
- [ ] Dates the Contractor **needs information, acceptances, Plant and Materials** from the Client.
- [ ] For each operation: **statement of how the work is done**, with principal Equipment and resources. OFTEN MISSED
- [ ] Provisions for **float, time risk allowance, and health-and-safety requirements** shown.
- [ ] Other information the **Scope requires** (e.g. cash flow, manpower histogram) included.
- [ ] For Option A/C: **Activity Schedule mapped** to programme operations (Cl. 31.4).
- [ ] Dates Key Dates are met and other work needed to allow Client and Others to do their work.

3 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 and accepted in narrative.
- [ ] **Critical path traceable end-to-end** from start milestone to Completion. No broken or dead-end logic.
- [ ] Logic-driven sequencing: **FS preferred**; SS, FF, 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.

4 SUBMISSION PACKAGE — CL. 13.1

- [ ] **Programme narrative** covers assumptions, sequencing logic, critical path, float disposition, risk allowance.
- [ ] **Revision register** in the narrative, with changes from last accepted programme logged.
- [ ] **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 PM is silent. OFTEN MISSED

! TIME-BAR MACHINERY: OFTEN MISSED BEFORE SUBMISSION

Four reasons a PM can reject (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 is silent past the 2-week response window, the contractor needs to **notify the failure** under Cl. 31.3. Only after a further 1 week of silence does the programme become accepted by default. Miss the notification step and the contractor loses the protection entirely.

Cl. 50.5 sanction

If no first programme is submitted showing the information the Contract requires, the Project Manager may withhold **one quarter of the Price for Work Done to Date** until it is.

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.