



NEC4 ECC Checklist

A handy checklist for you to use on your next project.
This is useful to go through as a team - Project Manager,
Contractor, Supervisor and the Client.



ECC Checklist

Ref	Section of the Contract	Clause Ref	Responsible Role	Action	Are we complying with this?		
					Yes	No	N/A
	Contract Signature	-	Client & Contractor	Ensure the contract is signed			
1	General						
		13.1	Project Manager & Contractor	All communications in a form that can be read, copied & recorded			
		13.2	Project Manager & Contractor	Establish if the Scope defines a communication system (e.g. Sypro), if not confirm the communication address			
		13.7	Project Manager & Contractor	'Notified' matters should be communicated separately e.g. every early warning, compensation event etc			
		14.2	Project Manager & Supervisor	Appoint delegates (if required)			
		14.4	Client	Replace the Project Manager or Supervisor if applicable			
		15.2	Project Manager	Issue the first Early Warning Register within 1 week of the starting date			
		15.2	Project Manager	Convene the first early warning meeting within 2 weeks of the starting date			
		15.2	Project Manager & Contractor	Check the interval for early warning meetings in the Contract Data and plan when & where these will take place			
		18.3	Contractor	Include Corrupt Act provisions in supply chain contracts			

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2 The Contractor's Main Responsibilities							
		21.2	Project Manager & Contractor	Establish C's plan for submission of 'particulars of design' taking note of 21.3, which requires that each part submitted can be assessed fully			
		23.1	Project Manager	Review requirements for C's submission of design 'Equipment'			
		24.1	Project Manager & Contractor	Ensure any proposed changes to key people are first accepted by the Project Manager			
		25.1	Contractor	Check who the Others are and define how these will be managed			
		25.2	Client & Contractor	Provide services and other things defined in the scope			
		26.2	Project Manager & Contractor	Contractor to propose subcontractors. Project Manager to accept before order can be placed			
		26.3	Project Manager & Contractor	Gain acceptance of the proposed subcontract documents			
		27.1	Contractor	Obtain approval from Others where necessary			
	(If Option C,D,E or F)	29.1	Contractor	Comply with disclosure constraints			
	(If Option C,D,E or F)	20.4	Project Manager & Contractor	Agree meetings for forecasts of total Defined Cost			
			Project Manager	Undertake open book audit			

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3 Time							
		11.2(2)	Project Manager	Check and review the definition of Completion in the Scope			
		31.1	Project Manager	Project Manager to work with Contractor to get first programme submitted and accepted.			
		31.2	Contractor	Submit the first programme			
		31.3	Project Manager	Respond to submitted programme. Establish routine (usually monthly) for programme meetings for C to explain revised programme prior to formal submission.			
		33.1	Client	Allow access - later of access date and date shown on the Accepted Programme			
		35.3	Project Manager	Certify take over within 1 week			
		30.2	Project Manager	Certify Completion within 1 week (ditto sectional Completion)			

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	4 Testing & Defects						
		40.2	Project Manager & Contractor	Provide a quality policy statement and quality plan within the period stated within the Contract Data - Project Manager to accept/ not accept			
		41.2	Client & Contractor	Provide materials, facilities and samples for tests and inspections as stated in the Scope			
		41.3	Supervisor & Contractor	Inform of tests and inspections - before and after			
		42.1	Supervisor & Contractor	Plan tests and inspections before delivery to Working Areas			
		43.2	Supervisor & Contractor	Notify Defects			
		44.3	Supervisor	Issue the Defects Certificate			
	5 Payment						
		50.1	Project Manager	Decide first assessment date (to suit the procedures of the Parties)			
		50.2	Project Manager	Set up process to determine the amount due			
		51.1	Project Manager	Certify payment within one week of each assessment date			
		53	Project Manager & Contractor	Make a note to make an assessment of the final amount due			

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	W Dispute Resolution						
			Project Manager & Contractor	Monitor if the Senior Representatives need to be updated			
	X1 Price Adjustment for Inflation						
			Project Manager	Apply X1.3 and X1.5 if A or B, apply X1.4 and X1.5 if C or D			
	X4 Ultimate Holding Company Guarantee						
			Project Manager & Contractor	If not already supplied, this needs to be provided within 4 weeks of the Contract Date. This needs to be checked			
	X5 Sectional Completion						
			Project Manager & Contractor	If applicable ensure reflected in the programme			
	X8 Undertakings to the Client & Others						
			Project Manager & Contractor	Manage the signing of undertakings			
	X9 Transfer of Rights						
			Contractor	Obtain appropriate rights from the supply chain			
	X10 Information Modelling						
			Project Manager & Contractor	Set up information modelling protocols			

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	X12 Multiparty Collaboration						
			Project Manager & Contractor	This will need to be developed and incentive measures implemented			
	X13 Performance Bond						
			Project Manager	If not already supplied, this needs to be provided within 4 weeks of the Contract Date. This needs to be checked			
	X14 Advanced Payment						
			Project Manager & Contractor	Advanced payments will need to be organised & bond taken out			
	X20 Key Performance Indicators						
			Project Manager & Contractor	This will need to be developed and incentive measures implemented			
	X21 Whole Life Cost						
			Project Manager & Contractor	Review and agree appropriate protocols			
	Xz Additional Conditions of Contract						
			Contractor	Jointly review and establish if any Z clauses effect how the contract is managed			



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