



Company Name
Address
Contact

EOT Claim Submission Checklist

Use this checklist to ensure your Extension of Time (EOT) claim is complete, contractually compliant, and supported by proper documentation. Missing any key item may result in rejection or delays in claim approval.

Date: __/__/__

Project Name:

- Delay has been identified and recorded in the Delay Log.
- Formal delay notice was submitted within contractually allowed timeframe.
- Clear description of delay event, including date, activity affected, and cause.
- Impact analysis (e.g., Time Impact Analysis or As-Planned vs As-Built).
- Updated project schedule with delay integrated.
- All supporting documentation attached (photos, RFIs, weather reports, logs).
- EOT ID matches log entry and is referenced in claim.
- Responsibility and entitlement justified per contract (e.g., FIDIC Clause 20).
- Mitigation efforts documented and described.
- Claim submitted to the client/consultant via the agreed channel.
- A follow-up reminder or clarification request schedule is in place.

Project Engineer: _____

Signature: _____ X