1. **Purpose**

This procedure is to be used by **Projects Team** for any progress claims received.

1. **Scope**

This procedure applies to **Projects Team** to for all the projects.

1. **Procedure**
	1. Claim Review and Assessment of the following Claim type:

**INPUT – Projects team receives claim request from Contractor/Consultant**

* + 1. **Type 1: Progressive Claims**
1. **Claim Acknowledgement** – Contractor/Consultant submission acknowledged by Projects Team
2. **Verification and Review of the Supporting Document** – The received documentations are verified and reviewed for **relevance and validity**:

|  |  |
| --- | --- |
| 1. Claim submitted on official Company Letterhead and/or Endorsed by Company Representative
 | *Yes or No?* |
| 1. Claim is itemized as per the price submission breakdown as per contract
 | *Yes or No?* |

1. **Technical Assessment** - A Measurement Sheet is prepared; the claim is assessed against the percentage completed work progress on the ground as per the date of the claim
2. **Monetary Assessment** - An Interim Payment Certificate **IPC** is prepared; the claim is assessed against the dollar value of the completed work progress as per the date of the claim and verified by E&I Finance Officer/Assistant.
3. **Endorsement and Approval** – All documentation are compiled and submitted for endorsement to the relevant stakeholders
4. **Invoicing and Processing** - The Contractor/Consultant is requested to submit their invoice accordingly. Note that date of the invoice has to be after once all stakeholders endorsed and approved the claim. Documents is submitted to Accounts Payable for processing within 14 Days from the date of the invoice.
	* 1. **Type 2: Practical Completion Claims**

In addition to Procedure 3.1.1 the following documentations will be mandatory to accompany the claim **Type 2** for endorsement:

* A Singed Practical Completion Certificate.
* A Practical Completion Report.
* Engineering Certificate if required as per the contract.
* Cyclone Certificate if required as per the contract.
* EFL Compliance Certificate if required as per the contract.
* NFA Compliance Certificate if required as per the contract.
	+ 1. **Type 3: Retention Release – DLP Ending (if applicable)**

In addition to Procedure 3.1.1 the following documentations will be mandatory to accompany the claim **Type 3** for endorsement:

* A Defects List Completion Report
* A Project Closeout Report
* A Signed Final Certificate.

**OUTPUT - Approved Payment Certificate**

1. **Responsibility**

**Projects Team –** Project Manager and Clerk of Works

**Approvals –** Project Managerand Sponsor or Listed Stakeholders.

1. **Definitions**

**N/A**

1. **Reference Documents**

IPC Template(Appendix A)

Claims Checklist (Appendix B)

Measurement Sheet Template (Appendix C)

**Authorized by:** Director – Estate and Infrastructure **Documented by:** Projects Team

**Date authorized:** **Effective date:**

**Last amended:** N/A **Revision status:** 1st Issue