

Info required for Assessment of Prolongation

Appendix B

Information and Substantiation required for Assessment of Contractor's Prolongation Cost Claim

Item	Common Claim Heads	Substantiation/ Information	Copy	Certified Copy
1.	Staff	<ul style="list-style-type: none"> Organization chart / site diary / records showing the staff involved Staff salaries payroll records or employment letter 	Yes <i>- Management diary</i> <i>- Job allocation sheet</i> <i>- attendance record</i> <i>- MAF record</i> <i>- ECI</i>	Yes*
2.	Plant <i>Plant allocation sheet.</i>	<ul style="list-style-type: none"> Site and plant records showing plant involved Plant hire purchase agreement / contract of plant purchase / plant cost depreciation record 	Yes	Yes*
3.	Insurance / Bond <i>Sometimes, it has a longer period than original contract period. If it cannot cover the extended period, no L/E can be claimed as no actual cost incurred.</i>	<ul style="list-style-type: none"> Insurance / bond premium receipts 		Yes
4.	Security / Safety Services	<ul style="list-style-type: none"> For security / safety services provided by contractor to its own staff, payroll record or employment letter For contracted services, payment receipts 		Yes* Yes*

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Information and Substantiation required for Assessment of Contractor's Prolongation Cost Claim

(Cont'd)

Item	Common Claim Heads	Substantiation/ Information	Copy	Certified Copy
5.	Site facilities e.g. site offices, toilets, storerooms, utility services, transportation, levies or other sundry items	<ul style="list-style-type: none"> Actual cost record as appropriate 		Yes*
6.	Office Overheads	<ul style="list-style-type: none"> Actual cost records Auditor's accounts including detailed breakdown of administrative expenses covering whole contract period. When necessary, accounts for preceding years prior to the contract may be requested (Originals may be inspected by QS) 		Yes** Yes*
7.	Finance Charge	<ul style="list-style-type: none"> Documentary proofs of overdraft facilities or money borrowing to finance the expense Evidence of draw down of the overdraft facilities or money borrowing Borrowing ratio of the company 		Yes+ Yes+ Yes+

Legend:-

- * Certified by Contractor's representative formally delegated by a director of the Contractor's company
- ** Certified by Contractor's representative formally delegated by a director of the Contractor's company when required by the QS
- + Certified by the Certified Public Accountant / Auditor engaged by the Contractor

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