

# Client and Contractor Initiated Variation Procedures

## Purpose

To give clear guidelines on the processing of Contractor or Client initiated project Variations.

## Overview

Variations are to be received and assessed formally in line with your relevant contract. i.e. in writing from contractors.

Variation approvals are only approved via the template issued – this is for project governance purposes and to track and reconcile if additional Bank Guarantee's and contract extension are required formally.

## Overview

[Variation Direction](#)

[Request for Variation Proposal](#)

## Variation Direction Procedure – Contractor Initiated

### 1. Variation Direction Submission

Contractor identifies the need for a variation to complete work. Prior to the variation being submitted, the Project Manager is to be notified and any additional works to be reviewed on site. The Contractor is then to submit their compilation of supporting documents using the [Variation Direction](#) snapform to the Project Manager for review.

#### 1.1 Compilation of Supporting Documents

- 1.1a Variation description – including any changes to scope
- 1.1b Quotes
- 1.1c Updated Cashflow
- 1.1d Updated construction program

### 2. Project Manager Review

The variation's compilation of supporting documents submitted in the snapform, undergo a review process to ensure that they align with the terms and conditions of the contract and whether it fits into the project scope, programme timeframe and budget limits. This review is conducted by the Project Manager who will at the conclusion, either accept, reject or request additional information or changes to the variation request.

#### 2.1 Review by Project Manager

- 2.1a Verification of Documentation
- 2.1b Comparison with Contractual Agreements
- 2.1c Comparison with Project scope, programme, and budget
- 2.1d Outcome or Request for Revisions

### 3. *Verification Review*

The variation and its supporting documents undergo a review by the SME to ensure the variation aligns with the terms and conditions of the contract and whether it fits into the project scope, programme timeframe and budget limits. This review is conducted by the Director of Project or Manager Projects or SME who will at the conclusion, either accept, reject or request additional information or changes to the variation request.

- 3.1 Financial Verification
  - 3.1a Budget Reconciliation
  - 3.1b Cross-Verification of Invoices
  - 3.1c Assurance of Compliance with Financial Policies

### 4. *Contractor Notification*

The Project Manager will accept the Variation snapform and a confirmation notification will go to the contractor to advise them the variation has been approved. The Contract Administrator will raise a PO to the amount of the variation and send to the contractor for their record keeping.

- 4.1 Approval Documentation
  - 4.1a Purchase Order to the variation sum
  - 4.1b Acceptance confirmation notification through snapform

### 5. *Payment Process*

- 5.1 Approval and Invoicing
  - 5.1a The Purchase Order and sums are entered into the Progress Claim sheet for invoicing
  - 5.1b The Progress Claim is submitted following the External – Processing Payment Claims process

## **Request for Variation Proposal Procedure – Client Initiated**

### 1. *Variation Proposal Submission*

The Client identifies a gap in scope and the need for a variation to complete work. The Project Manager completes a [Request for Variation Proposal](#) snapform which is sent to the contractor. The contractor completes and submits the variation proposal.

- 1.1. Compilation of Supporting Documents
  - 1.1a Variation description – including any changes to scope
  - 1.1b Quotes
  - 1.1c Updated Cashflow
  - 1.1d Updated construction program

*Go to 2. Project Manager Review in previous section, Variation Direction Procedure – Contractor Initiated*