

Variation Evidence Gap Checklist

Close the gaps while the job is still running

Variation Evidence Gap Checklist

Use this before the final account, not during it. Work through one variation at a time. Anything you cannot tick is a gap you still have time to close.

The instruction itself

- ☐ There is a written instruction, or a written record of a verbal one
- ☐ It is dated, and the date is the date it was given
- ☐ The person who gave it is named
- ☐ It says what changed, not just that something changed
- ☐ It is filed somewhere other than one person's inbox

What it did to the work

- ☐ The affected area or activity is identified
- ☐ There is a before-and-after record: drawing, photograph, or marked-up scope
- ☐ Any additional labour, plant or materials are recorded
- ☐ Any effect on sequence or programme is written down at the time

The paperwork that has to exist

- ☐ The clause that governs this variation has been identified
- ☐ Any notice the contract requires has been logged, with its date
- ☐ The submission to the main contractor is on record
- ☐ Every chase since is on record, with dates
- ☐ Their response, or the absence of one, is recorded

The evidence behind the number

- ☐ Timesheets or allocation sheets for the affected period
- ☐ Supplier quotations or invoices for anything additional
- ☐ Site diary or daily record entries covering the work
- ☐ Photographs, dated
- ☐ Correspondence that shows the other side knew

Where you are left

Count what you could not tick. Those are the gaps a final account will find, and it will find them at the point where evidence is hardest to reconstruct. Every one you close now is closed while the people involved are still on the job.

This checklist helps you capture and organise what exists. It does not tell you whether a notice was valid or served in time, what a variation is worth, or whether to escalate. Those are decisions for your commercial team and your advisers. Not legal advice, not QS advice.

INTERNAL — Senedra document. Prices, where present, are conversation-only and never published. Not legal or QS advice. The source of truth is the markdown; this PDF is a rendering of it.