
SPECIFICATION SECTION 01400

MONTHLY PROGRESS REPORTS

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SPECIFICATION SECTION 01400 - MONTHLY PROGRESS REPORTS

1. DESCRIPTION

This Specification Section prescribes the requirements for the preparation and submittal for the Monthly Progress Report (herein referred to as “Report(s)”) prepared by the Contractor.

2. REQUIREMENTS

2.1 General

- a) The requirements established in this Specification Section are intended to be read in conjunction with and mutually explanatory with the provisions of subclause 8.6, Rate of Progress of the Conditions of Contract and Specification Sections 01000 General Provisions, 01200 Contractor’s Drawings, 01300 Program of Work and the like regarding the reporting requirements.
- b) Before the fifth calendar day of each month the Contractor shall submit to the Engineer 1 original and 5 copies of the Report. The Report shall describe all Works performed up to and including the last day of the preceding month.
- c) The reviewed and approved Report shall be attached to each Statement submitted under subclause 14.3 of the Conditions of Contract. This Report is a requirement for the processing of each Interim Payment Certificate.
- d) Failure by the Contractor to comply with the requirements of this Specification Section shall be considered as a serious default in meeting his contractual obligations under subclause 4.1 of the Conditions of Contract. Should this situation arise, the Engineer will adjust the value of the work in the Interim Payment Certificate(s) as foreseen in subclause 14.6(b) of the Conditions of Contract.

2.2 Requirements for the Report’s Contents

The Report shall include but not be limited to, the following:

- (a) Cover (or title sheet) showing the Project and Works location (map).
- (b) Legend and signature block for the Contractor’s Representative.
- (c) Work outline (table).
- (d) Summary of Interim Payment Certificates and Price Adjustment (Table).
- (e) Comparison of scheduled progress with actual progress (Chart) as specified in Specification Section 01300 Program of Work in an approved bar chart format and a comparison of anticipated cash flow with the amounts certified in the Interim Payment Certificates as per the updated cash flow curve (“S” curve).
- (f) Activities list (Table) showing:

Activities completed in the month showing their actual start and completion dates.

Activities currently in progress with the anticipated time required to complete (current and anticipated reasons for any delay shall be attached on the column of remarks).

- (g) 6-8 Photographs with brief explanation of Works as specified in Specification Section 01150 Contractor's Submittals.
- (h) Safety summary prepared by the Contractor's safety manager and traffic supervisor including a summary of related activities performed in the month, addressing issues on; safety, traffic, environmental control, other restraints and any accident as specified in Specification Section 01500 Project Safety and Specification Section 01600 Maintenance and Protection of Traffic.
- (i) Environmental activity report prepared by the Contractor's environmental manager including a summary of related activities performed in the month in addressing issues on environmental monitoring and control, other restraints and any accident as specified in Specification Section 01700 Environmental Control and Protection.
- (j) Quality control summary prepared by the Contractor's quality control manager including a summary of related activities performed in that month, which addresses; environmental control issues, outstanding deficiencies and includes a summary of all quality control tests and test results as specified in Specification Section 01750 Laboratory, Specification Section 01800 Contractor's Quality Control and Specification Section 01900 Control of Materials.
- (k) Acceptance control summary prepared by the Contractor's quantity surveyor, which sets out, in a tabular format; accepted Works, rejected Works.
- (l) List of the Materials intended for the Works as specified in subclause 14.5 of Conditions of Contract (Table).
- (m) Mobilization and demobilization of Contractors staff (table with name, company affiliation, their position, and nationality) since the commencement of the Works up to the end of the report period, including subcontractors and suppliers. The listing shall include the names of all personnel).
- (n) Construction Equipment list on Site (Table), which identifies; the type, make, model, and capacity (if applicable) of equipment, in operation or not operating, broken down or under maintenance and indicates the date the equipment arrived on Site and the date the equipment left the Site.
- (o) Numbers of work people engaged on each of the works being undertaken (Table).

- (p) List of submittals (Table) as specified in Specification Section 01150 Contractor's Submittals and Specification Section 01200 Contractor's Drawings.
- (q) List of photographs and videos taken in that Month (Table).
- (r) Status of Variations (Table).
- (s) Summary of Contractor's Claims (Table).
- (t) List of correspondence with the Client and the Engineer (Table).

3. MEASUREMENT AND PAYMENT

The submission of Monthly Progress Reports in accordance with the provisions and requirements of this Specification Section is defined as Indirectly Paid Work shall neither be measured nor paid separately and shall be deemed included in the rates and prices for other main items or distributed among all the pay items listed in the Bill of Quantities. No separate payment will be made for these items.

Any work not specifically identified in this Specification Section but which is necessary for the Monthly Progress Reports shall be deemed to be Indirectly Paid Work, which shall neither be measured nor paid separately and shall be deemed included in the rates and prices for other main items or distributed among all the pay items listed in the Bill of Quantities.

Sample Form of Monthly Certificate and Price Escalation

(Project Name)

1.3.6.1.1.1 Summary of Monthly Certificate

No	Description of Major work items	% to date	Local Component	Foreign Component	Combined Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
	A: Total Sum of Work Completed to date				
	B: Material on Site				
	C: Gross Sum of Monthly Certificate	A+B			
Deduction	D: Previous Monthly Certificate				
	E: 10 % for Retention Money				
	F: 20 % for Advance Payment				
	G: Tax				
	H: (Liquidated Damage)				
	I: Total Sum of Reduction	SUM(D: H)			
	J: Net Value of Monthly Certificate	C-I			
	K: Price Escalation				
	L: Total Payment in this month	J+K			