ENFIELD Council

Monthly Contractors Report

Project Name:	**No:**
Client:	
Month:	**Date:**

Section 1 Health, Safety and Environment

1.1 SHEQ Inspections:

1.3 HSE Visits:

1.4 SHE Performance in Period:

No. of Reportable Accidents	**No. of Non Reportable Accidents**	**No. of Dangerous Occurrences**	**No. of Environmental Incidents**	**Near Misses Reported**

Section 2 Progress and Programme:

2.1 Contract Completion Forecast

	Last Month	This Month
Original Contract Completion Date:		
EOT Granted (weeks)		
EOT Under Consideration:		

2.2 Construction Progress:

Construction Activity	Progress Completed		Comment	
	Planned %	Actual %		

2.3 Record of Delays:
2.4 Potential Future Delays to Mitigate:
2.5 Key Activities to Commence / Complete Next Month:

Section 3 Financial		
	Last Month	This Month
Original Contract Sum		
Variations to Contract Sum Agreed		
Sub Total		
Variations to Contract Sum Pending		
Forecast Final Account		
Interim Payment Applications Certified to Date		
Outstanding Yet to Certify		

3.1 Forecast Flow Update (*attach cashflow forecast*)

Overspend

Additional prelims

Costs not included within the forecast

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Section 4 Procurement: Sub Contractor Appointments (if any)	
Sub Contractor Name	**Trade**

Section 5 Project Administration		
5.1 Outstanding Request for Information (RFI) (*attach RFI register*)		
Date Submitted	**Details**	**Information Required By**

Section 6 Quality, Inspection and Handover

6.1 Quality Control Issues Encountered

6.2 Handover Inspection Request

Date	**Address:**

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Section 7 Labour Report	
7.1 People	
	Average no. of people a day
Supervision and Management	
Resident Liaison Officer	
Directly Employed Operatives	
Directly Employed Trainees and Apprentices	
Subcontractor Operatives	
Subcontractor Trainees and Apprentices	
Total	

Section 8 Key Performance Indicators		
	Score	
Area of Measurement	Target	Actual

Section 9 Customer Care
9.1 Resident Liaison Report (*refer to Resident Liaison Report*)

Section 10 Any Other Business
10.1 Detail AOB