



FIDIC Claims Procedure and Substantiation Course



AGILE LEADERS
Training Center

FIDIC Claims Procedure and Substantiation Course

Overview

FIDIC Claims Procedure and Substantiation Course is a five-day intermediate course for contract and claims managers, project managers, quantity surveyors, engineers, consultants, contractors, and employer representatives who leave with a FIDIC Claim Procedure and Evidence Pack. Participants identify claim events, issue notices, preserve contemporary records, establish entitlement and causation, assemble time and cost evidence, assess submissions, and document responses before formal dispute proceedings. Agile Leaders Training Center connects FIDIC claim procedure with disciplined substantiation.

Who Should Attend

- Teams responsible for administering notices and claims under FIDIC-based contracts
- Functions that assemble entitlement, causation, time, and cost evidence
- Personnel who review contractor or employer claim submissions
- Advisers who coordinate contemporary records and claim narratives
- Leaders who govern claim decisions, negotiations, and escalation

The course assumes participants can navigate construction contract provisions and project records, and it leaves out introductory contract administration, standalone delay analysis, adjudication advocacy, arbitration, and legal representation.

Departments and Industries

The course supports departments that prepare, assess, and govern FIDIC construction claims.

- Construction, infrastructure, transport, energy, and industrial projects
- Contract management, commercial management, and quantity surveying
- Project controls, planning, engineering, and site management
- Legal coordination, risk management, and governance
- Employer, engineer, consultant, contractor, and claims-advisory teams

Learning Objectives

By the end of this course, participants will be able to:



- Analyze FIDIC risk allocation and events that may create entitlement
- Apply notice, record, and fully detailed claim procedures
- Build cause-and-effect links supported by project evidence
- Evaluate time, cost, variation, and payment claim components
- Diagnose gaps in contractor claims and employer responses
- Build a governed claim file for determination and negotiation

Course Agenda

Day 1: FIDIC Risk and Claim Events

- Contract Form, Particular Conditions, and Risk Allocation Map
- Employer, Engineer, and Contractor Responsibility Matrix
- Claim Event Identification and Entitlement Screening Checklist
- Variation, Payment, Delay, and Disruption Event Register
- Claim Governance Roles and Escalation Protocol

Day 2: Notices and Contemporary Records

- Notice Trigger and Contractual Time-Bar Matrix
- Notice Content, Delivery, and Receipt Evidence Checklist
- Contemporary Record Plan and Custodian Assignment
- Daily Records, Correspondence, Programme, and Cost Evidence Index
- Continuing Effects and Interim Update Calendar

Day 3: Entitlement, Causation, and Quantum

- Contractual Basis and Entitlement Argument Map
- Cause-Effect Chain and Concurrent-Factor Review
- Time Impact Evidence and Extension Request Structure
- Direct Cost, Indirect Cost, and Overhead Evidence Schedule
- Mitigation, Avoidance, and Reasonableness Assessment

Day 4: Submission, Assessment, and Response

- Fully Detailed Claim Narrative and Exhibit Structure
- Claim Calculation Reconciliation and Audit Trail
- Engineer Assessment and Determination Review Sheet
- Employer Claim and Contractor Response Workflow
- Negotiation Position and Without-Prejudice Preparation Record



Day 5: FIDIC Claims Practice and Capstone

- Exercise: Identify Entitlement and Draft a Notice
- Exercise: Build the Contemporary Evidence Index
- Exercise: Link Cause, Time, and Cost Evidence
- Exercise: Assess a Claim and Prepare a Reasoned Response
- Capstone Exercise: FIDIC Claim Procedure and Evidence Pack

Practical Exercises

The course uses suggested activities to convert project events into traceable claim decisions.

- Suggested activity: map risk allocation, identify a claim event, and test notice and entitlement requirements.
- Suggested activity: organize correspondence, site records, programme updates, quantities, costs, and mitigation evidence.
- Suggested activity: draft a claim narrative linking contractual basis, cause, effect, time, and cost.
- Suggested activity: assess a submission and document questions, adjustments, response rationale, and negotiation boundaries.

FAQs

Who suits the FIDIC Claims Procedure and Substantiation Course?

It suits professionals who notify, prepare, review, assess, or govern FIDIC claims and assumes practical familiarity with construction contract provisions and project records.

How does FIDIC claims training differ from dispute-resolution training?

FIDIC claims training focuses on notices, records, entitlement, causation, evidence, submission, assessment, and response before formal adjudication or arbitration.

What records support a FIDIC construction claim?

Useful records include notices, correspondence, instructions, daily reports, programmes, progress evidence, resource records, quantities, invoices, cost ledgers, meeting actions, photographs, mitigation actions, and change registers.

What makes a FIDIC claim fully substantiated?

A substantiated claim connects the applicable contractual basis to a documented event, timely procedure, cause and effect, supported time or cost consequences, mitigation, calculations, and indexed evidence.



How should a FIDIC claim response be structured?

A response should record procedural findings, entitlement analysis, evidence reviewed, accepted and rejected facts, time and cost assessment, questions, adjustments, reasoning, authority, and the next contractual action.

Conclusion

Participants take back a FIDIC Claim Procedure and Evidence Pack containing the event screen, notice controls, record plan, entitlement map, cause-effect analysis, time and cost schedules, claim structure, assessment, and response record. The pack makes claim decisions and evidence traceable. It supports early resolution without replacing project-specific legal advice.



Training Course Categories

Agile PM and Project Management Training Courses

Agribusiness & Food Security Training Courses

Certified Courses By International Bodies

Communication and Public Relations Training Courses

Data Analytics Training and Data Science Courses

Digital Government & Public Service Training Courses

Education and Learning Development Training Courses

Environment & Sustainability Training Courses

Facilities and Real Estate Training Courses

Finance and Accounting Training Courses

Governance, Risk and Compliance Training Courses

Healthcare Management Training Courses

Heritage Conservation and Museum Management
Training Courses

Hospitality and Tourism Training Courses

Human Resources Training and Development Courses

IT Security Training & IT Training Courses

Leadership and Management Training Courses

Legal Training, Procurement and Contracting Courses

Maintenance Training and Engineering Training Courses

Marketing, Customer Relations, and Sales Courses

Occupational Health, Safety and Security Training
Courses

Oil & Gas Training and Other Technical Courses

Personal & Self-Development Training Courses

Quality and Operations Management Training Courses

Secretarial and Administration Training Courses

Shipping, Maritime and Ports Training Courses



Training Cities

Abu Dhabi UAE	Accra Ghana	Amman Jordan
Amsterdam Netherlands	Athens Greece	Baku Azerbaijan
Bali Indonesia	Bangkok Thailand	Barcelona Spain
Berlin Germany	Cairo Egypt	Cape town South Africa
Casablanca Morocco	Chicago USA	Doha Qatar
Dubai UAE	Frankfurt Germany	Geneva Switzerland
Istanbul Turkey	Jakarta Indonesia	Johannesburg South Africa
Kuala Lumpur Malaysia	Kuwait Kuwait	Langkawi Malaysia
Lisbon Portugal	London UK	Madrid Spain
Manama Bahrain	Marbella Spain	Milan Italy
Montreux Switzerland	Munich Germany	Muscat Oman
Nairobi Kenya	New York USA	Nice France

Training Cities

Paris

France

Phuket

Thailand

Port Louis

Mauritius

Porto

Portugal

Prague

Czech Republic

Rome

Italy

San Diego

USA

Seoul

South Korea

Sharm El-Sheikh

Egypt

Singapore

Singapore

Tashkent

Uzbekistan

Tbilisi

Georgia

Tokyo

Japan

Toronto

Canada

Trabzon

Turkey

Vienna

Austria

Zanzibar

Tanzania

Zoom

Online Training

Zurich

Switzerland