

Suspension eligibility review checklist

General information to help you organise your paperwork. Not legal advice.

Treat every prerequisite as a separate review

This checklist does not score or automatically approve suspension. A completed administrative checklist is not a legal opinion. Record the reviewer’s decision, source, assumptions and limits for each material requirement.

Project contract proposed action and scope: _____

Decision owner legal reviewer and jurisdiction: _____

Prerequisite	Evidence / source	Confirmed unresolved or not applicable
Payment default basis	[enter]	[enter]
Contractual or legal power	[enter]	[enter]
Required notice content	[enter]	[enter]
Correct recipient and delivery	[enter]	[enter]
Cure or other conditions	[enter]	[enter]
No superseding agreement or order	[enter]	[enter]

If any prerequisite is unresolved, record a hold on the proposed commercial action and the person who must resolve it. Do not treat silence, an unpaid balance or a filled form as approval.

Check readiness independently

- ☐ Current payment and response records have been rechecked.
- ☐ Scope and effective time match the reviewed authorization.
- ☐ Safety lead has a site-specific protection and monitoring plan.
- ☐ Essential services, temporary works and weather exposure have responsible owners.
- ☐ Trades suppliers insurers or others are notified where required.
- ☐ Costs and mitigation are documented without assuming recoverability.
- ☐ Resumption conditions and communication responsibilities are assigned.

Legal decision and express limitations: _____

Safety readiness decision and unresolved hazards: _____

Business authorization and signer: _____

Final pre-action verification date time and result: _____

Action taken or deferred and reason: _____

Next review and monitoring owner: _____

Safety readiness does not cure an invalid notice; legal authorization does not replace a safe site plan.

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.