

Construction Project Risk Checklist

Use this form for each new project. It will help ensure you have covered off the most important tasks to mitigate risk to the project's success. There are sections for before and during construction and after completion.

Project Name
Estimated Start Date
Estimated Finish Date

Before Starting the Project

Client Financial Viability - Confirm client's ability to pay (e.g. finance approval, deposit received)	<input type="checkbox"/>
Site Ownership & Access - Ensure legal access and correct ownership documentation	<input type="checkbox"/>
Planning & Building Consents - Verify all consents have been issued and reviewed	<input type="checkbox"/>
Design Documentation Completeness - Check plans/specs are final, coordinated, and buildable	<input type="checkbox"/>
Soil & Geotechnical Conditions - Review professional reports on site conditions	<input type="checkbox"/>
Existing Services Location - Locate and mark underground utilities	<input type="checkbox"/>
Subcontractor Agreements - Ensure contracts with clear scope and responsibilities are in place	<input type="checkbox"/>
Health & Safety Planning - Develop site-specific safety plan and identify hazards	<input type="checkbox"/>
Construction Programme Feasibility - Validate timeline and account for delays	<input type="checkbox"/>
Insurance Cover - Confirm cover for Contract Works, Public Liability etc	<input type="checkbox"/>
Scope Creep / Variations Risk - Establish a clear process for handling changes	<input type="checkbox"/>
Material Lead Times & Supply Chain Risks - Confirm material availability and delivery schedules	<input type="checkbox"/>
Building Code Compliance - Ensure compliance of all work and materials with the Code	<input type="checkbox"/>
Neighbour Disputes & Boundaries - Identify potential issues with neighbours and boundary lines	<input type="checkbox"/>
Subsurface & Asbestos Risks - Check for asbestos and buried obstructions before work begins	<input type="checkbox"/>
Weather Exposure & Water Management - Plan for temporary protection and site drainage	<input type="checkbox"/>
Council Inspections & Hold Points - Map out all required inspections to avoid hold-ups	<input type="checkbox"/>
Contractual Obligations & Liquidated Damages - Understand contract deadlines and penalties	<input type="checkbox"/>
Site Security & Vandalism - Arrange fencing, locks, and protection for tools/materials	<input type="checkbox"/>
Dispute Resolution & Documentation Procedures - Implement robust documentation and communication processes	<input type="checkbox"/>

During Construction

Health & Safety Non-Compliance - Ensure all workers follow site-specific safety plans and PPE rules	<input type="checkbox"/>
Inadequate Supervision or Oversight - Maintain strong site management and oversight of subcontractors	<input type="checkbox"/>
Quality Defects or Non-Conforming Work - Implement early detection systems for quality control	<input type="checkbox"/>
Unapproved Design Changes or Variations - Document, price, and approve all changes in writing	<input type="checkbox"/>
Weather-Related Delays or Damage - Use protection measures and have weather contingency plans	<input type="checkbox"/>
Material Delivery Delays or Substitutions - Monitor deliveries and manage material approvals	<input type="checkbox"/>
Budget Overruns - Track costs against budget, including all variations	<input type="checkbox"/>
Cash Flow Pressures - Align payments to suppliers and subcontractors with progress claims	<input type="checkbox"/>
Inadequate Documentation - Maintain daily site records, reports, and inspection logs	<input type="checkbox"/>
Subcontractor Performance Issues - Ensure subcontractors deliver on time, to spec, and safely	<input type="checkbox"/>
Worksite Security and Theft - Secure tools, materials, and equipment after hours	<input type="checkbox"/>
Council Inspection Failures - Pass all inspections and document required corrections	<input type="checkbox"/>
Programme Slippage - Monitor and update the construction schedule regularly	<input type="checkbox"/>
Client Interference or Miscommunication - Manage communications and changes through formal processes	<input type="checkbox"/>
Environmental Risks (Dust, Runoff, Noise) - Use controls to manage environmental impacts	<input type="checkbox"/>
Damage to Neighbouring Properties or Services - Monitor and protect nearby properties during high-risk work	<input type="checkbox"/>
Injury or Incident Response - Report and investigate all incidents per safety protocols	<input type="checkbox"/>
Insurance Lapses or Gaps in Coverage - Ensure insurance remains active and covers current risks	<input type="checkbox"/>
Scope Misunderstandings - Maintain clear communication on what's included or excluded	<input type="checkbox"/>
Dispute Escalation or Legal Threats - Identify and address disputes early with documentation	<input type="checkbox"/>

After Completion

Defects Liability Period Claims - Be prepared to address defects reported during the defects liability period	<input type="checkbox"/>
Latent Defects - Watch for hidden issues like waterproofing or structural failures that may surface later	<input type="checkbox"/>
Building Warranty Obligations - Ensure warranties are clearly documented and communicated to the client	<input type="checkbox"/>
Product or Material Failures - Be aware of potential failures in proprietary systems or supplied materials	<input type="checkbox"/>
Outstanding Subcontractor or Supplier Claims - Resolve and document all payments and retentions	<input type="checkbox"/>
Insurance Expiry or Gaps - Maintain appropriate run-off cover or extended reporting periods	<input type="checkbox"/>
Council Code Compliance Certificate (CCC) Issues - Ensure timely and complete documentation for CCC approval	<input type="checkbox"/>
Incomplete or Inaccurate As-Built Documentation - Provide detailed, accurate as-built and compliance records	<input type="checkbox"/>
Contractual Disputes or Retentions - Manage any disputes over final payments or retention releases	<input type="checkbox"/>
Reputation and Referral Risk - Prevent reputational damage through good client communication and issue resolution	<input type="checkbox"/>