A Guide to Model Forms and Support Documents
(for use with CCDC 2 – 2008)
The Canadian Construction Documents Committee (CCDC) is a national joint committee responsible for the development, production and review of standard Canadian construction contracts, forms and guides. Formed in 1974 the CCDC is made up of volunteer representatives from:

- Public Sector Owners
- Private Sector Owners
- Canadian Bar Association (Ex-Officio)
- *Association of Canadian Engineering Companies
- *Canadian Construction Association
- *Construction Specifications Canada
- *Royal Architectural Institute of Canada

*Committee policy and procedures are directed and approved by the four constituent national organizations.

For general information on the Canadian Construction Documents Committee (CCDC), documents published by the CCDC, and the development and proper usage of CCDC standard documents, refer to the CCDC website (ccdc.org).

This Guide is provided as a service to the industry for general information only. It is not intended that anything in this Guide constitute legal advice, and the reader must not use the Guide for that purpose. Qualified legal counsel should always be consulted in connection with any specific issues arising in the particular circumstances of each case. CCDC is not responsible for any errors or omissions.

**CCDC Copyright 2016**

Must not be copied in whole or in part without the written permission of the CCDC.
# TABLE OF CONTENTS

## INTRODUCTION

## PREQUALIFICATION OF CONTRACTORS
Contractor's Qualification Statement Standard Form
  - Guideline
  - Checklist
  - CCDC 11 (See Appendix A)

## FINANCIAL INFORMATION REQUIRED OF THE OWNER
Project Financial Information Standard Form
  - Guideline
  - Checklist
  - CCDC 12 (See Appendix B)

## PAYMENT PROCESS
Application For Payment Form
  - Guideline
  - Checklist
  - Model Form
Schedule of Values and Work Performed Form
  - Guideline
  - Checklist
  - Model Form
Certificate For Payment Form
  - Guideline
  - Checklist
  - Model Form
Statutory Declaration Standard Forms
  - Guideline
  - CCDC 9A and 9B (See Appendix C)
Certificate of Substantial Performance
  - Guideline
  - Checklist

## SUPPLEMENTAL INSTRUCTION PROCESS
Supplemental Instruction Form
  - Guideline
  - Checklist
  - Model Form

## CHANGE PROCESS
Proposed Change Form
  - Guideline
  - Checklist
  - Model Form
Change Order Form
  - Guideline
  - Checklist
  - Model Form
Change Directive Form
  - Guideline
  - Checklist
  - Model Form
Summary of Changes Form
  - Guideline
  - Checklist
  - Model Form
Combined Proposed Change and Change Order Form
  - Guideline
  - Checklist
  - Model Form

## NOTIFICATION PROCESS
Notice Form
  - Guideline
  - Checklist
  - Model Form

## WARRANTY NOTIFICATION
Warranty Notice Form
  - Guideline
  - Checklist
  - Model Form
Product Warranty Notice Form
  - Guideline
  - Checklist
  - Model Form

## APPENDIX
A  CCDC 11 – Contractor’s Qualification Statement
B  CCDC 12 – Project Financial Information
C  CCDC 9A and 9B – Statutory Declaration Forms
D  Definitions In CCDC 2 – 2008