



Introduction

A variation is any change to the agreed scope of work, whether requested or arising during the project.

Changes can occur for a number of reasons, including:

- A change in design or layout
- Something unexpected being uncovered
- Adjustments as the project progresses

We manage all changes in a clear, structured way so you remain fully informed at every stage.

This process applies to all works we carry out and ensures every project is delivered in a controlled and professional manner.

No additional work is ever carried out without your agreement.

Our Process for Managing Variations

01 - Change Identified:

A change is identified either by you or during the course of the works.

This may include: (but is not limited to):

- A requested alteration
- A design adjustment
- An unforeseen issue
- A change required due to existing conditions
- Coordination with other trades or elements of the project

02 - Early Communication:

The change is discussed as soon as possible.

Early communication helps:

- Minimise disruption
- Reduce potential cost impact

- Keep the project moving efficiently

03 – Assessment:

We assess the change and explain:

- What the issue or request is
- What options are available
- Any implications for the installation

Where required, this may include photos or a clear explanation on site.

04 – Quotation:

A clear quotation is provided outlining:

- The scope of the change
- Any cost adjustment (which may increase, decrease, or remain unchanged)
- Any impact on programme or sequencing

05 – Approval:

No additional work is carried out without your approval.

You decide whether to proceed based on the information provided.

06 - Completion & Return to Works:

Once approved:

- The agreed work is completed
- You have the opportunity to review the changes
- The project then continues as planned

Any additional costs are clearly documented and included as agreed.

What This Means for Your Project

Electrical work can involve unknowns, particularly when working with existing installations or building structures.

This process ensures that:

- You are fully informed at every stage

- Any changes are clearly explained before work proceeds
- Costs and implications are understood in advance
- There are no unexpected additions to the scope of work

How You Can Help Keep the Project on Track

Good communication works both ways. You can help by:

- Finalising layouts and decisions before installation where possible
- Raising any changes as early as possible
- Allowing time for decisions when variations arise

Early decisions and clear communication help Keep the project progressing as planned.

Summary

Changes are a normal part of any project. All variations are:

- Clearly explained
- Fully agreed before work proceeds
- Managed in a structured and transparent way

This ensures there are no surprises and the project remains controlled throughout.