

An unpaid party serves a
PAYMENT CLAIM
on the non-paying party

↓ 10 working days of receipt of the payment claim

A non-paying party makes payment, issues a
PAYMENT RESPONSE
to dispute the whole or part of the claim or does nothing

↓ if payment is not received in full

The unpaid party / claimant issues a
NOTICE OF ADJUDICATION
which may also specify a choice of adjudicator

↓ if the parties do not agree on the adjudicator
within 10 working days of service of the Notice
of Adjudication

The Claimant
REQUESTS THE DIRECTOR OF THE AIAC TO APPOINT AN ADJUDICATOR.

↓ within 5 working days

The Director of the AIAC
APPOINTS THE ADJUDICATOR

↓ within 10 working days

The Adjudicator negotiates with the parties and
CONFIRMS THE APPOINTMENT

↓ within 10 working days

The Claimant serves the
ADJUDICATION CLAIM
containing the nature and description of remedy sought with supporting documents

↓ 10 working days

The Respondent serves the
ADJUDICATION RESPONSE
to answer the adjudication claim with supporting documents

↓ 5 working days

The Claimant serves the
ADJUDICATION REPLY (if any)
to reply to the Adjudication Response

↓ within 45 working days

The Adjudicator shall decide and deliver the
ADJUDICATION DECISION