

Getting acquainted with Basic Contract Administration

A two-day course to help attendees understand the complexity and importance of **contract administration and quality control**.



Attend this course, and learn about:

- Who the role players are and how they contribute to the outcome of the project
- The project procurement and tendering process
- The applicable specifications, standards and forms of contract
- The activities that are important for quality assurance
- The importance of health and safety regulations and how to manage health and safety on a project
- The importance of proper project closure

Benefits include:

- Participation in an interactive workshop
- Various practical activities to equip attendees to handle projects effectively back in the workplace
- A comprehensive document that will serve as a reference manual
- CPD credits (ECSA)
- CPD credits - Category PPPI (SACPCMP)

Presenter:

Theuns Eloff BEng(Civil)

COURSE DATES & VENUES

Scheduled courses are offered online and face-to-face around the country based on demand.

Please contact Lizelle du Preez for more information on upcoming courses: Lizelle@saicepdp.org / 011 476 4100

TIMES: 08:00 for 08:30 to 16:30

REGISTRATION

To register, visit www.candidateacademy.co.za
OR email Academy@saicepdp.org

WHO SHOULD ATTEND

The course helps graduates apply their theoretical training in practice. It is therefore recommended for:

- Staff working in the industry with very little experience or who are about to become involved in contract administration
- Candidate engineers, technologists & technicians
- Office staff in the public and private sector needing to know about contract administration
- Experienced personnel looking for a refresher in contract administration



SCE

School of Consulting Engineering



**candidate
academy**[®]
the road to registration – tower above the rest

COURSE CONTENT

INTRODUCTION

- Administration and filing

ROLE PLAYERS

- Role players in engineering projects

PROCUREMENT AND TENDERING

- Procurement process and documentation
- Tender deviations and evaluations
- Different forms of contract
- Standard specifications
- Plans and drawings
- Site inspection

SPECIFICATIONS AND STANDARDS

- Procurement standards
- Selecting an appropriate form of contract
- Pricing and contracting strategies
- Design standards and standard specifications

OVERVIEW OF FORMS OF CONTRACTS

MONTHLY ACTIVITIES

- Establishment and P&G
- Planning and programming
- Labour employment
- Guarantee and insurance
- Site instructions
- Monthly payment certificates
- Variation orders
- Delays
- Contractor's claims
- Site meetings and minutes
- Environmental reports
- Site documents

HEALTH, SAFETY AND SECURITY

- OH&S in the workplace, policy and procedures
- Applicable Act

QUALITY ASSURANCE

- Quality control
- Material performance
- Laboratory testing

COMPLETION OF THE PROJECT

- Practical completion
- Certificate of completion
- Late completion
- Defects liability period
- Final approval

ABOUT YOUR FACILITATOR

Theuns Eloff completed his BEng(Civil) degree at UJ (RAU) and started his engineering career as a civil contractor. He was involved in the construction, rehabilitation and resurfacing of roads and has extensive experience in major earthworks, construction of dams, open cast mines and contract management.

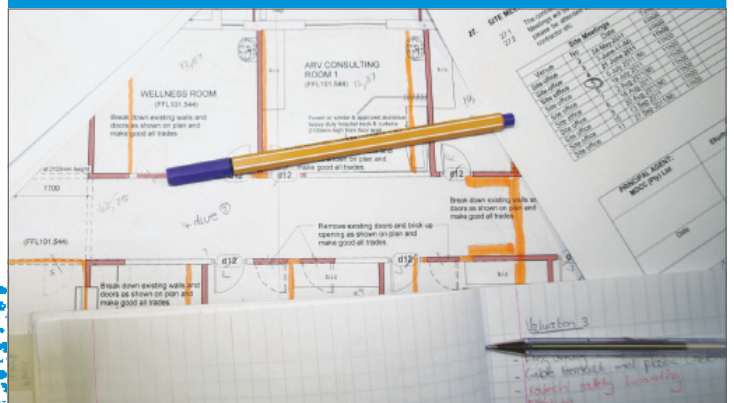
In-house courses can be arranged.

Contact Lizéle at lizelle@saicepdp.org for more information.

WHAT TO BRING TO THE COURSE

Calculator

Laptop with Excel recommended for online courses



The Candidate Academy's philosophy is to support candidates on their road to registration with ECSA, by helping them through the transition from theoretical training to the 'how' of engineering projects and processes. The Academy offers practical, hands-on training relevant to experiences in the workplace.

**candidate
academy**
the road to registration – tower above the rest