

6 FULL DAY SESSIONS TRAINING PROGRAMME SEMINARS AND WORKSHOPS

Approved
CPD
Programme

Venue : Hotel in PJ/KL (to be advised)

Time : 9 am to 5 pm

6 SESSIONS OF PRACTICAL CONSTRUCTION CONTRACT ADMINISTRATION/MANAGEMENT

OBJECTIVES:

In view of the needs for players and personnel in the construction industry directly or indirectly to continually acquire relevant knowledge and experience, this training programme has been designed by combining theoretical knowledge with practical experience and skills through a lecture cum workshop approach or action learning approach. There are six (6) comprehensive sessions in this programme, covering the whole spectrum of construction contract administration and management.

Each session is stand-alone and based on a certain area/s of construction contract and/or its administration/management which relate to Malaysian standard forms of contract such as PAM, IEM, JKR and CIDB. Each session comprises of seminar and group discussion using practical examples. Participants are encouraged to raise their contractual issues/problems for discussion at the session.

SPEAKER'S PROFILE

Sr. ONG HOCK TEK ("HT")

Panel Arbitrator/Accr. Mediator/VM Practitioner/Cert. Constr. Manager/Reg. QS/Master Trainer

BSc(Hon) MSc MBA DipM DipICarb MIVMA MIVM MMIM

FRISM ICECA FRICS FCIQB FCI Arb FSI Arb FMI Arb

Director BK Entrusty



Sr. Ong Hock Tek ("HT") is a Fellow of seven professional institutions, a well qualified multi-disciplinary and specialist consultant, experienced in pre and post contract quantity surveying duties, commercial and contractual administration / management of various types of construction projects, gained from over 25 years of working experience with architectural practice, quantity surveyors, project managers, civil engineering and building contractors and specialist consultants.

His specific experience and expertise include project and contracts management/administration, claims preparation /defense, dispute resolution, risks and value management, specializing in alternative dispute resolution, particularly in arbitration advisory and support services, documentation and proceedings. He also acts as an Arbitrator, Mediator and/or Negotiator on technical, commercial and contractual disputes/differences between the contracting parties, at both main and sub-contract levels on various types of project in the construction industry.

Being a Master Trainer, he has organised and delivered in many public and in-house conferences, seminars and workshops for professional institutions and private/public listed companies on several subject areas, in particular construction contracts, ADR, risks and value management. He has also lectured part-time for bachelor and master degree programmes in the same areas for several years and has been a regular contributor to the Master Builders Journal on construction contract and management issues since 2002.

- Please refer the respective Registration Form for the date of each session.
- Certificate of Session Completion will be issued upon attendance and completion of each session and an Overall Certificate of Course Completion will be issued for those who attend all sessions.
- Approved CPD programmes from **Board of Quantity Surveyors Malaysia (4 pts per session)** and **Construction Industry Development Board Malaysia (10 pts per session)**. Other Institutions CPD points applied and pending approval.

Who should attend:

- Developers • Owners • Government Officials • Engineers
- Quantity Surveyors • Architects • Project Managers
- Site Managers • Consultants • Construction Lawyers
- Construction Managers • Superintending & Maintenance Officers • Main Contractors • Sub-Contractors • Suppliers
- Practitioners • Lecturers • Other Management and Supervisory Personnel

CPD PROGRAMME

This seminar is a Continuing Professional Development (CPD) programme.

Organised by:



QS Division

In Collaboration with:

AsiaPacific

ENTRUSTY

Endorsed by:



PAM



**CIDB
MALAYSIA**

OUTLINE CONTENTS

SESSION 1

- **Types of Procurement Systems and Contractual Arrangement**
 - Types of procurement system
 - Selection of procurement system
 - Types of contractual arrangement
 - Forms of contract
 - Contract strategy and selection
 - Group Discussion/ Q&A
- **Tender and Contract Documents and Obligations of Contracting Parties**
 - Tender and contract documents
 - Tender process and procedure
 - Letter of Intent and formation of contract
 - Obligations and liabilities of contracting parties
 - Group Discussion/ Q&A

SESSION 2

- **Effective Contract Administration / Management**
 - Effective contract management
 - Project characteristics and risks
 - Project team and organisation structure
 - Information and recording system
 - Monitoring and controlling system
 - Discussion/ Q&A
- **Risk Management**
 - Introduction
 - Risk Management – Definitions
 - Characteristics and Problems in Construction
 - Sources and Effects of Construction Risks
 - Risks Categories
 - Risks Appraisal and Management Process
 - Risks Management Workshop
 - A Facilitated Approach
 - Conclusion
 - Group Discussion/ Q&A

SESSION 3

- **Principles of Law Relating to Building and Construction Contracts**
 - The Malaysian Legal System
 - Essential Legal Aspects of Contracts
 - Remedies for Breach of Contracts and Torts
 - Particular Aspects of Building and Construction Contracts
 - Salient Provision in Building and Construction Contracts
 - Group Discussion/ Q&A
- **Bonds and Insurances**
 - Risk and Insurance
 - Principles/Requirements of Insurance
 - Types of Insurance
 - Bonds and Guarantees
 - On-demand Bonds vs Performance Bonds
 - Group Discussion/ Q&A

SESSION 4

- **Instructions and Variations**
 - The need for variations
 - Definition of variation under construction contracts
 - Contract provisions to vary contract works
 - Scope of variations
 - Valuation of variations
 - Variation claims payment
 - Loss and expense arising from variations
 - Group Discussion/ Q&A
- **Payment Claims, Valuations, Certifications and Final Account**
 - Interim claims, valuation and certification procedures
 - Employer's obligation to pay
 - Fluctuations
 - Retention money
 - Final account preparation and settlement
 - Effect of interim and final certificates
 - Group Discussion/ Q&A

SESSION 5

- **Practical Completion and Defects**
 - Practical Completion – preparation and inspection
 - Sectional/Partial completion
 - Defects listing and rectification management
 - Effects of certification of practical completion and certificate of making good defects
 - Post certification issues and remedies
 - Group Discussion/ Q&A
- **Extension of Time and Loss & Expense**
 - Timely commencement, progress and completion
 - Ground for extension of time
 - Procedures for claiming extension of time
 - Claims and damages for loss and expense
 - Grounds for loss and expense claims
 - Claims procedures and quantification
 - Claims documentation and evaluation
 - Group Discussion/ Q&A

SESSION 6

- **Nominated & Domestic Sub-Contractors and Suppliers**
 - Reasons and basis of sub-contracting
 - Selection procedure and contractual chain
 - Salient provisions in sub contractors' contracts
 - Rights and liabilities of sub-contractors/suppliers
 - Conditional Payment and CIPA Act 2012 & Its implication
 - Payment to sub-contractors/suppliers
 - Group Discussion/ Q&A
- **Determination and Dispute Resolution**
 - Termination at common law and determination under contract
 - Nature of construction disputes
 - Dispute resolution procedures under construction contracts
 - Types of ADR and processes – negotiation, mediation, adjudication & arbitration
 - Preparation and documentation for dispute resolution
 - Group Discussion/ Q&A

REGISTRATION FEES

Categories of Participation	Each Session	All Session
Normal	RM 600	RM 3000
Member*	RM 500	RM 2,400
Early Bird or Group of 3 & Above **	Less 10 %	Less 10 %

* Include supporting endorsing organisations/institutions

*Registration start at 8.30 am

** Early Bird Discount – First 20 participations , on first come first serve basis

REGISTRATION FORM (PHOTOCOPY ACCEPTED)

Session				1	2	3	4	5	6	
No	Name of Participants	Profession/ Designation	Member/Reg. No.	5-Dec	16-Jan	20-Feb	20-Mar	17-Apr	15-May	Amount (RM)
1										
2										
3										
4										
5										
Total										

Company : _____ Address : _____

Tel: _____ Fax: _____ Email: _____

Contact Person: _____ Date : _____

Registration is confirmed upon receipt of payment only. Please make payment to ISM (QS Course A/C) which account no. 21403500044566 (RHB Bank) attach with duly completed registration form and send/fax to 3rd Floor, Bangunan Juruukur, 64-66, Jalan 52/4, 46200 Petaling Jaya, Selangor, 2 weeks before the session commences.

Tel: 03-7955 1773 Fax: 03-7955 0253 Email: qsdiv@rism.org.my Attn: Ms. Vanitha

Cancellation request more than one week prior to the training shall be subjected to a twenty percent (20%) service charge. No refund for cancellation request received less than one week prior to the training however substitute participants are welcome at no extra cost. The organizer reserves the rights to change the contents, venue, date and time of the training programme if necessary. In any case, the Organiser's liability shall be limited to a refund on the fee paid only.