

**PRACTICAL CONSTRUCTION CONTRACT
ADMINISTRATION/MANAGEMENT
EFFECTIVE CONTRACT ADMINISTRATION/MANAGEMENT
&
RISK MANAGEMENT**

Approved
CPD
Programme

**16th JANUARY 2014 AT HOTEL IN PJ/KL (to be advised)
(9am – 5pm)**

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 modules in this programme, covering the whole spectrum of construction contract administration and management.

Each module 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 module 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 Module Completion will be issued upon attendance and completion of each module 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 (3 pts per module)** and **Construction Industry Development Board Malaysia (10 pts per module)**. 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:



Endorsed by:



OUTLINE CONTENTS

➤ 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

REGISTRATION FEES

Categories of Participation	Fee
Normal	RM 600
Member*	RM 500
Early Bird or Group of 3 & Above **	Less 10 %

* Include supporting endorsing organisations/institutions

* Registration start on 8.30 am

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

REGISTRATION FORM (PHOTOCOPY ACCEPTED)

No	Name of Participants	Profession/ Designation	Member/Reg. No.	Amount (RM)
1				
2				
3				
4				
5				
6				
7				
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)** 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 Organizer's liability shall be limited to a refund on the fee paid only.

PRACTICAL CONSTRUCTION CONTRACT ADMINISTRATION/MANAGEMENT SEMINAR – FORTHCOMING TOPICS

No	Module	Date
1	<ul style="list-style-type: none"> ● Principles of Law Relating to Building and Construction Contracts ● Bonds and Insurances 	20-Feb-14
2	<ul style="list-style-type: none"> ● Instructions and Variations ● Payment Claims, Valuations, Certifications and Final Account 	20-Mar-14
3	<ul style="list-style-type: none"> ● Practical Completion and Defects ● Extension of Time and Loss & Expense 	17-Apr-14
4	<ul style="list-style-type: none"> ● Nominated & Domestic Sub-Contractors and Suppliers ● Determination and Dispute Resolution 	15-May-14