



IEM TRAINING CENTRE SDN. BHD

REGISTRATION FORM

2-Day Course on 'CONTRACT ADMINISTRATION FOR CONSTRUCTION & ENGINEERING CONTRACTS

by Ir. Harbans Singh K.S

Please Tick	Date	Venue
	19 & 20 March 2018	IEM Southern Branch, Johor Bahru
	17 & 18 May 2018	IEM Sarawak
	09 & 10 August 2018	IEM Sabah
	27 & 28 September 2018	IEM Penang

No	Name(s)	M'ship No.	Grade	Fee (RM)*
SUB TOTAL				
TOTAL PAYABLE				

**Course fee is GST inclusive and HRDF Claimable.*

Enclosed herewith a crossed cheque No: _____ for the sum of RM _____ issued in favour of "**IEM Training Centre Sdn Bhd**" and crossed 'A/C payee only'. I/We understand that the fee is not refundable if I/We withdraw after my/our application is accepted by the Organising Committee as stated in the **cancellation term**. If I/We fail to attend the seminar, the paid registration fee will not be refunded.

Contact Person: _____ Designation: _____

Name of Organization: _____

Address: _____

Telephone No.: _____ (O) _____ (Fax)

_____ (H) _____ (HP)

Email: _____

Signature & Stamp

Date

2-Day Course on 'CONTRACT ADMINISTRATION FOR CONSTRUCTION & ENGINEERING CONTRACTS

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**Organised by:
IEM Training Centre Sdn Bhd**

BEM Approved CPD Hours = TBA
Ref. No: TBA

Grade	Fees
IEM Members	RM1,060.00
Non IEM Member	RM1,378.00

TERMS & CONDITIONS:

- Closing date: One week before the Course.
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION
- FULL PAYMENT must be settled before the closing date. Otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participants fail to attend the course, the fee is to be settled in full.
- Fee paid is not refundable. Registration fee includes lecture notes, refreshment.
- **IEM Training Centre reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are advised to send their registrations as early as possible so as to avoid disappointment.**

PAYMENT METHOD

- Local Cheque / Banker's cheque made payable to: "**IEM TRAINING CENTRE SDN BHD**".
- Directly bank in or online transfer to:- (Please forward soft copy of payment slip)

IEM TRAINING CENTRE SDN. BHD.

Account no. 514169143176

Malayan Banking Berhad

OBJECTIVES

- To familiarize participants with the various types of Construction/Engineering Contracts Procurement Methods used.
- To understand the rights and duties of the various parties under the contract especially the Main and Sub-Contractors.
- To learn all aspects of administering the contract from commencement up to the issue of the Final Certificate.
- To acquaint with the practical issues involved in the day-to-day running of a contract.
- To arm yourself with effective ways of managing time and cost related claims
- To have a thorough understanding of the various means of avoiding delays, disputes and cost overruns.

PROFILE OF COURSE FACILITATOR



Ir. Harbans Singh K.S., B.E. (Mech) S'pore, LLB (Hons) London, CLP (Hons), Dip.ICArb (CIArb), P.Eng., C.Eng., MIEM, MIMechE, MIHEEM, MASHRAE, MCIArb, qualified with a Bachelor of Engineering (Mechanical) degree from the University of Singapore. He commenced his engineering profession with JKR/PWD before joining, shortly after an international engineering consultancy practice with whom he worked six years locally and then at their headquarters in

Koblentz, West Germany.

Ir. Harbans Singh is a registered Professional Engineer and Chartered Engineer, Mediator/Conciliator, Adjudicator and Arbitrator. In addition to his engineering qualifications, he holds an LLB (Hons.) from the University of London and has been called to the Malayan Bar as an Advocate and Solicitor. To this effect, he has actively and successfully serviced bodies such as Association of Consulting Engineers Malaysia (ACEM), Board of Engineers Malaysia (LJM), The Institution Of Engineers, Malaysia (IEM), Ministry of Development Brunei and a host of private engineering firms and organizations. He is also the author of a number of books on Construction Law.

WHO SHOULD ATTEND Engineers, Architects, Quantity Surveyors, Project Managers, Contractors, Sub-Contractors, Suppliers, Developers, Statutory/Local Authorities, Technical Assistants, Clerk-of-Works, and individuals whose responsibilities require them to deal one way or another with Engineering Construction related Contracts.

COURSE CONTENTS

1. CONSTRUCTION/ENGINEERING CONTRACTS Types of Contracts Parties to a Contract Elements of Contract Documents Common Conditions of Contract Remedies for Breach Contract Formation & Documentation	5. PAYMENTS Advance Payment Interim/Progress Payment Final Payment Application Valuation Certification Payment to Sub-Contractors
2. COMMENCEMENT OF CONTRACT AT SITE Formalities – Insurance, Performance Bond. etc Site Possession – Meaning and Effect Documentation – Construction Drawings, B.Q. Temporary Works Issues for Attendance of NSCs	6. VARIATIONS Types, nature Procedure/Formalities Valuation Limits and Effect on Contract Position of Sub-Contractors
3. MONITORING OF WORK PROGRESS Programming of Works Progress Reports Site Records Progress Meetings/Site Meetings/NSC Coordinating Meetings	7. DELAY AND EXTENSION OF TIME Relevant Contractual Provisions Procedure/Formalities Application Evaluation Position of Sub-Contractors
4. SUPERVISION OF WORKS Purpose Parties Responsible Methods Responsibility and Liability Role of Resident Staff	8. SUSPENSION & DETERMINATION By Employer By Contractor Procedure following Determination Position of Sub-Contractors
9. COMPLETION Meaning Procedure Effects of Completion Position of Sub-Contractors	12. SERVICING AND MAINTENANCE Nature Purpose Frequency Procedure for Monitoring Failure to Perform
10. HANDOVER REQUIREMENTS Testing and Commission Training of Operators and Maintenance Personnel Handover of Tools, Spares, etc Effect of Failure	13. “AS-BUILT” DOCUMENTS Timing for Submission Responsibility for Accuracy 'As-Built' Drawings Operation and Maintenance Manuals Updates
11. DEFECTS RECTIFICATION Types of Defects Procedure for Reporting Rectification of Defects Effects of Non-Rectification Certificate of Making Good of Defects Final Handover	14. FINAL ACCOUNT/CERTIFICATE Relevant Contractual Provisions Contractor's Duties Procedure Effect Position of Sub-Contractors