



IEMTC
IEM Training Centre Sdn Bhd

Company Registration No.127273-K
(Wholly owned subsidiary of The Institution of Engineers, Malaysia)
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2-Day Course on 'CONTRACT ADMINISTRATION FOR CONSTRUCTION & ENGINEERING CONTRACTS' by Ir. Harbans Singh K.S

Date: 17 & 18 May 2021 | 02 & 03 December 2021
Venue: Wisma IEM, Petaling Jaya, Selangor
Time: 9.00 a.m – 5.00 p.m
Organized by: IEM Training Centre Sdn Bhd

Registration Fee (inclusive of 6% SST)

Dates	Online Training		Onsite Training	
	IEM Member	Non-IEM member	IEM Member	Non-IEM member
17 & 18 May 2021	<input type="checkbox"/> RM780.00	<input type="checkbox"/> RM980.00	<input type="checkbox"/> RM1,000.00	<input type="checkbox"/> RM1,200.00
02 & 03 December 2021	<input type="checkbox"/> RM780.00	<input type="checkbox"/> RM980.00	<input type="checkbox"/> RM1,000.00	<input type="checkbox"/> RM1,200.00

Terms & Conditions:

- Closing date: **one week before the event**
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / WALK-IN
- FULL PAYMENT must be settled before commencement of the course, 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.**
- **Please be informed that the course will only be carried out if there is sufficient number of participants. The confirmation or cancellation email will be sent to the registered email address one or two weeks before the event dates.**

CANCELLATION POLICY

IEMTC reserves the right to postpone, reschedule, allocate or cancel the course. Full refund less 30% if cancellation is received in writing more than 7 days before the start of the event. No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with prior notification and substitute will be charged according to membership status.

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 Koblenz, 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.

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.

COURSE SCHEDULE & OUTLINE

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
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
3.	MONITORING OF WORK PROGRESS Programming of Works Progress Reports Site Records Progress Meetings/Site Meetings/NSC \ Coordinating Meetings
4.	SUPERVISION OF WORKS Purpose Parties Responsible Methods Responsibility and Liability Role of Resident Staff
5.	PAYMENTS Advance Payment Interim/Progress Payment Final Payment Application Valuation Certification Payment to Sub-Contractors
6.	VARIATIONS Types, Nature Procedure/Formalities Valuation Limits and Effect on Contract Position of Sub-Contractors
7.	DELAY AND EXTENSION OF TIME Relevant Contractual Provisions Procedure/Formalities Application Evaluation Position of Sub-Contractors
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
10.	HANDOVER REQUIREMENTS Testing and Commission Training of Operations and Maintenance Personnel Handover of Tools, Spares, etc. Effect of Failure
11.	DEFECTS RECTIFICATION Types of Defects Procedure for Reporting Rectification of Defects Effects of Non-Rectification Certificate of Making Good of Defects Final Handover
12.	SERVICING AND MAINTENANCE Nature Purpose Frequency Procedure for Monitoring Failure to Perform
13.	“AS-BUILT” DOCUMENTS Timing for Submission Responsibility for Accuracy ‘As-Built’ Drawings Operation and Maintenance Manuals Updates
14.	FINAL ACCOUNT/CERTIFICATE Relevant Contractual Provisions Contractor’s Duties Procedure Effect Position of Sub-Contractors

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REGISTRATION FORM

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No	Name(s)	M'ship No.	Grade	Fee (RM)*
1.				
2.				
3.				
4.				
TOTAL PAYABLE				

You may make payment via Telegraphic Bank Transfer (Please forward soft copy of payment advice):-

Account Name: **IEM TRAINING CENTRE SDN BHD**
 Account Number: **514169143176**
 Bank Name: Malayan Banking Berhad
 Bank Address: Jalan Sultan, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
 Swift Code: MBBEMYKL

NB: Kindly take note that all telegraphic charges to be borne by the participants.

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