

# Efficient Contractor Administration in Maintenance & Technical Projects

## The Best Methods for Handling Contractors

### Introduction

Attendees of this highly interactive Course N Carry Effective Contractor Administration training seminar will leave with a better understanding of how contractor management fits into the larger framework of asset management, including how to manage and track the outcomes as well as choose the best contractor and contract type for your sourcing strategy. In addition, this Course N Carry Contracts Administration training seminar will cover topics like risk management, partnerships, safety-health-environment aspects, negotiating, people management (winning the hearts of the people), and applying contracts in a complex project environment (Turnkey contracts, Public Private Partnerships PPP).

The chance to talk about the organization's current contracts will be provided to the delegates. Delegates will gain the skills necessary to create contracts and negotiate terms by participating in both formal lectures and group projects during the Course N Carry training programme.

### The main points of this Course N Carry training seminar are:

- Sourcing Strategy in Asset Management Contract Types, such as Design & Construct (D&C) and Service Level Agreements (SLAs)
- Choosing the Best Contractor: Aspects of procurement
- SHE and Risk Management
- Key Performance Indicators (KPIs) for Performance Monitoring and Management
- Contract Negotiation: Turnkey and PPP Contracts; Contractor Management in a Project Environment
- Controlling Individual Behaviour to Achieve Long-Term Benefits
- Aspects of Continuous Improvement

### Objectives

#### After completing this Course N Carry training course, you will have the ability to:

- Describe the fundamentals of good contractor management and how it fits into asset management.
- Assess offers and bids to select the best contractor.

- Determine, assess, and control the associated risks (SHE, performance).
- Handle and keep an eye on the contractor's performance creatively.
- Create and carry out contract negotiations

## Training Methodology

The concepts of an interactive workshop will guide the conduct of this Course N Carry Contracts Administration training event. A variety of presentations and hands-on activities are planned. Diverse experiences will be talked about. There will be lots of chances to talk and exchange experiences.

## Organizational impacts

### The company will

- Recognise how to handle contractors in a professional manner.
- Possess fundamental tools to implement a range of agreements
- Be able to evaluate the risks and determine the best course of action
- Get the most performance out of your contractors and steer clear of possible contractor management errors.
- Save money, time, and annoyance.

## Personal Impact

### Attending this training seminar on Course N Carry will enable the participants to:

- Learn about and acquire useful insight into efficient contractor management.
- Boost your degree of expertise in the relevant field.
- Increase productivity by using the appropriate strategy.
- Increase their worth and have the capacity to develop and grow a future career

## Who should attend?

### A wide range of professionals can benefit from this Course N Carry training curriculum, but the following will be especially beneficial:

- Experts in Operations & Maintenance and Project Management
- Experts in Assets, Plants, and Reliability
- Professionals engaged in the fields of contractor management, production, and continuous improvement
- Teams for Contract Management
- Teams for Facility Management
- Teams for Shutdown and Turnaround Management
- ~~Anyone interested in staying current on Contractor Management~~

- Every professional involved in contract negotiation, management, and verification for technical and maintenance projects

## Course Outline

### Day 1

#### Fundamentals of Contractor Management

- Contractor Management Overview: What is the relationship with Asset Management?
- Risks Associated with (Out)Sourcing Strategies: Risk Management and SHE Aspects
- Using the concept of risk-based maintenance to anchor the maintenance contract: how to retain that knowledge internally?

### Day 2

#### Types of Contracts for Technical Projects and Maintenance

- Contracts: Fundamental Types
- Contracts: Complex Types (Public-Private Partnerships, Turnkey, and Design & Construct)
- Aspects of Procurement
- Selecting the Proper Contractor Tracking and Supervising Contractor Performance:
- From customary fines and incentives to more creative approaches

### Day 3

#### Formulating the Agreement

- The requirements and service levels for the contracting cycle, as well as the RAMS (Reliability, Availability, Maintainability, Safety) aspects
- Creating the Contract: Vendor Management Partnerships for Periodic Evaluation and
- Continuous Improvement

### Day 4

#### Aspects of People Management and Negotiation

- Putting Contract Management in Place
- How to Make It Work by Changing People's Behavior
- How to Negotiate a Contract: Strategies, Procedures, and Advice

# Day 5

## Last-Minute Workshop

- All of the main points of this Course N Carry training session will be covered in detail and practiced in groups during a very engaging workshop. Principal subjects will include:
- Service Levels and Requirements: Identifying Your Goals
- Procedure for Tendering
- Contractor Choosing
- Contractor Management: Monitoring and overseeing the Work
- Assessment of Negotiations