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بروجاكس للتدريب والتطوير
Projacs Training and Development

Construction Supervision Skills

Certified Program – 35 PDUs



05 – 09 April 2020

Muscat – Sultanate of Oman

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



Introduction

Construction supervision skills are essential skills for implementing the project execution strategy and plan. The supervision team, together with project controls team and commercial team cooperate together to deliver the project according to the agreed upon quality level, within budget and schedule constraints. This training course will emphasize the importance and relevance of efficient and practical strategies necessary to achieve competency for professionals involved in Construction Supervision.

For the successful delivery of projects, supervision teams have to understand the managerial and technical supervision skills. Construction job sites have to be managed and supervised well and risk free to ensure the likelihood of project success. There is potentially high risk and impact if it is not managed and supervised effectively.

Objectives

At the end of the course, the attendees should be able to:

- Understand the roles and responsibilities concerning construction supervision
- Learn how to use different tools to prepare for the pre-construction activities
- Learn how to use different tools applied in the construction activities to deliver construction project successfully
- Learn how to use different tools for orderly close the project during the post-construction
- Review sample CPAM (Construction Project Admin Manual) from the construction industry.

Who Should Attend?

This course is targeted for engineers and staff involved in construction delivery, project administration, site management, and construction management.

In What Industries:

Engineering and Construction, Government, Real Estate Development, Oil and Gas\ Petrochemical, Power and Water Utility Plants.

Course Outline

Introduction

- Construction project phases from inception to closure
- Project phases from the owner and contractor perspectives
- Project delivery methods
- General roles of the project parties

Part I: Administration of the Pre-Construction Activities

- Pre-Bid question and answers
- Reviewing contract documents and the selected project strategy
- Division of Responsibility (DOR) including the duties of the construction team
- Pre-construction meeting
- Plans review and comments
- Construction scheduling requirements
- Contractor's quality control plans
- Contractor's HSE Plans
- Filing System
- Correspondence and Correspondence Control
- Insurance and Bonds
- Surveying works
- Soil Investigations

Part II: Administration of the construction Activities

- Site coordination
- Site Layout
- Mobilization
- Project Diary
- Field inspections for various work types
- Field records
- Technical Transmittals
- Shop-drawings Submittals
- Material Submittals
- Schedules Submittals
- Requests for Information (RFI'S)
- Variations, Changes and Claims
- Back charges
- Types of report and report preparation
- Progress Review and Coordination Meetings
- Progress Measurement and Payment
- Labor and equipment
- Quality Surveillance
- Health, Safety, and Environmental Plans

Work Shop I: Preparation of a checklist for the construction phase

Part III: Administration of the Post-Construction Activities

- Project acceptance / Contract Closeout
- As-Build Drawings / Manuals
- Project Closure report / Evaluation of subcontractors
- Beneficial Occupancy
- Substantial Completion
- Punch List
- Warranty

Work Shop II: Preparation of a checklist for the post-construction phase

General Review / Q and A session

- Review of a sample of Construction Project Admin Manual (CPAM)
- Q and A

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|--------------------|
| • Technical Session | 08:30 – 10:00 am |
| • Coffee Break | 10:00 – 10:15 am |
| • Technical Session | 10:15 – 11:30 noon |
| • Coffee Break | 11:30 – 11:45 am |
| • Technical Session | 11:45 – 01:00 pm |
| • Lunch | 01:00 – 02:00 pm |
| • Technical Session | 02:00 - 03.45 pm |

Course Fees*

Per Participant: \$3,400

Which includes the following:

- The course will be conducted in a private meeting room in a 4 or 5 stars Hotel in Muscat (subject to availability)
- Daily Lunch plus 2 coffee breaks
- Consultant's services for designing and delivering the training
- Consultant's transportation, hotel accommodation and living expenses
- Provision of original PROJACS Certification for participants who attend and complete the full period of training
- Provision of Training manual/Reference Material for each participant