

The Port Engineer's and Owner's Representative's Course

3-Day Training Program

Comments from Prior Training Program Participants

“ *This is the first course I have been in that directly related to my job. The insight to other segments of the industry gained through this course will be invaluable to me and my organization.*—R.L., Major Ferry Operator

‘Excellent training for port engineers with a few years of experience and less time in preparing specs.’— B.N., Major US Government Agency

‘I now have a better understanding of the inter-relationships between shipyards and their customers, and I am certain that any future dealings I have with shipyards will be more in my favor.’—H.P., Major Ferry Operator

‘Highly valuable training based on lessons learned from a broad cross section of the maritime industry.’—M.P., Port Engineer, Large US Fleet

‘For every dollar spent on the course, you immediately get back ten-fold, most of all in self-satisfaction; you have done a better job for your company.’—L.R.H., Port Engineer, Large US Fleet

‘Excellent Course! I immediately put into practice what I learned and obtained better results.’—J.F., Port Engineer, US Fleet Operator

‘Through this course I learned some ways to better manage reports and changes that are a part of drydock/dockside availabilities. I also brought back a list of info to look for in specs before releasing them.’—K.C., Major US Government Agency

‘Beneficial to all port engineers regardless of their experience level. I have definitely benefited from this course.’—G.J.R., Port Engineer, US Fleet Operator

‘Definitely a course that should be taken prior to undertaking a major project or multi-vessel project.’—W.C., Port Engineer, US Fleet Operator”

Team Training

Team discounts available. Seven or more participants in your organization? Call and ask about scheduling the program in your facility. Inquire by e-mail.

**D
A
Y
1**

**Preparation of Specifications
Ship Repair,
Conversion
and
Construction**

- Defining the scope of work
- Identifying the required type specification
- Shipyard schedule and updates for workscope
- Support services provided by the contractor
- Environmentally-related services
- Contractor's engineering responsibilities
- Contractor's design responsibilities
- Identification of interferences
- Review of contractor's sketches & drawings
- Third-party approvals and inspections
- Use of "optional" and "conditional" items
- Most-probable vs most-definite workscope
- Identification of entire workscope for items
- Use of vendor's representatives
- Shipyard estimates of hours and materials
- Technical documentation requirements
- Common problems with specifications
- Content/form of owner furnished equipment
- Delivery of owner-furnished equipment
- Integration of owner-furnished equipment
- Condition reports for open and inspect items
- Orders to proceed from condition reports
- Identifying necessary tests and trials
- System and compartment close-outs
- Identifying hazardous materials on the ship
- Work performed by the crew & vendors
- Contractor's equipment selections
- Facilities & services for the owner's rep's
- Bid or pre-negotiated rates for services

**D
A
Y
2**

Applying Principles of Contract Management to Daily Project Tasks

- Foundation for success is in the workscope definition
- Contractor's obligation to ship check
- Significance of pre-contract communications
- Cancellation of basic workscope items
- Responsibility to identify interferences
- Rules of precedence between documents
- When regulations have precedence
- Disposal of hazardous materials
- Agenda items for project's kick-off meeting
- Transfer of custody and control of the ship
- Identification of all the PE's responsibilities
- Advance development of spreadsheets
- Monitoring schedule commitments
- Engineering responsibilities, dwg approvals
- Managing classification and regulatory items
- Managing OFE commitments
- Programmed vs random inspections
- Documenting the shipyard's deficient work
- Standards for approvals and rejections
- Progress payments and approval of them
- Reacting to shipyard's failure to achieve commitments
- When the owner fails to fulfill contract commitments
- Avoiding litigation if disputes arise
- Dealing with force majeure and vendor delays
- Measuring your's and shipyard's performance
- Timely receipt of all the deliverables
- Withholding payments for incomplete work
- Credits for deleted work at vessel delivery
- Vessel delivery with agreed-upon disputes
- Managing warranty issues, retainage funds

**D
A
Y
3**

Shipyard Change Order Selection, Negotiation, Pricing and Scheduling

- Examples of successful and other changes
- How timing affects the cost of changes
- Identification of real change in workscope
- Change work as a substitute for basic work
- Dealing with contractor-suggested changes
- Avoiding constructive change orders
- Multi-level change order authorization
- Engineering and procurement for changes
- Identification of all involved crafts
- Support services necessary for change work
- Obtaining advance pricing commitments
- Limiting direct-billing crafts for changes
- Identifying the non-obvious scope of work
- Credits when changes replace basic work
- Credits for canceled basic work items
- Shipyard's vs ship owner's estimates
- Overhead costs in changes
- Putting advance limits on negotiations
- Choosing a negotiator or negotiating team
- Identifying and neutralizing negotiating tactics
- Lead times and durations for change work
- Identifying schedule impacts of changes
- Determining delay entitlement for changes
- Getting change work on a competitive basis
- The shipyard's perspective on indirect costs
- When to allow indirect effects in pricing
- Avoiding letting OFE/GFE commitments cause a change
- Identifying when a change is mandatory
- Using the changes clause to advantage
- Use of THE CHECK LIST before making commitments