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## **The Port Engineer's Course Notebook**

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### **Part 'A' -- Obligations and Principles**

Principles of Contract Management  
Foundation for Success is in the  
Workscope Definition  
Defining Responsibilities of the  
Parties  
Agenda Items for the Project's  
Kick-Off Meeting  
Procedures for Transfer of Custody  
Project Control and Monitoring  
Project Communications and  
Condition Reports  
Project Schedule Commitments  
Managing Classification and  
Regulatory Responsibilities  
Managing Owner-Furnished  
Equipment Commitments  
Keeping Small Problems Small  
Documenting the Shipyard's  
Deficient Work  
Dealing with Alleged Force  
Majeure and Vendor Delays  
Adjustments to Contract Price  
Managing the Warranty Issues  
and Retainage Funds

### **Part 'B' -- Preparation of Specifications**

Defining the Scope of Work  
Identifying the Required Type of  
Specification  
Shipyard Schedule and Updates  
Support Services to be Provided  
Environmentally-Related Services  
Engineering and Design  
Responsibilities  
Interferences  
Review of Contractor's Drawings  
Third-Party Approvals & Insp'ns  
Use of "Optional" and  
"Conditional" Work Items  
"Most Probable" vs. "Most  
Definitive" Workscope  
Identification of Entire Workscope  
Use of Vendor's Representatives  
Shipyard Estimates  
Technical Documentation  
Requirements  
Definitions in Specifications  
Common Problems with  
Specifications Language

Owner-Furnished Equipment --  
Content & Form -- Delivery --  
Integration

Condition Reports  
Orders to Proceed  
Identifying Tests & Trials  
System/Compartment Close-Outs  
Disposal of Hazardous Materials  
Work Performed by Ship's Crew  
Review of the Contractor's  
Equipment Selections  
Facilities for the Owner's Rep's  
Bid or Pre-Negotiated Rates

### **Part 'C' -- Improved Specification Writing**

Memorandum By A Major Vessel  
Owner/Operator  
Standardized Specification Format  
General  
References  
Owner-Furnished Material  
Contractor-furnished material  
Regulatory Requirements  
Coordination with Other Work  
Safety precautions  
Statement of Work  
Testing  
Approval/Documentation/Inspect'n  
Removals and Protection  
Restoration and Clean-up  
As-Built Drawings  
Payments

### **Part 'D' - General Provisions of the Specifications**

39 Sub-Headings  
Regulatory/Classification Approved  
Material/Equipment  
Access / Interference  
Chemist Certificate  
Environmental Regulations  
Final Inspection  
Fire Prevention And Protection  
Gangways  
Oil Boom  
Production Schedule  
Protection During Surface  
Preparation and Painting  
Subcontractor Requirements  
Vessel Parts, Materials & Tools  
Welders  
Workmanship

### **Part 'E' -- Change Order Negotiation, Pricing & Scheduling**

Contractual Obligations vs.  
Changes  
Examples of Successful and Other  
Changes  
Cost vs Time  
Workscope Definition  
Launching the CO Process  
Owner's Motivation to Conclude  
Negotiations  
Shipyard's Motivation to Conclude  
Negotiations  
Risk Assessment  
Schedule Impact  
Critical Deadlines  
Negotiating Authority  
Seeking Clarifications  
Competition for Change Work  
Single vs. Multiple Changes  
Engineering Services for Changes  
Hourly Rates for Change Work  
Direct vs. Indirect Effects  
Productivity Disruption  
Constructive Acceleration  
Time & Material Changes  
Credits for Deletions  
Asbestos Removal Change Orders  
Risk Syndication  
Setting Targets  
Team Negotiations  
Allowing Negotiations to Fail  
Power of Legitimacy  
Advance List of Potential  
Concessions  
Checklist Negotiation Agenda  
Final Thoughts on Negotiations  
12 Negotiating Techniques

### **Part 'F' -- Cumulative Specification Contents**

Purpose of Listing  
77 Major Headings  
792 Sub-Headings

### **Part 'G' -- Development of Ship Repair Spec'n Items**

Description of Form and  
Methodology  
Form for Development of Ship  
Repair Specification



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