


# € TRAINING

Effective Contractor Management in  
Maintenance and Technical Projects

A group of four smiling professionals (three men and one woman) in a meeting setting. The woman in the foreground is wearing a black top and a multi-strand necklace. The men are wearing white shirts. They are all looking towards the camera with pleasant expressions. The background is a blurred office environment.

23 - 27 September 2024  
Baku (Azerbaijan)  
Holiday Inn Baku



# Effective Contractor Management in Maintenance and Technical Projects

REF: U306 DATE: 23 - 27 September 2024 Venue: Baku (Azerbaijan) - Holiday Inn Baku Fee: 5830 Euro

## Introduction:

This training program equips participants with essential skills and strategies to effectively manage contractors in maintenance and technical projects. It empowers them to enhance their contractor management practices, ensuring successful project execution and compliance with regulations.

## Program Objectives:

At the end of this program, participants will be able to:

- Understand the importance of effective contractor management in maintenance and technical projects.
- Develop and implement strategies for selecting and evaluating contractors.
- Monitor contractor performance and ensure adherence to project requirements.
- Implement safety measures to mitigate risks associated with contractor activities.
- Effectively administer contracts and resolve issues that may arise during project execution.

## Targeted Audience:

- Maintenance Managers.
- Project Engineers.
- Technical Supervisors.
- Facility Managers.
- Health and Safety Officers.
- All professionals involved in managing contractors in maintenance and technical projects.

## Program Outline:

### Unit 1:

#### Importance of Effective Contractor Management:

- Understanding the role of contractors in maintenance and technical projects.
- Key benefits and challenges of contractor management.

- Regulatory requirements and industry standards for contractor management.
- Strategies for integrating contractors into project teams.
- Case studies highlighting the importance of effective contractor management.

## Unit 2:

### Contractor Selection and Evaluation:

- Criteria for selecting contractors for maintenance and technical projects.
- Techniques for evaluating contractor capabilities and qualifications.
- Conducting pre-qualification assessments and due diligence.
- Developing and issuing requests for proposals RFPs and requests for quotations RFQs.
- Exercises on contractor selection and evaluation.

## Unit 3:

### Contractor Performance Monitoring:

- Establishing performance metrics and key performance indicators KPIs for contractors.
- Techniques for monitoring contractor performance throughout the project lifecycle.
- Identifying early warning signs of potential performance issues.
- Implementing corrective actions to address performance deficiencies.
- Real-world examples of effective contractor performance monitoring.

## Unit 4:

### Safety Management for Contractors:

- Understanding the importance of safety management in contractor activities.
- Developing and implementing safety plans and procedures for contractors.
- Conducting safety audits and inspections of contractor work sites.
- Providing safety training and awareness programs for contractors.
- Case studies on successful safety management for contractors.

## Unit 5:

### Contract Administration and Issue Resolution:

- Best practices for administering contracts with contractors.
- Techniques for managing changes, disputes, and claims during project execution.
- Handling issues related to scope creep, schedule delays, and cost overruns.
- Negotiating and resolving conflicts with contractors.
- Discussions on contract administration and issue resolution.