

**SINGAPORE INSTITUTE OF SURVEYORS & VALUERS**  
*Quantity Surveying Division*

**Certificate Course in Contract Administration (11<sup>th</sup> Intake)**

**COURSE SCHEDULE**

Week	Lecture Date	Topic	Lecturer
1	Mon / 06.02.12	<ul style="list-style-type: none"> <li>▪ Agent and Certifier</li> <li>▪ Architect / SO / QS / Project Manager: Roles and Duties</li> <li>▪ Contractor's Obligations and Responsibilities</li> </ul>	Teoh Wooi Sin
	Wed / 08.02.12	<ul style="list-style-type: none"> <li>▪ Administration Matters</li> <li>▪ Contract Documents and Documentation Priority</li> </ul>	
2	Mon / 20.02.12	<ul style="list-style-type: none"> <li>▪ Instructions</li> <li>▪ Certificates</li> </ul>	Teoh Wooi Sin
	Wed / 22.02.12	<ul style="list-style-type: none"> <li>▪ Notices and Conditions Precedent</li> </ul>	
3	Mon / 27.02.12	<ul style="list-style-type: none"> <li>▪ Programme</li> <li>▪ Possession of Site and Commencement</li> </ul>	See Choo Lip
	Wed / 29.02.12	<ul style="list-style-type: none"> <li>▪ Extension of Time and Liquidated Damages</li> <li>▪ Loss and Expense</li> </ul>	
4	Mon / 05.03.12	<ul style="list-style-type: none"> <li>▪ Completion</li> <li>▪ Variations</li> </ul>	See Choo Lip
	Wed / 07.03.12	<ul style="list-style-type: none"> <li>▪ Discrepancies</li> <li>▪ Payments including Security of Payment (SOP) Payment Protocol</li> </ul>	
5	Mon / 12.03.12	<ul style="list-style-type: none"> <li>▪ Effect of Maintenance / Defects Liability Period</li> <li>▪ Indemnities and Warranties</li> </ul>	Ong Kung Yew
	Wed / 14.03.12	<ul style="list-style-type: none"> <li>▪ Liability under Common Law</li> </ul>	
6	Mon / 19.03.12	<ul style="list-style-type: none"> <li>▪ Overview of Dispute Resolution Processes</li> </ul>	Ong Kung Yew
	Wed / 21.03.12		
7	Mon / 26.03.12	<ul style="list-style-type: none"> <li>▪ Construction Insurance – Contract Provisions</li> <li>▪ Insurance Programmes</li> </ul>	Goh Ngan Hong
	Wed / 28.03.12	<ul style="list-style-type: none"> <li>▪ Performance Bonds</li> </ul>	
8	Mon / 02.04.12	<ul style="list-style-type: none"> <li>▪ Termination for and without Default</li> <li>▪ Effects of Termination</li> </ul>	Goh Ngan Hong
	Wed / 04.04.12		
9	09.04.12 to 13.04.12	<i>Self-Study Week</i>	
10	Mon / 16.04.12	<i>Revision and General Discussion</i>	All lecturers
11	Mon / 23.04.12	<b>EXAMINATION</b>	

Venue : SISV Training Room  
110 Middle Rd #09-00  
Chiat Hong Building (S188968)

Day/Time : Monday and Wednesday /6.30pm to 8.30pm

**Note : The Institute reserves the right to amend the course details and, to re-schedule the dates for lectures.**