Effective Construction Management and Audit  
(Building/Infrastructure Contracts)

With billions involved, it is best to get it right on the first time from the start of the project to avoid unnecessary wastage which is essential for any company to be financially and strategically sustainable. It is imperative to identify, distinguish, select and analyse the monitoring processes from the initial commencement of implementation of mega works – through comprehensive monitoring processes. Quality will be tied to the monitoring processes and having the right type of executives managing the work will make the difference between profits and losses.

The emphasis is on the role and responsibilities of Client’s and Contractor’s representatives (Superintending Officer and Site Agent respectively) to achieve cost-effective and cost-efficient implementation of contracts for optimum profits.

**OBJECTIVES**

You will:
- Have awareness of the progress of implementation by clients/contractors
- Know the difference of having a bird’s eye view of the status of the Contract Works for results
- Be able to illustrate and apply the most cost-effective and cost-efficient implementation aspects of construction contracts

**METHODOLOGY**

Interactive lectures and facilitates with case studies and past projects for illustrations.

**WHO SHOULD ATTEND**

- Professionals responsible for implementation
- Directors initiating construction projects
- Technical and Site Supervisors
- Accountants and Financial Executives
- Auditors
- Legal officers

**COURSE OUTLINE**

**Monitoring process A: Status Reports**
- List of the contracts/sub-contracts
- Financial Status
- Implementation Status
- Exception Reports (detailed and complete with documentation)

**Monitoring Process B: Contract Register**
- Basic Information
- Financial controls vis-a-vis their adequacy and relevancy
- Compliance with statutory requirements
- Progress/interim payments, advances & deductions
- Variation/change orders
- Liquidated and ascertained damages
- Completion period and extension of time
- Final accounts
- Defects liability period obligations
- Evaluation—performance and implementation

**Monitoring Procedures C: Site Records**
- Site conditions, site diaries—measurement books, facilities at site
- Security & safety measures, weather conditions
- Site workers, supervisors, on-site trainees
- List of plant, machinery and equipment on site
- Acceptable materials received, used and balance
- Materials tested, approved and rejected
- Site inspections by S.O. & technical professionals
- Site inspections by regulatory authorities and others
- Work program and progress charts
- S.O. Instructions
- Contractor’s enquiries/requests and response
- Reports of accidents or near accidents, thefts, damages, penalties
- Projects adjoining the construction site
### PARTICIPANTS’ DETAILS

<table>
<thead>
<tr>
<th>Participant 1</th>
<th>Full name as per I/C (Dato’ / Datin / Dr / Mr / Mrs / Ma):</th>
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<td>Membership No.:</td>
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- Vegetarian Meal | *Participant’s Classification: | Member | Sponsored Staff | Non-member |

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<th>Participant 2</th>
<th>Full name as per I/C (Dato’ / Datin / Dr / Mr / Mrs / Ma):</th>
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<th>Participant 3</th>
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- Vegetarian Meal | *Participant’s Classification: | Member | Sponsored Staff | Non-member |

### ORGANISATION’S DETAILS

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<th>Tel:</th>
<th>Fax:</th>
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Signature & Company Stamp:

### PAYMENT DETAILS

**Payment by Cheque**

- Bank & Cheque No.:  
- Amount RM:

**Payment by Credit Card**

- Visa  
- Master  

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<th>Card No.:</th>
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| I Authorise Payment of RM: | |

Cardholder’s Signature:  
Date:

Our programmes can be customised to meet your in-house training requirements. Please call for details.

### TERMS & CONDITIONS

**PROGRAMME FEE**  
Fee is payable to:  
- a. MIA-MPDC for programmes in the Klang Valley and other locations (other than in Item b); or  
- b. MALAYSIAN INSTITUTE OF ACCOUNTANTS for programmes in Perlis, Penang, Kedah, Johor, Sabah and Sarawak. Fees include course materials, lunch and 2 tea breaks per day.  
Admittance will only be permitted upon receipt of full payment.
Registration made by fax must be followed immediately by payment.

**CANCELLATION / TRANSFER**  
Upon registering, participant(s) are considered successfully enrolled in the event. Should participant(s) decide to cancel/transfer their enrollment; a cancellation/transfer fee will be levied.

Written cancellations/transfer notice received:

- Five (5) working days before the event, a refund (less administrative charge of 20%) will be made.
- For no-show on the day of the event, no refund will be entertained.
- You can substitute an alternate participant(s) if you wish to avoid cancellation/transfer charges. Any difference in fees will be charged accordingly. Cancellation/transfered unpaid registrations will also be liable for full payment of the registration fee.

### FACILITATOR

**GURSHARAN SINGH C.M.I.I.A.**  
Has over 30 years experience auditing mega construction projects, covering technical consultancy professionals where fees/reimbursable claims amounted to millions. He is up-to-date with developments in the construction industry with special interest in auditing fraud and how to avoid them.

A seasoned trainer, he provides explanations with relevant real-world examples of projects using non-technical language that is easily understood by the layman. He also contributes articles to major publications and international websites, on various aspects pertaining to management of construction projects with emphasis on procedures and internal controls to prevent and minimise fraud.

He is a chartered member of the Institute of Internal Auditors since 1982.

### COURSE FEES

<table>
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<tr>
<th>Member Firm’s Staff/Sponsored Staff¹</th>
<th>RM 900</th>
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<td>RM 1,000</td>
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### PROGRAMME DATE, VENUE AND CONTACT

- **15 & 16 August 2011 (Monday & Tuesday)**  
Concorde Hotel Kuala Lumpur  
Contact: Aileen  
Tel: 03 2297 9368  
Fax: 03 2273 5167  
Email: mpdc@mia.org.my  
Add: Malaysian Institute of Accountants  
Dewan Akauntan No. 2, Jalan Tun Sambathan 3, Brickfields, 50470 Kuala Lumpur

- **19 & 20 September 2011 (Monday & Tuesday)**  
Shangri-La’s Tg Aru Resort & Spa, Kota Kinabalu  
Contact: Shirley  
Tel: 088 261 291  
Fax: 088 261 290  
Email: miakk@mia.org.my  
Add: Malaysian Institute of Accountants  
Lot 6, 2nd Floor,Block A, Damai Point Commercial Centre, Off Jalan Damai Luyang, 88300 Kota Kinabalu

- **21 & 22 September 2011 (Wednesday & Thursday)**  
Hilton Kuching  
Contact: Aileen  
Tel: 082 418 427  
Fax: 082 417 427  
Email: miakkh@mia.org.my  
Add: Malaysian Institute of Accountants  
1st Floor Ultimate Professional Centre  
16, Jalan Bukit Mata Kuching  
93100 Kuching

- **9 & 10 November 2011 (Wednesday & Thursday)**  
Traders Hotel Penang  
Contact: Sylvia Anthony  
Tel: 04 261 3320  
Fax: 04 261 3321  
Email: miapng@mia.org.my  
Add: Malaysian Institute of Accountants  
Suite 3-4, Level 3, Wisma Great Eastern  
25 Lebuh Light, 10200 Penang

### CERTIFICATE OF ATTENDANCE AND CPE HOURS

All participants will be presented with a Certificate of Attendance upon full attendance and personal completion of the programmes. For MIA members, the CPE hours will be credited into the Membership System within 2 weeks of the programme.

### DISCLAIMER

Malaysian Institute of Accountants (MIA) reserve the right to change the speaker(s), date(s) and venue(s) for programmes in Perlis, Penang, Kedah, Johor, Sabah and Sarawak. Fee includes course materials, lunch and 2 tea breaks per day.

**PARTICIPANT’S CLASSIFICATION**  
Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed after the registration is accepted. Terms and conditions apply.

For ’Sponsored Staff’, sponsoring member is required to indicate his/her name, designation and membership number in the registration form. The sponsored staff must report directly to him/her in his/her firm or company, but for the latter, not in a subsidiary or related company.

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**DISCLAIMER**

Malaysian Institute of Accountants (MIA) reserve the right to change the speaker(s), date(s) and time of the programme should circumstances beyond its control arises. MIA also reserve the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.