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COURSE BROCHURE

Advanced Material Expediting Techniques Training Course

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Advanced Material Expediting Techniques Training Course

Advanced Material Expediting Techniques is a 2-week training course for senior expediters, project procurement leads and materials coordinators, who build a Critical Material Expediting Plan setting expediting levels, vendor checkpoints, trackers and recovery steps. Capital projects lose weeks when engineered equipment arrives late, so organisations need expediters who see slippage before it reaches the construction schedule. Jupiter Prime Training delivers this course for practitioners who chase long-lead items on major projects.

Why Material Expediting Techniques Matter Now

Three pressures shape expediting today: vendor fabrication shops loaded with orders from many projects at once, sub-suppliers of castings and forgings working with thin capacity, and owners pressing contractors for firm required-on-site dates. An expediter who rates criticality well, verifies fabrication progress in person and escalates early protects the critical path; one who relies on vendor emails discovers delays when the crane is already booked. The course draws on project scheduling practice, inspection and test plan methods and contract remedies described in general terms rather than any single national rulebook.

Who Gains Most from Material Expediting Techniques

- Expediters responsible for following purchase orders from award to site delivery
- Project procurement leads who allocate expediting effort across order portfolios
- Materials coordinators who track required-on-site dates against the schedule
- Vendor inspection coordinators who plan witness points and release notes
- Project controls staff who feed material forecasts into the master schedule

An owner's or contractor's project team that sends its expediting, materials and project controls leads together gains most, since delivery forecasts then flow straight into schedule decisions.

Material Expediting Techniques Capabilities

Participants leave able to judge which orders deserve a resident expediter, prove what a vendor has really fabricated and bring a late item back towards its required date.

- Assess order criticality and assign desk, active or resident expediting levels — procurement resource decisions
- Calculate earned fabrication progress from weighted vendor milestones — project controls forecasts
- Design shop visit checklists that expose gaps between claimed and actual progress — vendor meetings
- Align inspection hold points and release conditions with shipping bookings — quality and logistics teams
- Build recovery plans for late equipment using resequencing, partial shipment or alternative sources — project managers
- Communicate status through exception-based expediting reports — sponsors and site construction leads

Key Material Expediting Techniques Terms

- Expediting level — the intensity of follow-up given to an order, from remote desk checks to an expediter stationed at the vendor.
- Long-lead item — equipment or material whose manufacturing time is long enough to drive the project schedule.
- Required-on-site date — the latest date an item can arrive without delaying the construction activity that needs it.
- Hold point — an inspection stage beyond which fabrication cannot continue until the buyer's inspector releases it.
- Release note — a document confirming goods passed final inspection and may leave the vendor's works.
- Float — the amount of time an item can slip before it delays the project's finish date.

Material Expediting Techniques Day by Day

Day 1: Expediting in the Capital Project Context

- Expediting Role Definition — Boundaries With Buying, Inspection and Logistics
- Capital Project Lifecycle — Where Late Equipment Hurts the Schedule Most
- Long-Lead Item Identification — Items That Drive the Construction Sequence
- Expediting Cost Versus Delay Cost — Justifying Expediting Effort
- Purchase Order Handover Pack — Data an Expediter Needs at Award

Day 2: Expediting Levels and Criticality

- Criticality Rating Matrix — Assigning Expediting Levels to Each Order
- Desk Expediting — Remote Follow-Up for Low-Risk Commodity Orders
- Active and Resident Expediting — When an Expediter Moves On Site
- Expediting Level Reassessment — Upgrading Orders When Risk Signals Appear
- Expediting Resource Loading — Matching Staff to Order Portfolio

Day 3: Vendor Progress Monitoring

- Vendor Document Register — Drawings, Data Sheets and Approval Cycles
- Manufacturing Progress Schedules — Milestones Vendors Must Report Against
- Earned Progress Measurement — Weighting Fabrication Steps Objectively
- Sub-Supplier Visibility — Castings, Forgings and Bought-Out Components
- Early Warning Indicators — Slippage Patterns That Predict Late Delivery

Day 4: Shop Visits and Fabrication Checks

- Shop Visit Planning — Objectives, Checklists and Evidence to Collect
- Fabrication Bay Walkdown — Verifying Claimed Progress Against Reality
- Raw Material Traceability — Mill Certificates and Heat Number Checks
- Capacity and Loading Review — Competing Orders in the Vendor Fabrication Shop
- Visit Report Writing — Findings, Actions and Owners After Each Trip

Day 5: Inspection Release and Quality Gates

- Inspection and Test Plan Alignment — Hold and Witness Points
- Inspection Notification Lead Times — Coordinating Third-Party Inspectors
- Non-Conformance Handling — Concessions, Rework and Schedule Effect
- Release Note Issue — Conditions Before Goods Leave the Works
- Final Documentation Dossier — Certificates Required for Shipment

Day 6: Critical-Path Material Tracking

- Required-on-Site Dates — Linking Purchase Orders to Schedule Activities
- Material Status Tracker Design — Fields, Status Codes and Ownership
- Float Consumption Analysis — How Much Delay Each Item Can Absorb
- Interface With Project Controls — Feeding Forecast Dates Into the Schedule
- Multi-Project Tracking — Shared Vendors Across Several Capital Projects

Day 7: Shipping, Packing and Site Arrival

- Packing Specification Checks — Preservation for Long Storage and Transit
- Heavy Lift and Oversize Cargo Coordination — Route Surveys and Permits
- Shipping Release and Booking — Readiness Before Vessel Cut-Off
- Port and Customs Handover — Documents That Avoid Clearance Holds
- Site Receipt and Overage Shortage Damage Reports — Closing the Order

Day 8: Recovery Plans for Late Equipment

- Root Cause Diagnosis of Delay — Vendor, Design or Buyer Side
- Recovery Option Screening — Overtime, Resequencing and Partial Shipment
- Alternative Source Evaluation — Second Vendors and Stock Equipment
- Recovery Plan Negotiation — Commitments, Incentives and Contract Remedies
- Recovery Tracking Cadence — Daily Calls and Escalation Triggers

Day 9: Expediting Reports and Escalation

- Expediting Report Structure — Status, Forecast and Risk per Order
- Exception Dashboards — Red Items That Need Management Attention
- Escalation Ladder — From Expediter to Vendor Executive Meetings
- Liquidated Damages Awareness — Contract Leverage Without Damaging Relationships
- Lessons Learned Capture — Vendor Performance Records for Future Bids

Day 10: Practising the Critical Material Expediting Plan

- Criticality and Level Assignment — Applying Ratings to a Live Order List
- Vendor Progress and Shop Visit Simulation — Applying Measurement and Checklists
- Late Equipment Recovery Drill — Applying Screening and Negotiation Methods
- Status Tracker and Report Build — Applying Float and Exception Logic
- Critical Material Expediting Plan — Finalising Levels, Trackers and Recovery Steps

Applying Material Expediting Techniques After the Course

- Re-rate the twenty most critical open purchase orders with the criticality matrix and reassign expediting levels where risk has changed.
- Run a shop visit at one lagging vendor using the fabrication checklist, then issue a visit report with owners and recovery dates.

Material Expediting Techniques Questions FAQ

What are Advanced Material Expediting Techniques and why do they matter now?

They are the methods used to keep purchased equipment and materials on track from order to site. They matter now because crowded vendor fabrication shops and tight schedules on capital projects turn small fabrication slips into costly construction delays.

Which roles gain most from Advanced Material Expediting Techniques?

Senior expediters, project procurement leads and materials coordinators gain most. You benefit if you follow long-lead orders, visit vendor fabrication shops, coordinate inspections or report material forecasts to project controls.

How do Advanced Material Expediting Techniques differ from a materials and stores management course?

They focus on orders still in manufacture rather than stock already held. A stores course covers warehousing, inventory control and issues; this course covers vendor progress, shop visits, inspection release, critical-path tracking and recovery of late equipment.

What do you bring back from Advanced Material Expediting Techniques?

You bring back an expediting plan for your own order list. It sets levels per order, vendor checkpoints, a status tracker, report formats and recovery steps, ready to share with procurement and project controls colleagues.

Material Expediting Techniques: The Way Forward

The Critical Material Expediting Plan first informs which orders receive resident or active expediting in the coming month. Expediters, materials coordinators and planners use it to forecast arrivals and target shop visits. After the first major delivery, revisit vendor progress weightings and float figures, since actual arrival dates show where ratings and checkpoints need adjusting.