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COURSE BROCHURE

Advanced Oil and Gas Logistics and Contract Administration Training Course

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Registered in the United Kingdom and Saudi Arabia

Advanced Oil and Gas Logistics and Contract Administration Training Course

Oil and Gas Logistics and Contract Administration is a 2-week training course for logistics managers, contract engineers and supply chain leads who prepare a logistics and contract execution plan for an operating asset or campaign. Vessel, helicopter and supply base costs now rival many direct operating costs, and poorly administered service contracts turn small scope changes into lasting claims. Jupiter Prime Training delivers this course on oil and gas logistics and contract administration.

Why Oil and Gas Logistics and Contract Administration Matters Now

Three forces shape this work today: drilling and maintenance campaigns that depend on tight vessel and aircraft schedules, service contractors under margin pressure who scrutinise every variation, and asset owners and partners who expect cost recovery to be evidenced line by line. An organisation that plans materials flow and administers contracts well keeps rigs and plants supplied without idle spread costs; one that does not pays for standby, expediting and disputed invoices. The course rests on the Kraljic purchasing portfolio matrix for contract strategy and on Sales and Operations Planning S&OP for balancing demand with marine, aviation and road capacity, applied to offshore production and to onshore drilling and pipeline work.

Who Gains Most from Oil and Gas Logistics and Contract Administration

- Planners who schedule vessels, helicopters and road convoys against campaign demand
- Specialists who run supply bases, warehouses and materials tracking
- Engineers who prepare contract strategies, tender packages and award recommendations
- Administrators who process variations, monitor contractor performance and certify invoices
- Leads who negotiate claims and close out service contracts

The strongest gain comes when an asset's logistics and contracts groups attend together, so transport plans, call-off orders and contract terms are written to match.

Oil and Gas Logistics and Contract Administration Capabilities

Participants connect the physical flow of materials and people to the contractual terms that pay for it, so each vessel day and each variation has a clear owner and evidence trail.

- Build a campaign logistics schedule for vessels, aircraft and road transport — asset operations
- Assess supply base, warehouse and inventory options against service levels — supply chain leadership
- Design a contract strategy using portfolio positioning and market analysis — tender boards
- Specify key performance indicators and reporting in service contracts — contractor managers
- Apply variation, change order and notice procedures — cost control and partners
- Weigh claims evidence and negotiate settlements before dispute — legal and commercial heads

Key Oil and Gas Logistics and Contract Administration Terms

- Platform supply vessel — a ship that carries deck cargo, fuel, water and drilling fluids between a supply base and offshore installations.
- Call-off order — an instruction issued under a framework contract to supply defined goods or services at agreed rates.
- Variation order — a formal change to the scope, schedule or price of a contract issued under its change clause.
- Standby rate — the daily charge paid when contracted equipment or crews are available but cannot work.
- Back-charge — a cost recovered from a contractor for work the company performed or corrected on its behalf.
- Close-out certificate — the document confirming that all deliverables, payments and claims under a contract are settled.

Oil and Gas Logistics and Contract Administration Day by Day

Day 1: Logistics and Contracting Across the Asset Life

- Logistics Cost Breakdown by Asset Type — Spend Priorities
- Contract Spend Cube by Category — Strategic Sourcing Focus
- Kraljic Portfolio Positioning — Category Contract Approach
- Partner and Cost Recovery Expectations — Audit-Ready Records
- Logistics and Contracts Interface Map — Ownership of Decisions

Day 2: Offshore Marine Logistics

- Vessel Demand Forecasting From Campaign Plans — Fleet Size
- Deck Cargo Planning and Backload Control — Vessel Utilisation
- Pooled Vessel Sharing Between Operators — Charter Cost Reduction
- Weather Windows and Dynamic Positioning Limits — Sailing Decisions
- Bulk Fuel, Water and Mud Handling — Tank Allocation Rules

Day 3: Aviation and Personnel Movement

- Helicopter Flight Scheduling and Seat Utilisation — Crew Change Patterns
- Fixed-Wing and Charter Options for Remote Sites — Transport Mode Choice
- Personnel on Board Tracking — Bed Space Allocation
- Aviation Contract Terms and Availability Guarantees — Standby Exposure
- Emergency Evacuation Logistics Readiness — Response Capacity

Day 4: Supply Base, Warehousing and Materials Flow

- Supply Base Layout and Quay Throughput — Berth Planning
- Materials Requirement Planning for Drilling Campaigns — Long-Lead Items
- Inventory Classification and Critical Spares — Stock Holding Policy
- Surplus Materials and Rental Equipment Returns — Write-Off Avoidance
- Onshore Road Convoys and Rig Moves — Desert Route Planning

Day 5: Integrated Logistics Planning

- Sales and Operations Planning for Logistics — Capacity Balancing
- Integrated Activity Plans Across Drilling and Maintenance — Clash Resolution
- Logistics Performance Indicators — Cost per Tonne and Utilisation
- Digital Cargo Tracking and Manifests — Visibility for Operations
- Logistics Service Provider Models — Outsourcing or In-House Choice

Day 6: Contract Strategy and Tendering

- Contract Type Selection: Lump Sum, Reimbursable and Unit Rate — Risk Allocation
- Framework and Call-Off Agreements — Flexibility Across Campaigns
- Tender Package Assembly and Scope of Work — Bid Comparability
- Technical and Commercial Evaluation Models — Award Recommendation
- Pre-Award Clarification and Negotiation — Final Terms Position

Day 7: Contract Administration in Execution

- Kick-Off Meetings and Contract Handover Notes — Shared Understanding
- Service Order and Timesheet Verification — Invoice Accuracy
- Contractor Key Performance Indicator Reviews — Incentive Payments
- Correspondence and Notice Registers — Contractual Time Bars
- Insurance, Indemnity and Liability Clauses — Incident Cost Allocation

Day 8: Variations and Change Control

- Change Request Triage and Scope Baselines — Variation Validity
- Variation Pricing From Schedule of Rates — Fair Valuation
- Standby and Delay Charges — Weather and Waiting Disputes
- Back-Charges and Set-Off Procedures — Recovery From Contractors
- Change Log Reporting to Partners — Budget Control Decisions

Day 9: Claims, Disputes and Close-Out

- Claim Notification and Substantiation — Evidence Strength
- Delay and Disruption Analysis Methods — Entitlement Assessment
- Negotiated Settlement Techniques — Avoiding Formal Dispute
- Mediation, Expert Determination and Arbitration Routes — Escalation Choice
- Contract Close-Out and Lessons Capture — Next Tender Improvements

Day 10: Practising the Logistics and Contract Execution Plan

- Campaign Vessel and Aviation Schedule for a Case Asset — Fleet Recommendation
- Supply Base and Materials Plan for the Case — Stock Policy
- Contract Strategy and Award Paper — Tender Board Approval
- Variation and Claim Simulation — Settlement Position
- Logistics and Contract Execution Plan Assembly — Asset Leadership Review

Applying Oil and Gas Logistics and Contract Administration After the Course

- Rebuild the next campaign's vessel and helicopter demand forecast using the Day 2 and Day 3 methods, and present fleet options with utilisation targets to operations
- Audit open variations and notices on one major service contract against the Day 7 and Day 8 registers, and agree a clean-up plan with the contractor

Oil and Gas Logistics and Contract Administration Questions FAQ

What is oil and gas logistics and contract administration, and why does it matter now?

Oil and gas logistics and contract administration is the joint planning of materials, vessels and aircraft with the service contracts that pay for them. Transport and contractor costs now weigh heavily on operating budgets, so linking them avoids standby charges and disputed invoices.

Which roles gain most from oil and gas logistics and contract administration training?

Logistics managers, contract engineers and supply chain leads gain most. Logistics staff plan fleets and supply bases, while contract staff set strategies, administer variations and settle claims tied to those plans.

How does oil and gas logistics and contract administration differ from a digital contract management course?

It works on physical supply chains and field service contracts rather than software for drafting or reviewing clauses. The focus stays on vessels, aircraft, warehouses, variations and claims in live operations.

What do you bring back from oil and gas logistics and contract administration training?

You bring back a logistics and contract execution plan for a case asset, with fleet schedules, a supply base and materials plan, a contract strategy and award paper, and a tested variation and claim position.

Oil and Gas Logistics and Contract Administration: The Way Forward

The logistics and contract execution plan first informs the fleet and contract strategy decision for the next drilling or maintenance campaign. Logistics planners, contract engineers and asset leaders use it to align transport capacity with service terms. After the campaign, the standby, variation and utilisation figures deserve review against the plan so the next tender is sharper.