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COURSE BROCHURE

EPCIC Contract Administration for Offshore Platforms Training Course

23 – 27 November 2026
Singapore

EPCIC Contract Administration for Offshore Platforms Training Course

Ref: 1366_51169 **Date:** 23 – 27 November 2026 **Location:** Singapore **Fees:** 9300 GBP

EPCIC contract administration for offshore platforms is a 1-week training course for contract, project and commercial managers who run engineering, procurement, construction, installation and commissioning contracts for jackets, topsides and subsea tie-ins, and it ends with a contract administration plan for a live package. Tight installation weather windows and multi-contractor interfaces mean a missed notice or unclear handover can cost a season. Jupiter Prime Training runs this course for the people who keep those contracts on track.

Why EPCIC Contract Administration Matters Now

Three pressures shape offshore contract administration today: operators awarding single EPCIC packages that bundle design, fabrication, load-out and hook-up under one contractor; installation vessels booked months ahead, so late fabrication ripples into costly standby; and partners and auditors who expect every instruction, notice and payment to be traceable. A project that administers its contract with discipline protects schedule, budget and relationships; one that treats the contract as a filed document drifts into disputes at mechanical completion. The course draws on recognised international practice for standard-form offshore and construction contracts, described in general terms rather than by clause number.

Who Gains Most from EPCIC Contract Administration

- Contract staff who issue instructions, notices and correspondence under the agreement
- Project controls staff who measure progress and certify milestone payments
- Commercial staff who price changes and track the contract value forecast
- Interface coordinators who manage hand-offs between fabrication yards, marine spreads and hook-up crews
- Completion staff who run mechanical completion, punch lists and handover dossiers

Offshore project teams gain most when owner and contractor representatives from the same package attend together and agree one administration rhythm.

EPCIC Contract Administration Capabilities

Participants learn to turn the signed agreement into a working set of registers, procedures and checkpoints that follow the platform from design freeze to handover.

- Map responsibilities across engineering, procurement, fabrication, installation and commissioning phases — owner and contractor leads
- Build notice, instruction and correspondence registers — contract managers and auditors
- Specify progress measurement and milestone payment rules — project controls and finance
- Assess change requests for scope, schedule and cost impact — commercial approval boards

- Design interface registers for yards, vessels and hook-up crews — package managers
- Communicate completion and final account status — project sponsors and partners

Key EPCIC Contract Administration Terms

- EPCIC — engineering, procurement, construction, installation and commissioning delivered by one contractor under a single offshore agreement.
- Notice — a formal written communication the contract requires within a set period to preserve a right or remedy.
- Change order — a signed instruction that alters scope, schedule or price of the agreed work.
- Interface register — a controlled list of hand-off points between packages, recording owner, data needed and due status.
- Mechanical completion — the stage when systems are built and tested to specification, ready for commissioning.
- Final account — the agreed closing statement of all sums due under the contract after completion.

EPCIC Contract Administration Day by Day

Day 1: Offshore Contracting Models

- EPCIC, EPC and Split Contracting Models — Choosing a Platform Delivery Route
- Lump-Sum, Reimbursable and Hybrid Pricing — Effects on Administration Effort
- Contract Document Hierarchy — Conditions, Scope, Specifications and Schedules
- Risk Allocation for Weather, Seabed and Vessel Availability — Owner Versus Contractor
- Case Comparisons from Offshore Oil and Offshore Wind Projects — Lessons Learned

Day 2: Mobilising the Contract

- Kick-Off Meeting Agenda — Roles, Authorities and Communication Channels
- Correspondence and Notice Registers — Time Bars and Proof of Delivery
- Document Control and Deliverable Approval Cycles — Design Review Turnaround
- Progress Measurement Systems — Weighted Milestones and Physical Percent Complete
- Milestone Payment Certification — Evidence Required Before Release

Day 3: Changes and Interfaces

- Change Request Workflow — Scope Check, Estimate and Approval
- Change Order Pricing — Schedule of Rates and Agreed Lump Sums
- Interface Registers for Yards, Vessels and Hook-Up — Data Freeze Points
- Load-Out and Sail-Away Readiness Reviews — Handing Structures to Marine Spreads
- Early Warning Logs — Raising Issues Before They Become Disputes

Day 4: Completion and Close-Out

- Mechanical Completion Certificates — System Walk-Downs and Punch Lists
- Commissioning Handover Dossiers — Test Records and As-Built Documentation
- Warranty and Defects Period Administration — Tracking Rectification Obligations
- Final Account Reconciliation — Closing Changes, Back-Charges and Retentions
- Lessons-Learned Records — Feeding the Next Offshore Package

Day 5: Practising the Contract Administration Plan

- Contract Summary and Authority Matrix for a Platform Package — Applying Day 1
- Registers and Payment Rules — Applying Day 2
- Change and Interface Procedures — Applying Day 3
- Completion and Close-Out Checklist — Applying Day 4
- Contract Administration Plan — Calendar, Registers, Owners and Review Points

Applying EPCIC Contract Administration After the Course

- Audit the notice and correspondence register on a current offshore package against the contract's time bars and close any gaps.
- Set up an interface register for the next load-out or hook-up campaign, naming owners and data freeze points for each hand-off.

EPCIC Contract Administration Questions FAQ

What is EPCIC contract administration and why does it matter now?

EPCIC contract administration is the day-to-day running of a single offshore contract covering design, procurement, fabrication, installation and commissioning. It matters now because bundled packages and scarce vessels make missed notices and unclear handovers very costly.

Which roles gain most from EPCIC contract administration training?

Contract, project and commercial managers on offshore packages gain most. Project controls, interface and completion staff also benefit, because their registers, progress measurements and handover dossiers carry the contract's obligations.

How does EPCIC contract administration differ from an advanced offshore claims course?

EPCIC contract administration focuses on running the contract well from kick-off to final account. Advanced claims courses examine delay analysis, disputes and yard or charter agreements in depth, while this course builds registers, procedures and completion steps that prevent disputes.

What do you bring back from EPCIC contract administration training?

You bring back a contract administration plan for an offshore platform package. It sets out the authority matrix, registers, payment rules, change and interface procedures, and completion and close-out steps with named owners.

EPCIC Contract Administration: The Way Forward

The contract administration plan first informs how the kick-off meeting assigns authority and communication channels. Contract, project controls and interface staff use it throughout fabrication, installation and commissioning. After its first use, revisit the interface register and payment rules, because the first load-out usually reveals hand-offs and evidence requirements the plan did not foresee.