

# Site Supervision Course (General module)

**Saturday, 7 July 2018**

(9.00 a.m. to 4.30 p.m.)

Hotel Armada Petaling Jaya  
Lot 6, Lorong Utara C, Section 52  
46200 Petaling Jaya

Organised by



The Association of Consulting Engineers Malaysia

Supported by



C . O . W . A . M  
CONSTRUCTION INSPECTOR OF WORK ASSOCIATION MALAYSIA  
PPMA-002-14-05042013

Construction Inspector of Work Association Malaysia

## Objective

This course is designed to provide the Graduate Engineers, Engineering Technologists and Inspectors of Works with the general conditions of contract, duties and code of conduct for site supervisors relating to good site contract administration and supervision.

## Target Audience

The course is opened to Graduate Engineers, Engineering Technologists and Inspectors of Works and all those who have little or no experience in the supervision and contract administration of site works.

## Language

English will be used for the course and course materials.

## Registration Fee\*

ACEM member firms & COWAM members	RM 450.00 per person
Others	RM 550.00 per person

*\*GST is zero-rated w.e.f. 1 June 2018*

Registration is on a first-come, first-served basis and will close upon reaching the maximum number. Registration fee must be submitted together with the registration form. Payment by crossed cheque is to be issued to '**The Association of Consulting Engineers Malaysia**'.

Fee will not be refunded for any cancellation. However, substitution of participants can be arranged by informing the ACEM secretariat one week before the course commences.

Completed registration forms should be returned to the ACEM secretariat by **29 June 2018** to the following address:

The Association of Consulting Engineers Malaysia  
Suite 20-9, Level 20, Menara 1MK  
No. 1, Jalan Kiara, Mont' Kiara  
50480 Kuala Lumpur

For further enquiries, please contact the ACEM secretariat at tel. nos. 012-5290031, 012-5190031, 03-62110031 or e-mail [sec@acem.com.my](mailto:sec@acem.com.my).

## **Continuing Professional Development (CPD)**

The course is eligible for 5 CPD hours for Inspector of Works and Professional Engineers registered with the Board of Engineers Malaysia.

## **Certificate of Attendance**

Certificate of Attendance will be issued subject to full attendance.

## **Course Contents**

### **(a) General Conditions of Contract**

1. Definitions and Interpretation
2. Engineer and Engineer's Representative
3. Engineer's Instructions
4. Assignment and Sub-Contracting
5. Contractor Documents
6. Contractor's General Obligations
7. Materials and Workmanship
8. Contractor's Equipment, Temporary Works and Materials
9. Suspension
10. Commencement, Completion and Delays
11. Defects Liability
12. Variations / Claims
13. Measurement
14. Prime Cost and Provisional Sums
15. Nominated Sub-Contractors
16. Certificates of Payment
17. Remedies and Powers
18. Termination by the Contractor
19. Special Risks
20. Dispute Resolution

**(b) Duties of Site Supervisors**

1. Statutes
2. Ethics
3. Employment Contract
4. Site Supervisor's Duties at Works

**(c) Code of Conduct**

1. Conduct
2. Professionalism
3. Employment
4. Benefits
5. Presentation and Reporting
6. Communication with BEM
7. Public & Environmental Protection

**Course Programme**

- |            |   |
|------------|---|
| 8.30 a.m.  | Registration  |
| 9.00 a.m.  | Introduction to the General Conditions of Contract          |
| 10.30 a.m. | Tea break   |
| 11.00 a.m. | Introduction to the General Conditions of Contract (contd.) |
| 1.00 p.m.  | Lunch   |
| 2.00 p.m.  | Introduction to the General Conditions of Contract (contd.) |
| 3.00 p.m.  | Duties of Site Supervisors and Code of Conduct              |
| 4.30 p.m.  | End of course / Refreshments                                |

## Course Lecturer's Biodata

**Ir. Dr. Wong Wai Wah** graduated with a Bachelor of Engineering (Hons) degree from University of Malaya in 1976. He obtained Master of Business Administration in 2008 from University of East London and Doctor of Business Administration from Southern Cross University, Australia in 2012. He is a Professional Engineer with Practising Certificate registered with the Board of Engineers Malaysia and a Member of Institution of Engineers Malaysia. Currently, he is the President of the Association of Consulting Engineers Malaysia for session 2017/2018.

Dr Wong has 42 years of working experience mainly in industrial plants, aircraft maintenance hangars, marine structures, building works and bridge structures involving reinforced concrete, prestressed concrete and structural steelworks.

**Registration Form**  
(to be returned by 29 June 2018)

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**Saturday, 7 July 2018**  
**Hotel Armada Petaling Jaya**

Name (in full): \_\_\_\_\_

Designation: \_\_\_\_\_ Year(s) of working experience: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel.: \_\_\_\_\_ \*E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\*confirmation of registration will be sent via e-mail

Registration Fee

ACEM member firm RM 450.00 per person

COWAM member (Membership no. \_\_\_\_\_) RM 450.00 per person

Others RM 550.00 per person

Enclosed is cheque no. \_\_\_\_\_ for RM \_\_\_\_\_ being registration fee for the course (*cheque is to be issued to 'The Association of Consulting Engineers Malaysia'*).

\_\_\_\_\_  
Signature & Company Stamp

\_\_\_\_\_  
Date