
Site Contract Control Training Course: Submittals, Variations, Payments and Site Records

7 – 11 December 2026
Vienna





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Programme Summary

Site contract control is the subject of this one-week training course for resident, site and project engineers and contract administrators at managerial level, ending in a site contract control file for one live contract. Engineers on the client or consultant side decide submittals, instructions, variations and payments that carry cost and time consequences. The programme moves from roles and correspondence to submittals, valuation, certification and records, using cases from buildings, roads and utility works. Mars Training Centre UK delivers this programme on site contract control to mixed-organisation cohorts.

The Business Case

Disputes on construction contracts rarely begin with a large event. They grow from a submittal answered late, an instruction given verbally, a variation valued without a record or a payment certified on an unchecked quantity. Engineers who handle these items in a disciplined order protect the client position, keep the contractor informed and leave a trail that others can follow.

- Dispute Exposure: Falls as notices, instructions and records are handled in a consistent order.
- Payment Accuracy: Improves as valuations are tested against measured work and agreed rates.
- Response Time: Shortens as submittals and queries follow a tracked route with clear owners.

Principles and Evidence Base

- ISO 10006 Guidelines for Quality Management in Projects: Frames planning, change control, documentation and review, applied in Sessions 1, 3 and 5.
- Change Control Logic: Links each instruction or variation to its cost and programme effect before approval, applied in Session 3.
- Audit Trail Logic: Requires every decision to be traceable to a dated record, applied in Sessions 2 and 4.

Intended Participants

- Engineers who supervise construction on behalf of an owner or consultant.
- Contract administrators who issue instructions and keep contract correspondence.
- Project engineers who review submittals and answer technical queries.
- Quantity and commercial staff who check valuations before certification.
- Managers who sign off completion and handover.

Typical settings include building developers, road authorities, utilities and engineering consultancies.



Learning Outcomes

1. Participants will be able to differentiate the duties of the engineer and the contractor and apply them to daily correspondence.
2. Participants will be able to evaluate submittals and queries against design intent and contract requirements.
3. Participants will be able to construct a variation assessment that links cost, time and a written instruction.
4. Participants will be able to justify an interim payment certificate from measured work and supporting records.
5. Participants will be able to diagnose gaps in site records that weaken a later claim position.
6. Participants will be able to prioritise notices and early claims for action within their time limits.

Programme Structure

Day 1: Site Contract Control: Roles and Correspondence

Who decides what on site, and how is each decision put in writing?

- Engineer and Contractor Duty Matrix
- Instruction and Correspondence Protocol
- Contract Document Hierarchy Chart
- Meeting Minute Template
- Communication Register Design

Day 2: Submittals, Queries and Inspection

How are submittals and queries reviewed so that answers are timely and defensible?

- Submittal Review Checklist
- Request for Information Tracker
- Design Intent Comparison Sheet
- Inspection and Acceptance Form
- Rejection and Resubmission Log

Day 3: Variations and Valuations

How is a change assessed before work proceeds, and how is it valued fairly?

- Variation Trigger Screen
- Cost and Programme Impact Table
- Rate Build-Up Review
- Daywork Record Check
- Variation Order Draft



Day 4: Payment Certification and Site Records

What evidence supports a payment certificate, and which records protect the owner later?

- Measured Quantity Verification
- Interim Payment Review Sheet
- Retention and Deduction Schedule
- Daily Report and Photograph Standard
- Notice and Time Limit Tracker

Day 5: Site Contract Control File for One Live Contract

Do the earlier tools produce one consistent file that others could audit?

- Applying the Session 1 Communication Register
- Testing the Session 2 Submittal Review Checklist
- Reviewing the Session 3 Variation Order Draft
- Checking the Session 4 Notice and Time Limit Tracker
- Completing the Site Contract Control File

Methodology

The programme uses a structured exercise on one prepared construction contract with a specification extract, submittals, queries, variation requests and a payment application. Participants decide each item, record the reason in a common format and then compare results in small groups before applying the same tools to a contract from their own work.

- Suggested activity: Answering a late submittal and recording the decision.
- Suggested activity: Valuing a variation from daywork sheets and agreed rates.
- Suggested activity: Tracing a disputed delay through the site records.

Capstone Output

Each participant completes a site contract control file for one live contract. It holds a communication register, a submittal and query tracker, a variation log with valuations, a payment review sheet, a notice tracker and a record standard for site reports. The file is used at work to brief the team and to answer audit or dispute questions.



Frequently Asked Questions

Is site contract control training suitable for engineers new to contract administration?

Yes. Site contract control is taught through a worked contract. The training assumes site or design experience, but no prior contract administration role or legal background.

Which references does site contract control training rest on?

Site contract control training rests on ISO 10006 for quality management in projects, together with change control logic and audit trail logic for decisions and records.

How is the file from site contract control training used at work?

You use the site contract control file to brief your team, answer audit questions, and show how each instruction, variation and payment was decided.

How does site contract control differ from contract law training?

Site contract control training teaches daily practice on a live contract, such as submittals, valuations and records, while contract law training concentrates on legal principles and remedies.