Project Site Logistics Training Course: Lead Times, Delivery Slots and Subcontractor Flow

4 – 15 October 2027
Tokyo

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Programme Summary

Project site logistics is the subject of this two-week training course for construction directors, project heads and procurement heads at managerial level, ending in a site logistics plan for one project. Late materials, gate queues and subcontractor clashes can stall work on buildings and infrastructure. The programme moves from the delivery chain to lead times, imports, site layout and delivery slots, then to contract risk and sourcing, and ends with a plan a project board can adopt. Mars Training Centre UK delivers this programme on project site logistics to mixed-organisation cohorts.

The Business Case

Construction and infrastructure projects lose time when materials arrive late, early or in the wrong order, and the cost shows in idle crews, rework and disputes between parties. Directors who control the flow of orders, vehicles and subcontractor access can protect the programme of works without adding resources. Decisions on lead times, delivery terms and site access are often made by different teams, so the gains depend on joining them in one routine.

- Schedule Reliability: Improves as material arrival dates are tied to the work sequence.
- Site Productivity: Rises as queues, double handling and waiting time fall.
- Commercial Exposure: Falls as delay causes are recorded and notices are issued on time.

Principles and Evidence Base

- Lean Construction Principles and the Last Planner System: Treat reliable commitments between trades as the basis of stable material supply, applied in Sessions 1 and 7 to pull planning.
- Incoterms: Allocate cost and risk between buyer and seller at each point of an international delivery, applied in Session 3 to imported items.
- FIDIC Contract Conditions: Frame how supply delay and notice duties are handled between employer and contractor, applied in Session 8 to delay records.
- ISO 28000 and ISO 20400: Set expectations for supply chain security and sustainable procurement, applied in Sessions 3 and 9 to supplier and shipment reviews.

Intended Participants

- Construction directors who answer for delivery dates across several packages.
- Project heads who agree site layouts, access rules and working sequences.
- Procurement heads who place orders and manage supplier performance.
- Commercial and contract leads who handle delay notices and supply claims.
- Operations managers who run gates, stores, cranes and hoists.

Typical settings include building contractors, infrastructure developers, industrial plant projects and public sector project owners.

Learning Outcomes

1. Participants will be able to diagnose where material flow breaks between order and installation.
2. Participants will be able to construct an order release calendar from supplier lead times.
3. Participants will be able to evaluate delivery terms and port steps for imported items.
4. Participants will be able to design a laydown and access layout with a delivery slot rule.
5. Participants will be able to prioritise constraints in a subcontractor look-ahead plan.
6. Participants will be able to justify a site logistics plan to a project board.

Programme Structure

Day 1: Project Site Logistics and the Delivery Chain

Where does material flow break between order and installation?

- Delivery Chain Map
- Logistics Cost and Delay Ledger
- Lean Construction Flow Principles
- Stakeholder Interface Register
- Site Constraint Survey Sheet

Day 2: Procurement Lead Times and Order Release

How do lead times set the order dates for long-delivery items?

- Lead Time Breakdown Table
- Long-Lead Item Register
- Order Release Calendar
- Supplier Capacity Check
- Buffer Stock Sizing Rule

Day 3: Imports, Ports and Delivery Terms

Which party carries cost and risk at each point of an imported delivery?

- Incoterms Allocation Chart
- Port and Customs Clearance Timeline
- Consolidation Centre Option Test
- Shipping Document Checklist
- ISO 28000 Security Review

Day 4: Site Layout, Laydown and Access

How is a congested site laid out so materials arrive where they are needed?

- Laydown Area Plan
- Gate and Haul Route Layout
- Crane and Hoist Capacity Schedule
- Storage Condition Rules
- Traffic Management Sketch

Day 5: Delivery Slot Planning

How are delivery slots allocated so vehicles do not queue at the gate?

- Delivery Slot Booking Rule
- Vehicle Queue Diagnosis
- Just-in-Time Delivery Test
- Off-Peak Delivery Option
- Delivery Slot Performance Board

Day 6: Subcontractor Flow and Package Interfaces

How do subcontractor packages share access, hoists and storage without clashes?

- Package Interface Matrix
- Subcontractor Access Request Form
- Shared Hoist Booking Sheet
- Trade Sequence Map
- Subcontractor Coordination Agenda

Day 7: Pull Planning and Look-Ahead Control

How does planning with trades stabilise the supply of materials?

- Last Planner System Pull Plan
- Six-Week Look-Ahead Sheet
- Constraint Removal Log
- Weekly Work Plan Reliability Measure
- Make-Ready Checklist

Day 8: Contracts, Delay Risk and Records

How do supply delays become contract risk, and which records protect a position?

- FIDIC Delay Provision Reading
- Supply Delay Risk Register
- Delivery Record Evidence Pack
- Supplier Remedy Table
- Notice Timeline Tracker

Day 9: Sustainable Sourcing and Waste

How do sourcing and handling choices cut waste and emissions?

- ISO 20400 Sourcing Criteria
- Packaging and Waste Return Plan
- Delivery Consolidation Saving Test
- Material Damage and Loss Review
- Supplier Performance Scorecard

Day 10: Site Logistics Plan for One Project

Do the earlier tools combine into one plan that a project board can adopt?

- Applying the Session 2 Long-Lead Item Register
- Testing the Session 4 Laydown Area Plan
- Checking the Session 5 Delivery Slot Booking Rule
- Rehearsing the Session 8 Notice Timeline Tracker
- Completing the Site Logistics Plan

Methodology

The programme uses case analysis built on prepared files for two projects, one a high-rise building and one a rail and road package, each with an order schedule, supplier lead times, a site layout and a delivery log. Participants work in small groups, test delivery rules against past delays, and defend layouts and slot rules to peers acting as members of a project board.

- Suggested activity: Tracing three late deliveries to their causes and naming the missed signal.
- Suggested activity: Reallocating delivery slots to clear a gate queue and judging the effect on trades.
- Suggested activity: Drafting a delay notice from a delivery record and testing it against the contract wording.

Capstone Output

Each participant completes a site logistics plan for one project. It holds a delivery chain map, an order release calendar, a laydown and access layout, a delivery slot rule, a subcontractor interface matrix and a delay record routine. The plan is used at work to brief a project board and to agree duties with suppliers and subcontractors.

Frequently Asked Questions

Is a course on project site logistics suitable for directors without an operations background?

Yes. Project site logistics is taught through prepared files and templates. It assumes experience in construction delivery, procurement or project control, but no specialist logistics knowledge.

Which frameworks does project site logistics rest on?

Project site logistics rests on lean construction principles with the Last Planner System, Incoterms for imported deliveries, FIDIC contract conditions for delay handling, and ISO 28000 and ISO 20400 for security and sourcing.

How is the plan from project site logistics used at work?

You use the site logistics plan to brief your project board, agree delivery slot rules with suppliers and set the routine for recording delays so notices are issued on time.

How does project site logistics differ from a general supply chain programme?

Project site logistics concentrates on getting materials and trades onto one congested site in the right order, while a general supply chain programme concentrates on networks, inventory and demand planning across a business.