



Construction Administration and Site Controls Course



AGILE LEADERS
Training Center

Construction Administration and Site Controls Course

Overview

Construction Administration and Site Controls Course is a five-day intermediate course for engineers and project representatives who leave with a Construction Administration Control File. Participants connect contract authority, document control, submittals, requests for information, site instructions, progress evidence, payment support, variation control, quality records, meetings, completion, and closeout. Agile Leaders Training Center presents construction administration through traceable workflows, registers, correspondence, and decisions.

Who Should Attend

- Teams responsible for administering construction work after contract award
- Teams responsible for technical submittals, queries, instructions, and document status
- Teams responsible for site progress evidence, payment support, and change records
- Teams responsible for inspections, nonconformance records, and corrective follow-up
- Representatives responsible for meetings, completion, handover, and closeout coordination

The course assumes participants read construction contracts, drawings, specifications, and site records at work; it leaves out contract drafting, detailed measurement, legal opinions, and design approval.

Departments and Industries

The course supports administration of construction delivery across built-asset sectors.

- Building, infrastructure, utilities, and industrial construction
- Engineering consultancy, supervision, and client project teams
- Contractor operations, technical offices, and commercial functions
- Property development, facilities projects, and asset upgrades
- Quality, document control, and project-controls functions

Learning Objectives

By the end of this course, participants will be able to:

- Apply authority and communication routes to construction records
- Use submittal, query, instruction, and correspondence registers
- Analyze progress evidence for reports and payment support
- Evaluate variations, nonconformances, and claims-warning records
- Build completion, handover, and closeout controls

- Build a Construction Administration Control File

Course Agenda

Day 1: Authority Documents and Communication

- Post-Award Responsibility and Authority Matrix
- Contract-Document Hierarchy and Interface Map
- Document Numbering, Revision, Distribution, and Status Protocol
- Formal Correspondence and Notice-Route Register
- Meeting Calendar, Agenda, Minutes, and Action Log

Day 2: Submittals Queries and Instructions

- Technical Submittal Workflow and Approval-Status Register
- Request-for-Information Log and Response-Time Tracker
- Site Instruction, Supplementary Detail, and Direction Record
- Shop-Drawing, Material, Sample, and Method-Statement Matrix
- Design Clarification and Technical-Decision Audit Trail

Day 3: Progress Quality and Payment Evidence

- Daily Site Record and Progress-Evidence Checklist
- Quantity, Milestone, and Completed-Work Verification Sheet
- Interim Payment Support and Certification Review File
- Inspection Request and Test-Record Status Board
- Nonconformance, Corrective-Action, and Closure Register

Day 4: Change Claims and Completion Controls

- Change Request and Variation-Control Procedure Map
- Time, Cost, Scope, and Authority Impact Record
- Early-Warning, Event, and Claims-Record Checklist
- Defect, Punch-List, Testing, and Commissioning Tracker
- Completion, Handover, As-Built, and Closeout Index

Day 5: Construction Administration Practice

- Exercise: Route a Submittal, Query, and Site Instruction
- Exercise: Reconcile Progress Evidence and Payment Support
- Exercise: Update a Variation and Claims-Warning Record
- Exercise: Review Nonconformance, Completion, and Handover Status
- Capstone Exercise: Construction Administration Control File

Practical Exercises

The course uses suggested activities to practice traceable construction administration decisions.

- Suggested activity: assign authority, communication routes, response owners, and record locations for a site scenario.
- Suggested activity: connect a technical query to its instruction, drawing revision, variation record, and progress evidence.
- Suggested activity: test a payment-support file against completed-work, quality, and document-status records.
- Suggested activity: prepare a closeout dashboard showing defects, testing, as-built records, handover items, and decisions.

FAQs

Who suits the Construction Administration and Site Controls Course, and what does it assume?

It suits engineers and representatives who administer construction records and decisions after award and already work with contracts, drawings, specifications, and site evidence.

How does construction administration differ from general project management training?

Construction administration controls contract-based communications, submittals, instructions, payment evidence, variations, quality records, and closeout rather than the broader leadership and planning of a project.

Why are submittal and request-for-information registers important in construction administration?

They show what was submitted or asked, who must respond, current status, dependencies, revisions, and the evidence supporting later instructions or decisions.

How does variation control support construction site administration?

Variation control links a proposed change to authority, scope, time, cost, instructions, supporting records, approvals, and downstream document updates.

What records support construction completion and closeout?

Completion and closeout depend on coordinated defect lists, test and commissioning records, approved as-built information, handover items, certificates, open actions, and an indexed decision trail.



Conclusion

Participants take back a Construction Administration Control File linking authority, documents, communications, submittals, queries, instructions, progress, payment support, changes, quality records, completion, and closeout. The file improves traceability across site decisions and handoffs. It supports contract-aware administration without replacing legal advice, design authority, detailed measurement, or project-specific approval.



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