



# **SUPPLYTIME 2017 Contract Administration Training Course**

13 – 17 December 2026  
Nairobi

## SUPPLYTIME 2017 Contract Administration Training Course

**Ref:** 632\_148505 **Date:** 13 – 17 December 2026 **Location:** Nairobi **Fees:** 4500 Euro

### Overview

SUPPLYTIME 2017 Contract Administration Training Course is a five-day professional course for offshore contracting functions who leave with a SUPPLYTIME Contract Administration File. Participants connect contract structure, delivery, hire, operational orders, off-hire, change, notices, records, liability allocation, insurance, claims prevention, disputes, redelivery, and closeout. The course turns charter clauses into controlled administration decisions for offshore support vessel operations. Agile Leaders Training Center presents SUPPLYTIME administration as a contract-to-operations discipline.

### Who Should Attend

- Contract functions responsible for charter interpretation, notices, changes, records, and closeout
- Chartering functions responsible for commercial terms, delivery, hire, redelivery, and rider clauses
- Marine operations functions responsible for vessel orders, performance evidence, equipment, and interfaces
- Procurement and commercial functions responsible for sourcing, payment controls, risk, and value
- Owner and charterer representatives responsible for daily decisions, escalation, and governance
- Claims and insurance functions responsible for liability, indemnity, coverage, and dispute records

The course assumes participants work with offshore vessel contracts or marine service delivery, and it leaves out general maritime-law study, voyage-charter fundamentals, vessel navigation, and certification preparation.

### Departments and Industries

The course supports departments and industries that charter or operate offshore support vessels and related marine services.

- Contracts, chartering, procurement, commercial management, and claims
- Marine operations, offshore logistics, technical services, and project controls
- Offshore energy, marine construction, subsea services, and vessel operations
- Port services, towage, equipment support, and specialist marine contracting
- Insurance, legal operations, risk, and internal assurance

### Learning Objectives

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



- Analyze SUPPLYTIME contract structure and operational interfaces
- Apply delivery, hire, payment, and off-hire controls
- Use orders, notices, change, and evidence registers
- Evaluate knock-for-knock liability and insurance interfaces
- Prioritize claims-prevention and dispute-response actions
- Build redelivery, settlement, and contract-closeout records

## **Course Agenda**

### **Day 1: Form Structure and Contract Setup**

- SUPPLYTIME 2017 Form Architecture Map
- Owner-Charterer Responsibility Matrix
- Vessel and Service Scope Definition Sheet
- Rider Clause Consistency Review Method
- Contract Administration Responsibility Charter

### **Day 2: Delivery, Hire and Operations**

- Vessel Delivery and Acceptance Record
- Hire, Invoice, and Payment Control Schedule
- Operational Order and Instruction Register
- Equipment Condition and Removal Checklist
- Off-Hire Event Assessment Log

### **Day 3: Liability, Insurance and Change**

- Knock-for-Knock Liability Allocation Matrix
- Indemnity and Insurance Interface Map
- Personnel and Property Risk Register
- Contract Change Impact Assessment
- Special-Task Annex Applicability Review

### **Day 4: Notices, Claims and Closeout**

- Contract Notice and Time-Control Register
- Performance Evidence and Daily Record File
- Claims Prevention and Early-Issue Route
- Dispute Escalation and Resolution Pathway
- Redelivery, Settlement, and Closeout Checklist



## **Day 5: SUPPLYTIME Administration Practice**

- Exercise: Configure a SUPPLYTIME Responsibility Map
- Exercise: Test Delivery, Hire, and Off-Hire Records
- Exercise: Evaluate Liability and Insurance Interfaces
- Exercise: Prepare Notices, Change, and Closeout Decisions
- Capstone Exercise: SUPPLYTIME Contract Administration File

## **Practical Exercises**

The course uses suggested activities to apply SUPPLYTIME administration controls in different offshore service settings.

- Suggested activity: review a delivery and acceptance record for a platform supply vessel.
- Suggested activity: assess off-hire evidence after an equipment interruption during marine construction support.
- Suggested activity: map knock-for-knock and insurance interfaces for personnel and project equipment.
- Suggested activity: prepare notices, change records, redelivery evidence, and settlement actions for contract closeout.

## **FAQs**

### **Who suits SUPPLYTIME 2017 contract administration training, and what does it assume?**

It suits offshore contract, chartering, marine operations, procurement, commercial, owner, charterer, claims, and insurance functions and assumes participants work with vessel contracts or marine service delivery.

### **How does SUPPLYTIME contract administration differ from general chartering training?**

SUPPLYTIME contract administration applies one offshore support vessel form through delivery, hire, orders, off-hire, liability, insurance, notices, claims prevention, redelivery, and closeout, while general chartering training covers wider charter types and market practices.

### **What does knock-for-knock mean in SUPPLYTIME administration?**

Knock-for-knock allocates responsibility so each party bears specified loss or damage to its own property and injury or death of its own personnel, regardless of fault, subject to the agreed contract terms.



## **How should SUPPLYTIME off-hire events be administered?**

SUPPLYTIME off-hire events should be administered through the applicable contract wording, event chronology, operational evidence, notices, causation analysis, hire calculations, reservations, decisions, and linked payment records.

## **Why are rider clauses reviewed in SUPPLYTIME contracts?**

Rider clauses are reviewed to identify additions, conflicts, altered risk allocation, operational gaps, precedence issues, and administration duties before the amended form is used.

## **Conclusion**

Participants leave with a SUPPLYTIME Contract Administration File containing the responsibility map, delivery record, hire schedule, order register, off-hire log, liability and insurance maps, change assessments, notices, evidence, redelivery records, and closeout decisions. The file replaces disconnected reviews with traceable administration. It connects commercial terms to offshore operating evidence and decisions.