



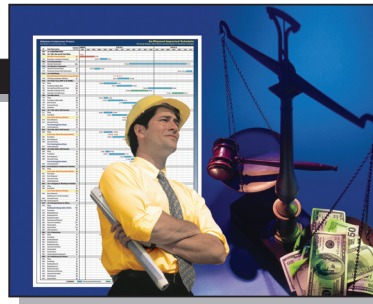
## Claims Prevention Training Services

### Prevention and Resolution of Engineering and Construction Claims Through Effective Contracting, Contract Administration, Project Controls and Project Management

#### Seminar Reference Manual

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*A Training Seminar*



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Long International's senior personnel have extensive claims analysis and dispute resolution experience encompassing over 400 projects worldwide. This experience has taught us many lessons to avoid the costly problems created by claims. We believe that the essential elements of a Claims Prevention Program include the following:

- Understanding the contract
- Knowing the basic claim entitlements and avoiding them
- Reviewing and approving of as-planned schedules and understanding schedule administration
- Utilizing independent biddability/constructibility reviews
- Preparing of quality contract documents
- Implementing timely contract administration
- Integrating cost and schedule control
- Adhering to the contractual change management system
- Requiring proper and thorough documentation
- Documenting cause/effect of delays and increased costs
- Mitigating claims during engineering and construction
- Implementing periodic project reviews by senior management
- Analyzing risks before signing contracts
- Implementing an effective dispute resolution process

Long International has significant experience in providing Claims Prevention Training Seminars to address and implement the program components listed above for our clients' management, engineering and construction staff. We have developed the basic framework of a training seminar entitled "Prevention and Resolution of Engineering and Construction Claims Through Effective Contracting, Contract Administration, Project Controls and Project Management." This seminar will be tailored to each client's organizational structure, project execution styles, and level of experience, and can be provided in one- or two-day formats, depending on the level of detail that suits our client's availability and needs.

In addition to training, we have developed detailed checklists for the following:

- Bid Preparation Issues
- Reviews and Approvals of As-Planned Schedules and Schedule Updates
- Site Inspections Prior to Bidding
- Project Documentation
- Problem Identification and Analysis
- Contractor's Risk Analysis

These checklists can be utilized during project execution to better enable our client's management teams to manage and control their projects.



## Prevention and Resolution of Engineering and Construction Claims Through Effective Contracting, Contract Administration, Project Controls, and Project Management



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