

Contract Compliance for Day-Rate Agreements & Claims Training Course

OGI-1100 · 5 days · 15 CPD hours · English

Overview

Contract Compliance is a critical commercial discipline for oil and gas organisations managing drilling, well services, engineering, construction, maintenance, logistics and other contractor-intensive activities. The Contract Compliance for Day-Rate Agreements & Claims Training Course from [Institute For Oil & Gas Training](#) develops the practical capability required to verify contractual obligations, control day-rate and standby rate application, manage claims exposure and maintain disciplined contract administration across the petroleum value chain.

Day-rate agreements create significant commercial exposure when rates are applied incorrectly, standby conditions are poorly evidenced, scope boundaries are unclear or contractor performance obligations are not properly monitored. Effective contract compliance requires more than reviewing invoices against a rate card. It involves connecting contractual terms with field records, work instructions, timesheets, operational reports, approved variations, change orders, supporting documentation and payment controls.

This course addresses the skills gap between contract wording and operational execution. It equips professionals to interpret commercial provisions, establish compliance controls and identify discrepancies before they become disputed claims or financial losses. Participants examine day rate and standby rate application, rate card compliance, scope of work adherence, variation and change order control, claims and back charges, liquidated damages, contractor performance obligations, remeasurement and reimbursable terms, and contract close-out.

The course reflects the commercial realities of oil and gas contracting, where services are frequently delivered across complex operational environments involving multiple contractors, subcontractors, assets, locations and work scopes. Strong contract compliance provides a structured basis for validating entitlement, confirming performance, controlling costs and maintaining reliable records throughout the contract lifecycle.

Participants develop a systematic approach to reviewing contractor invoices and supporting documentation against contractual requirements. They learn how to distinguish valid contractual entitlement from unsupported cost submissions, identify rate application errors, assess standby claims against defined conditions and establish evidence trails for commercial decisions.

The programme also addresses the relationship between contract compliance and claims management. Claims frequently arise from changes in scope, delays, access restrictions, operational interruptions, incomplete documentation, disputed responsibilities and differences in interpretation. Effective compliance controls help organisations identify these issues early and preserve the contractual and factual record required for resolution.

Variation and change order control is examined as an essential component of commercial governance. Participants explore how changes should be documented, authorised, valued and incorporated into contract records. This supports stronger control over cost escalation and reduces ambiguity regarding revised contractor obligations.

The course further examines contractor performance obligations and the importance of connecting service delivery with contractual requirements. Performance monitoring, acceptance records, operational evidence and payment verification are treated as interconnected controls rather than isolated administrative activities.

Remeasurement and reimbursable terms receive focused attention because these provisions require clear evidence of quantities, costs, entitlement and supporting records. Participants learn how to review such submissions systematically and maintain appropriate commercial controls.

Contract close-out is also addressed as a formal commercial process rather than an administrative final step. Effective close-out confirms outstanding claims, variations, deductions, liabilities, documentation, final measurements and contractual deliverables before final settlement.

Through the Contract Compliance for Day-Rate Agreements & Claims Training Course, Institute For Oil & Gas Training provides an industry-focused framework for strengthening commercial discipline across contractor-managed operations. The programme supports professionals responsible for protecting contractual value, improving payment accuracy and maintaining defensible records throughout the contract lifecycle.

Objectives

- Strengthen Contract Compliance practices across oil and gas contractor agreements
- Apply contractual requirements to day rate and standby rate application
- Verify contractor charges against approved rate cards and contractual conditions
- Improve rate card compliance through systematic invoice and supporting-document review
- Establish effective controls for scope of work adherence
- Identify work performed outside approved contractual scope
- Strengthen variation and change order control throughout the contract lifecycle
- Assess contractor claims against contractual entitlement and supporting evidence
- Apply appropriate controls for claims and back charges
- Understand the commercial application of liquidated damages provisions
- Monitor contractor performance obligations against contractual requirements
- Review remeasurement and reimbursable terms with appropriate evidence controls

- Improve coordination between contract administration, finance and operational teams
- Strengthen documentation and audit trails for commercial decisions
- Identify contractual discrepancies before they develop into larger disputes
- Improve the accuracy and consistency of contractor payment validation
- Establish effective controls for contract changes and revised commercial obligations
- Strengthen final account preparation and contract close-out practices
- Support commercially defensible decisions through structured evidence assessment
- Reduce ambiguity between contractual entitlement and operational activity

Training methodology

Institute For Oil & Gas Training delivers this programme through a practical, commercially focused methodology designed around real oil and gas contracting situations. The emphasis is on applying contractual provisions to operational evidence, commercial records and contractor submissions rather than treating contract compliance as a theoretical exercise.

Contract Review Exercises

Participants work through representative contract clauses covering day rates, standby rates, reimbursable costs, variations, deductions, performance obligations and claims. Exercises focus on identifying contractual requirements and translating them into practical compliance checks.

Invoice Verification Simulations

Invoice review simulations demonstrate how contract teams validate contractor charges against approved rate cards, timesheets, work records, quantities and supporting documentation. Participants identify discrepancies and determine the evidence required before payment approval.

Claims Assessment Scenarios

Real-world scenarios examine common claims involving additional work, standby periods, changed conditions, delays and disputed entitlement. Participants assess the contractual basis of claims and establish appropriate documentation requirements.

Variation Control Exercises

Group exercises follow the lifecycle of a change from initial identification through technical confirmation, commercial evaluation, approval and incorporation into contract records. This reinforces disciplined variation and change order control.

Contractor Performance Scenarios

Participants assess contractor performance obligations using operational records, service reports, acceptance documentation and contractual requirements. The exercises demonstrate how performance evidence supports payment decisions, deductions and claims management.

Commercial Case Studies

Oil and gas case studies are used to examine situations involving disputed rates, unsupported costs, incomplete records, scope deviation and final account issues. Participants evaluate the commercial implications and determine appropriate compliance actions.

Group Analysis

Group discussions encourage participants to compare approaches to contract interpretation, evidence assessment and commercial decision-making. The methodology supports cross-functional understanding between procurement, contracts, finance, operations and project teams.

Organisational impact

Strong Contract Compliance directly supports commercial control across oil and gas operations. Organisations sponsoring this course develop personnel who understand how contractual provisions translate into payment controls, operational requirements and claims decisions.

Improved day-rate verification strengthens financial control by ensuring contractor charges align with agreed commercial terms. Consistent review of work records, timesheets, service reports and rate cards creates stronger control over invoiced amounts and identifies discrepancies before payment is finalised.

Effective standby rate application also improves cost governance. Standby charges require clear consideration of contractual conditions, operational circumstances and supporting evidence. Structured controls help organisations distinguish contractual standby entitlement from unsupported or incorrectly applied charges.

Scope of work adherence strengthens operational and commercial alignment. When personnel recognise activities that fall outside the agreed scope, organisations can initiate appropriate approval and valuation processes rather than allowing uncontrolled additional work to become embedded in contractor invoices.

Variation and change order control provides stronger visibility of changing contractual commitments. Properly documented changes establish a clear relationship between the original scope, revised requirements, commercial impact and approval authority.

Claims and back charges management also benefits from disciplined evidence collection. Organisations develop stronger records showing what occurred, which contractual provisions apply, what costs were incurred and which party carries responsibility under the agreement.

The programme supports better control of liquidated damages by strengthening understanding of contractual triggers, performance requirements and supporting records. This provides a structured basis for reviewing applicable deductions in accordance with the relevant contract provisions.

Contractor performance obligations become more measurable when operational teams and contract professionals use common compliance criteria. This strengthens accountability and improves communication between technical, operational and commercial stakeholders.

Remeasurement and reimbursable terms require accurate quantities, cost evidence and contractual entitlement. Stronger review processes improve payment accuracy and provide better visibility over variable contract costs.

The organisation also benefits from improved contract close-out. A structured close-out process helps identify unresolved claims, outstanding variations, final measurements, deductions, documentation requirements and remaining commercial obligations before final settlement.

From a governance perspective, the course strengthens the connection between contracts, procurement, finance and operations. This integrated approach supports consistent commercial decisions, stronger documentation and more reliable contract records.

Personal impact

Participants gain practical contract administration capabilities that support their responsibilities across oil and gas commercial environments. They develop a stronger understanding of how contractual provisions should be interpreted, monitored and translated into operational controls.

Professionals responsible for invoice review gain greater confidence in validating contractor charges against rate cards, approved work scopes and supporting evidence. They develop a structured approach to identifying rate discrepancies and incomplete documentation.

Contracts professionals strengthen their ability to assess claims, variations, back charges and revised contractor obligations. They also develop greater awareness of the evidence required to support commercial decisions.

Procurement professionals gain stronger visibility of post-award contract compliance and the relationship between procurement commitments and operational execution.

Finance professionals gain a clearer understanding of the contractual basis behind contractor charges, deductions, reimbursable costs and final accounts.

Operations personnel improve their understanding of how field activities affect contractual entitlement. This supports better recording of work performed, standby events, scope changes and contractor performance.

Participants also develop stronger cross-functional communication skills. They learn to present compliance findings using contractual requirements, operational evidence and commercial documentation rather than relying on informal interpretations.

The course supports career development for professionals progressing into contract administration, contract management, commercial management, procurement, project controls and contractor management roles. Its practical

focus provides a structured foundation for managing contractual obligations throughout the contract lifecycle.

Who should attend

Contract Managers and Contract Administrators

Professionals responsible for administering oil and gas service agreements benefit from stronger controls for rates, claims, variations, performance and close-out.

Commercial Managers and Commercial Analysts

Commercial personnel gain practical methods for validating contractual entitlement, controlling cost exposure and supporting claims assessments.

Procurement Professionals

Procurement teams strengthen post-award oversight by understanding how agreed commercial terms translate into operational and payment controls.

Project Managers and Project Controls Professionals

Project teams gain greater visibility of contractual changes, contractor performance, additional work and cost implications.

Finance and Accounts Personnel

Finance professionals improve their ability to review contractor invoices and connect payment approvals with contractual requirements and supporting evidence.

Operations and Field Management Personnel

Operational leaders learn how field records, work instructions, standby events and performance evidence affect contractor entitlement.

Contract Engineers

Contract engineers strengthen their capability to assess scope compliance, variations, contractor obligations and supporting technical evidence.

Supply Chain Professionals

Supply chain personnel gain stronger understanding of contractor cost control and the commercial implications of contract execution.

Legal and Contract Advisory Professionals

Legal and advisory teams benefit from a stronger operational understanding of the records and commercial processes supporting contract compliance and claims.

Senior Management

Managers responsible for commercial governance gain a structured view of contract compliance controls and their impact on cost, performance and contractual risk.

Course outline

Contract Compliance Foundations for Day-Rate Agreements

This module establishes the foundations of Contract Compliance within oil and gas day-rate agreements. It examines the relationship between contractual provisions, operational execution, commercial records and payment validation. Participants establish a structured approach for identifying contractual obligations and translating them into practical compliance controls.

Scope Control, Variations and Change Orders

This module focuses on controlling the relationship between contracted scope and actual work performed. Participants examine scope of work adherence and develop practical controls for identifying, documenting, evaluating and approving changes before additional work creates uncontrolled commercial exposure.

Claims, Back Charges and Contractor Performance

This module examines the commercial controls required when contractor performance, additional costs or contractual disputes become issues. Participants learn to assess claims and back charges using contractual provisions, operational evidence and documented performance requirements.

Remeasurement, Reimbursable Costs and Payment Compliance

This module addresses variable commercial mechanisms that require detailed evidence and disciplined verification. Participants examine remeasurement and reimbursable terms and learn how to establish controls for quantities, costs, entitlement and supporting documentation.

Contract Close-Out and Commercial Compliance Assurance

This module brings together the compliance controls developed throughout the course and applies them to contract close-out. Participants examine final account preparation, outstanding claims, variations, deductions, unresolved obligations and documentation required for effective commercial completion.

Scheduled dates

Dates	Venue	Format	Fee
18 - 22 Jan 2027	Abu Dhabi, United Arab Emirates	In person	£3,900
18 - 22 Jan 2027	Abuja, Nigeria	In person	£3,900
18 - 22 Jan 2027	Accra, Ghana	In person	£3,900
18 - 22 Jan 2027	Addis Ababa, Ethiopia	In person	£3,900

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18 - 22 Jan 2027	Al Ain, United Arab Emirates	In person	£3,900
18 - 22 Jan 2027	Al Khobar, Saudi Arabia	In person	£3,900
18 - 22 Jan 2027	Alberta, Canada	In person	£3,900
18 - 22 Jan 2027	AlUla, Saudi Arabia	In person	£3,900
18 - 22 Jan 2027	Amman, Jordan	In person	£3,900
18 - 22 Jan 2027	Amsterdam, Netherlands	In person	£3,900
18 - 22 Jan 2027	Athens, Greece	In person	£3,900
18 - 22 Jan 2027	Baku, Azerbaijan	In person	£3,900
18 - 22 Jan 2027	Barcelona, Spain	In person	£3,900
18 - 22 Jan 2027	Berlin, Germany	In person	£3,900
18 - 22 Jan 2027	Boston, United States	In person	£3,900
18 - 22 Jan 2027	Brussels, Belgium	In person	£3,900
18 - 22 Jan 2027	Budapest, Hungary	In person	£3,900
18 - 22 Jan 2027	Cairo, Egypt	In person	£3,900
18 - 22 Jan 2027	Cape Town, South Africa	In person	£3,900
18 - 22 Jan 2027	Casablanca, Morocco	In person	£3,900
18 - 22 Jan 2027	Dammam, Saudi Arabia	In person	£3,900
18 - 22 Jan 2027	Dhahran, Saudi Arabia	In person	£3,900
18 - 22 Jan 2027	Doha, Qatar	In person	£3,900
18 - 22 Jan 2027	Dubai, United Arab Emirates	In person	£3,900
18 - 22 Jan 2027	Edinburgh, United Kingdom	In person	£3,900
18 - 22 Jan 2027	Edmonton, Canada	In person	£3,900
18 - 22 Jan 2027	Frankfurt, Germany	In person	£3,900
18 - 22 Jan 2027	Geneva, Switzerland	In person	£3,900
18 - 22 Jan 2027	Houston, United States	In person	£3,900
18 - 22 Jan 2027	Istanbul, Turkey	In person	£3,900

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18 - 22 Jan 2027	Jakarta, Indonesia	In person	£3,900
18 - 22 Jan 2027	Jeddah, Saudi Arabia	In person	£3,900
18 - 22 Jan 2027	Jubail, Saudi Arabia	In person	£3,900
18 - 22 Jan 2027	Khamis Mushait, Saudi Arabia	In person	£3,900
18 - 22 Jan 2027	Kigali, Rwanda	In person	£3,900
18 - 22 Jan 2027	Kuala Lumpur, Malaysia	In person	£3,900
18 - 22 Jan 2027	Lisbon, Portugal	In person	£3,900
18 - 22 Jan 2027	Liverpool, United Kingdom	In person	£3,900
18 - 22 Jan 2027	London, United Kingdom	In person	£3,900
18 - 22 Jan 2027	Los Angeles, United States	In person	£3,900
18 - 22 Jan 2027	Luanda, Angola	In person	£3,900
18 - 22 Jan 2027	Madrid, Spain	In person	£3,900
18 - 22 Jan 2027	Manama, Bahrain	In person	£3,900
18 - 22 Jan 2027	Marbella, Spain	In person	£3,900
18 - 22 Jan 2027	Marrakech, Morocco	In person	£3,900
18 - 22 Jan 2027	Miami, United States	In person	£3,900
18 - 22 Jan 2027	Milan, Italy	In person	£3,900
18 - 22 Jan 2027	Munich, Germany	In person	£3,900
18 - 22 Jan 2027	Muscat, Oman	In person	£3,900
18 - 22 Jan 2027	Nairobi, Kenya	In person	£3,900
18 - 22 Jan 2027	New York, United States	In person	£3,900
18 - 22 Jan 2027	Nice, France	In person	£3,900
18 - 22 Jan 2027	Oslo, Norway	In person	£3,900
18 - 22 Jan 2027	Paris, France	In person	£3,900
18 - 22 Jan 2027	Port Louis, Mauritius	In person	£3,900
18 - 22 Jan 2027	Prague, Czech Republic	In person	£3,900

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18 - 22 Jan 2027	Pretoria, South Africa	In person	£3,900
18 - 22 Jan 2027	Riyadh, Saudi Arabia	In person	£3,900
18 - 22 Jan 2027	Rome, Italy	In person	£3,900
18 - 22 Jan 2027	Sarajevo, Bosnia and Herzegovina	In person	£3,900
18 - 22 Jan 2027	Sharm El Sheikh, Egypt	In person	£3,900
18 - 22 Jan 2027	Singapore	In person	£3,900
18 - 22 Jan 2027	Stockholm, Sweden	In person	£3,900
18 - 22 Jan 2027	Tokyo, Japan	In person	£3,900
18 - 22 Jan 2027	Toronto, Canada	In person	£3,900
18 - 22 Jan 2027	Tromso, Norway	In person	£3,900
18 - 22 Jan 2027	Vienna, Austria	In person	£3,900
18 - 22 Jan 2027	Zagreb, Croatia	In person	£3,900
18 - 22 Jan 2027	Zurich, Switzerland	In person	£3,900
18 - 22 Jan 2027	Nouakchott, Mauritania	In person	£3,900
18 - 22 Jan 2027	Online, Virtual	Online	£3,900
17 - 21 May 2027	Abu Dhabi, United Arab Emirates	In person	£3,900
17 - 21 May 2027	Abuja, Nigeria	In person	£3,900
17 - 21 May 2027	Accra, Ghana	In person	£3,900
17 - 21 May 2027	Addis Ababa, Ethiopia	In person	£3,900
17 - 21 May 2027	Al Ain, United Arab Emirates	In person	£3,900
17 - 21 May 2027	Al Khobar, Saudi Arabia	In person	£3,900
17 - 21 May 2027	Alberta, Canada	In person	£3,900
17 - 21 May 2027	AlUla, Saudi Arabia	In person	£3,900
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20 - 24 Sep 2027	Abu Dhabi, United Arab Emirates	In person	£3,900
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20 - 24 Sep 2027	Al Ain, United Arab Emirates	In person	£3,900
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17 - 21 Jan 2028	Dhahran, Saudi Arabia	In person	£3,900
17 - 21 Jan 2028	Doha, Qatar	In person	£3,900
17 - 21 Jan 2028	Dubai, United Arab Emirates	In person	£3,900
17 - 21 Jan 2028	Edinburgh, United Kingdom	In person	£3,900

Dates	Venue	Format	Fee
17 - 21 Jan 2028	Edmonton, Canada	In person	£3,900
17 - 21 Jan 2028	Frankfurt, Germany	In person	£3,900
17 - 21 Jan 2028	Geneva, Switzerland	In person	£3,900
17 - 21 Jan 2028	Houston, United States	In person	£3,900
17 - 21 Jan 2028	Istanbul, Turkey	In person	£3,900
17 - 21 Jan 2028	Jakarta, Indonesia	In person	£3,900
17 - 21 Jan 2028	Jeddah, Saudi Arabia	In person	£3,900
17 - 21 Jan 2028	Jubail, Saudi Arabia	In person	£3,900
17 - 21 Jan 2028	Khamis Mushait, Saudi Arabia	In person	£3,900
17 - 21 Jan 2028	Kigali, Rwanda	In person	£3,900
17 - 21 Jan 2028	Kuala Lumpur, Malaysia	In person	£3,900
17 - 21 Jan 2028	Lisbon, Portugal	In person	£3,900
17 - 21 Jan 2028	Liverpool, United Kingdom	In person	£3,900
17 - 21 Jan 2028	London, United Kingdom	In person	£3,900
17 - 21 Jan 2028	Los Angeles, United States	In person	£3,900
17 - 21 Jan 2028	Luanda, Angola	In person	£3,900
17 - 21 Jan 2028	Madrid, Spain	In person	£3,900
17 - 21 Jan 2028	Manama, Bahrain	In person	£3,900
17 - 21 Jan 2028	Marbella, Spain	In person	£3,900
17 - 21 Jan 2028	Marrakech, Morocco	In person	£3,900
17 - 21 Jan 2028	Miami, United States	In person	£3,900
17 - 21 Jan 2028	Milan, Italy	In person	£3,900
17 - 21 Jan 2028	Munich, Germany	In person	£3,900
17 - 21 Jan 2028	Muscat, Oman	In person	£3,900
17 - 21 Jan 2028	Nairobi, Kenya	In person	£3,900
17 - 21 Jan 2028	New York, United States	In person	£3,900

Dates	Venue	Format	Fee
17 - 21 Jan 2028	Nice, France	In person	£3,900
17 - 21 Jan 2028	Oslo, Norway	In person	£3,900
17 - 21 Jan 2028	Paris, France	In person	£3,900
17 - 21 Jan 2028	Port Louis, Mauritius	In person	£3,900
17 - 21 Jan 2028	Prague, Czech Republic	In person	£3,900
17 - 21 Jan 2028	Pretoria, South Africa	In person	£3,900
17 - 21 Jan 2028	Riyadh, Saudi Arabia	In person	£3,900
17 - 21 Jan 2028	Rome, Italy	In person	£3,900
17 - 21 Jan 2028	Sarajevo, Bosnia and Herzegovina	In person	£3,900
17 - 21 Jan 2028	Sharm El Sheikh, Egypt	In person	£3,900
17 - 21 Jan 2028	Singapore	In person	£3,900
17 - 21 Jan 2028	Stockholm, Sweden	In person	£3,900
17 - 21 Jan 2028	Tokyo, Japan	In person	£3,900
17 - 21 Jan 2028	Toronto, Canada	In person	£3,900
17 - 21 Jan 2028	Tromso, Norway	In person	£3,900
17 - 21 Jan 2028	Vienna, Austria	In person	£3,900
17 - 21 Jan 2028	Zagreb, Croatia	In person	£3,900
17 - 21 Jan 2028	Zurich, Switzerland	In person	£3,900
17 - 21 Jan 2028	Nouakchott, Mauritania	In person	£3,900
17 - 21 Jan 2028	Online, Virtual	Online	£3,900

Certificate

Attendees receive a Certificate of Completion from Institute For Oil & Gas Training upon successfully finishing the course. Participants are required to attend the full course programme to receive the certificate.