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## Preparation, Executing & Follow Up/Closing a Docking/Yard Stay

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**CONTENT: Application of knowledge, skills and techniques to execute projects effectively and efficiently. Contract Management, Docking, Shipyard Repair and Negotiating**

- 1. Project Management**
  - a. Project management basis
  - b. Project requirements
  - c. Stakeholders
  - d. Planning
  - e. Critical path
  - f. Cost management
  - g. Project risks & risk management
  - h. Quality
  - i. Resources
  - j. Project management software
- 2. Negotiation Skills**
  - a. General negotiations
  - b. Conflict resolution/handling
- 3. Contract Management**
  - a. Newbuildings & repairs
  - b. Contract forms
  - c. BIMCO REPAIRCON & NEWBUILDCON
- 4. Docking/Yard Stay/Shipyard Repair - Pre-Docking**
  - a. Pre-contract conditions/activities
  - b. Preparation of technical specifications
  - c. Publishing of tender documentation
  - d. Tendering process
  - e. Cost assessment/review of tenders/repair estimation
  - f. Shipyard selection
  - g. Contract award
  - h. Preparation before yard stay/planning
- 5. Docking/Yard Stay/Shipyard Repair – Execution & Follow Up**
  - a. Phases of yard stay operations
  - b. Completion of yard stay
  - c. Supervision
  - d. Cost control
  - e. Variation to specification
  - f. Quality control
  - g. Acceptance by class
  - h. Guarantee
  - i. Negotiation of invoice
  - j. Follow up after yard stay
- 6. Practical Ship Repair**
  - a. Business Case - negotiations with shipyard
  - b. Point of view from the shipyard management