



Procurement & Supply Chain Operations

Auditing Contracts, Outsourcing and Procurement

Course Introduction

This program is designed to provide “Riyadh Cement” participants with an extensive knowledge and key concepts on the best practices that they can use in the audit of contracting, outsourcing or procurement activities. This course aims to help them decide rationally what activities to outsource, how to select the best contractor and how to evaluate the delivered performance of all parties involved in the procurement process.

Target Audience

1. Procurement Auditor
2. Contract Manager
3. Supply Chain Manager
4. Procurement Manager
5. Internal Auditor
6. Compliance Officer
7. Risk Manager
8. Vendor Manager
9. Legal Counsel (Procurement & Contracts)
10. Financial Auditor

Learning Objectives

- Gain a comprehensive understanding of the elements of a good and effective contract.
- Identify factors to consider and check when auditing contracts.
- Recognize and utilize use best-practice knowledge for checking outsourcing operations.
- Detect weak points that cause outsourcing and contracting to end up as contentious issues.
- Discuss how putting the right contract in place helps avoid future setbacks and risks when you work with contractors

Training Methodology

The training program is implemented by combining the participants' academic knowledge and practical practice (30% theoretical / 70% practical activities).

A detailed report is submitted to each participant and the training department in your organization on the results of the participant's performance and the return on training.

This program focuses on exercises, case studies, and individual and group presentations.

Course Outline

- Day 01

Effective Contract - Putting the Right Content

- Due diligence - is this only about money?
- Duration of contracts - long or short which is best?
- Assets, warranties, and survivorship - matters beyond the contract?
- Main contractors and sub-contractors - the supply chain
- Invoicing, payments, and performance
- Contract and relationship management.

Managing Contract Lifecycle

- ° The contract and outsourcing life cycle
- ° Strategy decisions, the business case and analysis of the requirement
- ° Key preparations before tendering or negotiation begins
- ° Going to the market with a sound case
- ° Striking the deal
- ° Transitioning to new arrangements
- ° Day-to-day management of the contract
- ° End of contract.

Outsourcing Considerations

- ° Asset Management - The Business Impact of Maintenance
- ° Considerations in Outsourcing Maintenance – What to outsource and what not?
- ° Risks Involved

• Day 02

Auditing Newly Struck Outsourcing or Supply Contracts

- ° Is there a proper framework for contract and relationship management?

- Are our staff trained and understand their role?
- What are the key matters that need to be understood by our team?
- What are the areas that cause difficulty – teething problems?
- What about communications between both sides?
- What about invoicing, performance tracking and payment?
- Is there an effective way of setting up performance indicators?
- Can performance monitoring be counterproductive?
- What about risk management – are our risk registers complete?
- What if we want to stop the contract because of underperformance?

• Day 03

Auditing Mid-Maturity Outsourcing or Supply Contracts

- Is contract and relationship management working?
- Is the right business outcome being delivered?
- Is incentivisation working?

- Does the contract measure up to expectations?
- Can more be obtained from the contract?
- Are we still communicating?
- What if one party wants to exit the contract?

• Day 04

Auditing End-Of-Life Outsourcing or Supply Contracts

- Was the business case delivered?
- Was the contract good value-for-money?
- What did we learn from the contract?
- Should we extend, in-source or re-tender?
- Exit strategies – what are our options?

• Day 05

Auditing Procurement Processes

- Management and the procurement process
- Controls over procurement
- Tendering processes
- On-going due diligence
- Evaluation of value delivered.

Confirmed Sessions

| FROM | TO | DURATION | FEEs | LOCATION |
|----------------|---------------|----------|------------|--------------------|
| June 23, 2025 | June 27, 2025 | 5 days | 4250.00 \$ | UAE - Dubai |
| Sept. 29, 2025 | Oct. 3, 2025 | 5 days | 4250.00 \$ | UAE - Dubai |
| Dec. 15, 2025 | Dec. 19, 2025 | 5 days | 4950.00 \$ | Indonsia - Jakarta |