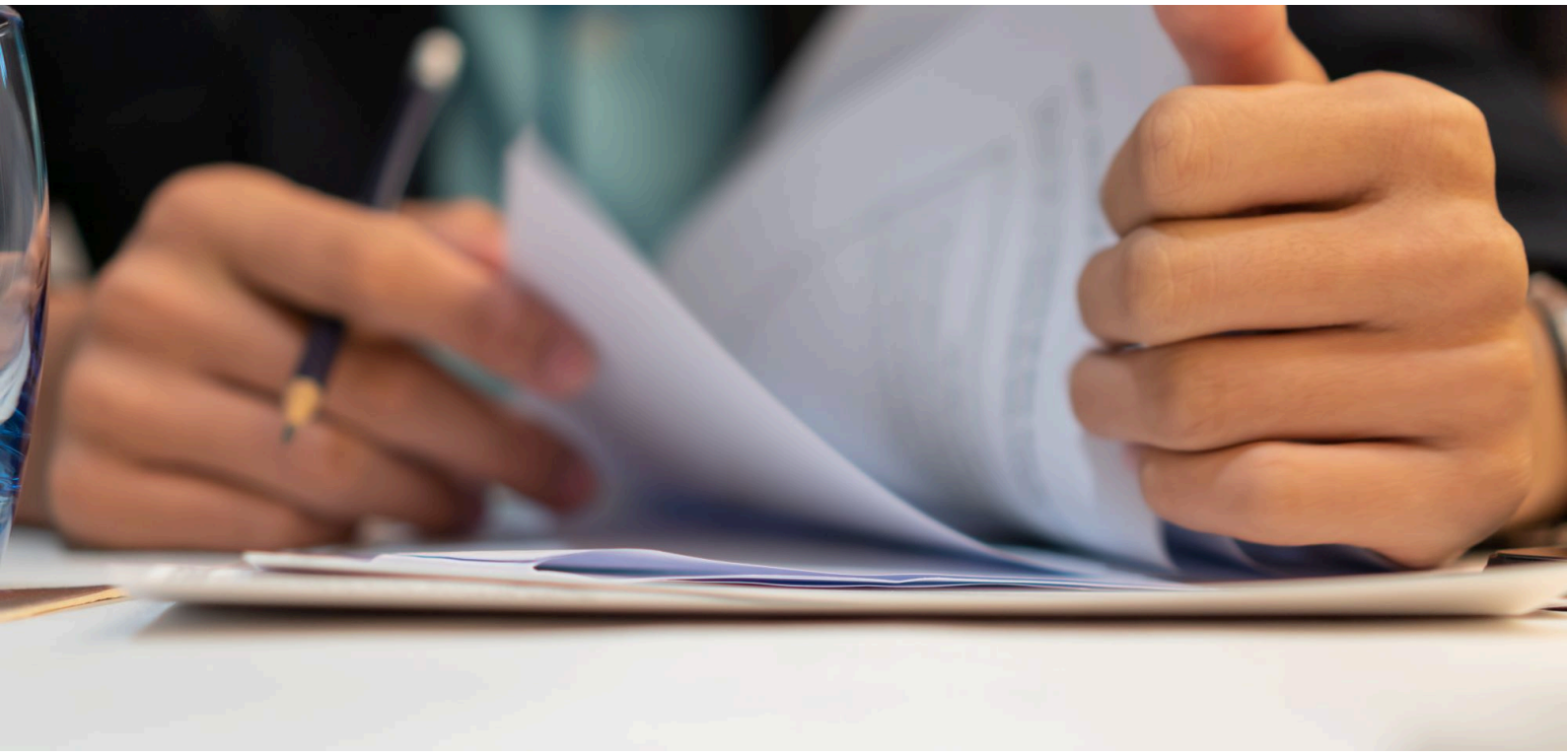
IPI Academy

falconbury



Presented by
Falconbury

Drafting Specifications and Scopes of Supply

18 March 27
+ 15 October 27

This interactive specification drafting workshop includes practical exercises, real-life case studies and expert guidance to eliminate ambiguity, manage risks proactively, achieve optimal value and optimise contracting relationships.

Format:
Live online

CPD:
6 hours for your records

Certificate of completion

Course overview

Mastering the drafting of specifications and scopes of supply is a crucial skill in today's high-stakes commercial landscape. These are far more than just technical documents – they are a critical legal and strategic tool. Poorly written specifications can result in delays, disputes and project failures. Well-crafted ones build clarity, manage risk and enable project completion - on time, meeting quality standards required and on budget.

This must-attend training course has been expertly designed to equip commercial and contract professionals with the knowledge and practical skills to engage with and support technical and operational colleagues in the drafting, evaluation and management of specifications.

Whether you're developing a scope of supply to incorporate into a RFQ, or responding to a buyer's request, you'll gain confidence in your ability to ensure aspirations are converted into legal obligations, ambiguity into clarity and alignment of terminology, obligations and liabilities amongst all legal documents making up the entire agreement. This will protect your organisation and enhance harmonious relationships between contracting parties by providing a consensus of understanding and certainty.

During this training course you'll explore:

- The legal foundations from the starting point of statute
- How to use express terms in your specifications to override implied terms to give project specific clarity
- The strategic and practical role of the specification in managing performance, obligations and outcomes
- The legal implications between a performance specification versus a conformance specification
- How to extract essential details from technical teams and translate them into enforceable language
- The interdependency of the contracting relationship and framing your scope to enable project continuity when challenges/ risks arise
- Replacing litigation and solely monetary compensation with practical remedies and avoiding the need to terminate
- How to create a teamwork approach to identifying and realising opportunities for innovation and efficiencies

Led by an expert in commercial contracts, this training course provides practical tools, proven techniques, and real-world examples. You'll learn how to ask the right questions, communicate and work effectively in a cross-functional team, and ensure your contracts support - not undermine - your project delivery.

Benefits of attending

By attending this training course, you will:

- **Get to grips** with the link between the specification and all the other contracting documents – Appreciate the importance of cross-checking for contradictions/ inconsistencies
- **Recognise** the power of express terms - Learn how explicit contractual language can protect your organisation and reduce reliance on uncertain implied obligations
- **Distinguish** between levels of commitment - Gain confidence in interpreting and applying standards like best endeavours vs reasonable endeavours to reflect realistic expectations
- **Promote** good governance in supply chain relationships - Understand how well-drafted specifications support transparency, accountability and performance across supplier networks
- **Strengthen** your risk management skills - Learn how effective specifications help identify, allocate and mitigate risks before they escalate into disputes or project delays
- **Achieve** better value for money - Discover how precise drafting leads to cost efficiency, reduced contingency pricing and improved commercial outcomes.

Who should attend?

This training course has been specifically designed for:

- Contract and commercial managers and engineers
- Contract administrators, officers and specialists
- Specification engineers
- Supply chain engineers
- Quality assurance engineers
- Project and procurement managers
- Operations managers
- Business development managers

Programme

Components of a contract and benefits of express terms

- Implied terms (statute) v Express terms (negotiated)
- Benefits of express terms:
  - Clarity
  - Governance / Supply Chain Management (SCM)
  - Proactive risk management
- *Exercise – Silence exercise on Sale of Goods Act*

Drafting a specification: Clarity of obligations and liabilities

- Capture ALL contractual promises and ownership of them
  - Use of exclusions, disclaimers, assumptions and caveats
- Clarify extent of promise:
  - 'Best endeavours v reasonable endeavours'.
  - Ownership of 'fitness for purpose' obligation, Conformance v Performance specifications
- Define the measurement criteria 'satisfactory quality'/'fit for purpose' (Sale of Goods Act)
  - Quantitative not qualitative measurement mechanisms, SMART measures
  - Using Key Performance Indicators (KPIs)
- Appreciate significance of terminology used: 'shall/will' v 'could/may/ recommend'
- Understanding when and why an indemnity may be requested
- Understanding intent behind buyer's involvement: visibility or liability?
- *Exercise – Methodology to review real-life scopes of supply - Project Plan Proforma identifying: promises/ obligations and their ownership. Consequences/ liability and ownership (disclaimer, exclusion, assumptions, caveats and indemnity express term clauses)*
- *Exercise – Drafting output KPIs for a performance specification*

Drafting a specification: Good governance and supply chain management

- Proactive inclusion of express terms for transparency and control:
  - Change control, waiver / concessions, notices, authorised representative
  - Subcontracting
  - Progress reports, meetings, reviews etc.
    - Rights of transparency and associated cost
    - Incentivise or punish - carrot v stick
    - Relationship objectives
    - Realising opportunities / efficiencies/ value engineering/ innovation
- *Exercise – drafting KPIs – carrots v sticks*

Drafting a specification: Proactive risk management

- Solutions not money/ litigation. Practical solutions / remedies / Plan Bs / contingency plans -moving the project forward/ optimum outcome
- Proactive risk management solutions embedded into legally binding contract from the outset, promoting harmonious relations and avoiding unnecessary delays/ disputes
- *Exercise – identifying practical solutions*

Programme

Drafting a specification: Cross checking

- Cross checking the specification with all other documents which make up the complete/ entire agreement for consistency
- Order of precedence

Drafting a specification: Achieve best value for money

- *Exercise – Price v Scope or Risk*

Presenter



Catherine Hurst

Catherine Hurst BSc(Hons), CIMDip, PgDL, is an independent consultant in the contract and commercial fields. She was formerly a Commercial Manager at BAe Systems, following previous contract/commercial roles with GEC and Siemens. She has extensive practical experience of bid management, contract drafting and negotiation, contract and subcontract management as well as commercial risk management, both with UK and overseas customers and suppliers, in the private and public sectors.

She is a highly experienced trainer, having a style which brings a subject to life, creating interest and stimulating the enthusiasm of delegates. She combines academic best practice with real world experience.

She lecturers Chartered Institute of Procurement and Supply (CIPS) diploma, levels 4, 5 & 6 at Chichester college. As well as being a member of CIPS, Catherine has a degree in Management Studies, a Chartered Institute of Marketing diploma and more recently achieved a distinction in her Common Professional Examination (CPE)/Post-grad diploma in law, winning the prize for the highest achieving student in the contract law module.

Catherine has successfully provided training to organisations across a wide variety of industries, including:

Transport / utilities / energy / construction / engineering / IT / telecons: Network Rail, ScotRail, Balfour Beatty, London Underground, Westinghouse Springfields Fuels, General Dynamics, Siemens, Metronet, Thales, ABB, Hitachi, Jungheinrich, Honeywell, PALL Europe, Senior Aerospace BWT, RES (Renewable Energy Systems), AGI, Silvertown, QinetiQ, Clyde Pumps / Weir Pumps, Scottish Power, NCOC (North Caspian Operating Company), Computacentre, CISCO, BT, United Utilities

Health / pharmaceutical / education: Nuffield Health, Surrey PCT, Bristol Myers-Squibb, Newcastle University, Exeter University

Public: Forensic Science Services, Office for National Statistics, DARA (Defence Aviation Repair Agency), Metropolitan Police

Charity: Phoenix Futures, Homegroup

Retail: Co-op

Course dates

18 March 27	**Live online** 09:30-17:00 **UK (London)** (UTC+00) *Course code 17055*	GBP **499** ~~599~~ EUR **699** ~~839~~ USD **803** ~~959~~ **Until 21 Jan**
15 October 27	**Live online** 09:30-17:00 **UK (London)** (UTC+01) *Course code 17331*	GBP **499** ~~599~~ EUR **699** ~~839~~ USD **803** ~~959~~ **Until 20 Aug**

How to book

Online:
ipi.academy/2686

Alternatively contact us to book, or if you have any queries:

Email:
info@ipiacademy.com

Phone:
+44 (0)20 7749 4749

Discounts

- Booking more than one delegate on any one date qualifies for a **30% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee
The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note
IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions
The rest of the our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

Reviews

★★★★★

Overall the course was good and I definitely benefitted from it. Very friendly instructor, made everyone feel included as it was a small call! Clearly very knowledgeable about the subject and broke down some of the more complicated topics well.

Megan Locke
Contract Analyst
Scottish Power c/o Hemsley Fraser
Mar 17 2026

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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