
Overview

What this standard is about

This standard is about administering contracts. It deals with obtaining authorisation, instructions, information for contracts and providing specified documents. It involves identifying problems, exchanging information and confirming that contracts comply with requirements.

Who this standard is for

This standard is for supply chain practitioners. This could, for example be in purchasing, freight logistics operations or transport management roles.

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Performance criteria

- You must be able to:*
- P1 obtain authorisations to administer the **contracts**
 - P2 obtain and clarify instructions and information required to negotiate **contracts**
 - P3 provide documents specified in the **contract**
 - P4 analyse information on **contract** outcomes
 - P5 identify any problems relating to the content and outcomes of **contracts**
 - P6 exchange information on the content and outcomes of **contracts**
 - P7 confirm the **contract** complies with all relevant requirements

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Knowledge and understanding

You need to know and understand:

- K1 **communication methods** and procedures
- K2 contract administration methods and procedures
- K3 legal and regulatory requirements
- K4 organisational objectives and activities
- K5 procurement theories, models, and practices
- K6 **supply chain** management theories, models, and practices

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Additional Information

Glossary

1. **Contracts:** Usually comprise of formal legally binding agreements, but can be informal agreements: both can be enforced through civil law
2. **Supply chain:** Procurement, purchasing and supply, logistics, transport, and operations management, within and between international boundaries
3. **Communication methods:** verbal, written, electronic

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