MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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EFFECTIVE CONTRACT COMPLIANCE AUDIT

""Ensuring Accountability, Transparency & Performance Through Systematic Contract Audit Practices""

Schedule

Date	Venue	Fees (Face-to-Face)
14 – 18 Sep 2026	London, UK	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Contracts are the foundation of business relationships, yet many organizations struggle to monitor whether suppliers, service providers, and internal stakeholders are meeting their contractual obligations. Ineffective oversight can lead to financial losses, compliance violations, and reputational damage. Contract compliance auditing is a structured approach to verifying that agreements are executed in accordance with terms, laws, and best practices.

This intensive 5-day course equips procurement, audit, and legal professionals with the tools and frameworks to conduct effective contract compliance audits. From identifying audit risks to analyzing contract clauses, participants will learn to detect non-compliance, manage disputes, and strengthen future agreements.

Objectives

By the end of this course, participants will be able to:

- Understand the principles and objectives of contract compliance auditing
- Plan and execute structured contract audits across different industries
- Identify non-compliance, overpayments, and under-delivery of services
- Evaluate risks and performance against legal and commercial terms
- Develop actionable audit reports that improve contract management

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Why Attend

- To protect your organization from contract-related financial and operational risks
- To ensure suppliers and internal teams fulfill agreed-upon obligations
- To detect billing errors, hidden costs, and non-performance
- To improve contract drafting based on audit feedback
- To comply with regulatory requirements and governance policies

Target Audience

This program is designed for:

- Internal auditors and compliance officers
- Contract managers and procurement professionals
- Legal counsel and risk managers
- Finance, project, and operations managers
- Anyone involved in managing or reviewing contract execution

Individual Benefits

Key competencies that will be developed include:

- Contract audit planning and execution
- Contractual risk identification and mitigation
- Evidence collection and audit documentation
- Findings communication and report writing
- Legal, regulatory, and ethical compliance in contracting

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved contract compliance and supplier accountability
- Reduced risk of financial leakage, penalties, and disputes
- Better audit trail and transparency in contract performance
- Enhanced internal controls and continuous improvement
- Informed renegotiation and contract renewal processes

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Contract law, audit standards, and risk frameworks
- Case Studies – Real-world examples of audit findings and contract disputes
- Workshops – Clause analysis, sample audits, and performance checks
- Peer Exchange – Interactive discussion of audit challenges and insights
- Tools – Audit templates, risk checklists, reporting formats, and compliance logs

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Foundations of Contract Compliance Auditing

- Module 1: Understanding Contract Audit Objectives (07:30 – 09:30) • What is a contract audit and why it matters • Differences between compliance, performance, and financial audits
- Module 2: Key Legal and Commercial Concepts (09:45 – 11:15) • Essential clauses in commercial and service contracts • Scope of work, service levels, liabilities, and dispute resolution
- Module 3: Risk Assessment and Audit Planning (11:30 – 01:00) • Contract complexity, value, and duration factors • Planning the audit scope and identifying red flags
- Module 4: Workshop – Audit Planning Exercise (02:00 – 03:30) • Create a contract risk assessment matrix and audit plan

Day 2: Executing the Contract Audit

- Module 1: Information Gathering and Document Review (07:30 – 09:30) • Collecting contract files, amendments, and billing records • Verification against original agreements and deliverables
- Module 2: Interviewing Stakeholders and Observing Execution (09:45 – 11:15) • Talking to procurement, legal, project owners, and vendors • Identifying informal practices vs. written obligations
- Module 3: Verifying Financial Compliance (11:30 – 01:00) • Checking invoices, payment terms, taxes, and pricing models • Detecting cost escalations and hidden charges
- Module 4: Simulation – Invoice and Service Validation (02:00 – 03:30) • Review billing data for overcharges or non-delivered items

Day 3: Identifying and Reporting Non-Compliance

- Module 1: Common Areas of Contract Breach (07:30 – 09:30) • Delivery failures, missed KPIs, and incomplete documentation • Contractor substitutions and unauthorized changes
- Module 2: Audit Evidence and Documentation (09:45 – 11:15) • Supporting findings with clear evidence • Best practices for audit file maintenance
- Module 3: Drafting Effective Audit Reports (11:30 – 01:00) • Structure, language, and prioritization of issues • Writing findings, impacts, and recommendations
- Module 4: Workshop – Prepare a Contract Audit Report (02:00 – 03:30) • Draft a report using a sample case

Day 4: Managing Disputes, Recovery, and Compliance Improvements

- Module 1: Dispute Resolution and Contract Enforcement (07:30 – 09:30) • Escalation paths, negotiation, and legal considerations • Recovery strategies for lost value
- Module 2: Post-Audit Corrective Actions (09:45 – 11:15) • Tracking non-compliance and corrective timelines • Stakeholder communication and accountability
- Module 3: Lessons Learned for Contract Design (11:30 – 01:00) • Improving future contracts based on audit insights • Adding audit clauses and performance metrics
- Module 4: Group Discussion – Lessons from the Field (02:00 – 03:30) • Participants share audit experiences and recommendations

Day 5: Building a Sustainable Contract Audit Program

- Module 1: Integrating Contract Audits into Enterprise Risk Management (07:30 – 09:30) • Aligning with internal audit and compliance units • Risk-based contract monitoring frameworks
- Module 2: Tools and Automation in Contract Auditing (09:45 – 11:15) • Using audit management systems, trackers, and dashboards • Contract lifecycle management (CLM) software insights
- Module 3: Final Project Presentations and Course Review (11:30 – 01:00) • Teams present audit plans and reports for feedback
- Module 4: Wrap-Up and Certification Ceremony (02:00 – 03:30) • Q&A, takeaways, and certificate distribution

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Certification

Participants will receive a Certificate of Completion in Effective Contract Compliance Audit, validating their ability to plan and conduct audits that ensure contract integrity, accountability, and organizational value protection.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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