

CONSTRUCTION SPECIFICATIONS - WRITING, PREPARING AND APPLICATIONS

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“Master the Language of Construction Standards and Project Clarity”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► Available delivery methods: In-House Training

Introduction

This course provides engineers, architects, and construction professionals with the knowledge and tools to develop, interpret, and apply construction specifications accurately. Participants will gain hands-on skills in writing clear, enforceable, and coordinated technical documents essential to successful project delivery and contract compliance.

Objectives

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

- Understand the structure, function, and legal role of specifications
- Write clear and concise construction specifications
- Coordinate specifications with drawings and codes
- Avoid ambiguity and inconsistencies in technical documents

Why Attend

- Specifications are legal documents—errors can lead to costly disputes
- Well-written specs reduce change orders and improve contractor compliance
- Gain a competitive edge in design and construction documentation
- Practical writing skills save time, clarify intent, and protect liability

Target Audience

- Architects and Design Engineers
- Project Managers and Construction Engineers
- Quantity Surveyors and Contract Administrators
- Government Inspectors and Client Representatives

Individual Benefits

- Enhanced capability in creating and reviewing technical documents
- Reduced errors in tender and execution phases
- Better communication with stakeholders through accurate specifications
- Improved legal protection and professional credibility

Organizational Benefits

- Higher project quality through standardized specifications
- Minimized disputes and rework due to misinterpretation
- Streamlined project approval and contractor compliance
- Stronger alignment between design and execution teams

Instructional Methodology

- Lectures and technical presentations
- Real project examples and group critique sessions
- Specification writing workshops
- Practical application using CSI MasterFormat and international standards
- Interactive discussions and quizzes

Course Outline

DETAILED 5-DAY COURSE OUTLINE (Customizable) Training Hours: 07:30 AM – 03:30 PM Daily Format: 3–4 Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1 - Introduction to Construction Specifications

- Purpose and types of specifications
- Relationship between specs, drawings, and contracts
- National and international specification formats (CSI, Omniclass, etc.)

Day 2 - Writing Techniques and Specification Language

- Clarity, consistency, and enforceability
- Proper terminology and formatting rules
- Avoiding ambiguity and conflicting requirements

Day 3 - Technical Content and Performance Criteria

- Product descriptions and quality standards
- Reference standards and codes
- Performance vs. prescriptive specifications

Day 4 - Specification Development Workshop

- Step-by-step creation of a spec section
- Linking specs to contract documents and BOQs
- Reviewing and editing real-world examples

Day 5 - Practical Application and Case Studies

- Legal issues and liability in specifications
- Coordination with multidisciplinary teams
- Project simulation: creating full specification package

Certification

All participants will receive a Certificate of Completion accredited by Construction Specifications - Writing, Preparing, and Applications upon successful participation.

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:

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