

# PROCUREMENT PROCESSES AND PRACTICE FOR MARINE AIDS TO NAVIGATION

## **BACKGROUND**

- How do I write a business case to purchase a new AtoN?
- What should I include in a specification to ensure my new AtoN is fit for purpose?
- How do I choose a supplier from a selection of tender submissions?

The answers to these questions and more are provided on the Procurement Processes and Practice for Marine Aids to Navigation course.

Understanding procurement terminology, principles and processes is essential knowledge for those procuring AtoN goods and services. AtoN professionals are not necessarily procurement experts and do not need to be, but a good understanding of procurement best practices can be extremely useful to help navigate potential procurement problems. This course forms the full IALA Procurement course, incorporating the content of both the IALA Principles of Procurement and Managing the Procurement Process courses.

## **LEARNING OBJECTIVES**

The areas covered in the course include:

- How to write a simple business case for expenditure.
- How to identify project risks and record them using a risk matrix.
- How to identify whole life costs and how to incorporate them into project options appraisal.
- The elements of a specification.
- How to conduct a tendering exercise and appraise supplier submissions for quality and price.
- The use of standard terms and conditions and model contracts.
- How procurement strategy, contract choice and risk are connected.
- The important aspects of international trading.
- The purpose of Incoterms® and why they are used.
- Contract management and project review.

The course will provide practical examples of AtoN procurement and AtoN professionals will learn skills and be given practical tools that they can apply in their everyday work.

## **ATTENDEES**

This course is open to all students irrespective of previous procurement experience but would be particularly suited to AtoN managers, those providing AtoN administration support and AtoN suppliers.

## **VENUE**

The course will be delivered as blended learning, with self-study materials and quizzes to consolidate your learning, supplemented by lectures from the World-Wide Academy tutors

## **COURSE DATES**

The next Procurement Processes and Practice for Marine Aids to Navigation course is programmed between the 25<sup>th</sup> of April and the 6<sup>th</sup> of May 2022, with course lecture times to be finalized based on the geographical location of participants. Please contact the IALA World -Wide Academy for further information on the availability of this course by emailing [academy@iala-aism.org](mailto:academy@iala-aism.org)

