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CONTRACTS MANAGEMENT | CON-033

Contract Audit and Compliance Review

Contact

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Course content

Why Attend

Contracts often promise value that is never fully delivered. Overcharging, incorrect rates, unapproved variations, missed service credits, unenforced obligations and non-compliance with contract terms can quietly erode the benefits that organisations expected when they signed. Contract audits provide independent assurance and frequently recover significant sums.

This Contract Audit and Compliance Review training course teaches participants how to plan and perform audits of contracts and contract management. Participants learn how to select contracts for review, understand contract terms and pricing mechanisms, test invoices and payments, verify delivery and performance, review variations and claims, assess contract management controls, use data analytics and report findings and recoveries.

Course Methodology

• The course uses sample contracts, invoices, performance reports and payment data. Participants build an audit programme, test invoices against rates, recalculate service credits, analyse variations and use simple analytics to identify anomalies, before drafting findings and recovery reports.

Course Objectives

• Explain the purpose and benefits of contract audits

• Select and prioritise contracts for audit based on risk

• Analyse contract terms, pricing and obligations for audit testing

• Test invoices and payments against contract terms

• Verify delivery, performance and service level reporting

• Review variations, claims and change control

Target Audience

• Internal auditors and audit managers

• Contract and commercial managers

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- Procurement professionals
- Finance and accounts payable managers

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Course outline

Detailed course outline

Day-by-day outline for Contract Audit and Compliance Review.

Day 1 - Contract Audit Foundations

- 09:00-09:34 | Why contract audits are needed and what they find
- 09:34-10:08 | Types of contract audits and reviews
- 10:08-10:42 | Audit rights and access to supplier records
- 10:42-11:00 | Selecting contracts for audit based on risk
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Selecting contracts for audit based on risk (continued)
- 11:46-12:20 | Working with contract managers and suppliers
- 12:20-12:53 | Lessons from significant contract audit recoveries
- 12:53-14:00 | Exercise: risk ranking a portfolio of contracts

Day 2 - Understanding Contract Terms for Audit

- 09:00-09:30 | Reading contracts from an auditor's perspective
- 09:30-10:00 | Pricing mechanisms and rate schedules
- 10:00-10:30 | Indexation, discounts and rebates
- 10:30-11:00 | Service levels, credits and deductions
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Reporting and record keeping obligations
- 12:00-13:00 | Building an audit programme from the contract
- 13:00-14:00 | Workshop: designing an audit programme

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Day 3 - Testing Payments and Performance

- 09:00-09:34 | Invoice testing against contract rates
- 09:34-10:08 | Verifying quantities and delivery evidence
- 10:08-10:42 | Recalculating service credits and deductions
- 10:42-11:00 | Testing expenses and pass-through costs
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Testing expenses and pass-through costs (continued)
- 11:46-12:20 | Open book audits and cost verification
- 12:20-12:53 | Using analytics to detect duplicate and unusual payments
- 12:53-14:00 | Exercise: testing a sample of invoices

Day 4 - Variations, Claims and Controls

- 09:00-09:34 | Reviewing variations and change approvals
- 09:34-10:08 | Assessing claims and settlements
- 10:08-10:42 | Contract management governance and responsibilities
- 10:42-11:00 | Controls over renewals, extensions and amendments
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Controls over renewals, extensions and amendments (continued)
- 11:46-12:20 | Supplier performance management processes
- 12:20-12:53 | Conflict of interest and fraud risks in contracts
- 12:53-14:00 | Case study: uncovering overcharging on a service contract

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Day-by-day outline for Contract Audit and Compliance Review.

Day 5 - Reporting and Recovery

- 09:00-09:34 | Evaluating and quantifying audit findings
- 09:34-10:08 | Agreeing recoveries with suppliers
- 10:08-10:42 | Writing contract audit reports for management
- 10:42-11:00 | Recommending improvements to contract management
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Recommending improvements to contract management (continued)
- 11:46-12:20 | Following up on actions and recoveries
- 12:20-13:27 | Building an ongoing contract assurance programme
- 13:27-14:00 | Personal action plan for contract auditing

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Seminar dates

Available seminar dates

Live dates and pricing for Contract Audit and Compliance Review generated from the course details page.

Date	Location	Format	Fee
7 - 11 December 2026	London	Classroom	**€2,915**
14 - 18 December 2026	Barcelona	Classroom	**€2,275**
21 - 25 December 2026	Frankfurt	Classroom	**€2,175**
4 - 8 January 2027	London	Classroom	**€2,915**
11 - 15 January 2027	Barcelona	Classroom	**€2,275**
18 - 22 January 2027	Frankfurt	Classroom	**€2,175**
25 - 29 January 2027	Kuala lumpur	Classroom	**€2,425**
8 - 12 February 2027	London	Classroom	**€2,915**
15 - 19 February 2027	Barcelona	Classroom	**€2,275**
22 - 26 February 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

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Live dates and pricing for Contract Audit and Compliance Review generated from the course details page.

Date	Location	Format	Fee
1 - 5 February 2027	Madrid	Classroom	**€3,400**
15 - 19 March 2027	London	Classroom	**€2,915**
22 - 26 March 2027	Barcelona	Classroom	**€2,275**
1 - 5 March 2027	Frankfurt	Classroom	**€2,175**
8 - 12 March 2027	Munich	Classroom	**€2,425**
26 - 30 April 2027	London	Classroom	**€2,915**
5 - 9 April 2027	Barcelona	Classroom	**€2,275**
12 - 16 April 2027	Frankfurt	Classroom	**€2,175**
19 - 23 April 2027	Paris	Classroom	**€2,810**
3 - 7 May 2027	London	Classroom	**€2,915**

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Seminar dates

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Live dates and pricing for Contract Audit and Compliance Review generated from the course details page.

Date	Location	Format	Fee
10 - 14 May 2027	Barcelona	Classroom	**€2,275**
17 - 21 May 2027	Frankfurt	Classroom	**€2,175**
24 - 28 May 2027	Rome	Classroom	**€2,830**
7 - 11 June 2027	London	Classroom	**€2,915**
14 - 18 June 2027	Barcelona	Classroom	**€2,275**
21 - 25 June 2027	Frankfurt	Classroom	**€2,175**
19 - 23 July 2027	London	Classroom	**€2,915**
26 - 30 July 2027	Barcelona	Classroom	**€2,275**
5 - 9 July 2027	Frankfurt	Classroom	**€2,175**
12 - 16 July 2027	Amsterdam	Classroom	**€3,215**

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Seminar dates

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Live dates and pricing for Contract Audit and Compliance Review generated from the course details page.

Date	Location	Format	Fee
23 - 27 August 2027	London	Classroom	**€2,915**
2 - 6 August 2027	Barcelona	Classroom	**€2,275**
9 - 13 August 2027	Frankfurt	Classroom	**€2,175**
16 - 20 August 2027	Cape Town	Classroom	**€1,825**
6 - 10 September 2027	London	Classroom	**€2,915**
13 - 17 September 2027	Barcelona	Classroom	**€2,275**
20 - 24 September 2027	Frankfurt	Classroom	**€2,175**
11 - 15 October 2027	London	Classroom	**€2,915**
18 - 22 October 2027	Barcelona	Classroom	**€2,275**
25 - 29 October 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

Available seminar dates

Live dates and pricing for Contract Audit and Compliance Review generated from the course details page.

Date	Location	Format	Fee
4 - 8 October 2027	Geneva	Classroom	**€3,315**
15 - 19 November 2027	London	Classroom	**€2,915**
22 - 26 November 2027	Barcelona	Classroom	**€2,275**
1 - 5 November 2027	Frankfurt	Classroom	**€2,175**
8 - 12 November 2027	Istanbul	Classroom	**€2,825**
27 - 31 December 2027	London	Classroom	**€2,915**
6 - 10 December 2027	Barcelona	Classroom	**€2,275**
13 - 17 December 2027	Frankfurt	Classroom	**€2,175**
20 - 24 December 2027	Kuala lumpur	Classroom	**€2,425**
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**
10 - 14 May 2027	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**

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2 - 6 August 2027	Online / Live	Online / Live	**€1,625**
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**

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15 - 19 November 2027	Online / Live	Online / Live	**€1,625**
22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**