



Consulting and Training | Reach New Heights

**Course Name**

# Material Cataloguing, Specification and Contract

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**Sector Name**

Procurement & Supply Chain Operations

**Document Type**

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## Material Cataloguing, Specification and Contract

### Course Introduction

Effective material management starts long before procurement and continues well beyond contract award. Poor material cataloguing, unclear specifications, or weak contract alignment often lead to delays, cost overruns, disputes, and operational inefficiencies.

Developed by **Boost**, this course provides an integrated and practical understanding of material cataloguing, technical specifications, and contractual requirements as interconnected disciplines. Participants learn how accurate material definition, proper specification, and contract clarity work together to support procurement efficiency, compliance, and operational performance.

**Boost's Material Cataloguing, Specification and Contract - Intermediate course** equips professionals to manage materials lifecycle professionally—from identification to contractual control

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## Material Cataloguing, Specification and Contract

### Target Audience

- ✓ Procurement and supply chain professionals
- ✓ Materials and inventory management staff
- ✓ Contract administrators and commercial teams
- ✓ Engineering and technical support staff
- ✓ Project and operations professionals dealing with materials

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## Material Cataloguing, Specification and Contract

### Learning Objectives

- ✓ Understand the role of material cataloguing in operational efficiency
- ✓ Apply structured approaches to material classification and coding
- ✓ Develop clear and fit-for-purpose material specifications
- ✓ Align specifications with procurement and contract requirements
- ✓ Understand contractual implications related to materials
- ✓ Reduce operational and contractual risks related to materials

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## Material Cataloguing, Specification and Contract

### Course Outline

#### ✓ DAY 01

##### **Foundations of Material Management**

##### **Module 1: Understanding Material Cataloguing**

- ✓ Purpose and value of material catalogues
- ✓ Impact of poor cataloguing on cost and operations
- ✓ Material cataloguing vs. inventory listing

##### **Module 2: Material Classification and Coding**

- ✓ Classification principles and logic
- ✓ Coding structures and hierarchies
- ✓ Avoiding duplication and inconsistency

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## Material Cataloguing, Specification and Contract

### Course Outline

#### ✓ Day 02

##### **Building and Maintaining Material Catalogues**

##### **Module 3: Material Data Structure and Attributes**

- ✓ Mandatory and optional material fields
- ✓ Technical, commercial, and logistical attributes
- ✓ Standardization of material data

##### **Module 4: Managing Catalogue Accuracy and Updates**

- ✓ New material requests and approvals
- ✓ Change control and version management
- ✓ Governance of material catalogues

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## Material Cataloguing, Specification and Contract

### Course Outline

#### ✓ Day 03

##### **Material Specifications**

##### **Module 5: Purpose and Types of Specifications**

- ✓ Functional vs. technical specifications
- ✓ Performance-based specifications
- ✓ Avoiding over-specification and ambiguity

##### **Module 6: Writing Clear Material Specifications**

- ✓ Key components of effective specifications
- ✓ Aligning specifications with operational needs
- ✓ Managing stakeholder input and reviews

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### Course Outline

#### ✓ Day 04

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## Material Cataloguing, Specification and Contract

### Course Outline

#### ✓ Day 05

##### **Integration and Best Practices**

##### **Module 9: Integrating Cataloguing, Specifications, and Contracts**

- ✓ End-to-end material lifecycle thinking
- ✓ Coordination between technical, procurement, and legal teams
- ✓ Preventing gaps and misalignment

##### **Module 10: Improving Material Management Performance**

- ✓ Common pitfalls and lessons learned
- ✓ Best practices for material control
- ✓ Continuous improvement approaches

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## Material Cataloguing, Specification and Contract

### Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4950.00 \$	England , London
April 27, 2026	May 1, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
July 27, 2026	July 31, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Oct. 5, 2026	Oct. 9, 2026	5 days	4250.00 \$	UAE , Dubai

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