

# contractcommunicator

collaborate > communicate > converge

## THE INTELLIGENT CONTRACT COMMUNICATION PLATFORM

C-COM is a web-based contract administration system which identifies and communicates commercial risk + change and automates proper contractual response and compliance. For Owners, EPCM's, Consultants and Contractors.

- **Simplify compliance** with contractual claims administration processes
- Reliable history of contemporary site records to easily **find out "what happened?"**
- **Resolve disputes quickly** and avoid costly litigation
- Improve your ability to **detect and mitigate risks** during execution
- Generate various contractual forms of **correspondence in seconds**
- **Reduce dependency on individuals** and their own record keeping practices

Developed in conjunction with leading construction law and contract specialists.

Oil & Gas Mining Energy Building Telecoms Rail Roads

Visit [www.contractcommunicator.com](http://www.contractcommunicator.com) to view project profiles and client testimonials

# SUITE OF COMPONENTS

C-COM consists of a number of components, these components are packaged and made available in 4 different configurations - see **Configurations** for more information.

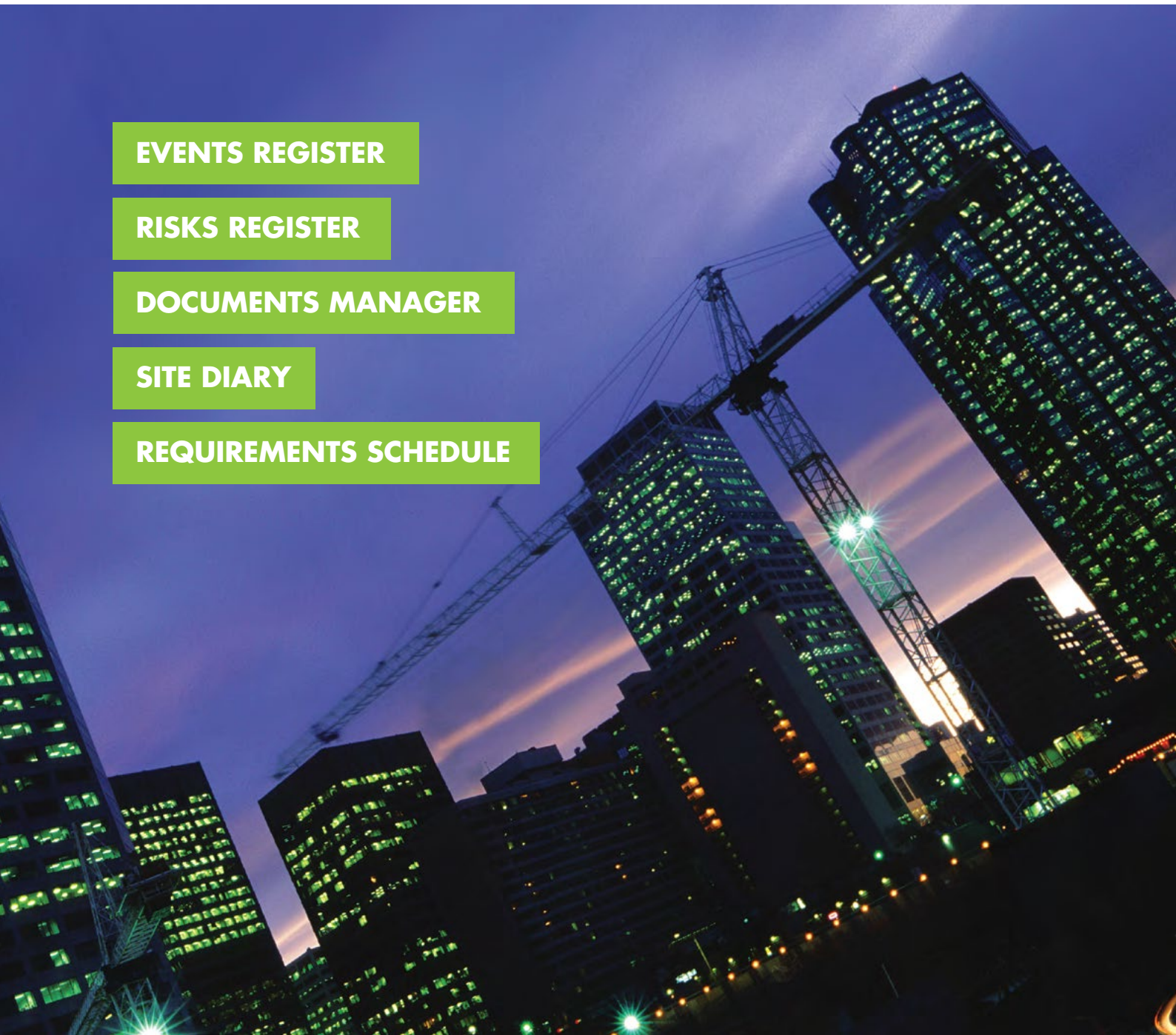
EVENTS REGISTER

RISKS REGISTER

DOCUMENTS MANAGER

SITE DIARY

REQUIREMENTS SCHEDULE



# EVENTS REGISTER

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Tracks, guides and reminds the contractor and engineer / project manager through variations and claims from beginning to end

- Specialized support for popular conditions (including NEC, FIDIC, JBCC and GCC)
- Automatic notice generation and transmission
- Retains and organizes all variation and claim related documentation
- Monitors time bars and reminds users via e-mail and SMS when to act
- On-demand consolidated or contract-specific variation and claim registers
- Real time commercial reporting

Change is an inescapable reality on any construction project, whether that change is intentionally brought about by the employer or the result of unforeseen complications during project execution. C-COM's Events Register provides a basis for managing such events causing change on projects and facilitates compliance and streamlines administration of the resulting variation or claim procedure.

# RISKS REGISTER

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Enables early risk identification and collaborative mitigation

- Automatic Early Warning generation and transmission
- On-demand consolidated or per contract output to PDF or Excel
- Central mitigation strategy development and comments

The key elements to managing risk on construction projects are early identification and communication between stakeholders. C-COM's Risks Register facilitates this by enabling the identification, recording and communication of risks before and during the execution phase.

The Risks Register captures the anticipated impact and severity of the risks and permits the attachment of all supporting documentation. It then allows various parties to suggest risk reduction strategies and discuss the risk online – e-mail alerts keep everyone updated on mitigations and comments.

Effortlessly generate and transmit Early Warnings (NEC compliant) and output contract-specific or consolidated risk registers for discussion at risk reduction meetings.

# DOCUMENTS MANAGER

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Share files easily and securely

- Easily upload and share all kinds of files
- Granular control of access to files
- Simple file transmission facilities
- Specialized photo handling

Proper control of key documentation is a must for successful contract administration. It helps immeasurably if this documentation is accessible to all stakeholders regardless of their location.

C-COM possesses a robust document management system to maintain proper records of all documentation in an easy-to-use storage and retrieval system. It also provides an accurate record of when documents were created and transmitted to other parties.



# SITE DIARY

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Facilitates proper record keeping and enhances your ability to detect risk

- Resilient to poor internet reception
- Comprehensive set of available components and configuration options
- Advanced search, collation and export facilities
- Risk triggers activate immediately when risks are detected
- Online/paperless sign-off

Everyone involved in construction projects knows the value of regular, well-kept, accurate and comprehensive site diaries. They are the cornerstone of all good contract administration and the primary source of finding out "what happened".

Unfortunately site diaries often fail to live up to their potential value on account of being illegible, incomplete or lacking the required information. Hard-copy format further complicates extraction of information.

The C-COM Site Diary facilitates direct online submission of site diaries into a searchable database. Site diaries can be collected from several people for several structures/areas/disciplines and consolidated into a single site diary. A built-in approval system notifies users when their electronic signature is required.

Powerful reporting facilities allow immediate access to a variety of flexible reports with MS Excel export facilities. Management can setup personalized triggers to be notified via e-mail or SMS when particular circumstances are detected.

**SPECIALIZED FACILITIES FOR UNDERGROUND MINING PROJECTS AVAILABLE, SPEAK TO US TO FIND OUT MORE.**

# REQUIREMENTS SCHEDULE

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Tracks what you need from others and what they need from you

- Programme monitoring
- Automatic reminders via e-mail and SMS
- Integrated with C-COM Events Register

The construction enterprise is a collaborative process. Within individual organisations and across organisations, people constantly need the cooperation of others to fulfil their duties. C-COM's Requirements Schedule allows for importing of your construction programme in order to allow tracking of deliverables, e.g. access; free-issue materials; activity completion; drawings; etc.

The Requirements Schedule is split into two sections: "My To-Do List" and "My To-Expect list". By reviewing the lists regularly, users are able to easily stay on top of their responsibilities and requirements.

C-COM automatically adds claim related activities to specific users' To-Do lists and escalates these activities before they become overdue.

# CONFIGURATIONS

The C-COM suite of components is available in several different configurations to suit your project and budget.

## C-COM MULTI

A real-time contract communication platform which two or more parties agree to use on a particular project. Use of the system is specified in the particular conditions of contract and C-COM Multi becomes the exclusive means of communication for specific purposes. C-COM Multi includes the full suite of C-COM components.

## C-COM LITE & LITE+

C-COM Lite focuses on site data and allows multiple sites/contracts/locations to be monitored. Multiple parties can access C-COM Lite so employers can sign off site diaries online. C-COM Lite+ includes the Risks Register component.

## C-COM SOLO

Intended for use by one party only. Instead of multiple parties interacting in real-time using C-COM to generate and transmit information, only one party uses C-COM Solo to generate and transmit information. Correspondence received from other parties is manually recorded.

### CONFIGURATIONS COMPARISON

	C-COM LITE	C-COM LITE+	C-COM SOLO	C-COM MULTI
Site Diary	●	●	●	●
Risks Register		◐	◐	●
Events Register*			◐	●
Requirements Schedule	●	●	●	●
Documents Manager	●	●	●	●

\* The Events Register supports various popular conditions of contract, including: NEC; FIDIC; JBCC and GCC. For more information visit [www.contractcommunicator.com](http://www.contractcommunicator.com)





# SUPPORTING SERVICES

Contract Communicator Systems provides the following services to its clients:

## **ONGOING ADMINISTRATION**

All administration (e.g. new users, changes to approvers, configuration) of C-COM is performed by Contract Communicator Systems Client Support for the duration of the project.

## **TELEPHONE AND E-MAIL SUPPORT**

Telephonic and e-mail support is provided during business hours (08:00-17:00, Monday to Friday) at no additional cost.

## **ONSITE SUPPORT**

Contract Communicator Systems representatives travel to a specified destination to provide assistance as required.

## **BESPOKE REPORTING**

Contract Communicator Systems programmers are able to develop custom reports according to clients' particular requirements, these reports can be accessed on-demand or via e-mail subscription.

## **CUSTOMIZATION**

C-COM's architecture is such that it can rapidly be modified or extended. Contract Communicator Systems programmers can customize C-COM to meet clients' unique requirements.

## **TRAINING**

Group training can be conducted with users to bring new team members up to speed quickly and cost effectively. Contract Communicator Systems offers full and half-day training courses.



# IMPLEMENTING C-COM

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C-COM is implemented on a per project basis and is ideally specified for use in the particular conditions of contract in which case it becomes the primary means of contractual communication between project stakeholders (typically the employer, EPCM and contractors). C-COM is licensed on a per-project or enterprise basis.

## PER-PROJECT LICENSING

Get in touch with us and we'll send a C-COM representative to meet with you, perform a demo and discuss your specific project's requirements. We'll then send you a proposal, upon acceptance of the proposal the implementation process proceeds as follows:

1. Kick-off meeting with project management team
2. Complete C-COM setup for project
3. Conduct training session
4. Send login details to users and commence use of C-COM
5. Monitor and provide feedback

## ENTERPRISE LICENSING

Enterprise licensing is attractive for companies wishing to rollout C-COM onto all their projects and realize greater benefits and cost savings. Contact us to find out more about enterprise licensing.

# SECURITY & CONNECTIVITY

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## Your data is safe and secure

C-COM servers are located in state of the art ISO 27001 compliant data centres which meet the most exacting standards, including: 24/7 monitoring, fire suppression, fully redundant power and stringent physical security.

All data exchanged between users and C-COM is protected from interception by SSL (Secure Socket Layer) encryption.

To ensure maximum uptime and the safety of your data, Contract Communicator has implemented a geographically redundant DRP (Disaster Recovery Plan).

Authorized users can access C-COM from anywhere in the world, all that is required is an internet connection and a browser.

## contractcommunicator

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