COURSE OVERVIEW HE0240
Certified Safety Auditing, Hazard Identification & Site Inspection
Safety Inspector Qualification

Course Title
Certified Safety Auditing, Hazard Identification & Site Inspection: *Safety Inspector Qualification*

Course Date/Venue
July 22-26, 2024/Boardroom 3, Southern Sun Abu Dhabi Hotel, Abu Dhabi, UAE

Course Reference
HE0240

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes practical sessions for safety auditing and site inspection. Theory learnt in the class will be applied using PSM and HSE system auditing for hazard identification and site inspection in accordance with the applicable international standards.

PSM and HSE System auditing is an independent appraisal function undertaken by an organization to examine and evaluate its activities. The objective of PSM and HSE auditing is to provide information to those in management in support of decision making and to assist members of the organization in the effective discharge of their responsibilities.

To this end, PSM & HSE auditing may furnish the organization with analyses, appraisals, recommendations, counsel, or information concerning the activities reviewed the adequacy and effectiveness of the organization's system of PSM/HSE control, and the quality of performance. The information furnished to different members of the organization may vary in format and detail, depending upon the requirements and requests of those commissioning the audit(s).

Throughout the world PSM/HSE auditing is performed in diverse environments and within organizations which vary in purpose, size, and structure. In addition, the laws and customs within various countries differ from one another. These differences may affect the practice of PSM/HSE auditing in each environment. The implementation of these Standards, therefore, will be governed by the environment in which the auditing function carries out its assigned responsibilities. Conformance with the concepts enunciated by the Standards is essential before the responsibilities of PSM/HSE auditors can be met.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a "*Certified PSM/HSE Auditor*"

- Perform PSM and HSE auditing, hazard identification and site inspection in a professional manner

- Identify hazards and assess risks in accordance with the international rules and standards

- Carryout proper safety control methodology including job hazard analysis, change analysis, process hazard analysis, phase hazard analysis and describe the hierarchy of hazard controls

- Identify the auditor's ethics and standards of conduct and recognize their importance in safety auditing, hazard identification and site inspection

- Design a professional audit program taking into consideration the protocols, checklists and guidelines needed for planning and implementation

- Conduct audit engagement by performing the pre-audit activities, on-site-activities and post-audit activities

- Implement the audit control systems including the process of preparing, coordinating, directing and obtaining feedback as well as the audit of regulatory aspects and requirements and recognize the audit of process operations, environmental impacts and the related control technology

- Adapt the auditor personal qualities and communication including the attitude, adaptability, determination and leadership

- Plan and conduct a site inspection and manage an effective inspection program

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides systematic techniques on safety auditing, hazard identification and site inspection for environmental, health, safety and quality management system specialists who need to gain the knowledge and skills necessary to plan, conduct, report, and lead audits of PSM, environmental, health and safety management systems. Further, the course is intended for site inspectors and safety officers.

Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "*Certified PSM/HSE Auditor*". Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-

(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

Haward Technology Middle East
Continuing Professional Development (HTME-CPD)

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CEU Official Transcript of Records

TOR Issuance Date:	**24-Aug-17**
HTME No.	**PAR11317**
Participant Name:	**Ibrahim Al Enazi**

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE0240	**Certified Safety Auditing, Hazard Identification & Site Inspection:** *Safety Inspector Qualification*	August 20-24, 2017	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date	**3.0**

TRUE COPY

Maricel De Guzman
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by

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Certificate Accreditations
Certificates are accredited by the following international accreditation organizations:-

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Fee
US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation
Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Raymond Tegman is a **Senior HSE Consultant** with extensive experience within the **Oil & Gas**, **Petrochemical** and **Refinery** industries. His broad expertise widely covers in the areas of **Root Cause Analysis**, **HSE** Rules & Regulations, Process Safety Management (**PSM**), Process Hazard Analysis (**PHA**), Techniques, **Safety Auditing**, **Hazard** Identification & Site Inspection, **HAZOP**, **HSE** Risk, **Pre-Start-up Safety** Reviews, **HSE Risk** Identification, Assessments & Audit, **HSE Risk** Assessment & Management Concepts, **HSE Management** Policy & Standards, **HSSE Emergency Response & Crisis Management** Operations, **Confined Space Entry**, **Quantitative Risk Assessment** (**QRA**), Hazardous Materials & Chemicals Handling, Safety Precaution & Response Action Plan, **Hazard & Risk** Assessment, Task Risk Assessment (**TRA**), **Rigging** Safety Rules, Machinery & Hydraulic **Lifting Equipment**, Handling **Hazardous Chemicals**, Spill Containment, **Fire** Protection, **Fire** Precautions, **Incidents & Accidents** Reporting, **HSEQ** Audits & Inspection, **HSEQ** Procedures, **Environmental** Awareness, **Waste** Management Monitoring, **Emergency Planning**, **Emergency** Management, **Working at Heights**, **Incident Command**, **Accident & Incident Investigation**, **Emergency Response Procedures**, Job Safety Analysis (**JSA**), Behavioural Based Safety (**BBS**), **Fall Protection**, **Work Permit & First Aid**, Lock-out/Tag-out (**LOTO**), **Emergency Response**, **Construction** Supervision, **Scaffolding** Inspection, **HAZCHEM**, Manual Material Handling, **Road Traffic** Supervision, ISO 9001 and OHSAS 18001.

During his career life, Mr. Tegman has gained his practical and field experience through his various significant positions and dedication as the **Operations Manager**, **Safety & Maintenance Manager**, **Safety Manager**, **Road/Traffic Supervisor**, **Assessor/Moderator**, **Safety Consultant**, **Safety Advisor**, **Safety Officer** and **Liaison Officer** from Zero Harm, SHRA Training & Services (Health & Safety), Road Crete, Balwin Property Development, DEME International, Gladstone Australia, Godavari Gas Pipeline and New Castle NCIG.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1:   *Monday, 22nd of July 2024*

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 1000	***Introduction to HSE Management System Model***
1000 – 1015	*Break*

1015 – 1130	**HSE International Standards** *ISO 14001 ● OHSA 18001 ● OSHA PSM*
1130 – 1245	**HSE Policy & HSE Management System (HSEMS) Structure**
1245 – 1300	*Break*
1300 – 1420	**Hierarchy of HSE Documents & Responsibilities of HSEMS**
1420 – 1430	**Recap**
1430	*Lunch & End of Day One*

Day 2:   **Tuesday, 23rd of July 2024**

0730 – 0930	**Elements of HSE Management System Model** *Element 1- Leadership ● Element 2- Safety ● Element 3- Occupational Health ● Element 4- Product Safety ● Element 5- Environmental Protection ● Element 6- Risk Management*
0930 – 0945	*Break*
0945 – 1100	**Elements of HSE Management System Model (cont'd)** *Element 7- Emergency Response ● Element 8- Incident Reporting & Investigation ● Element 9- Personnel Selection, Competency & Training ● Element 10- External Communication ● Element 11- Legal Requirements ● Element 12- Continuous Improvement*
1100 – 1245	**Hazard Identification, Analysis & Control (HAZID)** *Job Hazard Analysis ● Change Analysis ● Process Hazard Analysis*
1245 – 1300	*Break*
1300 – 1420	**Hazard Identification, Analysis & Control (HAZID) (cont'd)** *Phase Hazard Analysis ● The Hierarchy of Hazard Controls*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Two*

Day 3:   **Wednesday, 24th of July 2024**

0730 – 0930	**Auditor's Ethics & Standards of Conduct** *Conflict of Interest ● Independence ● Proficiency ● Material Facts & Disclosure ● Due Professional Care ● Confidentiality*
0930 – 0945	*Break*
0945 – 1100	**Audit Program Design & Management** *Audit Program Objectives & Scope ● Audit Program Organization ● Protocols, Checklists & Guides ● Frequency of Audits & Selection of Sites ● Quality Assurance Provisions ● Auditor Staffing & Training ● Document Management*
1100 – 1245	**Conducting Audit Engagements: (1) Pre-Audit Activities** *Establishment of Audit Scope & Objectives & their Communication to Interested Persons ● Assembly & Review of Available Information Pertinent to the Audit ● Preparation of the Audit Plan Directed at Efficient & Effective Use of Resources to Achieve Audit Objectives ● Contact with the Auditee to Exchange Information & Begin to Lay the Groundwork for a Cordial & Productive Working Relationship ● Team Selection & Coordination to Assure that all Members are Capable & Prepared to Carryout their Assigned Role ● Determination of Final Report Scope, Format & Distribution*
1245 – 1300	*Break*
1300 – 1420	**Conducting Audit Engagements: (2) On-Site Activities** *Opening Meeting ● Collecting Audit Evidence ● Development & Review of Findings ● Closing Meeting*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Three*

Day 4:   **Thursday, 25th of July 2024**

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0730 – 0930	***Conducting Audit Engagements: (3) Post-Audit Activities*** *Reporting ● Documentation ● Corrective Action*
0930 – 0945	*Break*
0945 – 1100	***Audit of Internal Control Systems*** *Preparing ● Coordinating ● Directing ● Obtaining Feedback ● Continuous Improvement*
1100 – 1245	***Audit of Regulatory Aspects*** *Process of Development of Environmental Health & Safety Regulations ● Governmental, Mother Company & Local Bodies in Environmental Health & Safety Regulations ● Regulatory Requirements ● Enforcement Policy & Procedures*
1245 – 1300	*Break*
1300 – 1420	***Audit of Process Operations, Environmental Impacts & Related Control Technology*** *Typical Environmental Health or Safety Impacts ● Monitoring of Environmental Health & Safety Impacts ● Control Techniques & Devices ● Operation & Maintenance of Control Devices & Techniques*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5:   **Friday, 26th of July 2024**

0730 – 0930	***Auditor Personal Qualities & Communication*** *Attitude ● Teamwork ● Adaptability ● Determination ● Communications ● Leadership*
0930 – 0945	*Break*
0945 – 1045	***Site Inspection*** *Plan & Conduct a Site Inspection ● Complete Inspection Reports ● Develop Recommendations & Follow-Up ● Manage an Effective Inspection Program*
1045 – 1200	***Site Inspection (cont'd)*** *Establish Pre & Post-Inspection Tasks ● What to Inspect & where to Gather Information ● Recording Observations Accurately ● Developing & Using Checklists in Continuous & Formal Inspections*
1200 – 1215	*Break*
1215 – 1300	***Site Inspection (cont'd)*** *Handling Employee Reactions to the Inspection Process ● Analyzing Data & Setting Priorities ● Observation Techniques*
1300 – 1315	***Course Conclusion***
1315 – 1415	***COMPETENCY EXAM***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions/Site Visit

Site visit will be organized during the course for delegates to practice the theory learnt:-
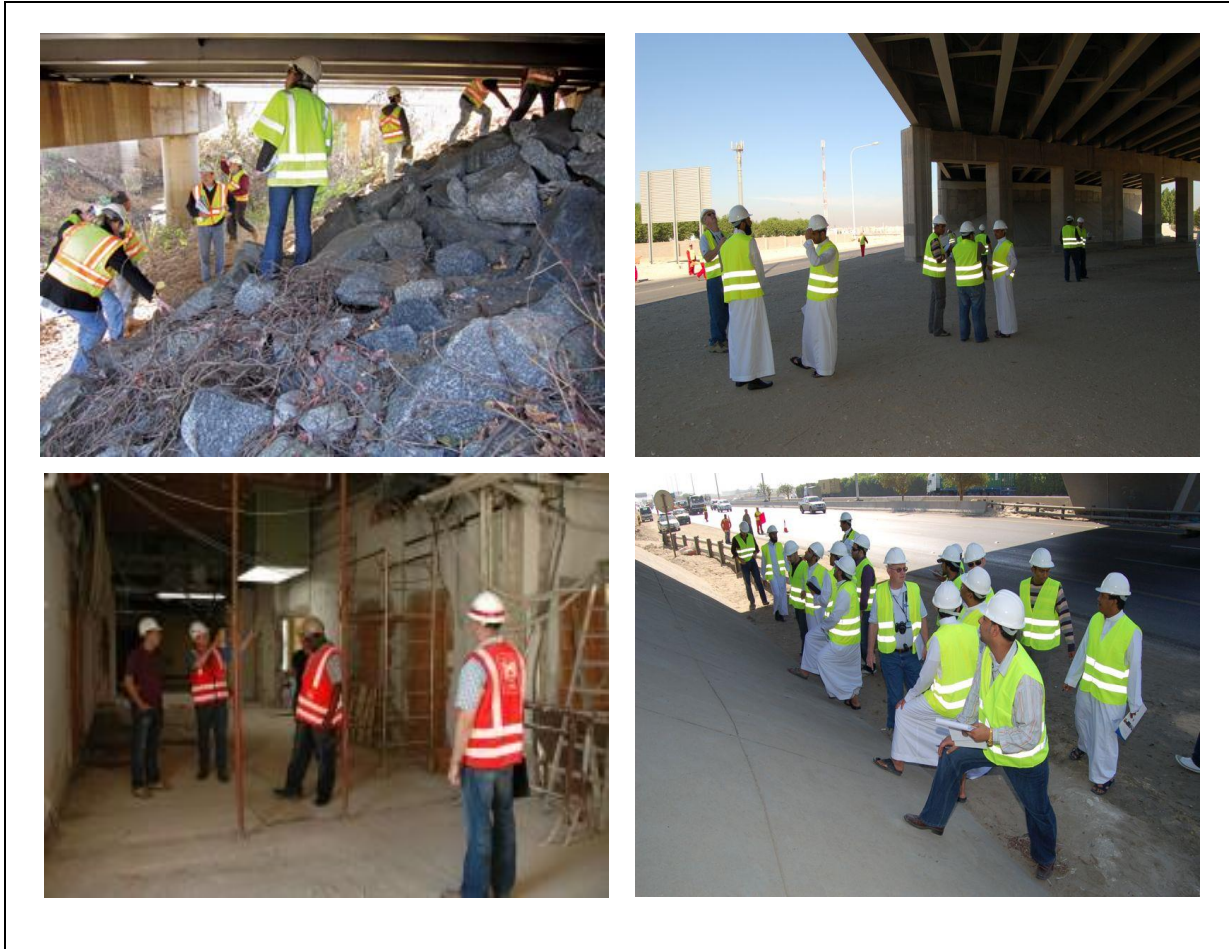
Course Coordinator
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