COURSE OVERVIEW HE0851
Certified Incident Investigator
Incident Investigation & Reporting
(NFPA, OSHA, API, ISO & ANSI Standards)

Course Title

Certified Incident Investigator: *Incident Investigation & Reporting (NFPA, OSHA, API, ISO & ANSI Standards)*

Course Reference

HE0851

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Date/Venue

Session(s)	Dates	Venue
1	June 02-06, 2024	Oryx Meeting Room, Doubletree By Hilton Doha-Al Sadd, Doha, Qatar
2	October 06-10, 2024	Kizkulesi, Crown Plaza Istanbul Asia Hotels & Convention Center, Istanbul, Turkey
3	January 05-09, 2025	The Kooh Al Noor Meeting Room, The H Dubai Hotel, Sheikh Zayed Rd - Trade Centre, Dubai, UAE

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

Incident investigation and reporting describe the process and responsibilities for internal reporting of HSE incidents which occurs in company's operational area or related to company's activity. A high percentage of incidents are caused by human error and lack of proper training. The number of such incidents may be greatly reduced by thorough investigation of incidents, establishing root causes, implementing effective corrective and preventative actions. This course is designed to introduce the attendees to established methods, of achieving this in a structured and proven manner.

This course is designed to provide participants with a comprehensive knowledge and skills on the techniques and procedures for incident investigation and reporting. It covers the incident and accident investigation process and the related company's procedures; the common causes of incidents and the various types of incident to investigate; the incident investigation techniques; the link between investigation and risk assessment, framework for incident investigation and analysis; and the analyses and commutate data.

The root cause analysis presented in this course is designed for use in investigating and categorizing the root causes of events with safety, health, environmental, quality, reliability and production impacts, although the exercises and case studies used in this course are predominantly those having safety and health impacts.

OSHA Incident [Accident] Investigations: A Guide for Employers (2015) will be used as guidance document provides participants with a systems approach to identifying and controlling the underlying or root causes of all incidents in order to prevent their recurrence. NFPA 921 will also be used to set the bar for scientific-based investigation and analysis of fire and explosion incidents.

By the end of the course, participants will be able to employ incident investigation to identify true root causes; recognize the root cause analysis, intermediate and root cause of incidents, cause tree analysis, fault tree analysis and events and causal factors analysis; carryout various strategies to ensure the organization learns from safety failures; employ structured data collection, investigating, interviewing and story boarding; apply applicable accident investigation procedures and investigate accidents and incidents in a professional manner; develop conclusions and recommendations; illustrate company's HSE incidents reporting flow diagram; and perform proper incident reporting.

API RP 585, Pressure Equipment Integrity Incident Investigation, recommended practice will be used as case study during the course in addition to API Investigation Tiers and Root Cause Analysis

Course Objectives

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

- Get certified as a "*Certified Incident Investigator*"
- Apply and gain a good working knowledge on incident reporting and investigation
- Discuss incident and accident investigation process and define related company's procedures
- Identify the common causes of incidents and the various types of incident to investigate
- Prevent, report and apply incident investigation techniques
- Determine the link between investigation and risk assessment as well as the framework for incident investigation and analysis
- Collect analyses and commutate data
- Employ incidents investigation to identify true root causes
- Recognize the root cause analysis, intermediate and root cause of incidents, cause tree analysis, fault tree analysis and events and causal factors analysis
- Carryout various strategies to ensure the organization learns from safety failures
- Employ structured data collection, investigating, interviewing and story boarding
- Apply applicable accident investigation procedures and investigate accidents and incidents in a professional manner
- Develop conclusions and recommendations, illustrate company's HSE incidents reporting flow diagram and proper incident reporting
- Recognize OSHA Incident [Accident] Investigations, NFPA 921, API RP 585, and ISO 45001 standards

Applicable Codes & Standards

This course is based on the following Codes & Standards: -

- NFPA (National Fire Protection Association) 921 Standard: This standard provides guidelines for fire and explosion investigations, including procedures for evidence collection and analysis, and guidelines for determining the origin and cause of a fire or explosion.
- OSHA (Occupational Safety and Health Administration) Standards: OSHA provides guidelines for employers to follow in the event of a workplace incident. The guidelines include reporting requirements, investigations, and corrective actions to prevent future incidents.
- API (American Petroleum Institute) RP (Recommended Practice) 754: This standard provides guidelines for process safety performance measurement, including incident investigation, root cause analysis, and corrective action implementation.
- ISO (International Organization for Standardization) 45001 Standard: This standard provides guidance for establishing and maintaining an Occupational Health and Safety Management System (OHSMS). It includes guidelines for conducting incident investigations, analyzing root causes, and implementing corrective actions.
- ANSI (American National Standards Institute) Z16.2 Standard: This standard provides a framework for conducting incident investigations and includes guidelines for reporting and analysis.

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 conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspect and considerations of incident investigation and reporting for managers, team leaders, engineers, superintendents, supervisors and those in-charge of incident investigation or reporting.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

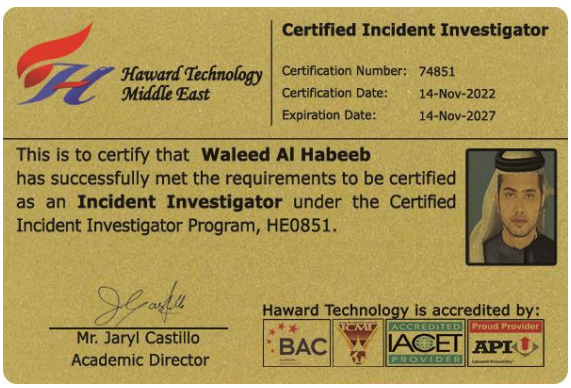
Course Certificate(s)

(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 Incident Investigator*". 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)

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-22

HTME No. 74851

Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE0851	Certified Incident Investigator	November 10-14, 2022	30	3.0

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

TRUE COPY

Jaryl Castillo
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, 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

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | E-mail: info@haward.org | Website: www.haward.org

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.

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. John Burnip, EHS, SAC, STS, NEBOSH-ENV, NEBOSH-IGC, NEBOSH-IFC, NEBOSH-PSM, NEBOSH-IOG, TechIOSH, is a **NEBOSH Approved Instructor** and a **Senior HSE Consultant** with over **50 years** of practical **Offshore & Onshore** experience within **Oil**, **Gas**, **Refinery**, **Petrochemical** and **Nuclear** industries. His wide experience covers **NEBOSH** International General Certificate in Occupational Health & **Safety**, **NEBOSH** National Certificate in Construction Health & Safety, **NEBOSH** Certificate in Process Safety Management, **NEBOSH** Environmental Management Certificate, **NEBOSH** Certificate in Fire Safety, **NEBOSH** International Oil & Gas Certificate, **PHA**, **HAZOP**, **HAZCOM**, **HAZMAT**, **HAZID**, **Hazard & Risk Assessment**, **Emergency Response Procedures** Behavioural Based Safety (**BBS**), **Confined Space Entry**, **Fall Protection**, **Emergency Response**, H_2S, Safety Management System (**ISO 45001**), **Accident/Incident Investigation** System and Report PSM, **Risk Assessment**, **SCE FMEA Failure Investigations**, Site Management Safety Training (**SMSTS**), **Occupational Health & Safety and Industrial Hygiene, Crisis Management & Damage Control** in Oil & Gas Industry, **Enhancing HSSE Safety Performance & Effectiveness**, **Overhead & Gantry Crane Safety**, **HSSE Principles & Practices Advanced**, **Lifting & Rigging Equipment** Lifting Tackles Inspection License/Relicense, **API 780 Security Risk Assessment Methodology** for Petroleum & Petrochemical, **Advanced Process Safety Management** with PHA, **Quantitative and Qualitative Risk Assessment**, IADC/API **Mobile Drilling Rig Inspections**, **Maintenance and Audits**, **H2s Training and Rescue with Respiratory Equipment**, Job Safety Analysis (**JSA**), **Work Permit & First Aid**, Project HSE Management System, Health & Hygiene Inspection, PTW Control, Process Modules Fire & Gas Commissioning, MSDS, Ergonomics, Lockout/Tagout, Fire Safety & Protection, Spill Prevention & Control, **Tower & Scaffold Inspection**, **Scaffolding** Operations, **Scaffolding** Equipment, Bracket Scaffolds, **Scaffolding** Labelling, **Pre-fab Scaffolding**; Erecting, Maintaining & Dismantling **Scaffolding** in accordance with the **British Standards Code of Practice 5973**; **Heavy Lifting** operations, Cantilevered Hoists, **Offshore** Operations, **Offshore** Construction, Basic **Offshore Safety** Induction & Emergency Training (BOSIET), **Onshore** Fabrication & **Offshore** Pipelaying & Hook-Up, **Crane** Inspection, **Crane** Operations, Oilfield Startup & Operation, Steel Fabrication, OSHA, **ISO 9001**, **ISO 14001**, **OHSAS 18001** and **IMO** (**SOLAS**) Regulations. Mr. Burnip has greatly contributed in upholding the highest possible levels of safety for numerous International Oil & Gas projects, Generation Systems & Platform Revamp, LPG & Gas Compression, Marine, Offshore and Power Plant Construction. Currently, he is the **HSE Advisor** of Solvay wherein he is responsible in planning and implementation of the corporate safety program (OSHA codes).

During Mr. Burnip's long career life, he had successfully carried out numerous projects in **Europe**, **North America**, **South America**, **Southeast Asia**, **Middle East** and the **North Sea**. He had worked for Delta Offshore Group, Solvay Asia Pacific, Likpin Dubai, SADRA/DOT, **ZADCO**, **McDermott** International (USA, Qatar, Egypt, India, Oman, Dubai and Abu Dhabi), **PDO**, **Shell**, **ARAMCO**, Salman Field, Leman Offshore Gas Field, GEC, Harland & Wolff PLC Belfast in North Ireland, Howard Doris – Kishorn in Scotland, **Westinghouse** Electric in Brazil and South Korea and **Chevron** Oil in Scotland as the **Commissioning Project Engineer**, **Project & Safety Engineer**, **Estimating Engineer**, **Senior Instrument Engineer**, **Instrument Field Engineer**, **Lead Instrument Engineer**, **Instrument Engineer**, **Engineer**, **Emergency Response Training Manager**, **HSE Advisor**, **HSE Instructor**, **HSE Supervisor**, **Instrumentation Supervisor**, **Instrumentation Specialist**, **Project Coordinator**, **Instrumentation Technician** and **Tank Farm Instrumentation Technician**.

Mr. Burnip has a **Bachelor's** degree in **Business Studies** from the **Somerset University** (**UK**). He is a **Certified/Registered Tutor** in **NEBOSH Certificate in Environmental Management**, **NEBOSH International General Certificate**, **NEBOSH International Certificate in Fire Safety & Risk Management**, **NEBOSH Process Safety Management Certificate** and **NEBOSH International Oil & Gas Certificate**; a **Certified Safety Auditor** (SAC); a **Certified ISO 45001** Auditor; an **Environmental Health and Safety Management Specialist** on Fall Protection, Elevated Structures, Material Handling, Trenching & Excavations; a Welding Brazing Safety Technician; a **Certified Safety Administrator** (**CSA**) - General Industry; a **Safety Manager/Trainer** – General Industry; a **Petroleum Safety Manager** (**PSM**) - Drilling & Servicing; a **Petroleum Safety Specialist** (**PSS**) - Drilling & Servicing; a **Safety Planning Specialist**; a **Safety Training Specialist**; a **Certified Instructor/Trainer**; a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**) and further holds a Certificate in **Mechanical Engineering Craft Practice** from the **City & Guilds of London Institute**; a **NEBOSH Level 3** Construction Certificate (UK); and holds a **Cambridge Teaching Certificate**. He is a well-regarded member of the **National Association of Safety Professionals**, the **Association of Cost Engineers** (**UK**), **Institution of Occupational Safety & Health** (**TechIOSH**) and an **Associate Member** of **World Safety Organization**. Further, he has conducted innumerable trainings, workshops and conferences worldwide.

Course Fee

Doha	**US$ 6,000** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Istanbul	**US$ 6,000** per Delegate + **VAT**. This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	**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.

Course Program

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

Day 1

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0900	***Introduction to Incident Investigation***
0900 – 0930	***Principles of Accident Investigation***
0930 – 0945	*Break*
0945 – 1030	***Benefits of Accident Prevention***
1030 – 1120	***Company's Related Definitions/Procedures***
1120 – 1230	***Common Causes of Incidents***
1230 – 1245	*Break*
1245 – 1320	***Company's Definitions for Incidents, Near Misses, etc***
1320 – 1420	***Types of Incident to Investigate***
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2

0730 – 0830	***Preventing Incidents***
0830 – 0930	***Reporting Incidents***
0930 – 0945	*Break*
0945 – 1030	***Incident Investigations***
1030 – 1120	***Investigation Techniques***
1120 – 1230	***Accident Reporting & Scope of Investigation***
1230 – 1245	*Break*
1245 – 1330	***Accident Investigation Process using ISO 45001 Clause 10.2***
1330 – 1420	***Stages of Accident Investigation***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3

0730 – 0830	***On Site Investigation Process***
0830 – 0930	***The Link between Investigation & Risk Assessment***
0930 – 0945	*Break*
0945 – 1030	***Framework for Incident Investigation & Analysis***
1030 – 1120	***Root Cause Analysis***
1120 – 1230	***Identifying Intermediate & Root Causes of Incidents using OSHA Incident [Accident] Investigations: A Guide for Employers***
1230 – 1245	*Break*
1245 – 1330	***Cause Tree Analysis***
1330 – 1420	***Fault Tree Analysis***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4

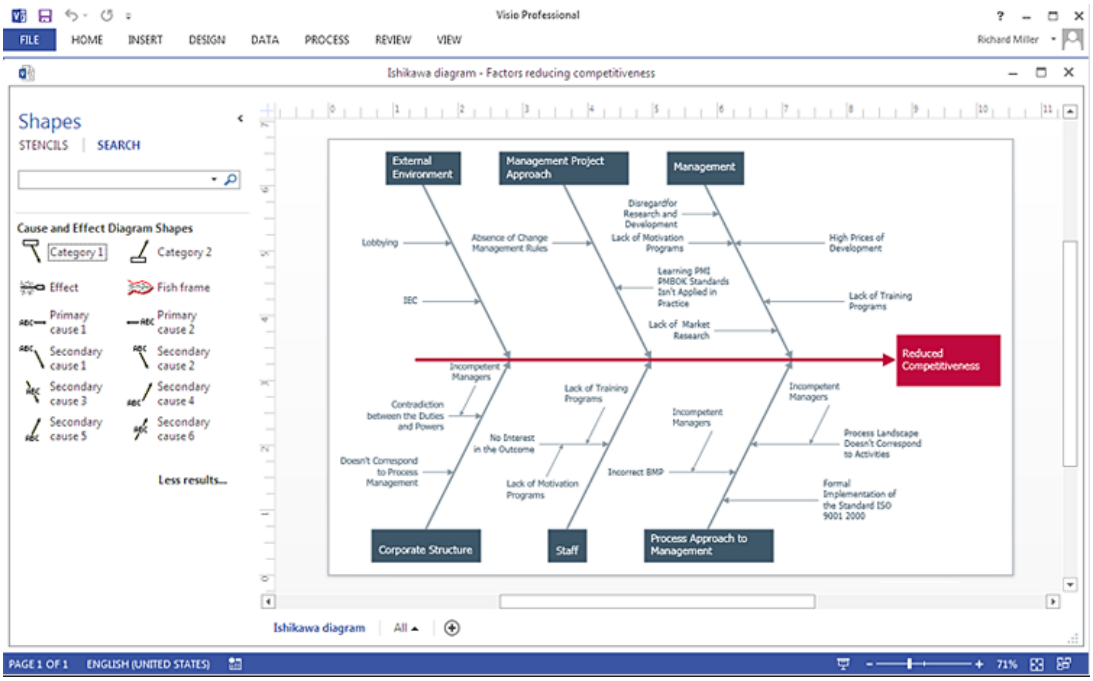
0730 – 0830	***Basic Competencies of Human Factors***
0830 – 0930	***Events & Causal Factors Analysis***
0930 – 0945	*Break*
0945 – 1100	***Data to Include in Investigation Reports***
1100 – 1230	***Structured Data Collection***
1230 – 1245	*Break*
1245 – 1330	***Investigating Incident using ISO 45001*** *Step 1: Preserve & Document the Scene • Step 2: Collect Information • Step 3: Determine the Root-causes • Step 4: Implement Corrective Actions • Step 5: Feedback to Person(s) Reporting the Incident*
1330 – 1420	***Witness Interview Techniques***
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5

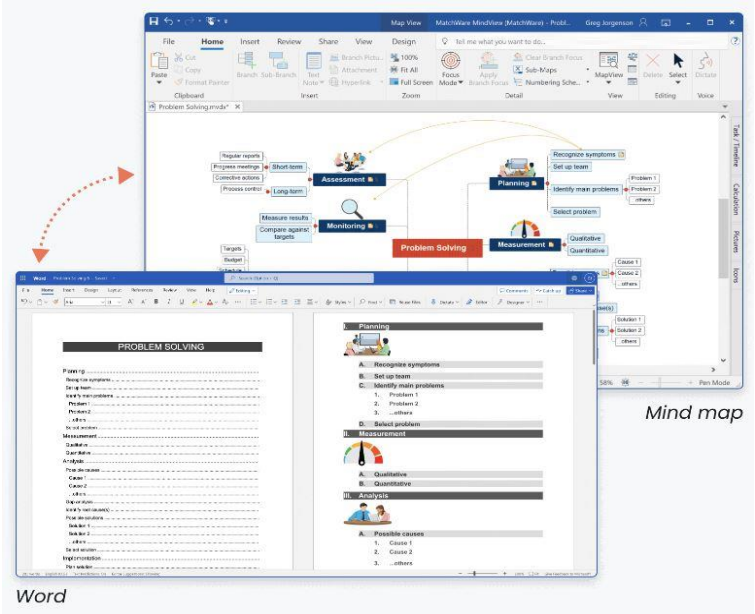
0730 – 0830	***Storyboarding, ISO 45001 Incident Reporting & Investigation Procedure Template***
0830 – 0930	***Developing Conclusions & Recommendations***
0930 – 0945	*Break*
0945 – 1030	***Company's HSE Incidents Reporting Flow Diagram***
1030 – 1120	***Reporting Incidents on My HSSE***
1120 – 1215	***Practical Exercise on Root Cause Analysis (Examples of Incidents and Workshop to Investigate a Sample) using NFPA 921 of Fire & Explosion Incidents***
1215 – 1230	*Break*
1230 – 1300	***Practical Exercises & Case Study using API RP 585, Pressure Equipment Integrity Incident Investigation & Recommended Practice***
1300 – 1315	***Course Conclusion***
1315 – 1415	***COMPETENCY EXAM***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Simulator (Hands-on Practical Sessions)

Practical session will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the simulator “Visio” and “Mindview”.



Visio Software



Mindview Software

Course Coordinator

Jaryl Castillo, Tel: +974 4423 1327, Email: jaryl@haward.org