COURSE OVERVIEW HE0257
Carry Out Work Handovers (HSE Critical)

Course Title
Carry Out Work Handovers (HSE Critical)

Course Date/Venue
Session 1: April 07-11, 2025/Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
Session 2: September 07-11, 2025/Boardroom 1, Elite Byblos Hotel, UAE

Course Reference
HE0257

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

Course Description

This hands-on, highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art "HAZOP" simulator.

HAZID and HAZOP study auditing is an independent appraisal function undertaken by safety auditors to examine and evaluate HAZID or HAZOP study. The objective of HAZID/HAZOP auditing is to provide information to management in support of decision making and to assist members of the organization in the effective discharge of their responsibilities. To this end, HAZID and HAZOP auditing may furnish the organization with analyses, appraisals, recommendations, counsel, or information concerning the activities reviewed.

The adequacy and effectiveness of the HAZID or HAZOP study, and the quality of the reports will be determined. 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, HAZID and HAZOP study 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 the auditing process in each environment.

This course is designed to provide participants with an up-to-date knowledge and skills on HAZID and HAZOP study auditing techniques. It includes principles and features of HAZID & HAZOP including HAZOP and HAZID reporting; auditor's ethics and standard of conduct; audit program design and management; pre-audit activities; on-site activities; post-audit activities, audit of internal control systems, audit regulatory aspects, audit of process operations, audit of environmental impacts, auditor personal qualities and communication.

Course Objectives

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

- Apply and gain a good working knowledge on audit on HAZID and HAZOP study and report
- Discuss the principles and features of HAZID and HAZOP covering terminology, organizational structures, function, transfer of responsibilities and reporting
- Explain the auditor's ethics and standards of conduct
- Design and manage an audit program taking in consideration the protocols, checklists and guidelines needed for its planning and implementation
- Conduct audit engagement by observing the pre-audit activities, on-site-activities and post-audit activities
- Discuss the audit of internal control systems including the process of preparing, coordinating, directing and obtaining feedback
- Review the audit of regulatory aspects and requirements and be able to recognize the audit of process operations, environmental impacts and the related control technology
- Determine the auditor personal qualities and communication including the attitude, adaptability, determination and leadership

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 aspects and considerations of auditing techniques of HAZID and HAZOP study reports. It is suitable for safety, HSE, project and quality management system specialists, engineers, managers and other concerned staff.

Accommodation

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

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

- 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.

- 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.

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.

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 **30 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.

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 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 – 0930	***Principles & Features of HAZID & HAZOP*** *Five Primary Functions of HAZID & HAZOP • Management by Objectives • Unity & Chain of Requirement • Transfer of Responsibility • Organizational Flexibility • Unified Arrangement*
0930 – 0945	*Break*
0945 – 1100	***Principles & Features of HAZID & HAZOP (cont'd)*** *Span of Control • Common Terminology • Personnel Accountability • Integrated Communications • Resources Management • Study Action Plan*
1100 – 1215	***HAZID*** *Terminology • Organizational Structure • How the Organization Initially Develops at an HAZID Study*
1215 – 1230	*Break*
1230 – 1420	***HAZID (cont'd)*** *How HAZID Study Function • Transfer of Responsibilities • HAZID Reporting*
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2

0730 – 0930	***HAZOP*** *Terminology • Organizational Structure • How the Organization Initially Develops at a HAZOP Study*
0930 – 0945	*Break*
0945 – 1100	***HAZOP (cont'd)*** *How HAZOP Study Function • Transfer of Responsibilities • HAZOP Reporting*

1100 – 1215	***Auditor's Ethics & Standards of Conduct*** *Conflict of Interest • Independence • Proficiency • Material Facts and Disclosure • Due Professional Care • Confidentiality*
1215 – 1230	*Break*
1230 – 1420	***Audit Program Design & Management*** *Audit Program Objectives and Scope • Audit Program Organization • Protocols, Checklists and Guides • Frequency of Audits and Selection of Sites • Quality Assurance Provisions • Auditor Staffing and Training • Document Management*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3

0730 – 0930	***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*
0930 – 0945	*Break*
0945 – 1100	***Conducting Audit Engagements: (1) Pre-Audit Activities (cont'd)*** *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*
1100 – 1215	***Conducting Audit Engagements: (2) On-Site Activities*** *Opening Meeting • Collecting Audit Evidence • Development & Review of Findings • Closing Meeting*
1215 – 1230	*Break*
1230 – 1420	***Conducting Audit Engagements: (3) Post-Audit Activities*** *Reporting • Documentation • Corrective Action*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4

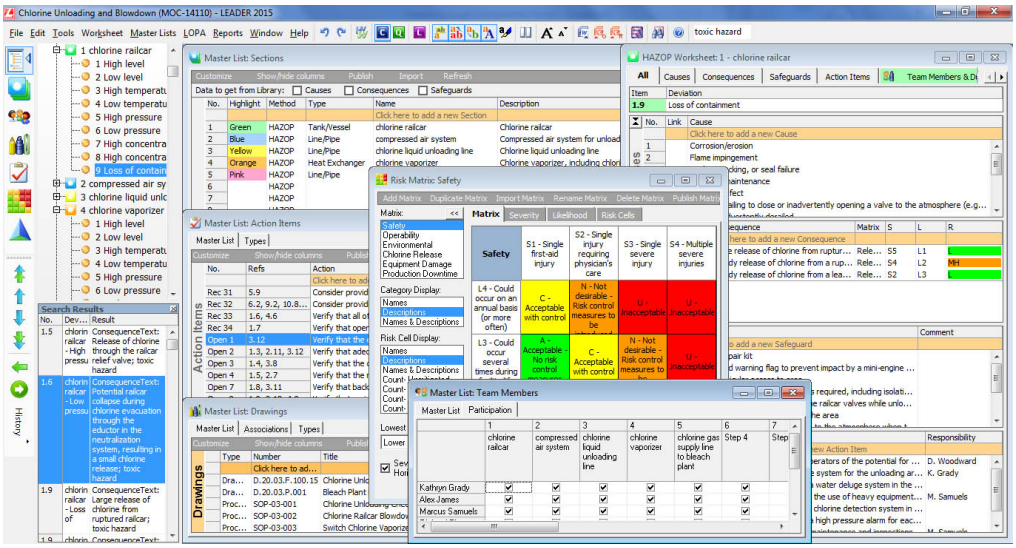
0730 – 0930	***Audit of Internal Control Systems*** *Preparing • Coordinating • Directing*
0930 – 0945	*Break*
0945 – 1100	***Audit of Internal Control Systems (cont'd)*** *Obtaining Feedback • Continuous Improvement*
1100 – 1215	***Audit of Regulatory Aspects*** *Process of Development of Environmental Health and Safety Regulations • Governmental, Mother Company and Local Bodies in Environmental Health and Safety Regulations*
1215 – 1230	*Break*
1230 – 1420	***Audit of Regulatory Aspects (cont'd)*** *Regulatory Requirements • Enforcement Policy and Procedures*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5

0730 – 0930	***Audit of Process Operations, Environmental Impacts and Related Control Technology*** *Typical Environmental Health or Safety Impacts • Monitoring of Environmental Health and Safety Impacts*
0930 – 0945	*Break*
0945 – 1100	***Audit of Process Operations, Environmental Impacts and Related Control Technology (cont'd)*** *Control Techniques and Devices • Operation and Maintenance of Control Devices and Techniques*
1100 – 1215	***Auditor Personal Qualities and Communication*** *Attitude • Teamwork • Adaptability*
1215 – 1230	*Break*
1230 – 1345	***Auditor Personal Qualities and Communication (cont'd)*** *Determination • Communications • Leadership*
1345 – 1400	***Course Conclusion***
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Simulator (Hands-on Practical Sessions)

Practical sessions 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 our state-of-the-art HAZOP simulator.



HAZOP Simulator

Course Coordinator

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