



## COURSE OVERVIEW TM0117 Operating Procedures & Standing Instructions in Petrochemical Operations

### Course Title

Operating Procedures & Standing Instructions in Petrochemical Operations

### Course Date/Venue

Session 1: August 24-28, 2025/Boardroom 1,  
Elite Byblos Hotel Al Barsha,  
Sheikh Zayed Road, Dubai, UAE  
Session 2: November 17-21, 2025/Fujairah  
Meeting Room, Grand Millennium  
Al Wahda Hotel, Abu Dhabi, UAE



### Course Reference

TM0117



### Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

### Course Description



***This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.***



This course is designed to provide participants with a detailed and up-to-date overview of ADNOC Operating Procedures Standards. It covers the vision, mission and core values of ADNOC; the need for standard operation procedures (SOPs) and the impact of non-compliance; the basic structure and components of ADNOC's operating procedures as well as the differences between SOPs, work instructions and guidelines; and developing and implementing SOPs and the steps involved in creating an SOP within ADNOC standards.



During this interactive course, participants will learn the implementation of safety and compliance in ADNOC's procedures with emphasis on HSE; integrating HSE standards and best practices; the periodic review and updating of operating procedures; the feedback mechanisms from incident reports, operational challenges and lessons learned; the continuous improvement and the role of technology in modern operating procedures; and the electronic documentation and integrating of ADNOC's SOP with advanced systems such as SCADA.



### Course Objectives

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

- Apply and gain a good working knowledge on ADNOC operating procedures standards
- Discuss the vision, mission and core values of ADNOC
- Recognize the need for standard operation procedures (SOPs) and the impact of non-compliance
- Identify the basic structure and components of ADNOC's operating procedures as well as the differences between SOPs, work instructions and guidelines
- Develop and implement SOPs and the steps involved in creating an SOP within ADNOC standards
- Implement safety and compliance in ADNOC's procedures with emphasis on HSE and integrate HSE standards and best practices
- Apply periodic review and updating of operating procedures as well as recognize feedback mechanisms from incident reports, operational challenges and lessons learned
- implement continuous improvement by incorporating technological advancements and operational learnings
- Identify the role of technology in modern operating procedures and apply electronic documentation and integrating of ADNOC's SOP with advanced systems such as SCADA

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Howard 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 ADNOC operating procedures standards for head engineers, chief engineers, senior engineers and ADNOC staff.

### 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)**

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:-

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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.
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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.

**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. Yasser Almasood** is a **Senior Process & Petroleum Engineer** with almost **20 years** of industrial experience within the, **Oil & Gas, Refinery** and **Petrochemical** industries. His wide expertise covers in the areas of **Process Reactor** Operation & Troubleshooting, **Catalytic Reactors, Heat Exchanger, Distillation Columns, Pumps, Distributed Control System (DCS), Catalytic Reformer Unit, Polymerization, Dehydrogenation, Gas Processing Plant** Operations & Control, **Gas Processing** Monitoring & Troubleshooting, **Process Plant Start-up** Commissioning & Troubleshooting, **Process Plant** Optimization & Energy Conservation, **Process Equipment** Design & Troubleshooting, **Advanced Operation Skills, Refinery Process Yield Optimization, Oil & Gas Processing, Troubleshooting Oil & Gas Processing Facilities, Polymers & Polymerization, Applied Process Engineering, Process Plant** Troubleshooting & Engineering Problem Solving, **Process Plant** Performance & Efficiency, **Flare Blowdown & Pressure Relief Systems, Polypropylene** Manufacturing, **Polyethylene & Process** Troubleshooting, **Ammonia, Ethylene, Solvents, Gas Feed, EDC, VCM, PP, PVC, Chlorine, Fluidized Bed Reactor, Oil Movement & Storage, Power Plant Chemistry, Catalyst** Manufacturing Techniques, **Fuel Systems** Management, **Process Design & Optimization, Desalination Processes, Reverse Osmosis** and **Molecular Sieves**. Further, he is also well-versed in **HAZOP, Advanced Process Hazard Analysis, Safety** Management, **Environmental Safety** Management, **LOPA & SIL, Process Safety Management (PSM), Incident investigation & Root Cause Analysis, Emergency & Crisis Management, Safety Audit & Site, Inspection, Inspection of Fire Equipment & Tools, Fire Protection & Prevention, Worker Protection from Radiation Work Permits, IGC International General Certificate in Occupational Safety & Health, Risk Assessment, Risk Associated with Low Level Radiation Exposure, Hydrogen Sulfide (H2S) Safety, Personal Protective Equipment, Lock-Out & Tag-Out, OSHA Occupational Safety & Health, Radiation & Contamination, Scientific Notation, Exposure Rate & Shielding Calculations, Excavations & Trenching, Permit-to-Work, Aspentech, Aspen HYSYS, Pro II, exSILentia, OLGA, Flare System Analyzer, Aspen PIMS, DYN SIM, RiskWISE, MS Office and IBM Maximo.**

During his career life, Mr. Yasser has gained his practical and field experience through his various significant positions and dedication as the **Senior Process Engineer, Process Engineer, Oil & Gas Process & Safety Instructor, On-Job Instructor, Process Senior Operator, Acting DCS Operator** and **Shift Controller** for various multi-national companies such as the ADNOC Gas Processing (**GASCO**), Conoco Phillips Gas Plant and Syrian Gas Company (SGC).

Mr. Yasser has a **Bachelor** degree in **Petroleum Engineering**. Further, he is a **Certified Instructor/Trainer** and has further delivered numerous training, courses, workshops, seminars and conferences worldwide.





**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	<b>PRE-TEST</b>
0830 – 0900	<b>Introduction to ADNOC &amp; its Vision</b>
0900 – 0930	<b>Brief History &amp; Background of ADNOC</b>
0930 – 0945	Break
0945 – 1030	<b>ADNOC's Role in the UAE's Energy Landscape</b>
1030 – 1130	<b>Overview of ADNOC's Vision, Mission &amp; Core Values</b>
1130 – 1230	<b>The Need for Standard Operating Procedures (SOPs)</b>
1230 – 1245	Break
1245 – 1330	<b>Significance of SOPs in the Oil &amp; Gas Industry</b>
1330 – 1420	<b>Benefits of Standardized Procedures: Safety, Efficiency &amp; Compliance</b>
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day One

**Day 2**

0730 – 0800	<b>Impact of Non-Compliance: Operational Risks &amp; Legal Implications</b>
0800 – 0900	<b>Structure &amp; Components of ADNOC's Operating Procedures</b>
0900 – 0930	<b>Basic Structure of a Standard Operating Procedure</b>
0930 – 0945	Break
0945 – 1030	<b>Essential Components, including Purpose, Scope, Responsibilities, Procedures, &amp; Appendices</b>
1030 – 1130	<b>Differences Between SOPs, Work Instructions &amp; Guidelines</b>
1130 – 1230	<b>Development &amp; Implementation of SOPs</b>
1230 – 1245	Break
1245 – 1330	<b>Steps Involved in Creating an SOP within ADNOC Standards</b>
1330 – 1420	<b>Collaboration between Departments for a Comprehensive Procedure</b>
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Two

**Day 3**

0730 – 0830	<b>Rollout, Training &amp; Implementation Strategies for New or Updated SOPs</b>
0830 – 0930	<b>Safety &amp; Compliance in ADNOC's Procedures</b>
0930 – 0945	Break
0945 – 1030	<b>Emphasis on Health, Safety &amp; Environment (HSE) in ADNOC's SOPs</b>
1030 – 1130	<b>Integration of HSE Standards &amp; Best Practices</b>
1130 – 1230	<b>Case Studies: Real-World Scenarios Highlighting the Importance of Safety &amp; Compliance</b>
1230 – 1245	Break
1245 – 1330	<b>Review &amp; Continuous Improvement of SOPs</b>
1330 – 1420	<b>Periodic Review &amp; Updating of Operating Procedures</b>
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Three



**Day 4**

0730 – 0830	<i>Feedback Mechanisms: Incident Reports, Operational Challenges &amp; Lessons Learned</i>
0830 – 0930	<i>Continuous Improvement: Incorporating Technological Advancements &amp; Operational Learnings</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Role of Technology in Modern Operating Procedures</i>
1030 – 1130	<i>Introduction to Digital SOPs &amp; Electronic Documentation</i>
1130 – 1230	<i>Integration of ADNOC's SOPs with Advanced Systems, such as Supervisory Control &amp; Data Acquisition (SCADA) Systems</i>
1230 – 1245	<i>Break</i>
1245 – 1330	<i>Future Trends: Artificial Intelligence (AI) &amp; the Internet of Things (IoT) in Operational Standards</i>
1330 – 1420	<i>Interactive Session: Analyzing an ADNOC SOP</i>
1420 – 1430	<i>Recap</i>
1430	<i>Lunch &amp; End of Day Four</i>

**Day 5**

0730 – 0800	<i>Participants Review a Sample SOP in Groups</i>
0800 – 0900	<i>Identification of Key Components, Strengths, &amp; Potential Areas for Improvement</i>
0900 – 0930	<i>Group Presentations &amp; Discussions</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Case Study: Successful Implementation of an SOP in ADNOC</i>
1030 – 1130	<i>Detailed Walkthrough of a Real-World Example</i>
1130 – 1230	<i>Challenges Faced &amp; Solutions Implemented</i>
1230 – 1245	<i>Break</i>
1245 – 1345	<i>Lessons Learned &amp; Best Practices Derived</i>
1345 – 1400	<i>Course Conclusion</i>
1400 – 1415	<i>POST-TEST</i>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

**Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



**Course Coordinator**

Mari Nakintu, Tel: +971 2 30 91 714, Email: [mari1@haward.org](mailto:mari1@haward.org)