



COURSE OVERVIEW HE1020

Associate Safety Professional (ASP)

(BCSP-ASP Exam Preparation Training)

Course Title

Associate Safety Professional (ASP)
(BCSP-ASP Exam Preparation Training)

Course Date/Venue

September 27-October 01, 2026/Online Virtual Training

Course Reference

HE1020

Course Duration/Credits

Five days/4.0 CEUs/40 PDHs



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.



This course is designed to provide participants with a detailed and up-to-date overview of Associate Safety Professional (ASP). It covers the mathematical calculations for safety professionals, safety engineering calculations, exposure, noise and statistical calculations as well as financial and risk calculations; the safety management systems, hazard identification and risk assessment; the hazard analysis techniques, hazardous energy control and electrical safety fundamentals; and the general occupational safety programs, material handling and industrial operations.



Further, the course will also discuss the incident investigation, fire prevention fundamentals and fire protection systems; the emergency preparedness and response and the fundamentals of ergonomics; the ergonomic assessment tools, manual material handling and industrial hygiene programs; the chemical and biological hazards, physical hazards and occupational exposure limits; and the occupational health programs and environmental management systems.

During this interactive course, participants will learn the environmental protection, sustainability, ESG and hazardous waste management; the adult learning principles, training program development and safety communication & culture; the human factors, legal responsibilities and contractor and multi-employer safety; the documentation and records management; and the worker impairment and ethics.

Course Objectives/Outcomes & Benefits for the Participants

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

- Get prepared for the next ASP exam and have enough knowledge and skills to pass such exam to get the Associate Safety Professional (ASP) certification from the Board of Certified Safety Professionals (BCSP)
- Carryout mathematical calculations for safety professionals including safety engineering calculations, exposure, noise and statistical calculations as well as financial and risk calculations
- Recognize safety management systems and apply hazard identification and risk assessment
- Employ hazard analysis techniques, hazardous energy control and electrical safety fundamentals
- Develop general occupational safety programs and apply material handling and industrial operations
- Carryout incident investigation, fire prevention fundamentals and fire protection systems
- Apply emergency preparedness and response and discuss the fundamentals of ergonomics
- Implement ergonomic assessment tools, manual material handling and industrial hygiene programs
- Identify chemical and biological hazards, physical hazards and occupational exposure limits
- Develop occupational health programs and discuss environmental management systems
- Apply environmental protection, sustainability, ESG and hazardous waste management
- Explain adult learning principles, training program development and safety communication & culture
- Recognize human factors and legal responsibilities as well as apply contractor and multi-employer safety
- Carryout documentation and records management including worker impairment and ethics

Who Should Attend

This course provides an overview of all significant aspects and considerations of safety management for safety professionals who perform at least 50% of professional level safety duties including making worksite assessments to determine risks, potential hazards and controls, evaluating risks and hazard control measures, investigating incidents, maintaining and evaluating incident and loss records, and preparing emergency response plans. Other duties could include hazard recognition, fire protection, regulatory compliance, health hazard control, ergonomics, hazardous materials management, environmental protection, training, accident and incident, investigations, advising management, record keeping, emergency response, managing safety programs, product safety and/or security.

Eligibility: -

- **Academic and/or Training Requirement-**

All individuals applying for the ASP must have a bachelor's degree or higher in any field from an accredited institution; or an associate in safety, health, or the environment. The associate degree must include at least four courses with at least 12 semester hours/18 quarter hours of study in the safety, health, or environmental domains covered in the ASP and CSP examination blueprints.

- **Experience Requirement: -**

ASP candidates must have one-year professional safety experience to sit for the ASP exam. Professional safety experience must meet the following criteria to qualify: -

- * Professional safety must be the primary function of the position. Collateral duties in safety are not counted.
- * The position's primary responsibility must be the prevention of harm to people, property, or the environment, rather than responsibility for responding to harmful events.
- * Professional safety functions must be at least 50% of the position duties. BCSP defines full-time as at least 35 hours per week. Part-time safety experience is allowed if the applicant has the equivalent of at least 900 hours of professional safety work during any year (75 hours per month or 18 hours per week) for which experience credit is sought.
- * The position must be at a professional level. This is determined by evaluating the degree of professional charge by which there is a reliance of employees, employers or clients on the person's ability to identify, evaluate and control hazards through engineering and/or administrative approaches.
- * The position must have breadth of professional safety duties. This is determined by evaluating the variety of hazards about which the candidate must advise and the range of skills involved in recognizing, evaluating, and controlling hazards.

Training Fee

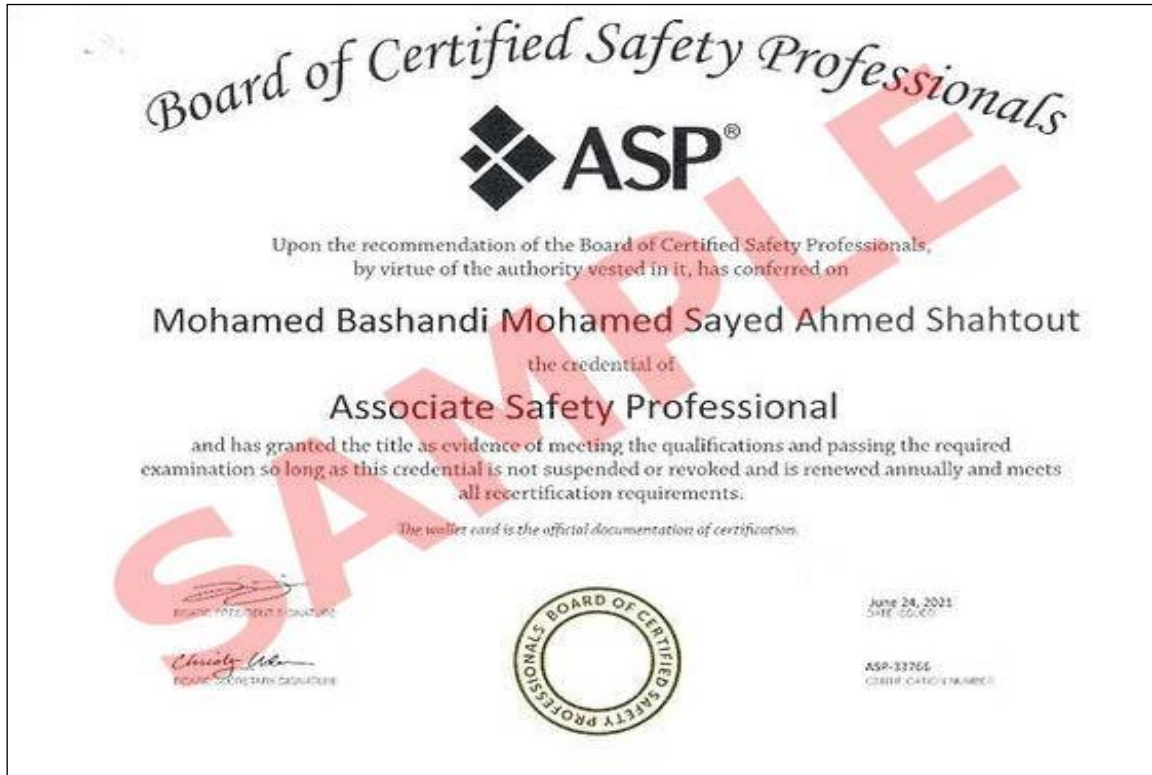
US\$ 2,750 per Delegate + **VAT**.

Exam Fee

US\$ 680 per Delegate + **VAT**.

BCSP-ASP Certificate(s)

- (1) BCSP-ASP certificates will be issued to participants who successfully passed the BCSP-ASP exam



- (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.

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE1020	Associate Safety Professional® (BCSP-ASP) (Safety Preparation Training)	Nov 10-14, 2024	30	3.0

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-24
 HTME No: 74861
 Participant Name: Waleed Al Habeeb

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

TRUE COPY
 Jaryl Castillo
 Academic Director

Howard Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 201 Cooperative Way, Suite 600, Herndon, VA 20171, USA, in attesting the approval. Howard Technology has demonstrated that it complies with the standards and requirements of the IACET Accredited Provider Program. Howard Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2015 Standard.

Howard 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). CEUs are awarded based on the number of contact hours completed in the course. The CEU is an internationally accepted standard unit of measurement in quality courses of continuing education.

Howard Technology is accredited by:

BAC, IACET, ISO 9001:2015, UKAS, TQM, BSHS

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 391 714 | Email: info@haward.org | Website: www.haward.org

Certificate Accreditations

Haward's 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**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). 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 **4.0 CEUs** (Continuing Education Units) or **40 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 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. Shehab Kamel, NEBOSH, IOSH, OSHA, BCSP, NFPA, IADC is a **Senior HSE Engineer** with extensive years of experience within the **Oil & Gas, Refinery and Petrochemical** industries. He is a **NEBOSH Approved Instructor** for various certification programs. His expertise lies extensively in the areas of **NEBOSH** Certificate in Fire Safety, **NEBOSH** International Technical Certificate in Oil and Gas Operational Safety, **NEBOSH** International General Certificate in Occupational Health & Safety, **NEBOSH** HSE Certificate in Process Safety Management, **NEBOSH** Environmental Management, **Health & Safety in the Workplace**, **IOSH Leading Safely**, **IOSH Managing Safely**, **Hazardous Area Classification**, **Control of Hazardous Substances**, **HAZOP & HAZID**, **HAZMAT & HAZCOM** Storage & Disposal, As Low as Reasonably Practicable (**ALARP**), Process Hazard Analysis (**PHA**), Process Safety Management (**PSM**), **Hazardous Materials & Chemicals** Handling, **Pollution Control**, **Environment, Health & Safety** Management, **Process Risk** Analysis, Effective Tool Box Talks, Construction Sites Safety, **HSSE Management** System, **HSSE Audit & Inspection**, **HSEQ Procedures**, **Authorized Gas** Testing, **Confined Space Entry & Rescue**, Risk Management, **Quantitative & Qualitative Risk** Assessment, **Working at Height**, **Incident & Accident Investigation**, **Emergency Planning**, **Emergency Response & Crisis** Management Operations, **Waste Management** Monitoring, **Root Cause Analysis**, Hazard & Risk Assessment, Task Risk Assessment (**TRA**), Job Safety Analysis (**JSA**), **Risk** Assessment, **Fire Fighting**, **Fire Prevention & Safety**, **Fire Risk** Assessment, Active & Positive **Fire Fighting**, **Fire & Gas Detection** Systems, **Fire Fighting & Rescue** Operations, **Gas Testing** Equipment, **Scaffolding** Inspection & Fall Prevention, **Safe Rigging & Lifting** Tools, **Advanced Rigging & Slings**, **Working at Heights**, **Confined Space Entry & Rescue** and various international codes and standards such as the ISO 9001, ISO 45001 and ISO 14001.

During his career life, Mr. Shehab has gained his practical and field experience through his various significant positions and dedication as the **HSE Department Head**, **HSE Section Head**, **Senior HSE Engineer**, **HSE Engineer** and **HSE Trainer & Consultant** from various international companies Kalda Petroleum Company, Qarun Petroleum Company, Almansoori Specialize Engineering and Sinotharwa Drilling Company.

Mr. Shehab has a **Master's** degree in **Occupational Health, Safety and Environment**, a **Bachelor's** degree in **Chemistry** and a **Post Graduate Diploma** in **Health & Safety and Environment**. Further, he is an **Approved Tutor** for **NEBOSH** International Technical Certificate in Oil and Gas Operational Safety, **NEBOSH** in Fire Safety, **NEBOSH** Environmental Management, **NEBOSH** General Certificate in Occupational Health & Safety and **NEBOSH** HSE Certificate in Process Safety Management, an **BCSP Authorized Trainer**, an **OSHA Authorized Trainer**, a **Certified Trainer** for **IOSH Leading Safely**, and an **NFPA Certified Fire Protection Specialist**. He has further delivered numerous trainings, courses, seminars, conferences and workshops internationally.

Virtual Training (If Applicable)

If this course is delivered online as a Virtual Training, the following limitations will be applicable:-

Certificates	Only soft copy certificates will be issued to participants through Haward's Portal. This includes Wallet Card Certificates if applicable
Training Materials	Only soft copy Training Materials (PDF format) will be issued to participant through the Virtual Training Platform
Training Methodology	30% of the program will be theory and 70% will be practical sessions, exercises, case studies, simulators or videos
Training Program	The training will be for 9.5 hours per day starting at 0730 and ending at 1700
H-STK Smart Training Kit	Not Applicable
Hands-on Practical Workshops	Not Applicable
Site Visit	Not Applicable
Simulators	Only software simulators will be used in the virtual courses. Hardware simulators are not applicable and will not be used in Virtual Training

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.

Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

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: Sunday, 27th of September 2026

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0900	Introduction to the ASP Examination BCSP Certification Pathway and ASP Examination Structure • Examination Domains, Weightings and Scoring Methodology • Study Strategies and Examination Preparation Techniques • Reference Materials and Calculator Usage
0900 – 0930	Mathematical Calculations for Safety Professionals Unit Conversions (SI and Imperial) • Storage Capacity and Volume Calculations • Flow Rate Calculations for Ventilation and Hydraulics • Basic Engineering Mathematics and Formulas
0930 – 0945	Break
0945 – 1030	Safety Engineering Calculations Rigging and Load Calculations • Trenching and Excavation Slope Calculations • Fall Protection Calculations • Manual Lifting Using the NIOSH Lifting Equation
1030 – 1100	Exposure, Noise & Statistical Calculations Time-Weighted Average (TWA) • STEL and TLV Calculations • Noise Exposure Calculations • Descriptive Statistics and Probability
1100 – 1200	Financial & Risk Calculations Cost-Benefit Analysis • Return on Investment (ROI) • Cost of Risk • Incident Rate Calculations
1200 – 1300	Lunch
1300 – 1400	Safety Management Systems ISO 45001 Occupational Health & Safety Management Systems • ANSI Z10 Principles • Safety Policy and Objectives • Continual Improvement Using the PDCA Cycle
1400 – 1415	Break
1415 – 1600	Hazard Identification & Risk Assessment Hazard Identification Techniques • Risk Matrices • Hierarchy of Controls • Risk Mitigation Planning
1600 – 1650	Hazard Analysis Techniques Job Hazard Analysis (JHA) • Failure Modes and Effects Analysis (FMEA) • Fault Tree Analysis (FTA) • What-If, Checklist and Change Analysis
1650 – 1700	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1700	End of Day One

Day 2: Monday, 28th of September 2026

0730 – 0830	Hazardous Energy Control Lockout/Tagout (LOTO) • Mechanical and Hydraulic Energy • Electrical Isolation • Verification of Zero Energy
0830 - 0930	Electrical Safety Fundamentals Ohm's Law • Electrical Circuits • Resistance, Power and Energy • Electrical Hazard Recognition
0930 – 0945	Break
0945 – 1030	General Occupational Safety Programs Machine Guarding • Working at Heights • Confined Space Safety • Scaffolding Safety
1030 – 1100	Material Handling & Industrial Operations Powered Industrial Trucks • Hoisting and Rigging • Trenching and Excavation Safety • Compressed Gas Safety
1100 – 1200	Incident Investigation Root Cause Analysis • Data Collection • Chain of Custody • Corrective and Preventive Actions
1200 – 1300	Lunch
1300 - 1400	Fire Prevention Fundamentals Fire Chemistry • Fire Classifications • Fire Tetrahedron • Flammable and Combustible Materials
1400 – 1415	Break
1415 – 1600	Fire Protection Systems Fire Detection Systems • Fire Suppression Systems • Fire Extinguishers • Hot Work Safety
1600 - 1650	Emergency Preparedness & Response Emergency Response Plans • Incident Command System (ICS) • Business Continuity • Emergency Drills and Exercises
1650 - 1700	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1700	End of Day Two

Day 3: Tuesday, 29th of September 2026

0730 – 0830	Fundamentals of Ergonomics Ergonomics Program Elements • Musculoskeletal Disorders • Workplace Ergonomic Assessments • Ergonomic Risk Factors
0830 - 0930	Ergonomic Assessment Tools REBA • RULA • Anthropometry • NIOSH Lifting Equation
0930 – 0945	Break
0945 – 1030	Manual Material Handling Safe Lifting Techniques • Workstation Design • Administrative Controls • Engineering Controls
1030 – 1100	Industrial Hygiene Programs Hearing Conservation • Respiratory Protection • Medical Surveillance • Exposure Monitoring
1100 – 1200	Chemical & Biological Hazards Toxicology Basics • Routes of Exposure • Biological Hazards • Occupational Exposure Controls
1200 – 1300	Lunch



1300 - 1400	Physical Hazards Noise • Heat Stress • Cold Stress • Vibration and Radiation
1400 - 1415	Break
1415 - 1600	Occupational Exposure Limits TLV • STEL • Ceiling Limits • IDLH
1600 - 1650	Occupational Health Programs Fitness for Duty • Return-to-Work Programs • Bloodborne Pathogens • Total Worker Health®
1650 - 1700	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1700	End of Day Three

Day 4: Wednesday, 30th of September 2026

0730 - 0830	Environmental Management Systems ISO 14001 • Environmental Policy • Environmental Aspects and Impacts • Compliance Obligations
0830 - 0930	Environmental Protection Air Quality • Water Protection • Waste Management • Pollution Prevention
0930 - 0945	Break
0945 - 1030	Sustainability & ESG Environmental Stewardship • Social Responsibility • Governance Principles • Role of EHS Professionals
1030 - 1100	Hazardous Waste Management Waste Classification • Labeling Requirements • Storage and Transportation • Disposal Requirements
1100 - 1200	Adult Learning Principles Learning Theories • Training Methodologies • Adult Learning Characteristics • Knowledge Retention
1200 - 1300	Lunch
1300 - 1400	Training Program Development Training Needs Analysis • Competency Assessment • Learning Objectives • Course Design
1400 - 1415	Break
1415 - 1600	Safety Communication & Culture Effective Communication • Psychological Safety • Emotional Intelligence • Building a Positive Safety Culture
1600 - 1650	Human Factors Human Error • Risk Perception • Decision Making • Situational Awareness
1650 - 1700	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1700	End of Day Four

Day 5: Thursday, 01st of October 2026

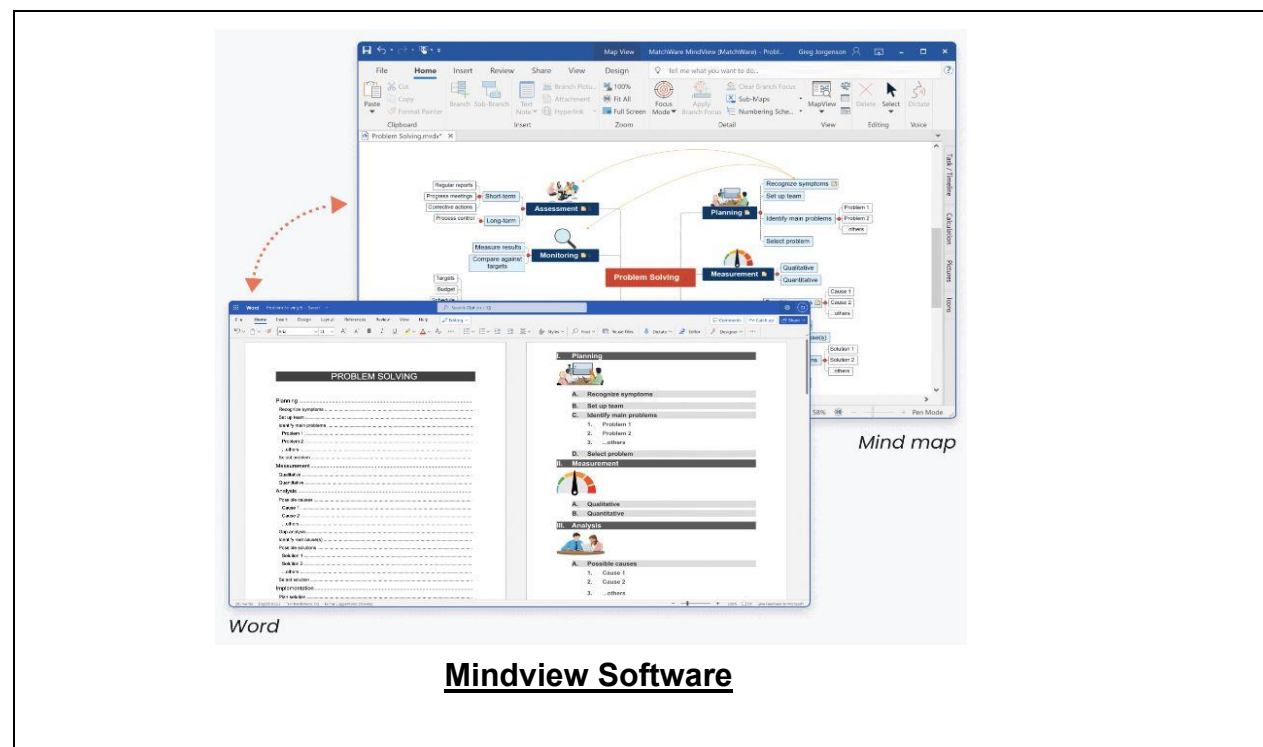
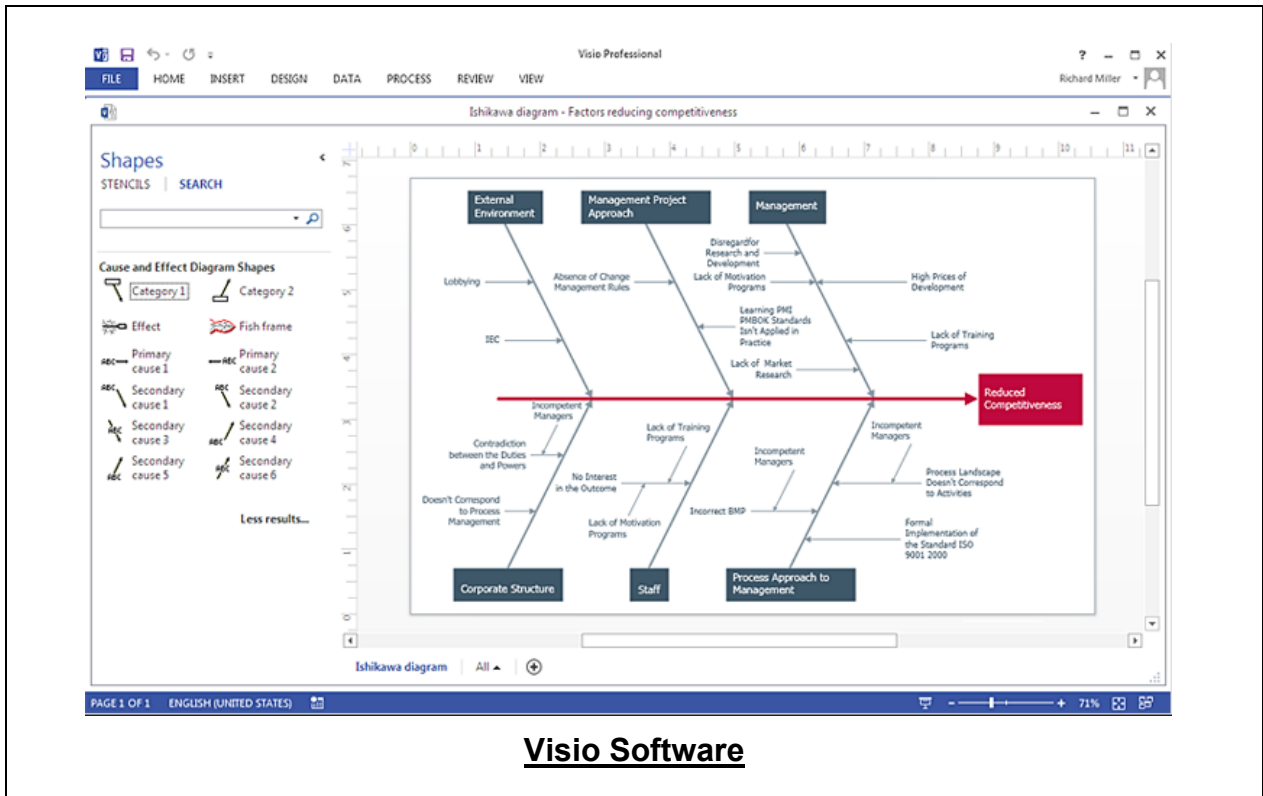
0730 – 0830	Legal Responsibilities <i>Regulatory Compliance • Legal Liability • Due Diligence • Safety Professional Responsibilities</i>
0830 – 0930	Contractor & Multi-Employer Safety <i>Contractor Management • Contract Terminology • Risk Transfer • Insurance Concepts</i>
0930 – 0945	<i>Break</i>
0945 – 1030	Documentation & Records Management <i>Record Retention • Chain of Custody • Privacy Requirements • Documentation Control</i>
1030 – 1130	Worker Impairment & Ethics <i>Drugs and Alcohol • Fatigue Management • Stress Management • Professional Ethics</i>
1130 – 1200	Emerging Technologies in Safety <i>Artificial Intelligence • Robotics • Drones • Data Analytics</i>
1200 – 1300	<i>Lunch</i>
1300 – 1330	Integrated Safety Case Studies <i>Hazard Identification Workshops • Incident Investigation Exercises • Risk Assessment Scenarios • Safety Management Applications</i>
1330 – 1400	ASP Examination Review <i>Review of All Nine Examination Domains • Common Examination Calculations • Frequently Tested Concepts • Examination-Taking Strategies</i>
1400 – 1415	<i>Break</i>
1415 – 1615	Mock Examination & Review <i>Full-Length Practice Examination • Review of Answers and Rationale • Individual Performance Assessment • Personal Examination Preparation Plan</i>
1615 – 1630	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1630 – 1645	POST-TEST
1645 – 1700	<i>Presentation of Course Certificates</i>
1700	<i>End of Course</i>

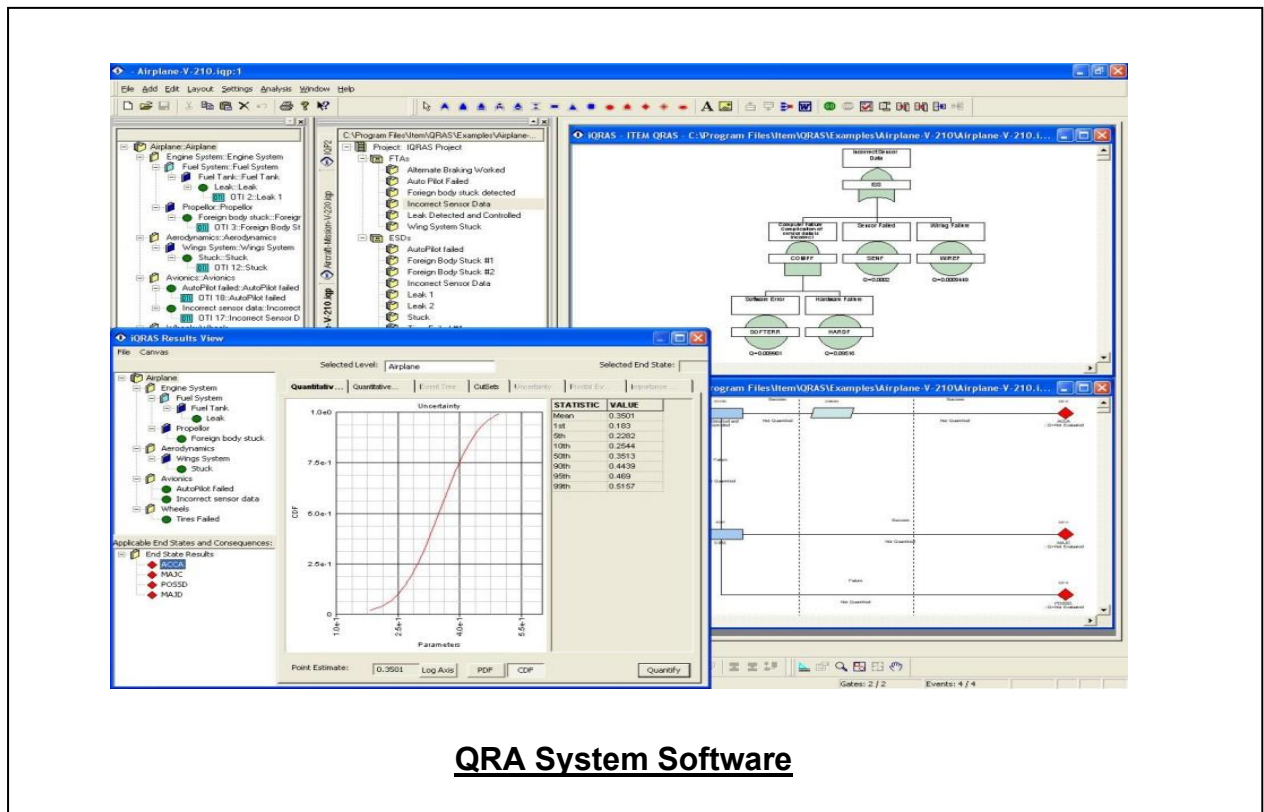
MOCK Exam

Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward's Portal. Each participant will be given a username and password to log in Haward's Portal for the MOCK exam during the 60 days following the course completion. Each participant has only one trial for the MOCK exam within this 60-day examination window. Hence, you have to prepare yourself very well before starting your MOCK exam as this exam is a simulation to the one of the Certification Body.

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 “Visio”, “Mindview” and “QRA System” simulators.





QRA System Software

Course Coordinator

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