COURSE OVERVIEW HE0830
Advanced Accident Investigation & Reporting

Course Title
Advanced Accident Investigation & Reporting

Course Date/Venue
December 21-25, 2025/Waha Meeting Room, Pullman Doha West Bay, Doha, Qatar

Course Reference
HE0830

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

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.

Root cause analysis is simply a tool designed to help investigators (1) describe WHAT happened during a particular occurrence, (2) determine HOW it happened and (3) understand WHY it happened. Only when investigators are able to determine WHY an event or failure occurred will they be able to specify workable corrective measures.

Most event analysis systems allow investigators to answer questions about what happened during an event and about how the event occurred, but often they are not encouraged to determine why the event occurred. Generally, mistakes do not “just happen”. They can be traced to some well-defined causes.

Course Objectives

Upon the successful completion of this course, participants will be able to:

- Apply and gain an in-depth knowledge on incident/accident investigation and analysis
- Conduct a comprehensive incident investigation and evaluate the root cause of the incident and accident
- Employ systematic process for solving performance and operational concerns
- Enumerate the types of data used to solve problems and the effective ways to collect and organize data and causes of incidents
- Develop recommendations that address all levels of root cause analysis
- Implement the new British HSE Guidance
- Cut the number of accidents in their organization and reduce the risk of prosecution or litigation
- Achieve best practice in investigation and reporting and reduce investigation and reporting costs
- Improve staff morale by demonstrating your organization's commitment to health and safety

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 incident/accident investigation and reporting for HSE, fire fighting, rescue, marine, facilities, building and HR managers, officers & specialists and those who are responsible for firefighting, marine operation/rescue, health and safety.

Course Fee

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.

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 who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Haward's 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**. 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.

- 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 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. Andrew Ladwig is a **Senior Process & Safety Engineer** with over **25 years** of extensive experience within the **Oil & Gas**, **Refinery**, **Petrochemical & Power** industries. His expertise widely covers in the areas of **Accident/Incident Investigation**, **PHA**, **HAZOP**, **HAZCOM**, **HAZMAT**, **HAZID**, **Behavior Based Safety**, **Hazardous Materials & Chemicals** Handling, **Pollution Control**, **Environment, Health & Safety** Management, **Process Risk** Analysis, **Hazard & Risk Assessment**, **Emergency Response Procedures** Behavioural Based Safety (**BBS**), **Confined Space Entry**, **Fall Protection**, **Emergency Response**, H_2S, Safety Management System (**ISO 45001**), **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**, **HAZOP** Study, Sampling & Analysis, **Training** Analysis, **Job Analysis** Techniques, Storage & Handling of **Toxic Chemicals & Hazardous Materials**, **Hazardous Material** Classification & Storage/Disposal, **Dangerous Goods**, Environmental Management System (**EMS**). Further, he is also well-versed in **Ammonia Manufacturing & Process Troubleshooting**, **Ammonia Storage & Loading** Systems, **Ammonia Plant** Operation, Troubleshooting & Optimization, **Ammonia Recovery**, **Ammonia Plant Safety**, Hazard of **Ammonia Handling**, Storage & Shipping, **Operational Excellence** in **Ammonia Plants**, **Fertilizer Storage** Management (Ammonia & Urea), **Fertilizer Manufacturing** Process Technology, **Sulphur Recovery**, Phenol Recovery & Extraction, **Wax Sweating & Blending**, **Petrochemical & Fertilizer** Plants, **Nitrogen Fertilizer** Production, **Petroleum Industry Process** Engineering, **Separators** in **Oil & Gas** Industry, **Gas Testing & Energy** Isolations, Gas Liquor Separation, **Industrial Liquid Mixing**, **Wax Bleachers**, **Extractors**, **Fractionation**, Operation & Control of **Distillation**, Process of **Crude ATM & Vacuum Distillation** Unit, **Water Purification**, **Steam & Electricity**, **Flame Arrestors** and **Coal Processing**, **Environmental Emission Control**.

During his career life, Mr. Ladwig has gained his practical experience through his various significant positions and dedication as the **Mechanical Engineer**, **Project Engineer**, **Reliability & Maintenance Engineer**, **Maintenance Support Engineer**, **Process Engineer**, **HSE Supervisor**, **Warehouse Manager**, **Quality Manager**, **Business Analyst**, **Senior Process Controller**, **Process Controller**, **Safety Officer**, **Mechanical Technician**, **Senior Lecturer** and **Senior Consultant/Trainer** for various companies such as the Sasol Ltd., Sasol Wax, Sasol Synfuels, just to name a few.

Mr. Ladwig has a **Bachelor's** degree in **Chemical Engineering** and a **Diploma** in **Mechanical Engineering**. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**) and has delivered various trainings, workshops, seminars, courses and conferences internationally.

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: ***Sunday, 21st of December 2025***

0730 – 0800	*Registration & Coffee*
0800 - 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Accidents at Work*** *Accident Statistics*
0930 – 0945	*Break*
0945 – 1100	***Common Causes of Accidents*** *Domino Theory ● Direct and Indirect Causes of Accidents*
1100 – 1230	***Common Causes of Accidents*** *Management Control*
1230 – 1245	*Break*
1245 – 1420	***Factors Contributing to Accidents*** *Safe Place & Safe Person Approach*
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2: ***Monday, 22nd of December 2025***

0730 – 0930	***Types of Accident to Investigate*** *Near Miss ● Damage*
0930 – 0945	*Break*
0945 – 1100	***Types of Accident to Investigate (cont'd)*** *Minor Injury ● Major injury ● Death*
1100 – 1230	***Consequences of Accidents*** *Human Cost*
1230 – 1245	*Break*
1245 – 1420	***Consequences of Accidents (cont'd)*** *Consequences for Organization*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3: **Tuesday, 23rd of December 2025**

0730 – 0930	***Link Between Investigation & Risk Assessment*** *Introduction to Risk Assessment ● Predicting Possible Incidents, using Reactive (Accident Investigation) and Proactive (Risk Assessment) Methods*
0930 – 0945	*Break*
0945 – 1100	***Link Between Investigation & Risk Assessment (cont'd)*** *Practical Example–Assessing a Work Task and Predicting Possible Consequences*
1100 – 1230	***Health & Safety Executive Guidance*** *Principles of the Four-Step Investigation–An Introduction to the HSE Guidance*
1230 – 1245	*Break*
1245 – 1420	***Health & Safety Executive Guidance (cont'd)*** *Principles of the Four-Step Investigation – An Introduction to the HSE Guidance (cont'd)*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4: **Wednesday, 24th of December 2025**

0730 – 0930	***Accident Investigation – Practical Exercise*** *Formation of Investigation Teams ● Setting the Scene – Video and Team Discussion*
0930 – 0945	*Break*
0945 – 1100	***Accident Investigation – Practical Exercise (cont'd)*** *Question Session – Gathering of Information ● Team Investigation – Analysis of Information*
1100 – 1230	***Accident Investigation – Practical Exercise (cont'd)*** *Team Discussion – Identification of Risk Control Measures ● Producing a Basic Report, a Team Summary Report*
1230 – 1245	*Break*
1245 – 1420	***Accident Investigation – Practical Exercise (cont'd)*** *Recommendations for Change – Creation of Action Plan*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

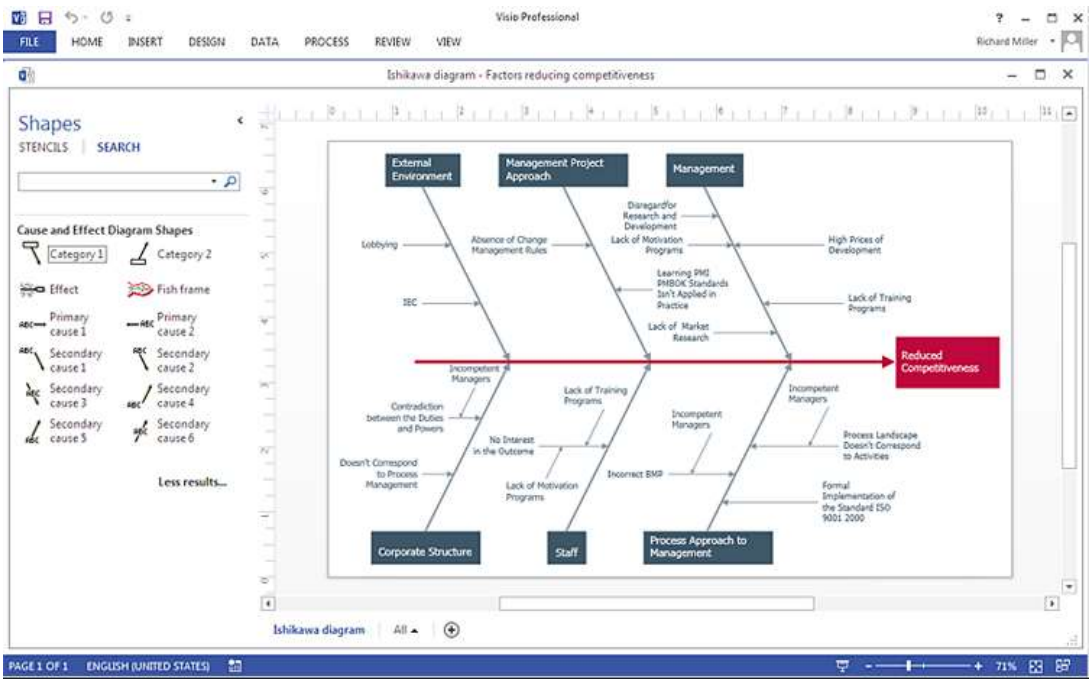
Day 5: **Thursday, 25th of December 2025**

0730 - 0930	***Internal & External Reporting Requirements*** *Implementing Remedial Measures–Communicating Information*
0930 – 0945	*Break*
0945 – 1100	***Internal & External Reporting Requirements (cont'd)*** *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*
1100 – 1215	***Internal & External Reporting Requirements (cont'd)*** *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (cont'd)*
1215 – 1230	*Break*

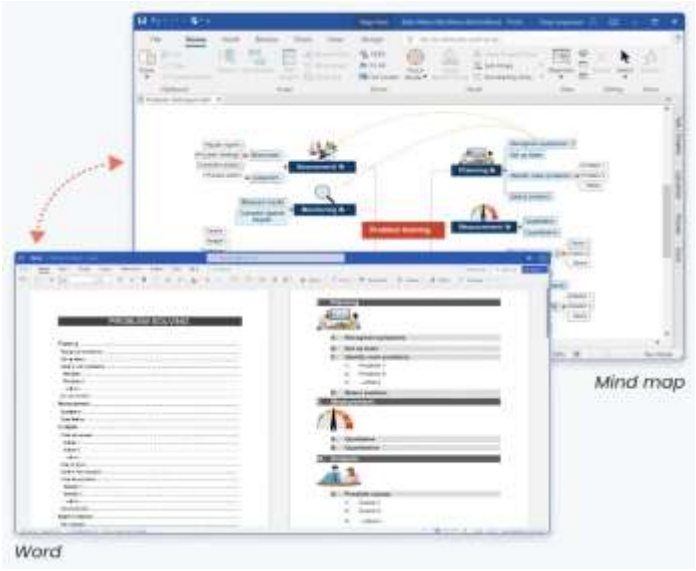
1230 – 1345	***Internal & External Reporting Requirements (cont'd)*** *Insurance Requirements*
1345 – 1400	***Course Conclusion***
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Certificates*
1430	*Lunch & End of Course*

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 "Visio" & "Mindview".



Visio Software



Mindview Software

Course Coordinator

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