

## **COURSE OVERVIEW FE0070**

# **Process Piping Design, Construction, Inspection, Maintenance &** Mechanical Integrity (ASME B31.3 & API 570)

## **Course Title**

Process Piping Design, Construction, Inspection, Maintenance & Mechanical Integrity (ASME B31.3 & API 570)

# Course Date/Venue

Please refer in Page 3

# Course Reference

FE0070

## **Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs



# **Course Description**



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



This course is designed to provide participants with a detailed and up-to-date overview of Process Piping Design, Construction, Inspection, Maintenance & Mechanical Integrity (ASME B31.3 & API 570). It covers the ASME B31.3 piping code, ASME piping system standards and other piping system standards; the ASME B31.1, ASME B31.3, ASME B31.4, ASME B31.5, ASME B31.8, ASME B31.9, ASME B31.11 and design and construction code selection; the furnace butt welded pipe, electric-fusion welded pipe, double submerged-arc welded pipe, seamless pipe and spiral welded pipe; and the piping components, piping elements, piping installation, pipe-supporting elements, fixtures and structural attachments.



Further, the course will also discuss the metallic pipe, fitting selection and material selection, materials, strength, fatigue and toughness; the requirements for low temperature toughness tests and carbon steel lower temperature limits; the pressure design, valve selection and layout and support; the thermal expansion and contraction effects, effects of support, anchor, piping flexibility, preheat zone, post weld heat treatment and heat treatment requirements; and the types of expansion joints, pressure thrust, installation of expansion joints, bellows movement, expansion joint, hinged expansion joint and other types of expansion joints.

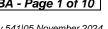






















During this interactive course, participants will learn the fabrication and installation, welding procedure specification (WPS), welding processes, shielded metal arc welding and other welding techniques; inspecting, examining and testing various requirements and criteria and methods used in ASMI B31.3 including instrument piping and pressure relieving systems; the API 570 repairs and alterations, welding repairs, hot tapping, pressure tests and pneumatic and combination tests; the high pressure piping and implement proper inspection, repair, alteration and rerating of in-service piping; the external inspection checklist including leaks, misalignment and vibration; the various types of inspection like internal visual, thickness measurement and external visual; the inspections practices including frequency and extent of inspection, extent of CUI inspections, extent of small bore piping inspection and maximum allowable working pressure; the piping calculations and corrosion rate determination; and the design requirements, fabrication requirements, examination requirements, metallic leak test requirements in category M fluid service.

#### **Course Objectives**

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

- Apply the latest revision of process piping design, construction, inspection, maintenance and mechanical integrity (ASME B31.3 & API 570)
- Discuss ASME B31.3 piping code, ASME piping system standards and other piping system standards
- Explain ASME B31.1, ASME B31.3, ASME B31.4, ASME B31.5, ASME B31.8, ASME B31.9, ASME B31.11 and design and construction code selection
- Recognize furnace butt welded pipe, electric-fusion welded pipe, double submergedarc welded pipe, seamless pipe and spiral welded pipe
- Identify piping components, piping elements, piping installation, pipe-supporting elements, fixtures and structural attachments
- Conduct metallic pipe, fitting selection and material selection, as well as discuss materials, strength, fatigue and toughness
- Recognize the requirements for low temperature toughness tests and carbon steel lower temperature limits
- Illustrate pressure design, valve selection and layout and support
- Identify thermal expansion and contraction effects, effects of support, anchor, piping flexibility, preheat zone, post weld heat treatment and heat treatment requirements
- Recognize the types of expansion joints, pressure thrust, installation of expansion joints, bellows movement, universal expansion joint, hinged expansion joint and other types of expansion joints
- Carryout fabrication and installation, welding procedure specification (WPS), welding processes, shielded metal arc welding and other welding techniques
- Inspect, examine and test various requirements and discuss criteria and methods used in ASMI B31.3 including instrument piping and pressure relieving systems
- Carryout API 570 repairs and alterations, welding repairs, hot tapping, pressure tests and pneumatic and combination tests
- Discuss high pressure piping and implement proper inspection, repair, alteration and rerating of in-service piping





















- Review the external inspection checklist including leaks, misalignment and vibration
- Apply various types of inspection like internal visual, thickness measurement and external visual
- Carryout inspections practices including frequency and extent of inspection, extent of CUI inspections, extent of small bore piping inspection and maximum allowable working pressure
- Employ piping calculations and corrosion rate determination as well as recognize design requirements, fabrication requirements, examination requirements, metallic leak test requirements in category M fluid service

# **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, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet** PC.

#### **Who Should Attend**

This course provides an overview of all significant aspects and considerations of process piping design, construction, inspection, maintenance and mechanical integrity (ASME B31.3 & API 570) for those who are involved in the design, analysis, fabrication, installation, maintenance or ownership of piping systems. engineers, senior draftsmen, maintenance, quality assurance, and manufacturing personnel who work in the chemical, petroleum, utility, plastic processing, pulp and paper, and manufacturing, fields will find it a time-saving means to broaden and update their knowledge of piping. Those who must comply with code requirements will benefit from the practical approach presented in this course in obtaining satisfactory and economical piping systems.

#### **Course Date/Venue**

Session(s)	Date	Venue
1	April 06-10, 2025	Meeting Plus 9, City Centre Rotana, Doha Qatar
2	July 20-24, 2025	Olivine Meeting Room, Fairmont Nile City, Cairo, Egypt
3	September 14-18, 2025	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
4	December 05-12, 2025	Hampstead Meeting Room, Marriott London Regents Park, London, United Kingdom
5	January 04-08, 2026	Safir Meeting Room, Divan Istanbul, Turkey
6	February 08-12, 2026	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

## <u>Accommodation</u>

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**

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.

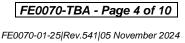
Haward Technology Middle East will award 3.0 CEUs (Continuing Education Units) or 30 PDHs (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation 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 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. Steve Magalios, CEng, PGDip (on-going), MSc, BSc, is a Senior Welding & Pipeline Engineer with almost 40 years of extensive Onshore/Offshore experience in the Oil & Gas, Construction, Refinery and **Petrochemical** industries. His expertise widely covers in the areas of Pipeline Operation & Maintenance, Pipeline Design & Construction, Pipeline Repair Methods, Pipeline Engineering, Pipeline Integrity Management System (PIMS), Pipeline Pigging, Piping & Pipe Support Systems, Piping Systems & Process Equipment, Piping System Repair & Maintenance, Piping Integrity Management, Material Science & Selection, Composite

Repair Materials, Material Selection & Properties, Material & Inspection Foundation, Refractory Material Design, Application, Installation & Inspection, Welding Technology, Welding & Fabrication, Welding Inspection, Computer Aided Design (CAD), Building & Road Design Skills, Civil Engineering Design, Structural Reliability Engineering, Road Construction & Maintenance, Concrete Structures & Building Rehabilitation, Reinforced Concrete Structures Protection, Geosynthetics & Ground Improvement Methods, Blueprint Reading & Interpretation, Blue Print Documentation, Mechanical Drawings, P&ID, Flow Diagram Symbols and Land Surveying & Property Evaluation. He is also well-versed in Lean & Sour Gas, Condensate, Compressors, Pumps, Flare Knockout Drum, Block Valve Stations, New Slug Catcher, Natural Gas Pipeline & Network, Scraper Traps, Burn Pits, Risk Assessment, HSE Plan & Procedures, Quality Plan & Procedures, Safety & Compliance Management, Permit-to-Work Issuer, ASME, API, ANSI, ASTM, BS, NACE, ARAMCO & KOC Standards, MS Office tools, AutoCAD, STAAD-PRO, GIS, ArcInfo, ArcView, Autodesk Map and various programming languages such as FORTRAN, BASIC and AUTOLISP. Currently, he is the Chartered Professional Surveyor Engineer & Urban-Regional Planner wherein he is deeply involved in providing exact data, measurements and determining properly boundaries. He is also responsible in preparing and maintaining sketches, maps, reports and legal description of surveys.

During his career, Mr. Magalios has gained his expertise and thorough practical experience through challenging positions such as a Project Site Construction Manager, Construction Site Manager, Project Manager, Deputy PMS Manager, Head of the Public Project Inspection Field Team, Technical Consultant, Senior Consultant, Consultant/Lecturer, Construction Team Leader, Lead Pipeline Engineer, Project Construction Lead Supervising Engineer, Lead Site Engineer, Senior Site Engineer, Welding Engineer, Lead Engineer, Senior Site Engineer, R.O.W. Coordinator, Site Representative, Supervision Head and Contractor for international Companies such as the Penspen International Limited, Eptista Servicios de Ingeneria S.I., J/V ILF Pantec TH. Papaioannou & Co. - Emenergy Engineering, J/V Karaylannis S.A. – Intracom Constructions S.A., Ergaz Ltd., Alkyonis 7, Palaeo Faliro, Piraeus, Elpet Valkaniki S.A., Asprofos S.A., J/V Depa S.A. just to name a few.

Mr. Magalios is a Registered Chartered Engineer and has Master and Bachelor degrees in Surveying Engineering from the University of New Brunswick, Canada and the National Technical University of Athens, Greece, respectively. Further, he is currently enrolled for Post-graduate in Quality Assurance from the Hellenic Open University, Greece. He has further obtained a Level 4B Certificates in Project Management from the National & Kapodistrian University of Athens, Greece and Environmental Auditing from the Environmental Auditors Registration Association (EARA). Moreover, he is a Certified Instructor/Trainer, a Chartered Engineer of Technical Chamber of Greece and has delivered numerous 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 Simulators (Hardware & Software) & Videos 20%

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

#### Course Fee

Doha	<b>US\$ 6,000</b> per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Cairo	<b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	<b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
London	<b>US\$ 8,800</b> per Delegate + <b>VAT</b> . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Istanbul	<b>US\$ 6,000</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	<b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK <sup>®</sup> (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

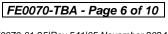
<u> </u>	
0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
0830 - 0930	Introduction ASME B31.3 Process Piping Code  ASME/ANSI • ASME B31 Code • Piping System Standards • ASME Piping System Standards • More ASME Piping System Standards • Other Piping System Standards • ASME B31.1 • ASME B31.3 • ASME B31.4 • ASME B31.5 • ASME B31.8 • ASME B31.9 • ASME B31.11 • Design & Construction Code Selection • Other Design / Construction Codes
0930 - 0945	Break
0945 – 1100	ASME B31.3 (Scope & Definition)  Scope • Content and Coverage • Exclusions • Definitions • Category D Fluid Service • Category M Fluid Service • High Pressure Fluid Service • Elevated Temperature Fluid Service • High Purity Fluid Service • Normal Fluid Service • Definition • Flexibility Stresses (SE) • Allowable Displacement Stress (SA) • Packaged Equipment • Pipe • Electric Resistance-welded Pipe





















	ASME B31.3 (Scope & Definition) (cont'd)
4400 4045	Furnace Butt Welded Pipe • Electric-fusion Welded Pipe • Double Submerged-
	Arc Welded Pipe • Seamless Pipe & Spiral Welded Pipe • Piping • Piping
1100 – 1215	Components • Piping Elements • Piping Installation • Pipe-supporting
	Elements • Fixtures • Structural Attachments • Stress Terms • Design •
	Piping Development Process • Responsibilities
1215 - 1230	Break
	Metallic Pipe & Fitting Selection
	Bases for Material Selection • Fire Resistance • Material Toughness • Example
	of Brittle Fracture • Material Cost • Material Selection of Piping • Elevated
1230 - 1330	Temperature Fluid Service • Pipe Components – ASME • Other Listed
	Components • Weld Joint Quality Factor E <sub>j</sub> • Fittings • Solder & Brazed Joint
	Fluid Service Requirements • Branches • Flanges (ASME B16.5) • Gaskets
	(ASME B16.20) • Bolting • Flanged Joints
	Materials
1230 - 1420	Materials • Metal Properties • Strength of Materials • Fatigue • Toughness •
	Charpy Specimen • Toughness Test • Transition Temperature Samples
	Recap
1420 - 1430	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
1430	Lunch & End of Day One

Day 2

Day 2	
0730 - 0830	Materials (cont'd)
	Requirements for Low Temperature Toughness Tests • Carbon Steel Lower
	Temperature Limits • Impact Test Methods and Acceptance • Fluid Service
	Requirements • Deterioration in Service
	Pressure Design
0830 - 0930	Straight Piping Under Internal Pressure B31.3 304.1B • Stainless Steel Piping
	Schedules • New Piping • Required Thickness of Permanent Blanks
0930 - 0945	Break
	Valve Selection
	Pipe Line Valves (API-6D) • Bolted Bonnet Gate Valve (API 600) • Type of
	Gate Valve Bonnet • Type of Gate Valve Stems • Gate Valve Stem Pull Test •
0945 - 1100	Type of Gate Valve Trim • Type of Gate Valve Discs • Extended Body Gate
	Valve - API-606 • Knife Gate Valves • Globe Valve • Check Valve • Types vs.
	<i>P-T Ratings</i> • <i>Types vs. Attributes</i> • <i>Butterfly Valve - Low Pressure</i> • <i>Butterfly</i>
	Valve - High Pressure • Ball Valve • Plug Valve • Diaphragm Valve
	Flanged Fitting (ASME B16.5)
	Scope •Markings/Materials • Pressure Testing • Pressure Tests • ASME B16.5
	Pressure Testing • ASME B31.3 Flange Selection • Slip on Flange • ASME
1100 – 1230	B16.5 Flange Selection • ASME B16.5 Flange PT Rating Selection • ASME
1100 - 1250	B31.3 Bolt Selection• General Consideration for Bolting Selection • ASME
	B16.5 Bolts Selection • Bolt Lengths • ASME B31.3 Gaskets • F308.4 Gaskets
	• ASME B16.5 Gaskets • F312 Flanged Joints • Factors Affecting Flange Joint
	Performance
1230 - 1245	Break
1245 - 1350	Layout & Support
	General Considerations • Support Spacing • Sagging Due to Creep (12 Years)
	•Support Locations • Simple Support • Guide • Spring Hangers • Special
	Purpose Supports • Support Element Selection • The Sustained Load Analysis
	• Fixing Problems





















1350 - 1420	Thermal Expansion & Contraction
	Thermal Expansion & Contraction Effects • Effects of Support, Anchor •
	Piping Flexibility • Properties for Flexibility Analysis • Thermal Expansion &
	Contraction • Piping Support • Sliding Supports
1420 – 1430	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
1430	Lunch & End of Day Two

Day 3	
	Preheat & PWHT
0730 - 0900	Preheating • Requirements and Recommendations • Temperature Verification • Preheat Zone • Post Weld Heat Treatment • Heat Treatment Requirements • Governing Thickness • Heating & Cooling • Temperature Verification • Hardness Tests • Specific Requirements • Alternative Heat Treatment •
	Exceptions to Basic Requirements • Dissimilar Materials • Delayed Heat Treatment • Local Heat Treatment
0900 - 0915	Break
0915 - 1100	Designing with Expansion Joints  Types of Expansion Joints • Pressure Thrust • Pressure Thrust Workshop • Installation of Expansion Joints • Bellows Movement • Universal Expansion Joint • Hinged Expansion Joint • Gimbal Expansion Joint • Pressure Balanced Expansion Joint • Bellows Expansion Joint Types • Metal Bellows Expansion Joints • Bellows Shapes (EJMA) • Metal Bellows Failure Modes • Flixborough Disaster • Metal Bellows Fatigue • Special Designs • Designer Responsibilities • Metal Bellows Design Conditions • Piping Design for Metal Bellows • Installation & Testing • Manufacturer Responsibilities • Other Considerations • Problems to Avoid
1100 - 1230	Welder Qualification • Welding Procedure Specification (WPS) • Welding Processes • Shielded Metal Arc Welding • Gas Metal Arc Welding • Flux Cored Arc Welding • Gas Tungsten Arc Welding • Welding Processes • Welding Processes Accepted • Weld Preparation • Typical Welds • Preheating • Heat Treatment • Bending & Forming • Installation • Flanged Joints Alignment • Tighten Procedure for Flange Joints • Threaded Joints
1230 – 1245	Break
1245 - 1420	Inspection, Examination & Testing Inspection • Examination Requirements • Acceptance Criteria • Ultrasonic Examination • Examination Methods • Examination Requirements • Examination – Normal Fluid Service • Examination - Severe Cyclic Conditions • Testing • Leak Test Methods
1420 – 1430	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
1430	Lunch & End of Day Three





















Day 4

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0730 - 0830	Specific Piping Systems
	Instrument Piping • Pressure Relieving Systems
	Repairs, Alterations & Rerating of Piping Systems
0830 - 0930	API 570 Repairs and Alterations • Welding Repairs (Including on-Stream) •
	Welding & Hot Tapping • Re-rating • Case Study: Marcus Oil
0930 - 0945	Break
	Pressure Tests Hydrostatic, Pneumatic & Combination Tests
0945 - 1100	API 570 Pressure Testing, Requirements • ASME B31.3 Calculation of Test
	Pressures • Pressure Tests • Initial Service Leak Test
	High Pressure Piping
1100 1015	General - High Pressure • Materials • Pressure Design • Limitations •
1100 - 1215	Flexibility Analysis • Fabrication • Examination Requirements • Testing •
	Overpressure Protection
1215 - 1230	Break
	In-Service: Piping API 570 - Inspection, Repair, Alteration & Rerating
1230 - 1300	of In-Service
	In-Service Piping • API 570 Piping Inspection Code • Responsibilities
	What to Inspect
1300 - 1420	Erosion & Corrosion/Erosion • Environmental Cracking • Corrosion Beneath
1300 - 1420	Linings & Deposits • Fatigue Cracking • Creep Cracking • Brittle Fracture •
	Freeze Damage
1420 – 1430	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
1430	Lunch & End of Day Four

Day 5

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0730 - 0830	External Inspection Checklist Leaks • Misalignment • Vibration • Supports • Corrosion • Insulation
0830 - 0930	Types of Inspection Internal Visual • Thickness Measurement • External Visual • Vibrating Piping • Supplemental
0930 - 0945	Break
0945 – 1100	Inspection Practices Frequency & Extent of Inspection • Inspection Intervals • Extent of CUI Inspections • Extent of Small Bore Piping Inspection • Remaining Life Calculation • Corrosion Rate Calculations [LT or ST] • Maximum Allowable Working Pressure • Required Minimum Thickness • Assessment of Inspection Findings • Repairs & Alterations • Temporary Repairs • Fabrication & Examination • Leak Testing • Rerating
1100 – 1215	Existing Piping Calculations (API-570)  Piping Calculations (API-570) • Injection Point Limits (API-570 5.10) •  Existing Piping Calculations • Corrosion Rate Determination • Short Term (S.T.) Corrosion Rate • Maximum Allowable Working Pressure (Half Life) •  Pressure Design Thickness (API-574- 11.1) • Structural Minimum Thickness • Minimum Required Thickness • Determination of Retirement Thickness for Valves
1215 - 1230	Break

















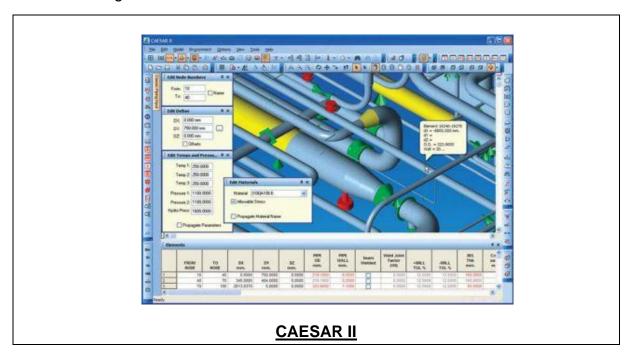




1230 – 1345	Category M Fluid Service
	General • Design Requirements • Fabrication Requirements • Examination
	Requirements • Metallic Leak Test Requirements • Nonmetallic Examination &
	Testing Requirements • Typical Owner Added Requirements
	Course Conclusion
1345 - 1400	Using this Course Overview, the Instructor(s) will Brief Participants about the
	Course Topics that were Covered During the Course
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 the "CAESAR II" simulator.



# **Course Coordinator**

Reem Dergham, Tel: +974 4423 1327, Email: reem@haward.org

















