COURSE OVERVIEW HE0830

Advanced Accident Investigation & Reporting

Course Title

Advanced Accident Investigation & Reporting

Course Date/Venue

Session 1: June 29-July 03, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE

Session 2: October 26-30, 2025/Meeting Plus 9, City Centre Rotana, Doha, Qatar

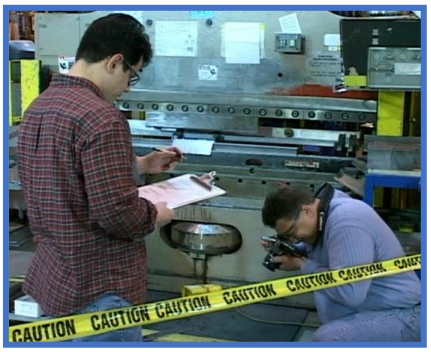
Course Reference

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

Dubai	**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.
Doha	**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.

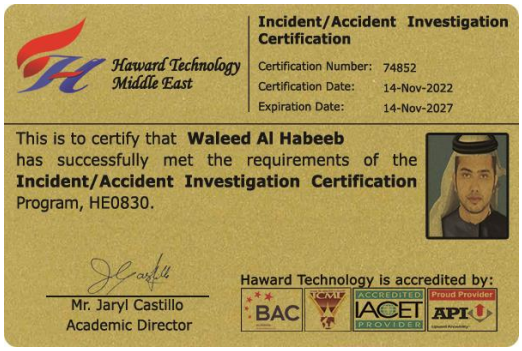
Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-



(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.

Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-22

HTME No. 74852

Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE0830	Incident/Accident Investigation Certification	November 10-14, 2022	30	3.0

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

TRUE COPY

Jaryl Castillo
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 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 Association 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 is accredited by

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | E-mail: info@haward.org | Website: www.haward.org

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.

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 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.

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	***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

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

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

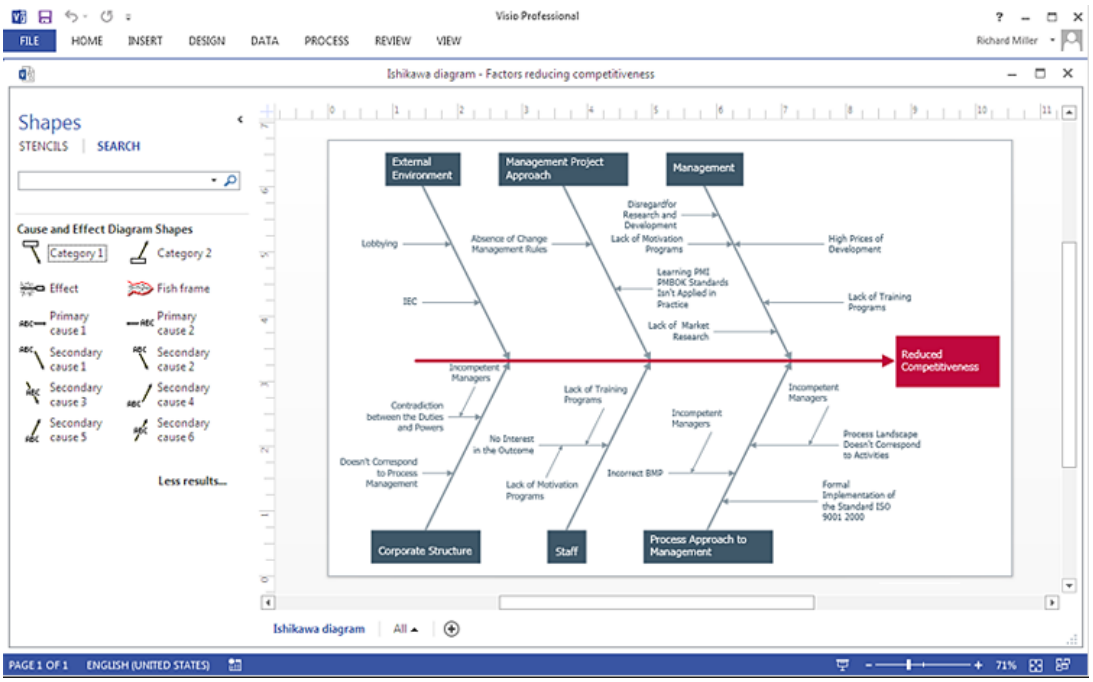
0730 – 0930	***Accident Investigation – Practical Exercise*** *Formation of Investigation Teams ● Setting the Scene – Video and Team Discussion*
0930 – 0945	*Break*
0945 – 1100	***Accident Investigation – Practical Exercise (cont'd)*** *Question Session – Gathering of Information ● Team Investigation – 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

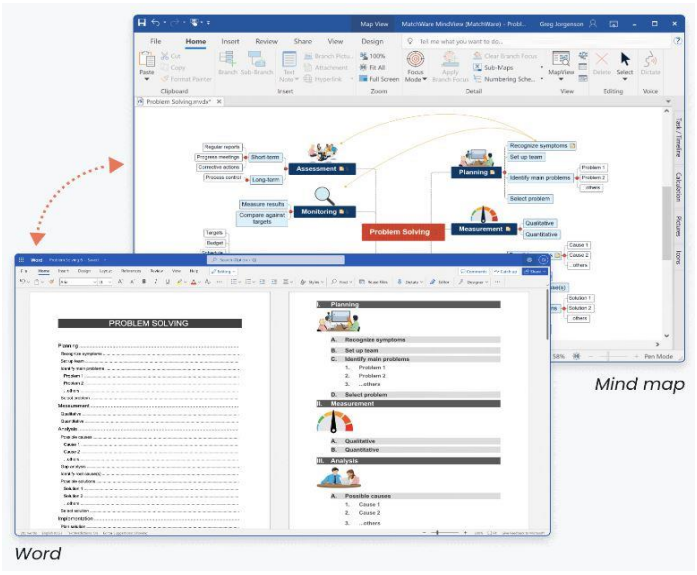
0730 - 0930	***Internal & External Reporting Requirements*** *Implementing Remedial Measures–Communicating Information*
0930 – 0945	*Break*
0945 – 1100	***Internal & External Reporting Requirements (cont'd)*** *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*
1100 – 1230	***Internal & External Reporting Requirements (cont'd)*** *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (cont'd)*
1215 – 1230	*Break*
1230 – 1300	***Internal & External Reporting Requirements (cont'd)*** *Insurance Requirements*
1300 – 1315	***Course Conclusion***
1315 – 1415	***COMPETENCY EXAM***
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

Kamel Ghanem, Tel: +971 2 30 91 714, Email: kamel@haward.org