

COURSE OVERVIEW HE0851 Certified Lead Investigator

Course Title

Certified Lead Investigator

Course Date/Venue

Please see page 3

Course Reference

HE0851

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.

The course is designed to provide delegates with a detailed and up-to-date overview of lead investigation. It covers the incident causation, domino sequence, Swiss Cheese model, failure domains and holes and slices; the stages in the development and analysis of an incident and the steps in incident investigation; recognizing when does an incident investigation start and who should do the investigating; and gathering data through visiting the scene, photographing, sketch, physical evidence and OHSAS 18001/ISO 14001 approach.



During this interactive course, participants will learn the questioning and interview techniques and dealing with conflicting statements; organizing the data, identifying conventions used in ECFA+ and the proper application; the human error, human failure and human error model; drawing conclusions and making recommendations; the root cause and recommendations generation and implementation; the corrective/preventive measures and hierarchy of controls in order of preference; developing corrective actions, preparing the report and identifying report format; and following up and measuring performance.



Course Objectives

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

- Get certified as a “*Certified Lead Investigator*”
- Discuss incident causation covering domino sequence, Swiss Cheese model, failure domains and holes and slices
- Illustrate the stages in the development and analysis of an incident and the steps in incident investigation
- Recognize when does an incident investigation start and who should do the investigating
- Gather data through visiting the scene, photographing, sketch, physical evidence and OHSAS 18001/ISO 14001 approach
- Carryout proper questioning and interview techniques and deal with conflicting statements
- Organize the data, identify conventions used in ECFA+ and employ proper application
- Recognize human error, human failure and human error model as well as draw conclusions and make recommendations
- Identify root cause and apply recommendations generation and implementation including corrective/preventive measures
- Discuss the hierarchy of controls in order of preference covering note, eliminate, substitute, design, separate and personal protective equipment
- Develop corrective actions, prepare the report, identify report format and follow up and measure performance

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 aspect and considerations of incident investigation and reporting for managers, team leaders, engineers, superintendents, supervisors and those in-charge of incident investigation or reporting.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Date/Venue

Session(s)	Date	Venue
1	April 19-23, 2026	Meeting Room 4, Four Seasons Hotel Cairo at Nile Plaza, Corniche El Nil, Garden City, Cairo, Egypt
2	May 31-June 04, 2026	Pierre Lotti Meeting Room, Movenpick Hotel Istanbul Golden Horn, Istanbul, Turkey
3	June 29-July 03, 2026	Glasshouse Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
4	August 10-14, 2026	Ruben Boardroom, The Rubens at The Palace, Buckingham Palace Road, London, United Kingdom
5	September 13-17, 2026	Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE
6	November 22-26, 2026	Crowne Meeting Room, Crowne Plaza Al Khobar, an IHG Hotel, Al Khobar, Kingdom of Saudi Arabia
7	December 13-17, 2026	Salon Expo, NH Hotel Plaza de Armas, Seville, Spain
8	January 10-14, 2027	Salon Expo, NH Hotel Plaza de Armas, Seville, Spain
9	February 14-18, 2027	Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE
10	March 22-26, 2027	Ruben Boardroom, The Rubens at The Palace, Buckingham Palace Road, London, United Kingdom

Course Fee

Cairo	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.
Istanbul	US\$ 6,000 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Abu Dhabi	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.
London	US\$ 8,800 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
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.
Al Khobar	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.
Seville	US\$ 8,800 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate(s)

(1) Internationally Competency Certificates and Plastic Wallet Card Certificates 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. Successful candidate will be certified as a “*Certified Lead Investigator*”. 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:-




Certified Incident Investigator

Certification Number: 74851
 Certification Date: 15-Nov-2023
 Expiration Date: 15-Nov-2028

This is to certify that **Waleed Al Habeeb** has successfully met the requirements to be certified as a **Incident Investigator** under the Certified Incident Investigator: Incident Investigation & Reporting (NFPA, OSHA, API, ISO & ANSI Standards) Program, HE0851.



Mr. Jaryl Castillo
Academic Director

Howard Technology is accredited by:




Incident Investigator

Certification Program

This program is designed to assist companies in identifying professionals who have satisfied the minimum competencies specified in HE0851. Howard Technology does not warrant or guarantee the performance of any professional certified under this program.

P.O. Box 26070
 Abu Dhabi, UAE
 Tel: +971 2 30 91 714
 Http://www.haward.org



74851

Howard Technology is accredited by:



- (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.

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Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

CEUs

CEU Official Transcript of Records

TOR Issuance Date: 15-Nov-23

HTME No. 74851

Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE0851	Certified Incident Investigator: <i>Incident Investigation & Reporting (NFPA, OSHA, API, ISO & ANSI Standards)</i>	November 11-15, 2023	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 Accredited 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 1-2018 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 1-2018 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

* Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology *

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**. 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 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. Peter Christian is an **International Expert** in **Safety, Health, Environmental and Quality** with over **25 years** of practical and industrial experience in **Lifting & Rigging Equipment HAZOP, HAZWOPER, HAZMAT, HAZCOM, PHA (Process Hazard Analysis), FMEA, HAZID, ISO 14001, OHSAS 18001, ISO 9001**, Process Safety Management (**PSM**), Safety, Health, Environmental & Quality Management (**SHEQ**), **Behavioral Safety Management, Industrial Hygiene, Human Factors Engineering, Risk Assessment, Fire**

Fighting, Rope Rescue Operations, Emergency Response within process industries. He is currently the **President** of **NKWE** and spearheads the companies major projects and business ventures, where he specializes in the areas of **SHEQ solutions, ISO, Quality Control and OSHA systems**. Previously, he has had much on-hand experience in the initiation and management of projects (technical as well organizational development) including involvement in **design of process plants; the commissioning & decommissioning** of process plants; the **operational and financial responsibility** for large process operations; **risk management; operational and maintenance management, crisis and emergency management, accident investigation, risk assessment, hazard identification and emergency preparedness & response** (oil spillage and gas explosions).

Much earlier in his career, Mr. Christian was a **HAZOP Team Leader** for numerous **HAZOP** studies and he has further managed the **Health, Safety & Environmental and Quality** requirements of a large process company. This included responsibilities as an auditor for compliance against **SHEQ standards, ISO standards** and the **Fatal Risk Control Protocols**. He then facilitated the development and implementation of the above standards as a group and at site level as part of the SHEQ council. Moreover, he established, trained and led a Rope rescue team and a high level emergency care clinic and ambulance service for many years. He still abseils recreationally and leads adventure groups during abseiling activities and serves as a rescue team member for mountain and water emergencies.

During his career life, Mr. Christian has gained his practical and field experience through his various significant positions as the **Plant Manager, Project Metallurgist, Metallurgist, HSE Team Leader, SHEC Superintendent, Mentor, Instructor/Trainer, Acting Technical Manager, Process Plant Superintendent, Acting Project Leader, Acting Plant Superintendent, Appointed Health & Safety & Environmental Superintendent, Production Technician, Acting Senior Shiftsman, Foreman and Learner – Official Extraction Metallurgy** from various companies such as the NKWE Consulting, SAMANCOR, Middleburg Mine Services (Pty) Ltd., Koomfontein Mines, Emelo Mine Services, Gencor Group and South African Defence Force.

Mr. Christian has a **Postgraduate Studies in Advanced Executive Programme** and a **National Higher Diploma (NHD) & a National Diploma in Extraction Metallurgy**. He is also a **Certified Auditor** in **OHSAS 18001, ISO 14001 & ISO 9001**, a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**, a **Six Sigma Black Belt Coach** and holds a Certificate in Facilitate Learning Using a Variety of Given Methodologies **NQF Level 5 (EDTP-SETA)** as a **Certified Facilitator**. He has further delivered innumerable courses, trainings, workshops and conferences globally.

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:

Day1

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 1000	Incident Causation <i>Domino Sequence • Swiss Cheese Model • Failure Domains • Holes & Slices • Stages in the Development & Analysis of an Incident • Root Cause • Root Cause Fixed? • Latent Failures • Steps in Incident Investigation</i>
1000 – 1015	<i>Break</i>
1015 – 1130	Initiating the Investigation <i>When Does an Incident Investigation Start? • Initiating the Investigation • Preserving the Scene of an Incident</i>
1045 – 1200	Initiating the Investigation (cont'd) <i>Who Should Do the Investigating? • Members of the Team • Initial Action</i>
1200 – 1215	<i>Break</i>
1215 – 1245	Gathering Data <i>Visiting the Scene • Photographing • Sketch • Physical Evidence • OSHAS 18001/ISO 14001 Approach</i>
1420 – 1430	Recap <i>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</i>
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0930	Questioning & Interview Techniques <i>Witness Accounts • Interviewing • Hierarchy of Questioning Techniques</i>
0930 – 0945	<i>Break</i>
0945 – 1045	Questioning & Interview Techniques (cont'd) <i>Dealing with Conflicting Statements • Other Information • Data Collection Guides</i>
1045 – 1200	Organising the Data <i>The Storyline • Documenting the Storyline • Fundamentals • Events • Conditions • Non-Events • Evidence</i>

1200 – 1215	Break
1215 – 1420	Conventions Used in ECFA+ Active Voice • Transitive Verbs • Simple Present Tense
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

0730 – 0930	Application Description of Incident • Charting Application • Additional Facts Were Added • Some Causal Factors About the Boy's Actions Were Determined & Shown • Some of the Causal Factors About Ajax Were Added
0930 – 0945	Break
0945 – 1045	Application (cont'd) Additional Ajax Causal Factors Were Added • Some Events Leading to a Condition Were Determined & Shown • The Final Conditions (Causal Factors) Were Added • Workshop 1, 2, 3
1045 – 1200	Human Error Risk-Taking Behaviour • Background to Applied Safe Behaviour Analysis: A-B-C Model • Incident Analysis with Applied Safe Behaviour Analysis
1200 – 1215	Break
1215 – 1420	Human Failure Human Error (Slips & Lapses; How to Reduce Slips & Lapses) • Mistakes (Examples of Mistakes; Why Do Mistakes Occur?; Factors Which Contribute to People Making Mistakes; How You Can Reduce Mistakes) • Violations (Typical Causes of Violations; How You Can Reduce Violations)
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

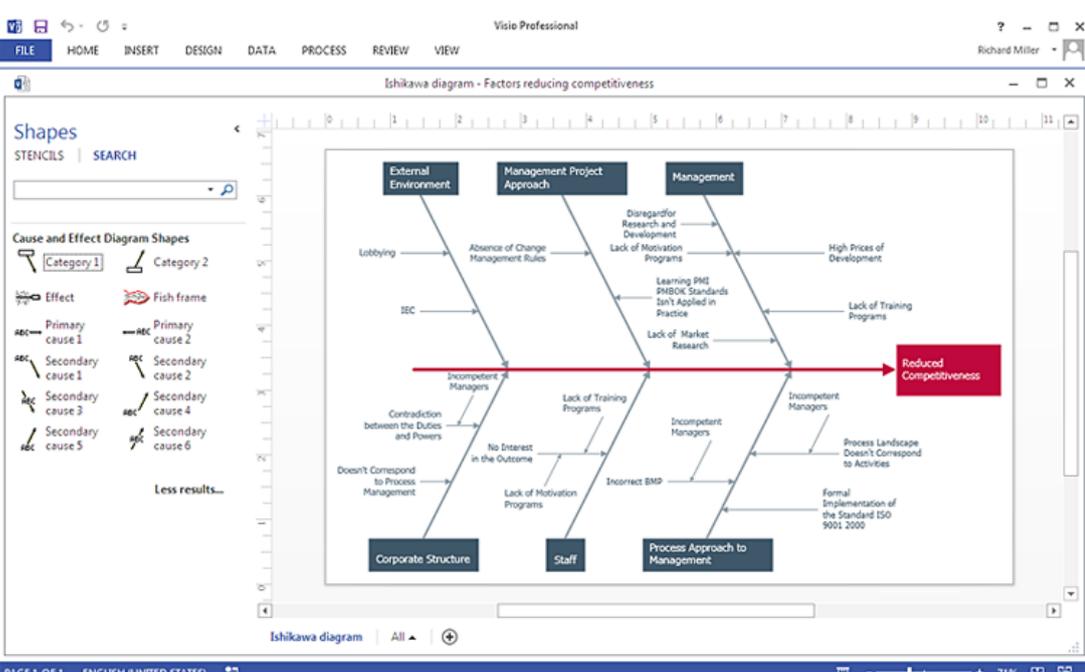
0730 – 0930	Human Error
0930 – 0945	Break
0945 – 1045	Drawing Conclusions & Making Recommendations Testing the Logical Outcome of the Storyline • Explanation • To Find the Root Cause • Task
1045 – 1200	Drawing Conclusions & Making Recommendations Material/Equipment • Worker(s) • Management • Environment
1200 – 1215	Break
1215 – 1420	Corrective Action Root Cause - Definition Reviewed • Recommendations Generation and Implementation • Corrective/Preventive Measures
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

0730 – 0930	Hierarchy of Controls in Order of Preference Note • Eliminate • Substitute • Design • Separate • Administrative • Personal Protective Equipment
0930 – 0945	Break
0945 – 1145	Develop Corrective Actions Focus of Corrective Actions • Preparing the Report
1145 – 1215	Report Format Part I – Particulars • Part II – Description of the Incident • Part III – Evidence • Part IV – Incident Causation • Part V – Corrective Action
1215 – 1230	Break
1230 – 1300	Report Format (cont'd) Part VI – Report Review • Discuss the Report • Follow Up & Measuring Performance • Who Did It, Is Not Important!
1300 – 1315	Course Conclusion Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course
1315 – 1415	COMPETENCY EXAM
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 “Visio” and “Mindview” simulator.



The screenshot shows the Visio Professional interface with an Ishikawa diagram. The diagram is titled "Ishikawa diagram - Factors reducing competitiveness". The main effect (head) is "Reduced Competitiveness". The causes (bones) are categorized into six main areas: External Environment, Management Project Approach, Management, Corporate Structure, Staff, and Process Approach to Management. Specific causes include Lobbying, Absence of Change Management Rules, Disregard for Research and Development, Lack of Motivation Programs, High Prices of Development, Learning PMI PMBOK Standards isn't Applied in Practice, Lack of Training Programs, Lack of Market Research, Incompetent Managers, Contradiction between the Duties and Powers, No Interest in the Outcome, Lack of Training Programs, Incompetent Managers, Process Landscape Doesn't Correspond to Activities, Doesn't Correspond to Process Management, Lack of Motivation Programs, Incorrect BMP, Incompetent Managers, and Formal Implementation of the Standard ISO 9001:2000.

Visio Software



Mindview Software

Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org