COURSE OVERVIEW TM0039
Risk Assessments, Methods Statements & Quality Plans

Course Title
Risk Assessments, Methods Statements & Quality Plans

Course Date/Venue
Please refer to page 2

3.0 CEUs (30 PDHs) AWARD

Course Reference
TM0039

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

H-STK© INCLUDED

Course Description

This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and up-to-date overview of Risk Assessments, Methods Statements and Quality Plans. It covers the importance of risk assessment; the legal requirements for risk assessment; the five steps of a risk assessment including hazards and risks; assessing and controlling risks associated with each type of hazard; the qualitative and quantitative risk assessment methods; the advantages and disadvantages of each method; and the importance of methods statements including the legal requirements and components.

During this interactive course, participants will learn the clear and concise method statement and quality plan; the legal requirements and components of quality plan; the importance of planning and preparation; the quality objectives and performance indicators; the quality control procedures and processes; the corrective actions and continuous improvement measures in a quality plan; the risk assessments, method statements and quality plans; and the importance of training and communication.

Course Objectives

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

- Apply and gain an in-depth knowledge on risk assessments, methods statements and quality plans
- Discuss risk assessment and its importance as well as the legal requirements for risk assessment
- Identify the five steps of a risk assessment including hazards and risks
- Assess and control the risks associated with each type of hazard
- Carryout qualitative and quantitative risk assessment methods and discuss the advantages and disadvantages of each method
- Discuss the importance of methods statements including the legal requirements and components
- Write a clear and concise method statement and quality plan
- Recognize the legal requirements and components of a quality plan as well as the importance of planning and preparation
- Identify quality objectives and performance indicators and describe the quality control procedures and processes
- Apply corrective actions and continuous improvement measures in a quality plan
- Implement risk assessments, method statements and quality plans as well as discuss the importance of training and communication

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 risk assessments, methods statements and quality plans for site managers, safety officers, project managers, quality control inspectors and other related roles and those who work in health and safety, quality assurance, risk management or regulatory compliance.

Course Date/Venue

Session(s)	Date	Venue
1	September 22-26, 2025	Hampstead Meeting Room, London Marriott Hotel Regents Park, London, UK
2	October 12-16, 2025	Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE
3	November 24-28, 2025	TBA Meeting Room, Grand Hyatt Athens, Athens, Greece
4	January 05-09, 2026	TBA Meeting Room, JW Marriott Hotel Madrid, Madrid, Spain

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. Drag Zic is an **International Expert** in **Quality**, **Contracts & Project Management** with over **30 years** of extensive experience. His expertise mainly covers **Quality** Management, **Quality Control**, **Quality Assurance**, **Project & Contract** Management; **Planning**, **Scheduling**, **Budgeting & Cost Control**; **Document** Management, **Record** Management, **Leadership & Business**, **Performance** Management, **Customer Service** Management, **Quality** Management, **Risk** Management, **Data** Management **Systems**, **R&D** and **Research** Management, Analytical & Chemical Laboratory Management, Statistical Analysis of Laboratory Data, Statistical Method Validation & Laboratory Auditing, Sample Development & Preparation in Analytical Laboratory, Data Analysis Techniques, Laboratory Quality Management (ISO 17025), Applied Research & Technology, Basic Geology, Quality Assurance Assessment, Quantified Risk Assessment (**QRA**).

Further, he is also well-versed in **Seismic Monitoring Systems**, **Seismological Software** (**4di**, **Xmts**, **OptiNet** and **ErrMap**), **Data Analysis**, **Rock Mass Stability Analysis**, **Seismic Budget Planning & Productivity Improvement Analysis**, **HazMap**, **ISO Standards** as well as **Balance Scorecard**. He is currently the **Director** and **Principal Consultant** of **DRAMI** wherein he is responsible in formulating and executing the plans for applied research and technology transfer.

During Mr. Zic's career life, he had occupied several significant positions as the **Project Manager**, **Contract Manager**, **Programme Manager**, **Safety & Engineering Manager**, **Rock Engineering Manager**, **Laboratory Manager** and **Mine Seismologist** with different international companies.

Mr. Zic is a **Professional Natural Scientist** and holds a **Bachelor** degree in **Geophysics** and a **Diploma** in **Management Development Programme**. He is an active member of various professional engineering bodies internationally like the European Geosciences Union (**EGU**), the Canadian Institute of Mining (**CIM**), the European Association of Geoscientists and Engineers (**EAGE**) and the International Society for Rock Mechanics (**ISRM**).

Course Fee

Greece	**US$ 8,800** per Delegate + **VAT**. This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Madrid	**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.
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.

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.

Accommodation

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

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 – 0900	***Introduction to Risk Assessments***
0900 – 0930	***What is a Risk Assessment & Why is it Important?***
0930 - 0945	***The Legal Requirements for Risk Assessments***
0945 – 1000	*Break*
1000 – 1130	***The Five Steps of a Risk Assessment***
1130 – 1200	***How to Identify Hazards & Evaluate Risks***
1200 – 1230	***Types of Hazards & Risks***
1230 – 1300	***Common Types of Hazards in the Workplace***

1300 – 1315	Break
1315 – 1330	**Physical, Chemical, Biological & Ergonomic Hazards**
1330 – 1420	**How to Assess & Control the Risks Associated with Each Type of Hazard**
1420 – 1430	**Recap**
1430	Lunch & End of Day One

Day 2

0730 – 0800	**Examples of Hazardous Situations in Various Industries**
0800 – 0900	**Risk Assessment Methods**
0900 - 0945	**Qualitative & Quantitative Risk Assessment Methods**
0945 - 1000	Break
1000 – 1100	**Advantages & Disadvantages of Each Method**
1200 – 1230	**How to Choose the Right Method for your Workplace**
1230 - 1300	**How to Interpret & Use the Results of a Risk Assessment**
1300 – 1315	Break
1315 – 1330	**Methods Statements**
1330 – 1400	**What is a Method Statement & Why is it Important?**
1400 - 1420	**The Legal Requirements for Method Statements**
1420 – 1430	**Recap**
1430	Lunch & End of Day Two

Day 3

0730 – 0800	**The Components of a Method Statement**
0800 – 0900	**How to Write a Clear & Concise Method Statement**
0900 - 0945	**Writing a Method Statement**
0945 - 1000	Break
1000 – 1100	**The Importance of Planning & Preparation**
1100 – 1200	**How to Identify Hazards & Assess Risks**
1200 – 1230	**How to Describe the Work Activities & Sequence of Operations**
1230 - 1300	**How to Include Safety Measures & Control Measures in a Method Statement**
1300 – 1315	Break
1315 – 1330	**Quality Plans**
1330 – 1400	**What is a Quality Plan & Why is it Important?**
1420 – 1430	**Recap**
1430	Lunch & End of Day Three

Day 4

0730 – 0800	**The Legal Requirements for Quality Plans**
0800 – 0900	**The Components of a Quality Plan**
0900 - 0945	**How to Write a Clear & Concise Quality Plan**
0945 - 1000	Break
1000 – 1130	**Writing a Quality Plan**
1130 – 1230	**The Importance of Planning & Preparation**
1230 - 1300	**How to Identify Quality Objectives & Performance Indicators**
1300 – 1315	Break
1315 – 1400	**How to Describe the Quality Control Procedures & Processes**
1400 - 1420	**How to Include Corrective Actions & Continuous Improvement Measures in a Quality Plan**
1420 – 1430	**Recap**
1430	Lunch & End of Day Four

Day 5

0730 – 0800	***Implementation & Review***
0800 – 0900	***How to Implement Risk Assessments, Method Statements & Quality Plans***
0900 - 0945	***The Importance of Training & Communication***
0945 – 1000	*Break*
1000 – 1130	***How to Monitor & Review the Effectiveness of these Documents***
1130 – 1230	***How to Update & Revise them as Needed***
1230 – 1300	***Case Studies & Examples***
1300 – 1315	*Break*
1315 – 1330	***Real-life Examples of Risk Assessments, Method Statements & Quality Plans***
1330 - 1345	***Analysis & Evaluation of these Examples***
1345 – 1400	***Course Conclusion***
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:

Course Coordinator

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