COURSE OVERVIEW HE2106
Health & Safety, Environment & Quality Audits

Course Title
Health & Safety, Environment & Quality Audits

Course Date/Venue
November 09-13, 2025/Fenerbahce Meeting Room, Hilton Istanbul Bakirkoy Hotel, Bakirkoy Turkey

Course Reference
HE2106

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

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 Health & Safety, Environment & Quality Audits. It covers the HSEQ management systems, international standards and frameworks; the principles of auditing, types of HSEQ audits and legal and regulatory compliance in HSEQ; the auditor competence and responsibilities and establishing audit objectives and scope; the audit criteria and checklists and risk assessment in audit planning including audit scheduling and team selection; the review and pre-audit preparation, opening meeting preparation and opening meeting execution; and collecting audit evidence and audit health and safety compliance and auditing environmental performance.

During this interactive course, participants will learn the proper auditing quality management processes and recording findings and observations; classifying audit findings, preparing the audit report and conducting closing meeting; the corrective and preventive actions (CAPA), follow-up audits and maintaining audit records; the integrated HSEQ auditing techniques, behavioral and cultural aspects of auditing and auditing in high-risk environments; the digital checklists and mobile auditing apps, data analytics for audit trends, remote sensing and IOT monitoring and AI-assisted audit planning and reporting; the KPIs for audit effectiveness and measuring compliance improvement over time; and linking audit results to business performance and benchmarking against industry best practices.

Course Objectives

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

- Apply and gain an in-depth knowledge on health and safety, environment and quality audits
- Discuss HSEQ management systems, international standards and frameworks, principles of auditing, types of HSEQ audits and legal and regulatory compliance in HSEQ
- Identify auditor competence and responsibilities and establish audit objectives and scope
- Recognize audit criteria and checklists and apply risk assessment in audit planning including audit scheduling and team selection
- Employ document review and pre-audit preparation, opening meeting preparation and opening meeting execution
- Collect audit evidence and audit health and safety compliance and apply auditing environmental performance
- Implement proper auditing quality management processes and recording findings and observations
- Classify audit findings, prepare the audit report and conduct closing meeting
- Apply corrective and preventive actions (CAPA), follow-up audits and maintaining audit records
- Carryout integrated HSEQ auditing techniques, behavioral & cultural aspects of auditing and auditing in high-risk environments
- Use digital checklists and mobile auditing apps, data analytics for audit trends, remote sensing and IOT monitoring and ai-assisted audit planning and reporting
- Employ KPIs for audit effectiveness, measuring compliance improvement over time, linking audit results to business performance and benchmarking against industry best practices

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 health & safety, environment & quality audits for HSEQ managers, supervisors & team leaders, health & safety officers, environmental officers, compliance officers and quality assurance (QA) personnel.

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. Yasser Almasood is a **Senior HSE Consultant** with almost **20 years** of industrial experience within the, **Oil & Gas**, **Refinery** and **Petrochemical** industries. His wide expertise covers in the areas of **HAZOP**, Advanced **Process Hazard Analysis**, **Safety** Management, **Health & Safety** Management, **Process Risk** Analysis, Effective Tool Box Talks, Construction Sites Safety, **HSSE Management** System, **HSSE Audit & Inspection**, **HSEQ Procedures**, **Environmental Safety** Management, **LOPA & SIL**, Process Safety Management (**PSM**), **Incident investigation & Root Cause Analysis**, **Emergency & Crisis Management**, **Safety Audit & Site**, Inspection, Inspection of Fire Equipment & Tools, **Fire Protection & Prevention**, Worker Protection from Radiation Work Permits, IGC International General Certificate in Occupational Safety & Health, **Risk Assessment**, **Risk Associated** with Low Level Radiation Exposure, Hydrogen Sulfide (**H2S**) Safety, **Personal Protective Equipment**, **Lock-Out & Tag-Out**, **OSHA** Occupational Safety & Health, Radiation & Contamination, Scientific Notation, Exposure Rate & Shielding Calculations, **Excavations & Trenching**, **Permit-to-Work**. Further, he is also well-versed in **Process Plant** Optimization & Energy Conservation, **Process Equipment** Design & Troubleshooting, **Advanced Operation Skills**, **Refinery Process Yield Optimization**, **Oil & Gas Processing**, Troubleshooting Oil & Gas Processing Facilities, **Polymers & Polymerization**, Applied **Process Engineering**, **Process Plant** Troubleshooting & Engineering Problem Solving, **Process** Plant Performance & Efficiency, **Flare Blowdown & Pressure Relief Systems**, **Polypropylene** Manufacturing, **Polyethylene** & Process Troubleshooting, **Ammonia**, **Ethylene**, **Solvents**, **Gas Feed**, **EDC**, **VCM**, **PP**, **PVC**, **Chlorine**, **Fluidized Bed Reactor**, **Oil Movement & Storage**, **Power Plant Chemistry**, **Catalyst** Manufacturing Techniques, **Fuel Systems** Management, **Process Design & Optimization**, **Desalination Processes**, **Reverse Osmosis** and **Molecular Sieves**, Aspentech, Aspen HYSYS, Pro II, exSILentia, OLGA, Flare System Analyzer, Aspen PIMS, DYNSIM, RiskWISE, MS Office and IBM Maximo.

During his career life, Mr. Yasser has gained his practical and field experience through his various significant positions and dedication as the **Senior Process Engineer**, **Process Engineer, Safety Engineer**, **Oil & Gas Process & Safety Instructor**, **On-Job Instructor**, **Process Senior Operator**, **Acting DCS Operator** and **Shift Controller** for various multi-national companies such as the ADNOC Gas Processing (**GASCO**), Conoco Phillips Gas Plant and Syrian Gas Company (SGC).

Mr. Yasser has a **Bachelor** degree in **Petroleum Engineering**. Further, he is a **Certified Instructor/Trainer** and has further delivered numerous training, courses, workshops, seminars and conferences worldwide.

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 Fee

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.

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 workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: ***Sunday, 09th of November 2025***

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Overview of HSEQ Management Systems*** *Purpose & Importance of Integrated HSEQ Systems • Key Components of Health, Safety, Environment & Quality Management • Benefits to Organizations & Stakeholders • Common Challenges & Pitfalls in Implementation*
0930 – 0945	*Break*
0945 – 1030	***International Standards & Frameworks*** *ISO 9001: Quality Management System Requirements • ISO 14001: Environmental Management System Requirements • ISO 45001: Occupational Health & Safety Management System Requirements • Integration of Multiple Standards into One Audit Process*
1030 – 1130	***Principles of Auditing*** *Integrity, Objectivity, Confidentiality & Due Professional Care • Evidence-Based Approach • Risk-Based Thinking in Audits • Continuous Improvement Orientation*
1130 – 1215	***Types of HSEQ Audits*** *Internal versus External Audits • First-, Second and Third-Party Audits • Compliance vs. Performance Audits • Combined & Integrated Audits*
1215 – 1230	*Break*

1230 – 1330	***Legal & Regulatory Compliance in HSEQ*** *Understanding Applicable National & International Regulations • Industry-Specific Compliance Requirements • Identifying Legal Obligations & Documentation • Role of the Auditor in Legal Compliance Verification*
1330 – 1420	***Auditor Competence & Responsibilities*** *Skills & Qualifications Required for HSEQ Auditors • Ethical Behavior & Impartiality • Communication & Interpersonal Skills • Continuous Professional Development for Auditors*
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 One*

Day 2: ***Monday, 10th of November 2025***

0730 – 0830	***Establishing Audit Objectives & Scope*** *Defining Purpose of the Audit • Determining Scope Boundaries • Setting Performance & Compliance Objectives • Linking Objectives to Organizational Goals*
0830 – 0930	***Audit Criteria & Checklists*** *Sources for Audit Criteria (Standards, Regulations, Policies) • Developing and Customizing Audit Checklists • Balancing Detail with Flexibility in Checklists • Aligning Checklists with Audit Scope*
0930 – 0945	*Break*
0945 – 1100	***Risk Assessment in Audit Planning*** *Identifying High-Risk Areas for Focus • Prioritizing Audit Resources Based on Risk • Linking Risk Assessment to Sampling Plans • Incorporating Previous Audit Findings*
1100 – 1215	***Audit Scheduling & Team Selection*** *Preparing the Audit Timetable • Selecting Competent Audit Team Members • Assigning Audit Roles & Responsibilities • Avoiding Conflicts of Interest*
1215 – 1230	*Break*
1230 – 1330	***Document Review & Pre-Audit Preparation*** *Reviewing Manuals, Procedures & Records • Understanding Organizational Processes Before Site Visits • Pre-Audit Questionnaires & Communications • Identifying Key Stakeholders for Interviews*
1330 – 1420	***Opening Meeting Preparation*** *Setting Meeting Agenda • Communicating Audit Plan to Auditees • Clarifying Expectations & Scope • Establishing Communication Channels During the Audit*
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:	Tuesday, 10th of November 2025
0730 – 0830	***Opening Meeting Execution*** *Introducing Audit Team & Roles • Presenting Audit Scope & Objectives • Confirming Resources & Logistics • Handling Questions & Concerns from Auditees*
0830 – 0930	***Collecting Audit Evidence*** *Observation, Interviews & Document Review • Triangulation of Evidence • Sampling Methods & Sample Sizes • Avoiding Bias in Evidence Gathering*
0930 – 0945	*Break*
0945 – 1100	***Auditing Health & Safety Compliance*** *Verifying Compliance with Safety Procedures • Checking Hazard Identification & Risk Assessments • PPE Usage & Workplace Inspections • Emergency Preparedness & Drills*
1100 – 1215	***Auditing Environmental Performance*** *Waste Management Practices • Pollution Prevention Measures • Energy & Resource Efficiency Monitoring • Compliance with Environmental Permits*
1215 – 1230	*Break*
1230 – 1330	***Auditing Quality Management Processes*** *Process Control & Standard Operating Procedures • Calibration & Maintenance of Measuring Equipment • Non-Conformance Management • Customer Satisfaction & Feedback Handling*
1330 – 1420	***Recording Findings & Observations*** *Differentiating Between Nonconformities, Observations & Opportunities for Improvement • Maintaining Objectivity in Reporting • Using Standardized Formats for Notes • Ensuring Evidence Is Sufficient & Relevant*
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:	Wednesday, 11th of November 2025
0730 – 0830	***Classifying Audit Findings*** *Major & Minor Nonconformities • Observations & Opportunities for Improvement • Positive Findings & Best Practices • Risk-Based Prioritization of Findings*
0830 – 0930	***Preparing the Audit Report*** *Structure & Format of a Professional Audit Report • Writing Clear & Concise Findings • Supporting Findings with Objective Evidence • Summarizing Conclusions & Recommendations*
0930 – 0945	*Break*
0945 – 1100	***Conducting the Closing Meeting*** *Presenting Key Findings to Management • Handling Disagreements Professionally • Gaining Agreement on Corrective Actions • Explaining the Follow-Up Process*
1100 – 1215	***Corrective & Preventive Actions (CAPA)*** *Root Cause Analysis Methods (5 Whys, Fishbone) • Developing Effective Corrective Action Plans • Preventive Action Strategies • Monitoring Action Implementation*
1215 – 1230	*Break*

1230 – 1330	***Follow-Up Audits*** *Scheduling & Conducting Verification Audits • Checking Effectiveness of Implemented Actions • Closing Nonconformities • Continuous Improvement Monitoring*
1330 – 1420	***Maintaining Audit Records*** *Retention & Archiving Requirements • Confidentiality & Security of Audit Data • Using Audit Management Software • Accessibility for Stakeholders & Regulators*
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: Thursday, 12th of November 2025

0730 – 0830	***Integrated HSEQ Auditing Techniques*** *Benefits & Challenges of Integrated Audits • Cross-Referencing Multiple Standards in One Audit • Reducing Duplication & Audit Fatigue • Case Studies of Integrated Audit Success*
0830 – 0930	***Behavioral & Cultural Aspects of Auditing*** *Building Trust with Auditees • Handling Resistance to Audits • Encouraging Openness & Transparency • Promoting a Positive Audit Culture*
0930 – 0945	*Break*
0945 – 1100	***Auditing in High-Risk Environments*** *Safety Precautions for Auditors • Specialized PPE & Training Requirements • Crisis & Emergency Response During Audits • Remote Auditing Techniques for Hazardous Sites*
1100 – 1230	***Use of Technology in HSEQ Audits*** *Digital Checklists & Mobile Auditing Apps • Data Analytics for Audit Trends • Remote Sensing & IoT Monitoring • AI-Assisted Audit Planning & Reporting*
1230 – 1245	*Break*
1245 – 1300	***Performance Metrics for HSEQ Audits*** *KPIs for Audit Effectiveness • Measuring Compliance Improvement Over Time • Linking Audit Results to Business Performance • Benchmarking Against Industry Best Practices*
1300 - 1345	***Auditor Development & Certification*** *International Auditor Certifications (IRCA, Exemplar Global) • Continuing Professional Development Programs • Building Specialist Expertise in H, S, E or Q • Networking & Professional Bodies for Auditors*
1345 – 1400	***Course Conclusion*** *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*

Practical Sessions

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

Course Coordinator

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