Haward Technology Middle East

COURSE OVERVIEW HE0590(AD6)
Certified ISO 45001 Lead Auditor

Course Title
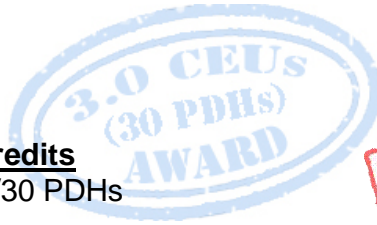Certified ISO 45001 Lead Auditor

Course Reference
HE0590(AD6)

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

Course Date/Venue

Session(s)	Date	Venue
1	February 11-15, 2024	Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA
2	May 12-16, 2024	Boardroom, Warwick Hotel Doha, Doha, Qatar
3	August 18-22, 2024	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
4	November 11-15, 2024	Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

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 ISO 45001/ OHSAS 18001. It will enhance the participants, recognize the various elements of ISO 45001/OHSAS 18001 and how they correlate with HSEMS as well as carryout the principles of auditing and audit HSEMS in line with ISO 45001/OHSAS 18001 requirements.

Further, the course will also discuss the ISO 45001/OHSAS 18001 standard and its interpretation; the importance of risk management and the difference between inspection and audits; and the auditing techniques and methods of questioning and gathering evidence against various ISO 45001/OHSAS 18001 elements.

During this interactive course, participants will learn to prepare audit questionnaire and checklist including planning audits and selecting the right team members; conduct proper opening and closing meetings and obtain the objective evaluation of audit evidence; correlate audit evidence against corresponding procedures; prepare and review audit reports and executive summary; and employ correction and corrective action as well as evaluate corrective action plan.

Course Objectives

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

- Get certified as a *"Certified ISO 45001/OHSAS 18001 Occupational Health & Safety Lead Auditor"*

- Gain knowledge on ISO 45001/OHSAS 18001 standard and its interpretation

- Correlate between various elements of ISO 45001/OHSAS 18001 standard and identify audit protocols and standards

- Discuss the importance of risk management and recognize the difference between inspection and audits

- Identify the important roles, responsibilities and limitations of an auditor as well as audit trails, different interviewing techniques and acquire auditing skills

- Acquire auditing techniques and methods of questioning and gathering evidence against various ISO 45001/OHSAS 18001 elements

- Prepare audit questionnaire and checklist including planning audits and selecting right team members

- Conduct proper opening and closing meetings and obtain the objective evaluation of audit evidence

- Correlate audit evidence against corresponding procedures and differentiate the observation and non-conformance

- Prepare and review audit reports and executive summary

- Employ correction and corrective action as well as evaluate corrective action plan

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 on OHSAS 18001 and ISO 45001 auditing for HSE, quality, laboratory, process, maintenance and other staff.

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 Wall 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 ISO 45001/OHSAS 18001 Occupational Health & Safety Lead Auditor*". 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)

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CEU Official Transcript of Records

TOR Issuance Date:	**14-Sep-17**
HTME No.	**PAR11317**
Participant Name:	**Waleed Al Baloushi**

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE590(AD6)	**Certified Lead Auditor (OHSAS 18001 and ISO 45001)**	September 10-14, 2017	30	3.0

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

TRUE COPY

Maricel De Guzman
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102, 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

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Haward Technology Middle East

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

- **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.

- **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.

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. Mike Taylor, MScLI, MBA, MBL, BSc, is an **International Expert** in **Health**, **Safety & Environment** (**HSE**) with over **20 years** of extensive experience in the areas of Advanced **Chemical Management**, **Crane Lifting**, **Contractor Safety** Management, **ISO 45001** Occupational Health & Safety Management System, **Occupational Risk** Management, **Environmental Impact Assessment Process**, **Environmental & Waste** Management, **Environmental** Management & Technology, **Environmental Regulation & Responsible Care**, **Environmental Enforcement & Compliance**, Injury & Illness Prevention, **Auditing & Risk Assessment**, **Quantified Risk** Assessment, **Hazardous Materials** (**HAZMAT**), **Hazard Communication** (**HAZCOM**), **Hazard Recognition & Assessment**, **Risk Control**, **Cryogens**, **MSDS**, Liquified Natural Gas, **Hazard Monitoring Techniques**, **Environmental Pollution Prevention**, **Hazardous Classification**, Packaging & Labelling, **Chemical Transportation**, **Waste Management**, **Chemical Spill Clean Up**, **Risk Assessments**, Safety & Emergency Plans, Working at Heights, Firefighting, Rescue & Operation, Fall Protection, **HSSE Emergency Response & Crisis Management Operations**, **Confined Space Entry**, **Construction Health & Safety**, HSSE Principles & Practices, **HSE Quantitative Risk Assessment** (**QRA**), **Root Cause Analysis** & **Techniques**, **Hazardous Materials & Chemicals Handling**, **Chemical Spills**, **Safety Precaution & Response Action Plan**, **PSM**, **PHA**, **HAZOP**, **HAZID**, **Hazard & Risk Assessment**, **Task Risk Assessment** (**TRA**), **Incident Command**, **Accident & Incident Investigation**, **Emergency Response Procedures**, Job Safety Analysis (**JSA**), Behavioural Based Safety (**BBS**), **Work Permit & First Aid**, **Emergency Response**, H_2S, ERP Preparation, Project HSE Management System, Health & **Hygiene** Inspection, PTW Control, Process Modules Fire & Gas Commissioning, **Ergonomics**, **Lockout/Tagout**, Fire Safety & Protection and **Spill Prevention & Control**. Mr. Taylor was **Appointed** as an **Executive/Management Development Facilitator** wherein he was responsible for the development of Executives & Senior Managers specializing in innovation, knowledge management and commercial negotiation as well as authored, implemented and executed a global 21st century facilitation and leadership methodology.

During his career life, Mr. Taylor has gained his practical and field experience through his various significant positions and dedication as the **Acting Safety Manager**, **HSES Auditor**, **Senior Trainer/Lecturer**, **HSE Advisor**, **Principal Safety Officer**, **Site Safety Officer**, **Safety Officer**, **Multinational/Corporate Senior Management Consultant**, **Business Consultant/Facilitator**, **Business Consultant/Coach**, **Client Director**, **International Sales & Business Development Manager**, **Regional Sales Manager**, **National Key Accounts Manager**, **Commercial Sales & Marketing Consultant**, **Sales & Marketing Representative**, **Key Note Speaker** and **Instructor/Trainer** for various international companies such as the Highland Group (Business Consulting), **Anglo American**, **BHP Billiton**, Rio Tinto, DI Management Solutions (BPO), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Giant Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Leatt Corporation, Dentsply SA, Binzagr Company, **Unilever**, **Kellogg's**, BAT, **Hershey's**, CORO, Lilly Direct/Lennon Generics and Bausch & Lomb.

Mr. Taylor has **Master** degrees in **Leadership & Innovation**, **Business Administration** and **Business Leadership** as well as a **Bachelor** degree in **Physical Education**. Further, he is a **Certified Instructor/Trainer** and a member of Incremental Advantage, Da Vinci Institute, Black Management Forum, Institute of Directors (IOD), World Future Society (WFS), Social Science Research Network, University of Kwazulu Natal (Alumnus), Anthropology & Archaeology Research Network and National Research Foundation (NRF). He has further delivered numerous trainings, courses, workshops, seminars and conferences globally.

Haward Technology Middle East

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

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.
Doha	**US$ 6,500** per Delegate. 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.
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.

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	***ISO 45001/OHSAS 18001 Standards & their Interpretation***
0930 – 0945	*Break*
0945 – 1100	***Elements of the ISO 45001/OHSAS 18001 Standards***
1100 – 1230	***Audit Protocols & Standards***
1230 – 1245	*Break*
1245 – 1420	***Risk Management***
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2

0730 – 0930	*Difference Between Inspection & Audits*
0930 – 0945	*Break*
0945 – 1100	*Roles & Responsibilities of an Auditor*
1100 – 1230	*Auditor's Limitations*
1230 – 1245	*Break*
1245 – 1420	*Audit Trails*
1420 – 1430	*Recap*
1430	*Lunch & End of Day Two*

Day 3

0730 – 0930	*Different Interviewing Techniques*
0930 – 0945	*Break*
0945 – 1100	*Auditing Skills*
1100 - 1230	*Auditing Techniques & Methods of Questioning & Gathering Evidence Against Various ISO 45001/OHSAS 18001 Elements*
1230 - 1245	*Break*
1245 – 1420	*Auditing Techniques & Methods of Questioning & Gathering Evidence Against Various ISO 45001/OHSAS 18001 Elements (cont'd)*
1420 – 1430	*Recap*
1430	*Lunch & End of Day Three*

Day 4

0730 – 0930	*Preparing Audit Questionnaire/Checklist*
0930 – 0945	*Break*
0945 – 1100	*Conducting Opening & Closing Meetings*
1100 – 1230	*Objective Evaluation of Audit Evidence*
1230 – 1245	*Break*
1245 – 1420	*Correlation of Audit Evidence Against Corresponding Procedures*
1420 – 1430	*Recap*
1430	*Lunch & End of Day Four*

Day 5

0730 – 0930	*Observation & Non-Conformance*
0930 – 0945	*Break*
0945 – 1100	*Audit Reports & Executive Summary*
1100 – 1215	*Correction & Corrective Action*
1215 – 1230	*Break*
1230 – 1300	*Corrective Action Plan*
1300 – 1315	*Course Conclusion*
1315 – 1415	*COMPETENCY EXAM*
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

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

Course Coordinator

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