COURSE OVERVIEW HE1580-3D
Supervisor Training for Receiving Authority

Course Title
Supervisor Training for Receiving Authority



Course Date/Venue
October 19-21, 2026/Delma Meeting Room, Royal Rose Hotel Abu Dhabi, a Curio Collection by Hilton Affiliated Hotel, Abu Dhabi, UAE



Course Reference
HE1580-3D

Course Duration/Credits
Three days/1.8 CEUs/18 PDHs

Course Description







This practical and highly-interactive course includes re al-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 Supervisor for General Supervision Skills. It covers the receiving authority (RA) role, control of work (CoW) system and permit-to-work process; the risk management in receiving activities, isolation and lockout/tagout (LOTO) and communication and coordination protocols; the worksite inspection and verification, hazardous work management and dynamic risk assessment and response; coordinating with operations, maintenance, and contractors and escalation matrix and authority boundaries; and the communication protocols for emergencies and conflict resolution at worksite.

During this interactive course, participants will learn the incident prevention and reporting, leadership and behavioral safety and advanced permit coordination; the alarm management and response procedures, evacuation coordination as RA and communication during abnormal conditions; the RA role in PTW audits and the inspections, documentation and recordkeeping; identifying and correcting non-compliance and continuous improvement practices; the requirements for RA authorization, developing training, assessment and competency matrix; and the roles of assessors and line supervisors and maintaining and renewing authorization.

Course Objectives/Outcomes & Benefits for the Participants

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

- Apply and gain a good working knowledge in supervisor for general supervision skills
- Discuss the receiving authority (RA) role, control of work (CoW) system and permit-to-work process
- Carryout risk management in receiving activities, isolation and lockout/tagout (LOTO) and communication and coordination protocols
- Conduct worksite inspection and verification, hazardous work management and dynamic risk assessment and response
- Coordinate with operations, maintenance, and contractors and apply escalation matrix and authority boundaries, communication protocols for emergencies and conflict resolution at worksite
- Apply incident prevention and reporting, leadership and behavioral safety and advanced permit coordination
- Carryout alarm management and response procedures, evacuation coordination as RA and communication during abnormal conditions
- Explain the RA role in PTW audits and inspections and apply documentation and recordkeeping, identifying and correcting non-compliance and continuous improvement practices
- Identify the requirements for RA authorization, develop training, assessment and competency matrix define the roles of assessors and line supervisors and maintain and renew authorization

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 supervisor for general supervision skills for HSE supervisors officers, supervisors and foremen, operations and production supervisors, shift leaders, area coordinators and other technical staff.

Accommodation

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

Course Fee

US$ 3,750 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)

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 **1.8 CEUs** (Continuing Education Units) or **18 CEUs** (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. Ron Jansen is a **Senior HSE Consultant** with **over 20 years** of experience within the **Oil & Gas** industry. His broad expertise widely covers in the areas of **First Aid**, Controlled-Substance Units (**SATCU**) Operations, Workplace **Substance Abuse** Prevention Strategies, **Substance Abuse** Policy Development for Employers, **Supervisor Training** for **Receiving Authority, HAZMAT**, **HAZCOM**, Process Hazard Analysis (**PHA**), Process Safety Management (**PSM**), **Process Risk** Analysis, **Occupational Health**, Effective Tool Box Talks, **Disaster** Management, **Firefighting & Fire Safety**, **Fire Detection & Suppression** Systems, **Fire Risk** Assessments, **General Health and Safety**, **Job Observation**, **Fire Rescue**, **Fire Protection**, **Fire Prevention**, **Rescue** Operations, **Firefighting** Techniques, **Accident/Incident Investigation**, **HAZOP & HAZID**, Permit to Work (**PTW**) System, **Working at Height**, Behavioral Based Safety (**BBS**), Hazard identification and Risk Assessments (**HIRA**), **HSE Risk** Assessment & Management Concepts, **HSE Management** Policy & Standards, **HSSE Emergency Response & Crisis Management** Operations, **Authorized Gas Testing**, **Quantitative & Qualitative** Analysis, **Fall Protection & Rescue**, **Defensive Driving**, **Hazardous Materials & Chemicals** Handling, **Pollution Control**, **Environmental & Pollution** Management, **HSE Industrial Practices**, **Emergency Response & Crisis** Management Operations, **Waste** Management, Job Safety Analysis (**JSA**), **Confined Space Entry**, **Confined Space Entry**, **First Aid & SCBA** Management, **Manual Handling**, **Permit-to-Work & Risk** Assessment, **Crane & Lifting** Operation, **Forklift** Maintenance, Mobile Elevated Work Platform (**MEWP**), **Mobile & Gantry Crane**, **Banksman/Slinger**, **Scaffolding**, **Rigging** & **Slinging**, **Overhead** & **Gantry Crane Safety**, **Lifting & Rigging**, **Machinery & Hydraulic Lifting** Equipment, **Rigging & Slinging** Operation, **Scaffolding** Inspection, **ISO 9001**, **OSHAS 18001**, **19011**, **Rigging Safety Rules**, **Machinery & Hydraulic Lifting Equipment** and **Excavation & Trenching**.

During his career life, Mr. Jansen has gained his practical and field experience through his various significant positions and dedication as the **SHEQ Manager**, **SHEQ System Auditor**, **Safety Practitioner**, **Safety Officer** and **Senior Instructor/Consultant** from various international companies such as the WI Corporation, ISO Internal Auditors SHEQ Management Systems, Truibuilt Engineering, TCS Hydraulic Engineering, OR Thambo Airport, Eskom Transmission Section and Aquarius Mine Kroondal Rustenburg.

Training Methodology

Our courses employ an interactive, learner-centred methodology that integrates theoretical knowledge with practical application. The training is delivered through a suitable combination of some or all of the following methods, selected according to the course content and learning objectives:

- Instructor-led presentations and facilitated discussions
- Practical workshops and participant presentations
- Hands-on exercises and real-world case studies
- Equipment demonstrations and technical drawings
- Hardware- and software-based simulations
- Gamification & Role Play in soft-skills courses only
- Virtual Reality (VR) and Augmented Reality (AR)
- Instructional videos and other relevant training resources

This blended approach encourages active participation, strengthens practical skills and supports the effective application of acquired knowledge in the workplace.

Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

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:	***Monday, 19th of October 2026***
0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Understanding Receiving Authority (RA) Role*** *Definition and Purpose of Receiving Authority • RA's Accountability in Operational Areas • Interaction with Issuing Authority • Key Responsibilities and Decision-Making*
0930 - 0945	*Break*
0945 – 1045	***Control of Work (CoW) System Overview*** *CoW Philosophy and Objectives • Permit-to-Work (PTW) Framework in Metal Processing • Integration of CoW with Maintenance and Operations • Legal and Regulatory Compliance*
1045 - 1145	***Permit-to-Work Process*** *Types of Permits and Their Application • RA Responsibilities During Permit Activation • Permit Verification and Field Checks • Common Errors and How to Avoid Them*
1145 - 1230	***Risk Management in Receiving Activities*** *Identifying Hazards in Work Areas • Performing Task Risk Assessments (TRA/JSA) • Evaluating and Implementing Control Measures • Escalation Process for High-Risk Tasks*
1230 – 1245	*Break*

1245 – 1330	***Isolation & Lockout/Tagout (LOTO) Fundamentals*** *Principles of Isolation and Energy Control • RA Involvement in LOTO Procedures • Tagging, Verification, and Authorization Steps • Preventing Unauthorized Access*
1330 - 1420	***Communication & Coordination Protocols*** *Shift Handover Responsibilities • Clear Communication with Work Crews and Contractors • Recording and Documenting Changes • Tools for Effective Coordination*
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: Tuesday, 20th of October 2026

0730 – 0830	***Worksite Inspection & Verification*** *Pre-Job Worksite Assessments • Conditions that Require Permit Suspension • Ensuring Safe Access and Housekeeping • Worksite Preparation Checklists*
0830 – 0930	***Hazardous Work Management*** *Hot Work, Confined Space, Working at Height • Gas Testing and Monitoring Requirements • Environmental Hazards and PPE Compliance • Roles of RA During Special Activities*
0930 - 0945	*Break*
0945 – 1130	***Dynamic Risk Assessment & Response*** *Situational Awareness at Worksite • Recognizing Changing Conditions • Intervention and Permit Suspension Procedures • Documenting Deviations and Corrective Actions*
1130 - 1230	***Interface with Other Stakeholders*** *Coordination with Operations, Maintenance, and Contractors • Escalation Matrix and Authority Boundaries • Communication Protocols for Emergencies • Conflict Resolution at Worksite*
1230 - 1245	*Break*
1245 - 1330	***Incident Prevention & Reporting*** *Leading Indicators and Proactive Behaviors • Supervisor's Role in Near Miss Reporting • Immediate Response and Escalation Steps • Lessons Learned and Feedback Loop*
1330 - 1420	***Leadership & Behavioral Safety*** *Safety Leadership Principles for Supervisors • Creating a "Stop Work Authority" Culture • Coaching and Empowering Work Teams • Overcoming Resistance to Safety Controls*
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: Wednesday, 21st of October 2026

0730 – 0930	***Advanced Permit Coordination*** *Simultaneous Operations (SIMOPs) Management • Permit Interaction and Conflict Resolution • Control Room and Field Coordination • Role of RA in Emergency Shutdowns*
0930 – 0945	*Break*

0945 - 1030	***Emergency Preparedness & Response*** *Alarm Management and Response Procedures • Evacuation Coordination as RA • Communication During Abnormal Conditions • Interface with Emergency Response Team*
1030 - 1130	***Audit, Monitoring & Compliance*** *RA Role in PTW Audits and Inspections • Documentation and Recordkeeping • Identifying and Correcting Non-Compliance • Continuous Improvement Practices*
1130 - 1230	***Competency & Authorization Process*** *Requirements for RA Authorization • Training, Assessment, and Competency Matrix • Roles of Assessors and Line Supervisors • Maintaining and Renewing Authorization*
1230 - 1245	*Break*
1245 – 1300	***Practical Scenarios & Case Studies*** *Real-Life PTW Scenarios in Metal Processing • Group Exercises for Permit Evaluation • Identifying Unsafe Conditions and Actions • Corrective and Preventive Actions*
1300 - 1345	***Simulation*** *Worksite Simulation with Role Assignments • Permit Verification Exercise • Feedback and Performance Evaluation*
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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