



### COURSE OVERVIEW PE0102 Certified Process Plant Operator Program

**Course Title**

Certified Process Plant Operator Program

**Course Reference**

PE0102

**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs



**Course Date/Venue**

Session(s)	Date	Venue
1	July 13-17, 2025	Meeting Plus 9, City Centre Rotana, Doha, Qatar
2	September 07-11, 2025	Safir Meeting Room, Divan Istanbul, Turkey
3	October 19-23, 2025	TBA Meeting Room, Four Seasons Hotels Cairo at Nile Plaza, Cairo, Egypt
4	November 16-20, 2025	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
5	January 04-08, 2026	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE
6	February 02-06, 2026	Hampstead Meeting Room, London Marriott Hotel Regents Park, London, United Kingdom

**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 abnormal process situations cost the processing industry billions of dollars a year. 40% of this lost is directly attributable to human errors, with the failure to properly troubleshoot the condition being the leading contributor. The operations team is the first line of defense against process upsets and equipment problems. Failure to identify and resolve these situations quickly can lead to lost production, off-spec product, equipment loss, and even catastrophic accidents. Therefore, the ability to troubleshoot process operations is one of the most valuable skills operations personnel can possess. However, in order to troubleshoot the process or equipment, you have to understand the theory laying behind such process and equipment. This is what this course all about.



The course is designed to provide participants with the proper application, operation, maintenance and troubleshooting of the various types of process equipment such as compressors, pumps, motors, turbines, turbo-expanders, gears, heat exchangers, piping systems, distillation columns, reboilers, pressure vessels and valves.





The course will feature a unique blend of practical application experience and basic analysis methods. Its aim is to convey a thorough understanding of equipment operating principles and troubleshooting techniques.

The course covers the various process control and instrumentation methods such as pressure measurement, level measurement, temperature measurement, flow measurement, basic principles of control systems, P&ID, wiring schematics & diagrams, control valves and process considerations. It will equip participants with the basic tools and techniques for troubleshooting real-world problems. The use of the troubleshooting methodology defined in this course can greatly improve the ability of the operations team to troubleshoot effectively. With an improved understanding of troubleshooting principles, you will be better equipped to react to process upsets in order to prevent downtime and/or accidents.

The course includes a comprehensive e-book entitled “*Operator’s Guide to Rotating Equipment: An Introduction to Rotating Equipment Construction, Operating Principles, Troubleshooting and Best Practices*”, published by AuthorHouse, which will be given to the participants to help them appreciate the principles presented in the course.

### **Course Objectives**

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

- Get certified as a “*Certified Process Plant Operator*”
- Apply a comprehensive knowledge and skills in process operations, process control and troubleshooting techniques
- Operate, maintain and troubleshoot process equipment such as centrifugal pumps, positive displacement & vacuum pumps, centrifugal compressors, displacement compressors, steam turbine & expanders, gas turbines & engines, fan & blowers, etc.
- Identify and differentiate various types of electric motors, gears & transmission equipment, heat exchangers, distillation columns, reboilers, condensers and explain how trays work
- Discuss the piping layout and components including the piping arrangements, specifications, fittings, etc.
- Distinguish the various measurement in process control such as pressure measurement, level measurement, temperature measurement and flow measurement and differentiate their corresponding principles
- Recognize the principles of control valves including its body types, cavitation, valve coefficient and characteristics and list the main types of actuators and accessories
- Apply systematic techniques in troubleshooting process operations and carryout successful troubleshooting activities
- Analyze the mental problem-solving process and demonstrate the use of the troubleshooter’s worksheet
- Practice the rules-of-thumb techniques for troubleshooting of process equipment



### 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 a wide understanding and deeper appreciation of process plant operations and control for technical and operational staff.

### 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

Doha	<b>US\$ 6,000</b> per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Istanbul	<b>US\$ 6,000</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Cairo	<b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	<b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	<b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
London	<b>US\$ 8,800</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

In addition to the Course Manual, participants will receive an e-book “*Operator’s Guide to Rotating Equipment: An Introduction to Rotating Equipment Construction, Operating Principles, Troubleshooting and Best Practices*”, published by AuthorHouse.

**Course Certificate(s)**

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards 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 Process Plant Operator*”. Certificates are valid for 5 years.

**Sample of Certificates**

The following are sample of the certificates that will be awarded to courses 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 \* CEUs \* Haward Technology \* CEUs \* Haward Technology \* CEUs \* Haward Technology \*



## Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

### CEU Official Transcript of Records

CEUs

**TOR Issuance Date:** 14-Nov-23  
**HTME No.** 74851  
**Participant Name:** Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
PE0102	Certified Process Plant Operator: Plant Operations, Control & Troubleshooting	November 10-14, 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 900, 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

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**Certificate Accreditations**

Certificates are accredited by the following international accreditation organizations: -

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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.

**Accommodation**

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





**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. Jamal Khaled** is a **Senior Process & Petroleum Engineer** with over **25 years** of practical experience within the **Oil & Gas**, industry. His experience covers **Operation of Upstream & Midstream Process Facilities, Operation of Process Equipment** (Fired Heaters, Heat Exchangers, Air Coolers, Piping, Pumps, Compressors and Process Control & Troubles hooting), **Heat Exchanger Design, Operation & Maintenance, Surface Production Operations, Advanced Oil Wells, Separation & Oil Treatment , Treatment of Oily Produced Water, Gas Dehydration & Sweetening, Compressors & Utilities System, Flare & Disposal Systems Operation & Troubleshooting, Heat Exchangers, Fired Heaters, Process Plant Startup, Commissioning & Troubleshooting, Oil Movement Storage & Troubleshooting, Gas Compression & Foundation, Gas Compression Train Operations & Maintenance, Gas Dehydration (TEG) Principles, Operations & Maintenance, Gas Dehydration (Mole Sieve) Operations & Maintenance, Acid Gas Removal (AGRU) Operations & Maintenance, Gas Fractionation & Separation Operations Principles & Practices, Gas Processing Chemical Treatment Principles, Advanced Distillation Operation, Control, Design & Troubleshooting, Troubleshooting Process Operation & Problem Solving, Process Plant Troubleshooting & Engineering Problem Solving, Process Equipment Operation, Process Plant Operation, Process Plant Optimization, Oil & Gas Field Operation, Oil Movement, Storage & Troubleshooting, Petroleum Refinery Process, Process Reactor Operation & Troubleshooting, LNG & LPG Plants Gas Processing, Refinery Process Operations Technology, Distillation Column Design & Operation, Gasoline & Diesel Fuel Technology, Gas Sweetening & Sulfur Recovery, Gas Dehydration Units, Gas Sweetening Units, Fractionation Towers, Gas Compressors, Sulphur Recovery (SRU) & Utilities, Steam & Heat Recovery Systems, Flare & Pressure Relief Systems, NGL Recovery & Fractionation and Refrigerant & NGL Extraction. Further, he is also well-versed in Oil & Gas Producing Wells, Well Head Design & Selection H2S, Sour Gas Compatible Material X-Mas Tree, Electrical Submersible Pumping (ESP) Operations, Design & Troubleshooting, Sucker Rod Pumping System Application, Operation, Troubleshooting & Maintenance, Well Integrity Management System, X-Mass Tree & Wellhead Operation & Testing, Artificial Lift Systems, Selection & Operation, Artificial Lift Surface Equipment, Advanced Stuck Pipe Prevention & Fishing Operation, Well Completion Design & Operations, Casing, Cementing & Fluid, Pipeline & Pigging Operations, HP/IP/LP Separation, Industrial Water Treatment System & Operations, H2S, Confined Space Entry, Permit To Work (PTW) and Authorized Gas Tester. He is currently the **On Job Instructor/Trainer** of Majnoon Oil Field.**

During his career life, Mr. Jamal has gained his practical and field experience through his various significant positions and dedication as the **Oil & Gas Operation Instructor, OJT Operation Trainer, Operation & HSE Instructor, Operation & Competency Assessor/Internal Verifier, Operation Engineer, Operation Supervisor, Operation Section Head, Production Supervisor, Senior Operator and Senior Instructor/Trainer** from various international companies such as the AIFurat Petroleum Company (AFPC), ADCO, Basrah Gas Company-Iraq, North Rumaila NGL Plant, Anton Oilfield Services and Majnoon Oil Field-Iraq, just to name a few.

Mr. Jamal has a **Bachelor's degree in Petroleum Engineering**. Further, he is a **Certified Training of Trainer (ToT), an Authorized H2S Trainer, a Certified OPITO Competency Assessor, an Authorized Assessor/Verifier in Oil & Gas Operation, a Certified Instructor/Trainer** and has further delivered numerous trainings, courses, seminars, conferences and workshops internationally.





**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	<b>PRE-TEST</b>
0830 – 0915	<b>Introduction to Process Plant</b> Process Overview • Plant Types • Plant Layout • Process Equipment • Piping System • Control & Instrumentation • Safety
0915 – 1000	<b>Centrifugal Pumps</b> Configurations & Styles • Application Ranges and Constraints • Construction Features & Options • Pump Auxiliaries • Wear Components • Canned Motor & Magnetic Drive Pumps • High Speed/Low Flow Pumps • Servicing & Condition Monitoring • Operation • Control • Troubleshooting
1000 – 1015	Break
1015 – 1100	<b>Positive Displacement &amp; Vacuum Pumps</b> Reciprocating Steam & Power Pumps • Diaphragm Pumps • Plunger Pumps • Gear Screw & Progressive Cavity Pumps • Peristaltic Pumps • Conventional & Special Vacuum Pumps • Liquid Jet & Liquid Ring Pumps • Combination & Staged Vacuum Pumps • Operation • Control • Troubleshooting
1100 – 1215	<b>Centrifugal Compressors</b> Types, Styles & Configurations of Centrifugal & Axial Compressors • Construction Features • Mode of Operation • Compressor Auxiliaries and Support Systems • Condition Monitoring • Application Criteria • Performance Capabilities & Limitations • Operation • Control • Troubleshooting
1215 – 1230	Break
1230 – 1330	<b>Displacement Compressors</b> Classification • Reciprocating Compressors vs. Rotary Screw Compressors • Application Ranges & Limitations • Compression Processes • Construction Features & Components • Capacity Control • Operation • Troubleshooting
1330 – 1420	<b>Steam Turbines &amp; Expanders</b> Impulse Turbines • Reaction Turbines • Application Ranges • Turbine Configurations • Applications Constraints • Maintenance • Turbo-expander Construction Features • Applications • Operation • Control • Troubleshooting
1420 – 1430	<b>Recap</b> 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**

0730 – 0900	<b>Gas Turbines &amp; Engines</b> Simple Cycle • Heat Recovery Cycles • Type Selection • Maintenance • Two- & Four-Cycle Gas Engines • Gas Engine Compressor Auxiliary Systems • Operation • Control • Troubleshooting
0900 – 1000	<b>Fans and Blowers</b> Types & Configurations • Performance & System Effects • Performance Correction • Capacity Control Options • Operation • Troubleshooting





1000 – 1015	Break
1015 – 1100	<b>Electric Motors</b> Design • Controls • Wiring Systems • Standard Motors • Special Designs • Major Components • The Motor as Part of a System • Adjustable Frequency Motors • Operation • Control • Troubleshooting
1100 – 1215	<b>Gears &amp; Transmission Equipment</b> Types of Gears • Applications Constraints • Maintenance • Troubleshooting
1215 – 1230	Break
1230 – 1330	<b>Heat Exchangers</b> Heat Exchangers • Shell-&-Tube Exchangers • Double-Pipe Exchangers • Plate-&-Frame Exchangers • Aerial Coolers • Fired Heater • Heat Recovery Units • Heat Exchanger Example Problem • Operation • Control • Troubleshooting
1330 – 1420	<b>Distillation Column</b> Flash Stages • Process Design Basic • Reflux Ratio • Minimum Reflux Ratio • Minimum Number of Plates • Optimum Reflux
1420 - 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today & Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

**Day 3**

0730 – 0900	<b>How Trays Work</b> Down Common Backup & Flooding • Dumping & Weeping • Optimizing Tower Pressure
0900 – 1000	<b>Reboilers</b> Reboilers Function • The Reboiler • Heat-Balance Calculations • Thermosyphon, Gravity Feed, & Forced • Thermosyphon Reboilers • Forced Circulation Reboilers • Kettle Reboilers • Don't Forget Fouling
1000 – 1015	Break
1015 – 1100	<b>Condensers</b> Flooded Condenser Control • Subcooling, Vapor Binding, & Condensation • Condensation and Condenser Design • Pressure Control
1100 – 1215	<b>Introduction to Piping Layout</b> P&ID's • Piping Arrangements • Isometrics • B.O.M.'s • Piping Specifications
1215 – 1230	Break
1230 – 1330	<b>Piping Components &amp; Valves</b> Fittings – Butt Weld • Socket Weld • Threaded, Valve Types and Application
1330 – 1420	<b>Process &amp; Utility Piping</b> Design & Layout of Piping Containing Liquid • Vapour • Steam • Condensate • Slurries • Etc.
1420 - 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today & Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three





**Day 4**

0730 – 0900	<b>Valves</b> <i>Valve Theory • Valve Types • Applications • Functions • Operation • Maintenance • Troubleshooting</i>
0900 – 1000	<b>Process Control</b> <i>Control History • Basic Measurement Concepts • Performance Terms • Basic Control Theory</i>
1000 – 1015	<i>Break</i>
1015 – 1100	<b>Pressure Measurement</b> <i>Basic Principles • Pressure Transducers–Mechanical • Pressure Transducers–Electrical • Installation Considerations</i>
1100 – 1215	<b>Level Measurement</b> <i>Main Types • Simple Sight Glass • Gauging Rods • Buoyancy Tape Systems • Hydrostatic Pressure • Ultrasonic Measurement • Radar Measurement • Vibration Switches • Radiation Measurement • Electrical Measurement • Installation Considerations</i>
1215 – 1230	<i>Break</i>
1230 – 1330	<b>Temperature Measurement</b> <i>Principles • Thermocouples • Resistance Temperature Detectors (RTD's) • Thermistors • Non-Contact Types</i>
1330 – 1420	<b>Flow Measurement</b> <i>Basic Flow Theory • Differential Pressure Flow Measurement • Oscillatory Flow Measurement • Magnetic Flowmeters • Ultrasonic Flow Measurement • Mass Flow Meters • Installation Considerations • Impact on Overall Loop</i>
1420 - 1430	<b>Recap</b> <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 &amp; End of Day Four</i>

**Day 5**

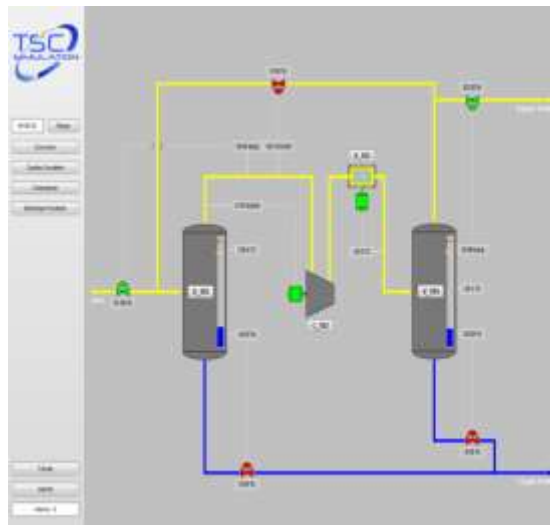
0730 – 0900	<b>Control Valves–Body Types</b> <i>Principles of Control Valves • What Happens Inside a Control Valve? • Choked Flow • Cavitation • Flashing • Valve Coefficient (Cv) • Control Valve Types • Valve Characteristics • Trim Characteristics • Control Valve Selection • Leakage Rates</i>
0900 – 1000	<b>Control Valves–Actuators &amp; Accessories</b> <i>Main Types of Actuators • Linear Actuators • Rotary Actuators • Actuator Forces • Positioners • Fail Safe Actuators</i>
1000 – 1015	<i>Break</i>
1015 – 1100	<b>P &amp; ID, Wiring Schematics &amp; Diagrams</b> <i>Block Flow Diagrams • Process Flow Diagrams • Mass Balance • Piping &amp; Installation Diagrams • P &amp; ID Symbols • HAZOP • P &amp; ID Standards • Valves • Standardization of Symbols • Schedules • Layout Drawings</i>
1100 – 1215	<b>What is Troubleshooting?</b> <i>Characteristics of a Troubleshooting Problem • Characteristics of the Process Used to Solve Troubleshooting Problems</i>
1215 – 1230	<i>Break</i>



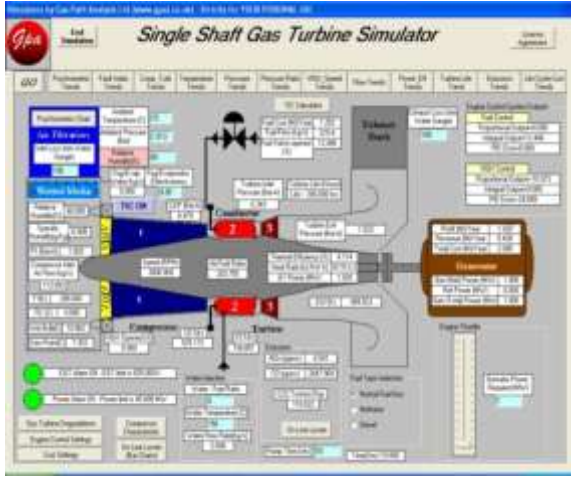
1230 - 1245	<b>The Mental Problem-Solving Process</b> Problem Solving • Troubleshooting • Overall Summary of Major Skills & a Worksheet • Example Use of the Trouble-shooter's Worksheet
1245 - 1300	<b>Rules of Thumb for Troubleshooting</b> Overall • Transportation Problems • Energy Exchange • Homogenous Separation • Heterogenous Separations • Reactor Problems • Mixing Problems • Size-Decrease Problems • Size Enlargement • Vessels, Bins, Hoppers & Storage Tanks • "Systems" Thinking • Health, Fire & Stability
1300 - 1315	<b>Course Conclusion</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course
1315 - 1415	<b>COMPETENCY EXAM</b>
1415 - 1430	Presentation of Course Certificates
1430	Lunch & End of Course

**Simulator (Hands-on Practical Sessions)**

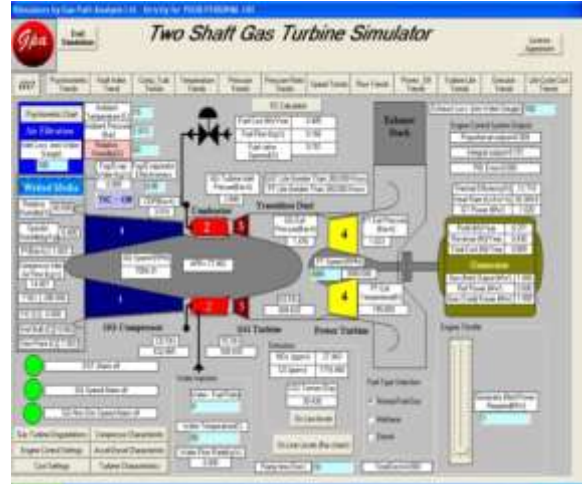
Practical session will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the state-of-the-art simulators.



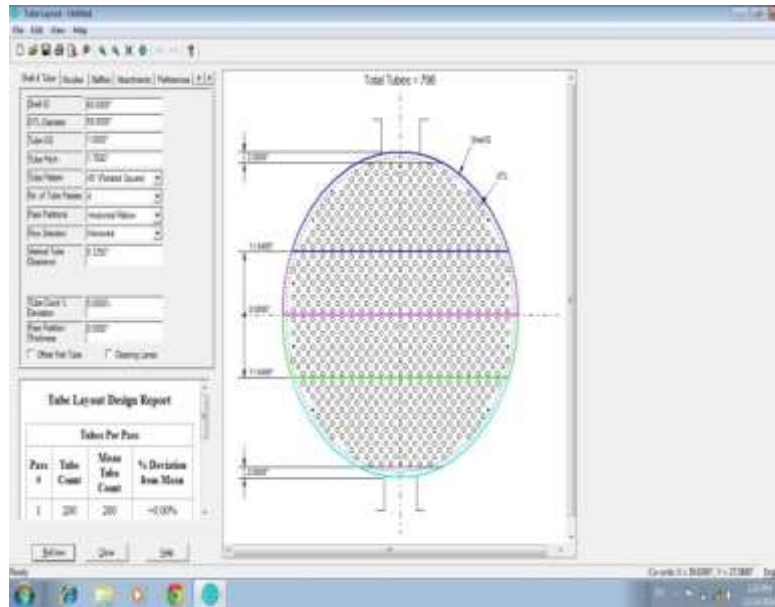
**SIM 3300 Centrifugal Compressor Simulator**



Single Shaft Gas Turbine Simulator

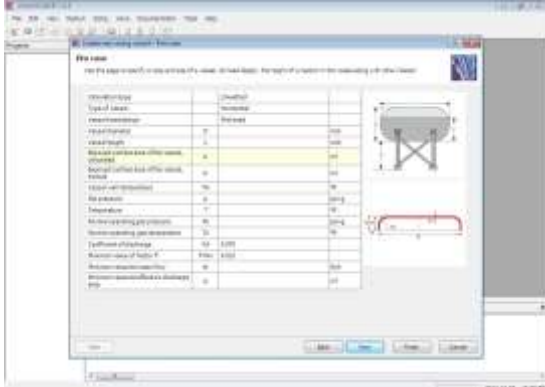


Two Shaft Gas Turbine Simulator



Heat Exchanger Tube Layout





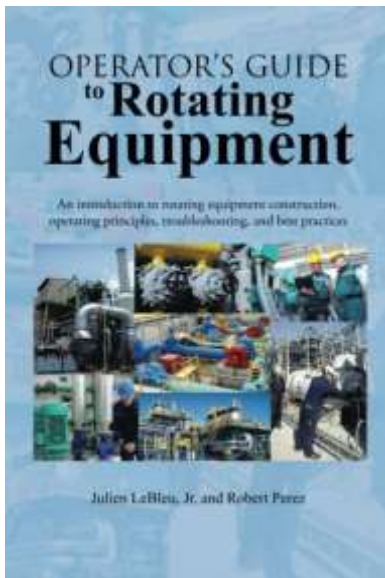
**Valvestar 7.2 Simulator**



**PRV2SIZE Simulator**

**Book(s)**

As part of the course kit, the following e-book will be given to all participants:



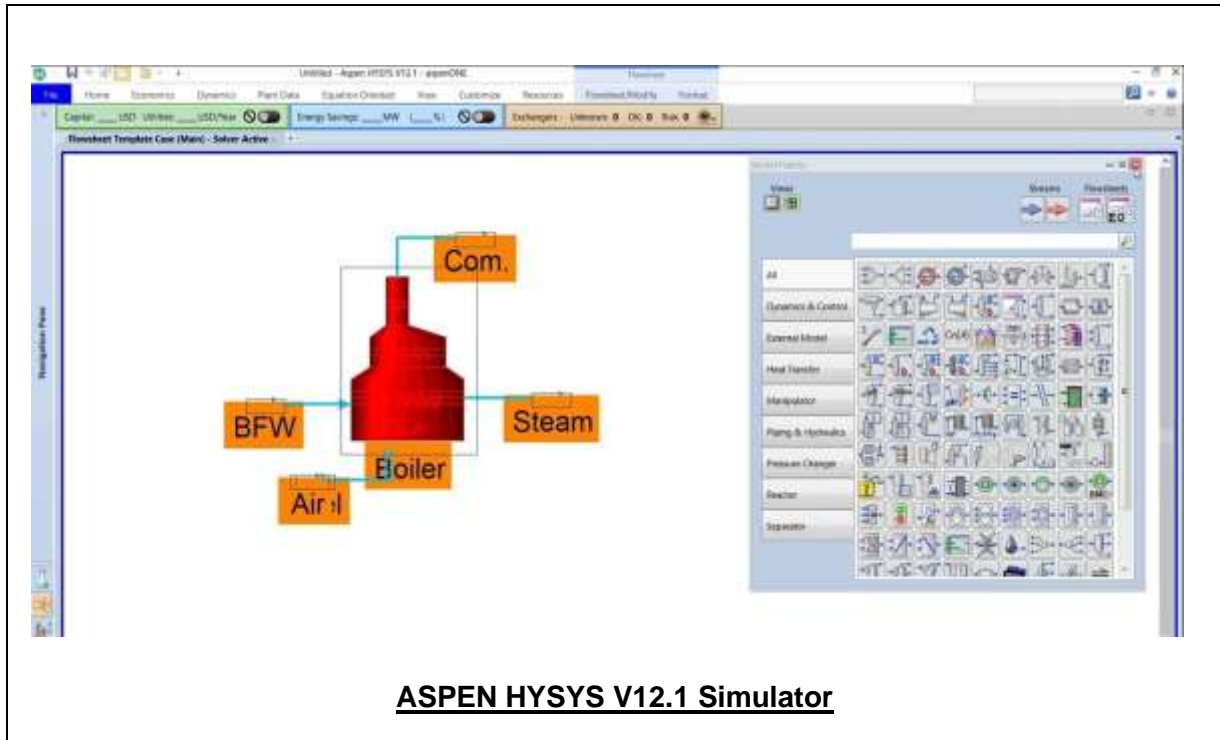
**Title** : Operator's Guide to Rotating Equipment: An Introduction to Rotating Equipment Construction, Operating Principles, Troubleshooting and Best Practices

**ISBN** : 978-1-49690-868-1

**Authors** : Julien LeBleu  
Robert Perez

**Publisher** : AuthorHouse





**Course Coordinator**

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