COURSE OVERVIEW HE0830
Accident Investigation Certification

Course Title
Accident Investigation Certification

Course Reference
HE0830

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

Course Date/Venue

Session(s)	Date	Venue
1	July 20-24, 2025	Olivine Meeting Room, Fairmont Nile City, Cairo, Egypt
2	October 19-23, 2025	Boardroom, Sheraton Dubai Creek Hotel & Towers, Dubai, UAE
3	December 14-18, 2025	Safir Meeting Room, Divan Istanbul, Taksim, Turkey

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.

A high percentage of incidents are caused by human error and lack of proper training. The number of such incidents may be greatly reduced by thorough investigation of incidents, establishing root causes, implementing effective corrective and preventative actions. This course is designed to introduce the attendees to established methods, of achieving this in a structured and proven manner.

Root cause analysis is simply a tool designed to help investigators (1) describe WHAT happened during a particular occurrence, (2) determine HOW it happened and (3) understand WHY it happened. Only when investigators are able to determine WHY an event or failure occurred will they be able to specify workable corrective measures.

Most event analysis systems allow investigators to answer questions about what happened during an event and about how the event occurred, but often they are not encouraged to determine why the event occurred. Generally, mistakes do not “just happen”. They can be traced to some well-defined causes.

Course Objectives

Upon the successful completion of this course, participants will be able to:

- Apply and gain an in-depth knowledge on incident/accident investigation and analysis
- Conduct a comprehensive incident investigation and evaluate the root cause of the incident and accident
- Employ systematic process for solving performance and operational concerns
- Enumerate the types of data used to solve problems and the effective ways to collect and organize data and causes of incidents
- Develop recommendations that address all levels of root cause analysis
- Implement the new British HSE Guidance
- Cut the number of accidents in their organization and reduce the risk of prosecution or litigation
- Achieve best practice in investigation and reporting and reduce investigation and reporting costs
- Improve staff morale by demonstrating your organization's commitment to health and safety

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 incident/accident investigation and reporting for HSE, fire fighting, rescue, marine, facilities, building and HR managers, officers & specialists and those who are responsible for firefighting, marine operation/rescue, health and safety.

Course Fee

Cairo	**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.
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.
Istanbul	**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.

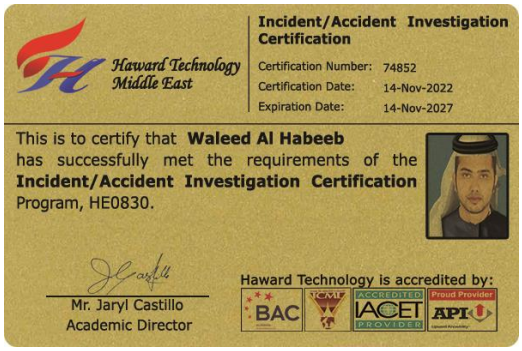
Course Certificate(s)

(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. 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)

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-22

HTME No. 74852

Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE0830	Incident/Accident Investigation Certification	November 10-14, 2022	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 Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, 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

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel.: +971 2 3091 714 | E-mail: info@haward.org | Website: www.haward.org

Certificate Accreditations

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**. 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.

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 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. Ahmed Mady is a **Senior HSE Consultant** with over **40 years** of field experience in teaching/training and hands-on experience within the **Oil & Gas** industries. He is well-versed in the areas of **Environmental Management System** (**EMS**), **Management System Auditing**, Occupational Health, Safety & Environment (**HSE**), **Environmental & Waste Management**, Environmental Management & Technology (**EMT**), **Environmental Pollution & Control**, Environmental Impact Assessment (**EIA**), **Waste Management & Environmental Protection**, **HAZMAT**, **HAZCOM**, **Accident & Incident Investigation**, **Emergency Response**, **Hazard** Recognition, **Hazard** Assessment, **Risk Control**, **Risk Monitoring Techniques**, Radioactive Chemicals, **Emergency Procedures**,**PSM**, First Aid & PPE, MSDS, **Chemical Hazards**, **Chemical Monitoring & Protection**, **Chemical Spill Clean Up**, **Strategic Planning**, **Security Management**, **Crisis Management**, **Environmantal** Awareness, Search & Rescue Operations, **HSE Management**, **Risk Analysis** Evaluation & Management, **Security Operations** Management, **Investigation & Security Surveying**, **Security Crisis** Management, **Corporate Security Planning**, **Strategic Analysis**, Strategy Selection & Implementation, Security Policies & Procedures, Logistics Management, Systems Analysis & Design and Organization Procedure Evaluation & Auditing.

During his service, he had been tasked as the **Chief Information Directorate** of the **Ministry of Civil Aviation** and the **Chief Engineering Analyst**, **On-Scene Commander** (**OSC**) **& Incident Commander** (**IC**) in the **Air Force** and was responsible for a team of engineers supporting all engineering studies, modifications, aging studies and maintenance analysis. Being a **Board Member** of the **Aviation Information Technology Center**, he holds control of the overall strategies and procedures for the ministry, contracting for major IT projects, supervising all IS activities in the aviation sector and ensuring quality and success of delivery. He had likewise served as the **Commander** of the **Air Force** and had worked closely with the **Logistics Computer Center** wherein he gave out direction on **Operational & Tactical Logistics Planning** and **Strategic Military Logistics** to numerous high ranking officials, and at the same time **commanding flying Air Force maintenance squadron logistics field activities**. Mr. Ahmed retired in the service as a **Major General**.

Earlier in his career, Mr. Ahmed had occupied several challenging roles with several large Logistics companies as their **General Manager**, **Maintenance Engineer**, **Systems Analyst**, **Training Branch Chief**, **Systems & Communication Engineer**, **Computer Programmer** and **Logistic Instructor**. Moreover, he has worked as the **Project Manager** contracted by **KNPC** for the year 2014-2016 in delivering **Certified Programs** for **Kuwaiti Contractor Employee** (Electrical, Mechanical & Pipefitting, Welding & Fabrication, Process Operator, Instrumentation & Control). Further, he has travelled all over Europe, Asia and the Americas joining numerous conferences and workshops with the **Ministry of Foreign Affairs** and international companies such as **IBM**, **System Science Corporation** (**SSC**) and **International Air Transport Association** (**IATA**).

Mr. Ahmed has a **Bachelor** degree in **Mechanical Engineering**. Further, he has gained **Diplomas** on **Civil Aviation Engineering**, **Islamic Studies** and **Information Systems & Technology**. Moreover, he is a **Certified Internal Verifier** by **City & Guilds Level 4 Certificate** in **Leading the Internal Quality Assurance of Assessment Processes & Practice** and **Certified Assessor** in **Level 3 Certificate in Assessing Vocational Achievement** under the **TAQA Qualification** (**Training**, **Assessment & Quality Assurance**), a **Certified Internal Verifier Level 2 & 3 NVQ Processing Operations: Hydrocarbons** by **the British City & Guilds**, a **Certified Internal Verifier/Trainer/Assessor by the British Institute of Leadership & Management** (**ILM**) and a **Certified Instructor/Trainer**. Further, he has delivered various trainings, workshops and conferences worldwide.

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	***Accidents at Work*** *Accident Statistics*
0930 – 0945	*Break*
0945 – 1100	***Common Causes of Accidents*** *Domino Theory ● Direct and Indirect Causes of Accidents*
1100 – 1230	***Common Causes of Accidents*** *Management Control*
1230 – 1245	*Break*
1245 – 1420	***Factors Contributing to Accidents*** *Safe Place & Safe Person Approach*
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2

0730 – 0930	***Types of Accident to Investigate*** *Near Miss ● Damage*
0930 – 0945	*Break*
0945 – 1100	***Types of Accident to Investigate (cont'd)*** *Minor Injury ● Major injury ● Death*
1100 – 1230	***Consequences of Accidents*** *Human Cost*
1230 – 1245	*Break*
1245 – 1420	***Consequences of Accidents (cont'd)*** *Consequences for Organization*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3

0730 – 0930	***Link Between Investigation & Risk Assessment*** *Introduction to Risk Assessment ● Predicting Possible Incidents, using Reactive (Accident Investigation) and Proactive (Risk Assessment) Methods*
0930 – 0945	*Break*
0945 – 1100	***Link Between Investigation & Risk Assessment (cont'd)*** *Practical Example–Assessing a Work Task and Predicting Possible Consequences*
1100 – 1230	***Health & Safety Executive Guidance*** *Principles of the Four-Step Investigation–An Introduction to the HSE Guidance*
1230 – 1245	*Break*

1245 – 1420	***Health & Safety Executive Guidance (cont'd)*** *Principles of the Four-Step Investigation – An Introduction to the HSE Guidance (cont'd)*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4

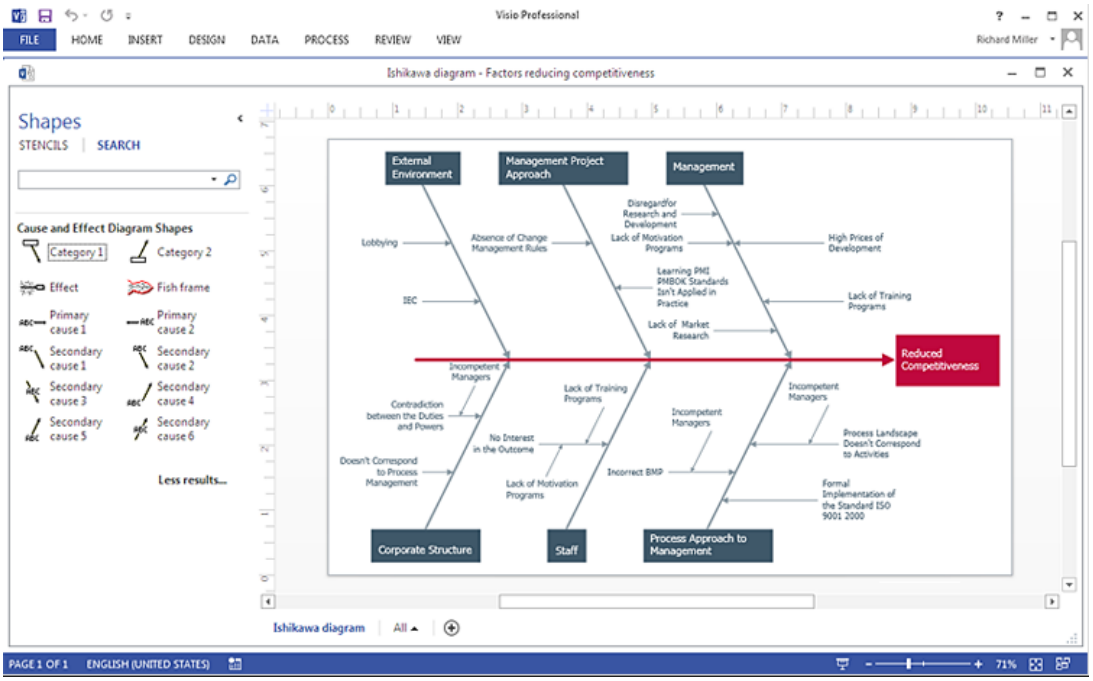
0730 – 0930	***Accident Investigation – Practical Exercise*** *Formation of Investigation Teams ● Setting the Scene – Video and Team Discussion*
0930 – 0945	*Break*
0945 – 1100	***Accident Investigation – Practical Exercise (cont'd)*** *Question Session – Gathering of Information ● Team Investigation – Analysis of Information*
1100 – 1230	***Accident Investigation – Practical Exercise (cont'd)*** *Team Discussion – Identification of Risk Control Measures ● Producing a Basic Report, a Team Summary Report*
1230 – 1245	*Break*
1245 – 1420	***Accident Investigation – Practical Exercise (cont'd)*** *Recommendations for Change – Creation of Action Plan*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5

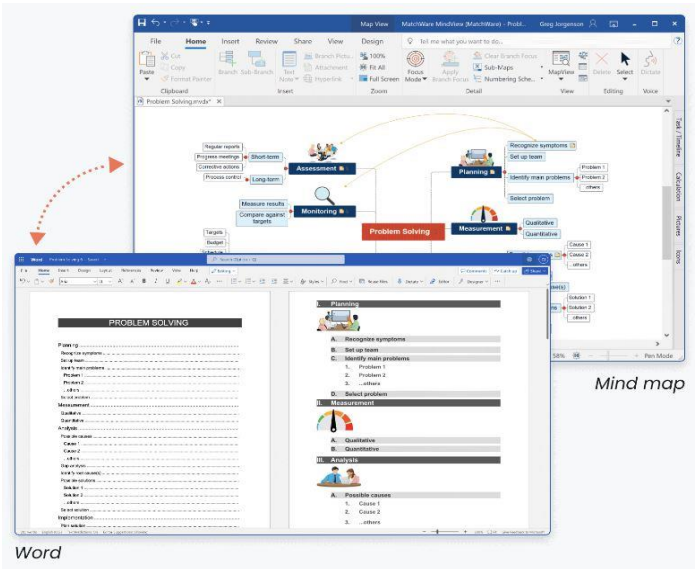
0730 - 0930	***Internal & External Reporting Requirements*** *Implementing Remedial Measures–Communicating Information*
0930 – 0945	*Break*
0945 – 1100	***Internal & External Reporting Requirements (cont'd)*** *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*
1100 – 1230	***Internal & External Reporting Requirements (cont'd)*** *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (cont'd)*
1215 – 1230	*Break*
1230 – 1300	***Internal & External Reporting Requirements (cont'd)*** *Insurance Requirements*
1300 – 1315	***Course Conclusion***
1315 – 1415	***COMPETENCY EXAM***
1415 – 1430	*Presentation of Certificates*
1430	*Lunch & End of Course*

Simulator (Hands-on Practical Sessions)

Practical sessions 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 our state-of-the-art "Visio" & "Mindview".



Visio Software



Mindview Software

Course Coordinator

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