COURSE OVERVIEW HE1020

Associate Safety Professional® (ASP®)

BCSP-ASP Exam Preparation Training

Course Title

Associate Safety Professional® (ASP®): *BCSP-ASP Exam Preparation Training*

Course Date/Venue

June 22-26, 2025/Meeting Plus 9, City Centre Rotana Doha, Doha,Qatar

Course Reference

HE1020

Course Duration/Credits

Five Days/3.0 CEUs/30 PDHs

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.

This course is designed to provide participants with a detailed and up-to-date overview of Associate Safety Professional®. It covers the general chemistry concepts, electrical and radioactivity and principles, storage capacity calculations and rigging and load calculations; the ventilation and system design, noise hazard, climate and environmental conditions, fall protection calculations and general physics concepts; the financial principles, descriptive statistics, lagging and leading indicators and hierarchy of hazardous controls; and the risk transfer, management of change, and hazard and risk analysis methods.

Further, this course will also discuss the process safety management, fleet safety principles, hazard communication and globally harmonized system, control of hazardous energy and excavation, trenching and shoring; the confine space, physical security, fall protection, machine guarding, powered industrial vehicles and scaffolding; and the environmental hazards, water, air, land and conservation.

During this interactive course, participants will learn the hierarchy of conservation, environmental management system standards and waste removal, treatment and disposal; the adult learning theory and techniques, presentation tools, safety culture/climate, data collection, need analysis, gap analysis and feedback and assessing competency; and the legal liability, ethical behavior and protection of work privacy.

Course Objectives

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

- Get prepared for the next ASP® exam and have enough knowledge and skills to pass such exam to get the Associate Safety Professional (ASP) certification from the Board of Certified Safety Professionals (BCSP)
- Discuss general chemistry concepts, electrical and radioactivity and principles, storage capacity calculations and rigging and load calculations
- Identify ventilation and system design, noise hazard, climate and environmental conditions, fall protection calculations and general physics concepts
- Explain financial principles, descriptive statistics, lagging and leading indicators and hierarchy of hazardous controls
- Carryout risk transfer, management of change, and hazard and risk analysis methods
- Interpret process safety management, fleet safety principles, hazard communication and globally harmonized system, control of hazardous energy and excavation, trenching and shoring
- Describe confine space, physical security, fall protection, machine guarding, powered industrial vehicles and scaffolding
- Determine environmental hazards, water, air, land and conservation
- Apply hierarchy of conservation, environmental management system standards and waste removal, treatment and disposal
- Carryout adult learning theory and techniques, presentation tools, safety culture/climate, data collection, need analysis, gap analysis and feedback and assessing competency
- Discuss legal liability, ethical behavior and protection of work privacy

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 safety management for safety professionals who perform at least 50% of professional level safety duties including making worksite assessments to determine risks, potential hazards and controls, evaluating risks and hazard control measures, investigating incidents, maintaining and evaluating incident and loss records, and preparing emergency response plans. Other duties could include hazard recognition, fire protection, regulatory compliance, health hazard control, ergonomics, hazardous materials management, environmental protection, training, accident and incident, investigations, advising management, record keeping, emergency response, managing safety programs, product safety and/or security.

Eligibility: -

- Academic and/or Training Requirement-

  All individuals applying for the ASP must have a bachelor's degree or higher in any field from an accredited institution; or an associate in safety, health, or the environment. The associate degree must include at least four courses with at least 12 semester hours/18 quarter hours of study in the safety, health, or environmental domains covered in the ASP and CSP examination blueprints.

- Experience Requirement: -

  ASP candidates must have one-year professional safety experience to sit for the ASP exam. Professional safety experience must meet the following criteria to qualify: -

  * Professional safety must be the primary function of the position. Collateral duties in safety are not counted.
  * The position's primary responsibility must be the prevention of harm to people, property, or the environment, rather than responsibility for responding to harmful events.
  * Professional safety functions must be at least 50% of the position duties. BCSP defines full-time as at least 35 hours per week. Part-time safety experience is allowed if the applicant has the equivalent of at least 900 hours of professional safety work during any year (75 hours per month or 18 hours per week) for which experience credit is sought.
  * The position must be at a professional level. This is determined by evaluating the degree of professional charge by which there is a reliance of employees, employers or clients on the person's ability to identify, evaluate and control hazards through engineering and/or administrative approaches.
  * The position must have breadth of professional safety duties. This is determined by evaluating the variety of hazards about which the candidate must advise and the range of skills involved in recognizing, evaluating, and controlling hazards.

Accommodation

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

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

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.

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. John Taljard is an **International Health**, **Safety & Environment** (**HSE**) **Expert** within **Oil**, **Gas** and **Petrochemical** industries. His expertise includes **Accident/Incident Investigation & Risk Management**, **Risk Assessment** within Production Operation, **Hazard Identification**, **Quantified Risk Assessment**, **Process Hazard Analysis** (**PHA**), **Construction Safety** (**STOP**), **Process Safety Management**, **HAZOP Studies & Leadership**, **FMEA**, Waste Management, Industrial Effluents, **Hazardous Material**, Chemical Handling, **Firefighting**, Emergency Response Services, **HAZCOM**, **HAZWOPER** and **HAZMAT** with over **30 years** of practical experience in the **process** industry. His wide experience also includes **Environmental Management** (**ISO 14001**), **Safety Management** (**OHSAS 18001**), **Quality Management** (**ISO 9001**). He is the **Founder** of **ISTEC**, an international health & safety management and consultancy company where he is greatly involved in the development and implementation of **SHEQ standards & procedures**, **HAZOP Studies**, **HAZOP Leadership**, **FMEA**, **PHA**, operational safety guidelines, inspections & auditing techniques.

While Mr. Taljard has been very active in the process industry for almost three decades, he has likewise headed Consultancy projects for major **petrochemical**, aviation, engineering & construction, mining & chemical industries. In all his projects, he utilizes a systems approach which includes **risk management**, **process safety**, health & environmental management, human behaviour and quality management. Furthermore, he has come to share his expertise through the **numerous international trainings** he has held on **PHA**, **HAZOP**, **Risk Assessment**, Handling **Hazardous Materials** & Chemicals, Petroleum Products Handling & Transportation, **Fire Fighting & Fire Rescue**, **Safety Auditing**, **Hazard Identification** & Site Inspection and **Accident Investigation** for several significant clientele among these are **ARAMCO**, **SABIC**, **ZADCO**, **ORPC**, **KOTC**, and **AADC**. Moreover, he completed various assignments as a consultant, trainer, facilitator, auditor & designer and conducted numerous licensed international Safety, Technology and Auditing Awareness & Implementing training courses including **IMS**, **ISO 9001**, **ISO 14001**, **ISO 27001**, **ISO 17799**, **OHSAS 18001** audits & assessments. With his accomplishments and achievements, he had been a **Safety Superintendent**, **Senior Safety Official** and **Senior Process Controller** for several international petrochemical companies.

Training Fee

US$ 6,000 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Exam Fee

US$ 680 per Delegate.

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 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:

Domain 1: Advanced Sciences & Math	
Knowledge of	1. *General Chemistry Concepts (e.g., Nomenclature, Balancing Chemical Equations, Chemical Reactions, Ideal Gas Law, & pH)* 2. *Electrical Principles (e.g., Ohms Law, Power, Impedance, Energy, Resistance & Circuits)* 3. *Principles of Radioactivity (e.g., Radioactive Decay, Half-Life, Source Strength, Concentration & Inverse Square Law)* 4. *Storage Capacity Calculations* 5. *Rigging & Load Calculations* 6. *Ventilation & System Design* 7. *Noise Hazards* 8. *Climate & Environmental Conditions (e.g., Wet-Bulb Globe Temperature [WBGT], Wind Chill & Heat Stress)* 9. *Fall Protection Calculations* 10. *General Physics Concepts (e.g., Force, Acceleration, Velocity, Momentum & Friction)* 11. *Financial Principles (e.g., Cost-Benefit Analysis, Cost of Risk, Life Cycle Cost, Return On Investment, & Effects of Losses)* 12. *Descriptive Statistics (e.g., Central Tendency, Variability, & Probability)* 13. *Lagging Indicators (e.g., Incidence Rates, Lost Time, & Direct Costs of Incidents)* 14. *Leading Indicators (e.g., Inspection Frequency, Safety Interventions, Employee Performance Evaluations, Training Frequency, Near Miss, Near Hit, & Close-Call Reporting)*

Domain 2: Safety Management Systems	
Knowledge of	1. *Hierarchy of Hazard Controls* 2. *Risk Transfer (e.g., Insurance & Outsourcing – such as Incident Management or Subcontracting)* 3. *Management of Change* 4. *Hazard & Risk Analysis Methods (e.g., Preliminary Hazard Analysis, Subsystem Hazard Analysis, Hazard & Operability Analysis, Failure Mode & Effects Analysis, Fault Tree Analysis, Fishbone, What-If & Checklist Analysis, Change Analysis, Energy Trace & Barrier [ETBS] Analysis, & Systematic Cause Analysis Technique [SCAT])* 5. *Process Safety Management* 6. *Fleet Safety Principles (e.g., Driver Behavior, Defensive Driving, Distracted Driving, Fatigue & Vehicle Safety Features)* 7. *Hazard Communication & Globally Harmonized System* 8. *Control of Hazardous Energy (e.g., Lockout/Tagout)* 9. *Excavation, Trenching & Shoring* 10. *Confined Space* 11. *Physical Security* 12. *Fall Protection* 13. *Machine Guarding* 14. *Powered Industrial Vehicles (e.g., Trucks, Forklifts, & Cranes)* 15. *Scaffolding*
Skill to	1. *Use Hazard Identification Methods* 2. *Assess & Analyze Risks (e.g., Probability & Severity)* 3. *Provide Financial Justification of Hazard Controls* 4. *Implement Hazard Controls* 5. *Monitor & Reevaluate Hazard Controls* 6. *Conduct Incident Investigation (e.g., Root Causes, Causal Factors, Data Collection, Analysis, & Chain of Custody)* 7. *Conduct Inspections & Audits* 8. *Evaluate Cost, Schedule, Performance, & Project Risk*

Domain 3: Ergonomics	
Knowledge of	1. *Fitness for Duty (e.g., Fatigue & Mental Health)* 2. *Stressors (e.g., Environmental, Lights, Noise & Other Conditions)* 3. *Risk Factors (e.g., Repetition, Force, Posture & Vibration)* 4. *Work Design* 5. *Material Handling (e.g., Manual, Powered Equipment, & Lifting Devices)* 6. *Work Practice Controls (e.g., Job Rotation, Work Hardening, & Early Symptom Intervention)*
Skill to	1. *Use Qualitative & Quantitative Analysis Methods (e.g., Anthropometry & NIOSH Lift Equation)*

Domain 4: Fire Prevention & Protection	
Knowledge of	1. *Chemical (e.g., Flash Point & Auto Ignition)* 2. *Electrical (e.g., Static Electricity, Surge, Arc Flash, Ground Fault Circuit Interrupter & Grounding & Bonding)* 3. *Hot Work (e.g., Welding, Cutting & Brazing)* 4. *Combustible Dust* 5. *Fire Science (e.g., Fire Pentagon, Fire Tetrahedron, Upper & Lower Explosive Limits)* 6. *Detection Systems* 7. *Suppression Systems, Fire Extinguishers, Sprinkler Types* 8. *Segregation & Separation (e.g., Flammable Materials Storage & Ventilation)* 9. *Housekeeping*

Domain 5: Emergency Response Management (ERM)	
Knowledge of	1. *Emergency, Crisis, Disaster Response Planning (e.g., Drills)* 2. *Workplace Violence (e.g., Shooting, Bomb Threat, Vandalism & Verbal Threats)*

Domain 6: Industrial Hygiene & Occupational Health	
Knowledge of	1. *Sources of Biological Hazards (e.g., Viral, Bacterial, Parasitic, Fungus & Mold)* 2. *Protocol for Bloodborne Pathogen Control* 3. *Mutagens, Teratogens & Carcinogens* 4. *Chemical Hazards (e.g., Sources, Assessment, Control Strategies, Symptoms, & Target Organs)* 5. *Exposure Limits (e.g., Threshold Limit Value [TLV], Short-Term Exposure Limits [STEL], Time-Weighted Average [TWA], Ceiling Limit, Immediately Dangerous to Life & Health [IDLH], & Action Level [AL])* 6. *Routes of Entry (e.g., Inhalation, Ingestion, Absorption & Injection)* 7. *Acute & Chronic Exposures (e.g., Additive Effect, Synergistic Effect, Antagonistic Effect & Potentiation Effect)* 8. *Noise* 9. *Radiation* 10. *Heat & Cold Stress*
Skill to	1. *Conduct Exposure Assessment*

Domain 7: Environmental Management	
Knowledge of	1. *Environmental Hazards Awareness (e.g., Biological [Mold], Chemical, Waste & Vermin)* 2. *Water (e.g., Storm, Waste & Best Practices)* 3. *Air (e.g., Quality & Best Practices)* 4. *Land & Conservation (e.g., Solid Waste, Recycling & Sustainability)* 5. *Hierarchy of Conservation (e.g., Reuse, Recycle & Reduce)* 6. *Environmental Management System Standards* 7. *Waste Removal, Treatment, & Disposal*

Domain 8: Training, Education & Communication	
Knowledge of	1. *Adult Learning Theory & Techniques* 2. *Presentation Tools (e.g., Computer-Based & Group Meeting)* 3. *Safety Culture/Climate* 4. *Data Collection, Needs Analysis, Gap Analysis & Feedback* 5. *Assessing Competency*

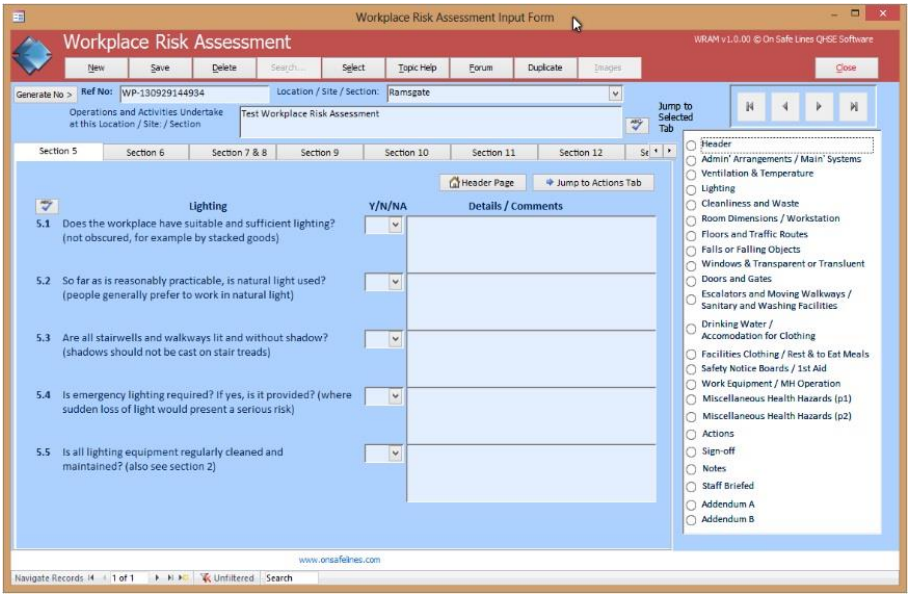
Domain 9: Law & Ethics	
Knowledge of	1. *Legal Liability* 2. *Ethical Behavior (e.g., Professional Practice, Audits, Record Keeping, Sampling, Standard Writing, & BCSP Code of Ethics)* 3. *Protection of Worker Privacy (e.g., Information)*
Skill to	1. *Deal With Unethical Situations (e.g., Employee Putting Others at Risk)* 2. *Read & Interpret Regulations* 3. *Determine Appropriate Actions Based on Knowledge Limitations (e.g., Know When to Get Help)*

MOCK Exam

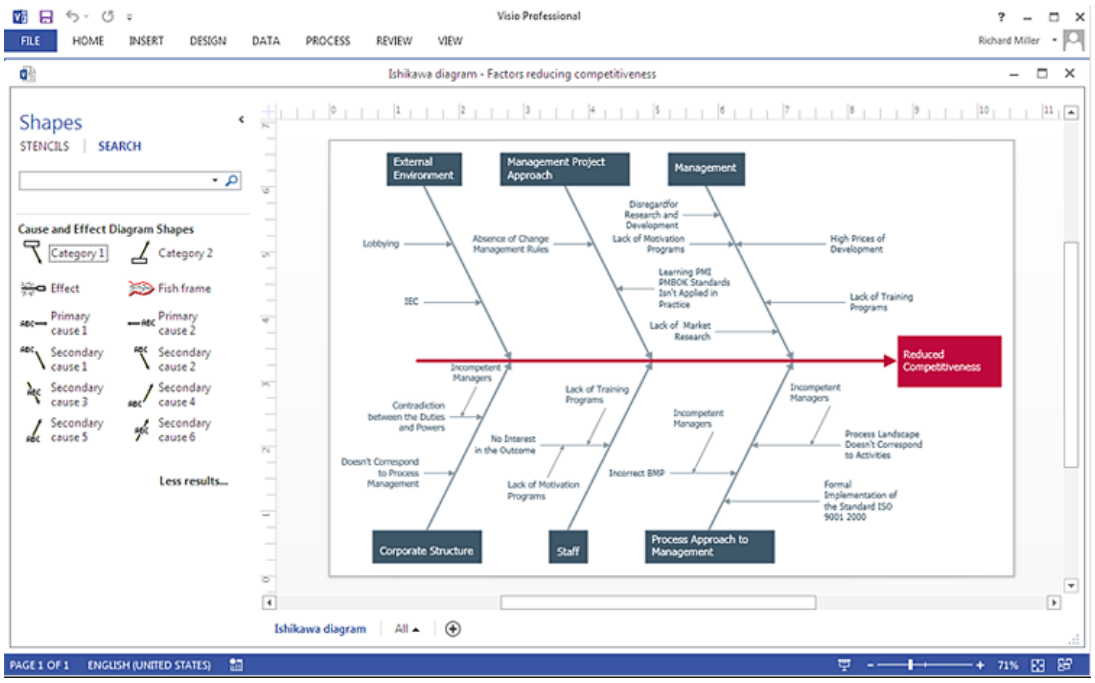
Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward's Portal. Each participant will be given a username and password to log in Haward's Portal for the MOCK Exam during the 30 days following the course completion. Each participant has only one trial for the MOCK exam within this 30-day examination window. Hence, you have to prepare yourself very well before starting your MOCK exam as this exam is a simulation to the one of the Certification Body.

Simulator (Hands-on Practical Sessions)

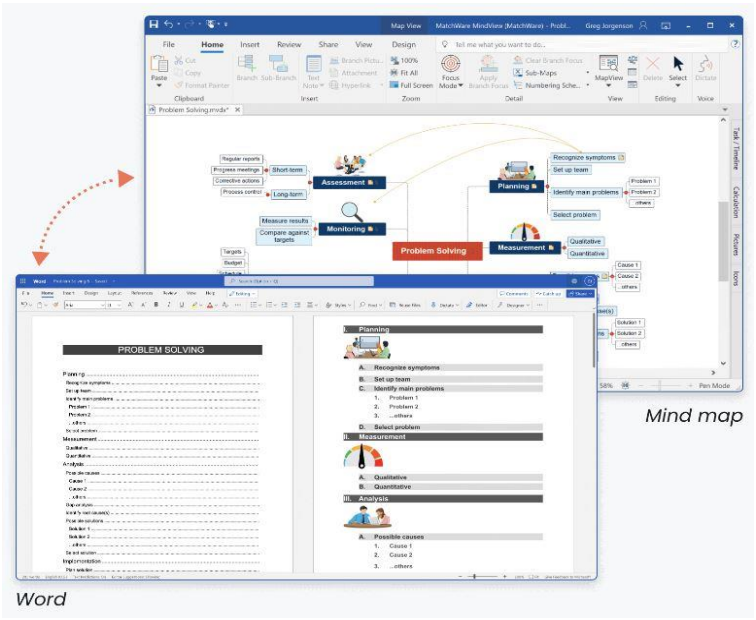
Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using our state-of-the-art "Workplace Risk Assessment", "Visio", "Mindview" and "QRA System" simulators.



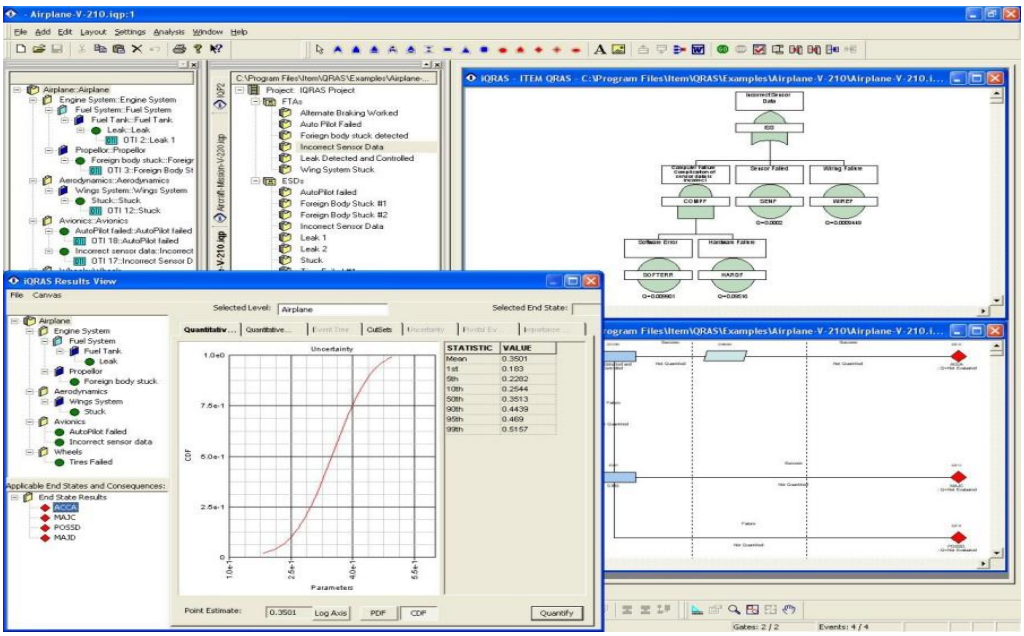
Workplace Risk Assessment



Visio Software



Mindview Software



QRA System Software

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