# COURSE OVERVIEW HE1376
# Certified Safety Auditor

**Course Title**
Certified Safety Auditor

**Course Date/Venue**
November 02-06, 2025/Boardroom 2, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE


**Course Reference**
HE1376

**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.***

The Certified Process Safety Auditor (CPSA) credential demonstrates one's understanding of important Process Safety elements and regulations for all industries with processes that involve explosive materials and hazardous waste.

The course is designed to provide participant with an up-to-date overview of process safety audit. It covers the ethics and standards of conduct for auditor; the audit program design, audit activities, pre-audit, on-site and post-audit activities; the mechanical integrity; the process safety information (PSI); and the RMP hazard assessment, risk management plan and external emergency plans.

During this interactive course, participants will learn the process hazard analysis (PHA) and risk analysis; the operating procedures, regulatory framework and safe work practices (including hot work); the training and contractors; the management of change (MOC), incident investigation and emergency management; and the pre-startup safety review (PSSR), compliance audits and employee/contractor participation.

## Course Objectives

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

- Get prepared for the next BEAC exam and have enough knowledge and skills to pass such exam in order to get the BGC-CPSA certification
- Discuss the ethics and standards of conduct for auditor
- Illustrate audit program design, audit activities, pre-audit, on-site and post-audit activities
- Discuss mechanical integrity and process safety information (PSI)
- Carryout RMP hazard assessment/risk management plan and external emergency plans
- Employ process hazard analysis (PHA) and risk analysis
- Perform operating procedures, regulatory framework and safe work practices (including hot work)
- Conduct training and identify contractors
- Discuss the management of change (MOC) and perform incident investigation
- Carryout emergency management, pre-startup safety review (PSSR), compliance audits and employee/contractor participation

## 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 process safety auditor for professionals working in fields which require expertise in both safety and process.

## Exam Eligibility & Structure

Exam candidates shall have the following minimum prerequisites:

- **Education and/or Experience Requirements**

  Option 1: Candidates must have at least 15 years' experience with a High School Diploma
  Option 2: Candidates must have at least 10 years' experience with an Associate's degree
  Option 3: Candidates must have at least 7 years' experience with a Bachelor's degree

  Notes:
  - Candidates must provide evidence of audit experience within the previous five years, consisting of either a minimum of 20 comprehensive process safety audits, OR have audited for a minimum of 100 days, including at least 20 days on site.
  - Candidates must have verifiable process safety experience gained during the last 10 years in at least two of the areas described below:
    - Implementation of Process Safety programs
    - Process Hazard Analysis
    - Management of Change

- Pre start-up safety reviews
- Mechanical Integrity
- Process Safety Information
- Product Stewardship, Transportation or Distribution of hazardous products
- Requirements of Process Safety laws, regulations and related documents
- Process Safety Management systems and standards
- Process Safety auditing procedures, processes and auditing techniques

- **Training Requirements**
  Candidates must have at least 40 hours training in the past three years. At least 32 hours of training should be specific to process safety, and the remaining eight hours should be relevant to auditing, health and safety, or management systems.

- **Other Requirements**
  The Certified Process Safety Auditor (CPSA) credential has the following other requirements:
  - Candidates must provide proof of identification in the form of a copy of the candidate's current official driver's license, passport or national identity card with indicated current status; expired documents will not be accepted official passport or national identity card. All documents must be scanned and uploaded through the Document Upload Portal in a manner that ensures the photo is clearly legible.
  - Applicants must provide two character references, from a responsible person such as a supervisor or a manager. Individuals providing references must have known the applicant for a minimum of two years and have knowledge of the applicant's experience and skills relative to auditing.

## 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.

## Training Fee

**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.

## Exam Fee

**US$ 800** per Delegate + **VAT**.

## Accommodation

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

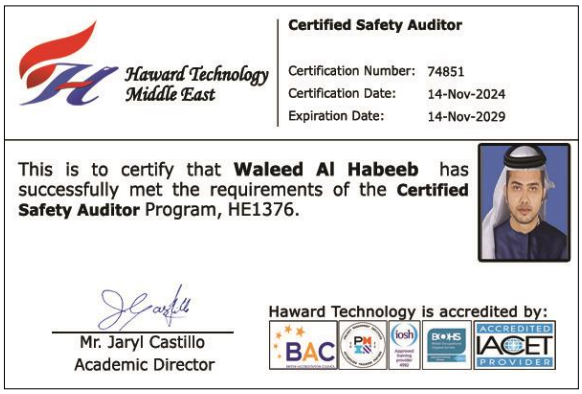
## Course Certificate(s)

(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 * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology *

**Haward Technology Middle East**

Continuing Professional Development (HTME-CPD)

## CEU Official Transcript of Records

**TOR Issuance Date:** 14-Nov-24

**HTME No.** 74851

**Participant Name:** Waleed Al Habeeb

| Program Ref. | Program Title | Program Date | No. of Contact Hours | CEU's |
|---|---|---|---|---|
| HE1376 | Certified Safety Auditor | Nov 10-14, 2024 | 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 600, 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

* Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology *

## 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 **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. Kyle Bester** is a **Senior HSE Consultant** with extensive years of practical experience within the **Oil & Gas**, **Power & Water Utilities** and other **Energy** sectors. His expertise includes **HAZOP & HAZID**, **HAZMAT & HAZCOM** Storage & Disposal, Process Hazard Analysis (**PHA**), Process Safety Management (**PSM**), **Environment, Health & Safety** Management, **Process Risk** Analysis, **Process Safety** Systems, Asset Integrity **Process Safety** Management, **Process Safety** Leadership, **Hazardous Materials & Chemicals** Handling, **Pollution Control**, **Environment, Health & Safety** Management, **Process Risk** Analysis, Effective Tool Box Talks, Construction Sites Safety, **HSSE Management** System, **HSSE Audit & Inspection**, **HSEQ Procedures**, **Authorized Gas** Testing, **Confined Space Entry & Rescue**, **Risk** Management, **Quantitative & Qualitative Risk** Assessment, **Working at Height**, **Firefighting** Techniques, **Fire** & **Gas** Detection System, **Fire Fighter & Fire** Rescue, **Fire Risk** Assessment, **HSE Industrial Practices**, **Manual Handling**, **Rigging Safety Rules**, **Machinery & Hydraulic Lifting Equipment**, **Warehouse Incidents & Accidents Reporting**, **Incident & Accident Investigation**, **Emergency Planning**, **Emergency Response & Crisis** Management Operations, **Working at Heights**, **Waste Management** Monitoring, **Root Cause Analysis**, Hazard & Risk Assessment, Task Risk Assessment (**TRA**), **Incident Command**, Job Safety Analysis (**JSA**), Behavioral Based Safety (**BBS**), **Fall Protection** and **Work Permit & First Aid**, **Lifting Equipment**, Handling **Hazardous Chemicals**, Spill Containment, **Fire** Protection, **Fire** Precautions, **Incidents & Accidents** Reporting, **HSEQ** Audits & Inspection, As Low as Reasonably Practicable (**ALARP**), **Process Improvement**,. Further, he is also well-versed in **Water Reservoir**, **Water Tanks**, **Water Pumping** Station, **Water Distribution** System, **Water Network** System, **Water Pipes & Fittings**, **Water Hydraulic** Modelling, **Water Storage Reservoir**, **Reservoirs & Pumping** Stations Design & Operation, **Pumping** Systems, Interconnecting **Pipelines Water Network** System Design, Pump Houses & Booster Pumping Stations, **Potable Water Transmission**, **Water Distribution Network**, Districts Meters Areas (DMAs), **Water Supply & Desalination Plants** Rehabilitation, **Water Reservoirs & Pumping Stations**. He is currently the **Part Owner & Manager** of Extreme Water SA wherein he manages, re-designed and commissioned a water and wastewater treatment plants.

During his career life, Mr. Bester has gained his practical and field experience through his various significant positions and dedication as the **Project Manager**, **Asset Manager**, **Water Engineer**, **Safety Engineer**, **Water Department Supervisor**, **Landscape Designer**, **Analyst**, **Team Leader**, **HSE Advisor**, **Analyst**, **Process Technician** and **Senior Instructor/Trainer** for various international companies, infrastructures, water and wastewater treatment plants from New Zealand, UK, Samoa, Zimbabwe and South Africa, just to name a few.

Mr. Bester holds a **Diploma** in **Wastewater Treatment** and a **National Certificate** in **Wastewater & Water Treatment**. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership and Management** (**ILM**), an **Approved Chemical Handler** and has delivered numerous courses, trainings, conferences, seminars and workshop.

## 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:*** ***Sunday, 02nd of November 2025***

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| *0730 - 0800* | *Registration & Coffee* |
| *0800 – 0815* | *Welcome & Introduction* |
| *0815 – 0830* | ***PRE-TEST*** |
| *0830 – 0930* | ***Ethics & Standards of Conduct for Auditors***<br>*This Category Relates to the Candidate's Understanding, Judgment, and Perception of How an Auditor Should Behave and React to Ethical Situations that can Occur in the Audit Process. This May Include Some Questions Concerning BEAC, IIA, And TAR Standards for Auditing. Test Questions Focus on Topics Such As: (A. Conflict of Interest, B. Independence of Auditors, C. Due Professional Care, D. Material Facts and Disclosure, E. Auditor Proficiency)* |
| *0930 – 0945* | *Break* |
| *0945 – 1100* | ***Audit Program Design***<br>*This Category Includes Issues Related to the Design, Structure, and Key Planning Elements of Audit Programs. Test Questions Focus on Topics Such As: (A. Senior Management Commitment, B. Scope of Audit Programs, C. Audit Tools, D. Site Selection/Frequency of Audits, E. Quality Assurance Mechanisms, F. Auditor Staffing/Training)* |
| *1100 – 1230* | ***Audit Activities***<br>*This Category Relates to Activities Associated with Actually Conducting a Specific Audit. Test Questions Focus on Topics Such As: (A. Pre-Audit Activities (e.g., Gathering Background Information, Contacting the Facility, Coordinating the Audit Team)* |
| *1230 – 1245* | *Break* |
| *1245 – 1420* | ***Audit Activities (cont'd)***<br>*This Category Relates to Activities Associated with Actually Conducting a Specific Audit. Test Questions Focus on Topics such as: (B. On-Site Activities (e.g., Opening Meeting and Tour; Assessing and Evaluating Systems, Programs, and Procedures; Gathering Information: Interviewing, Reviewing Documents and Records, Sampling, Making Inspections; Handling Sensitive Situations; Evaluating Audit Evidence and Writing Findings; Closing Meeting)* |
| *1420 – 1430* | ***Recap*** |
| *1430* | *Lunch & End of Day One* |

***Day 2:*** ***Monday, 03rd of November 2025***

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|---|---|
| *0730 – 0930* | ***Audit Activities (cont'd)***<br>*This Category Relates to Activities Associated with Actually Conducting a Specific Audit. Test Questions Focus on Topics Such As: (C. Post-Audit Activities (e.g., Report Preparation, Legal Protection/Confidentiality of Results, Corrective Action Planning and Tracking)* |
| *0930 – 0945* | *Break* |
| *0945 – 1100* | ***Mechanical Integrity*** |
| *1100 – 1230* | ***Process Safety Information (PSI)*** |
| *1230 – 1245* | *Break* |

| | |
|---|---|
| 1245 – 1420 | ***RMP Hazard Assessment/Risk Management Plan/External Emergency Plans*** |
| 1420 – 1430 | ***Recap*** |
| 1430 | *Lunch & End of Day Two* |

***Day 3:*** ***Tuesday, 04th of November 2025***

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|---|---|
| 0730 – 0930 | ***Process Hazard Analysis (PHA) & Risk Analysis*** |
| 0930 – 0945 | *Break* |
| 0945 – 1100 | ***Operating Procedures*** |
| 1100 – 1230 | ***Regulatory Framework*** |
| 1230 – 1245 | *Break* |
| 1245 – 1420 | ***Safe Work Practices (Including Hot Work)*** |
| 1420 – 1430 | ***Recap*** |
| 1430 | *Lunch & End of Day Three* |

***Day 4:*** ***Wednesday, 05th of November 2025***

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|---|---|
| 0730 – 0930 | ***Training*** |
| 0930 – 0945 | *Break* |
| 0945 – 1100 | ***Contractors*** |
| 1100 – 1230 | ***Management of Change (MOC)*** |
| 1230 – 1245 | *Break* |
| 1245 – 1420 | ***Incident Investigation*** |
| 1420 – 1430 | ***Recap*** |
| 1430 | *Lunch & End of Day Four* |

***Day 5:*** ***Thursday, 06th of November 2025***

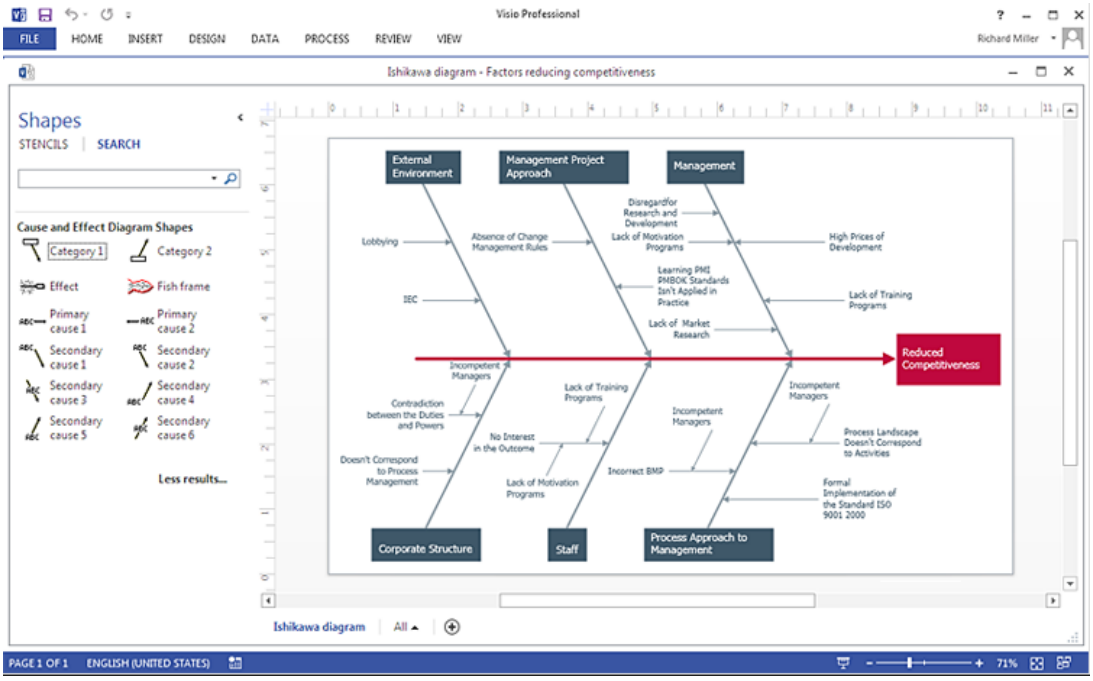
| | |
|---|---|
| 0730 – 0930 | ***Emergency Management*** |
| 0930 – 0945 | *Break* |
| 0945 – 1100 | ***Pre-Startup Safety Review (PSSR)*** |
| 1115 – 1230 | ***Compliance Audits*** |
| 1230 – 1245 | *Break* |
| 1245 – 1300 | ***Employee/Contractor Participation*** |
| 1300 – 1315 | ***Course Conclusion*** |
| 1315 – 1415 | ***COMPETENCY EXAM*** |
| 1415 – 1430 | *Presentation of Course Certificates* |
| 1430 | *Lunch & End of Course* |

## MOCK Exam

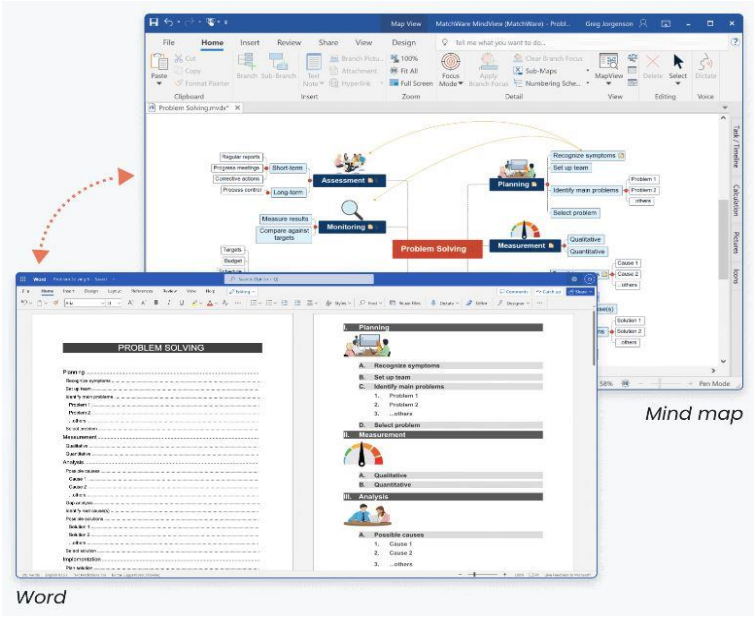
Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward's Portal. Each participant will be given a username and password to log in Haward's Portal for the MOCK Exam during the 60 days following the course completion. Each participant has only one trial for the MOCK exam within this 60-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.

## Simulators (Hands-on Practical Sessions)

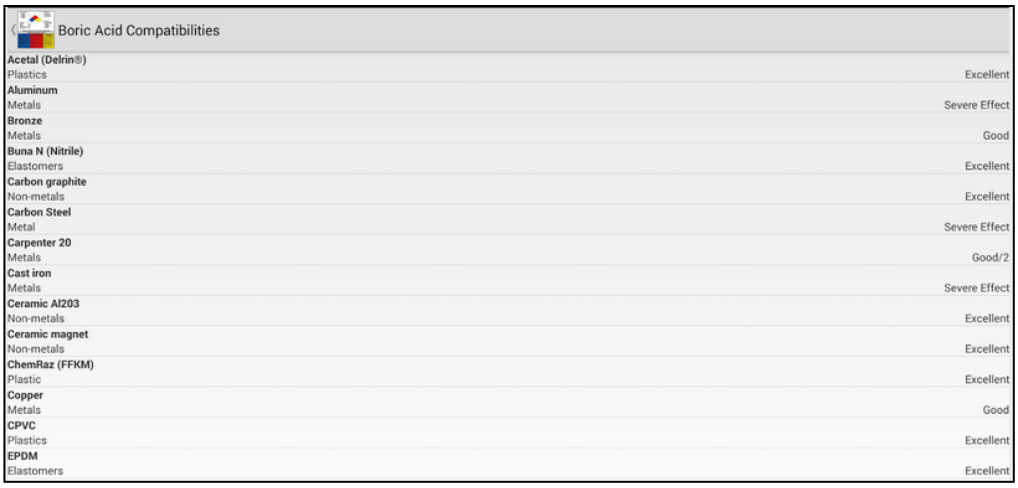
Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using one of our state-of-the-art "Visio", Mindview", "Chemical Compatibility 1.1 Simulator", "Chemical Safety Database Simulator", and "CAMEO Chemicals Suite Simulator"



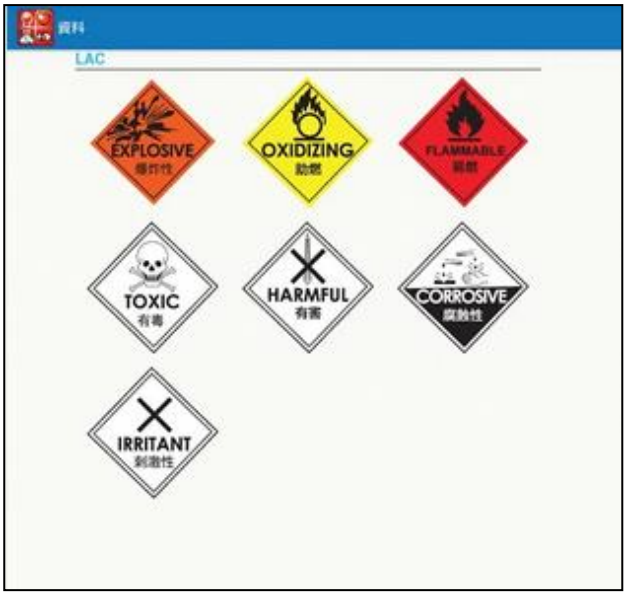

**Visio Software**



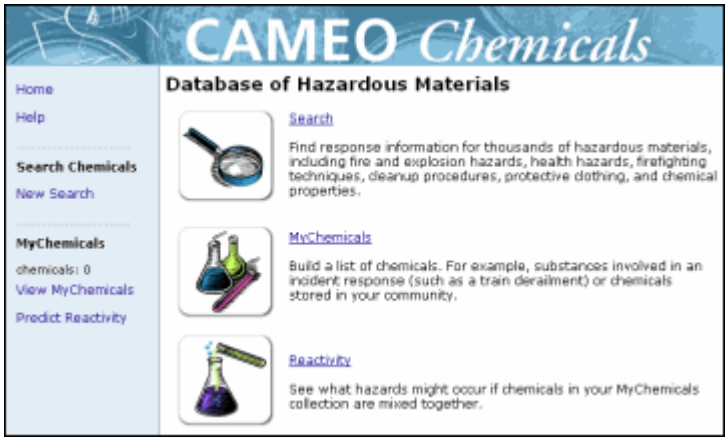

**Mindview Software**




**Chemical Compatibility 1.1 Simulator**




**Chemical Safety Database Simulator**




**CAMEO Chemicals Suite Simulator**

**Course Coordinator**

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