



TÜV Middle East is a Member of TÜV NORD Group, the German Inspection, Certification, Training and Consulting Body.

TÜV Middle East Introduction

TÜV Middle East is a Member of TÜV NORD Group, the German Inspection, Certification, Training and Consulting Body. TÜV Middle East was originally under the banner of RWTÜV ever since the completion of merger of RWTÜV and TÜV NORD, now we are known as TÜV Middle East, Member of TÜV NORD Group. TÜV NORD is a pioneer in the field of Industrial Inspection Services, Third Party Inspection, Plant & Equipment Assessment, Management Systems Certification, Health Safety & Environment, Consultancy and Training since 1869. TÜV Middle East has been started more than 20 years ago in Saudi Arabia and has been prominently present in the Middle East (UAE, Bahrain, Qatar, Kuwait, Oman, Syria and Yemen) for more than two decades and has been serving the Oil & Gas, Power, Government, Manufacturing, Service and the Private Industry since the founding date.

TÜV Akademie
TÜV Akademie is one of the leading premium training provider in the Middle East. TÜV Akademie provides wide range of standard and custom made trainings to oil & gas, government, manufacturing, finance, information technology, construction & engineering sectors. Most of the courses are accredited, in association with world renowned universities / education centers, certified, recognized ... etc. These courses are delivered by highly competent from the relevant field with theoretical and practical knowledge. The trainings are offered as public and in-house courses, the courses are delivered in all countries of GCC, Egypt, Malaysia, Morocco, Europe, Yemen... etc

Its time to get ready for the coming economic upturn!
• Increased Profitability:
There is a clear correlation between providing your employees with the training they need to become more productive and an increase in the company's overall profit ability.
• Consistent Quality:
Providing employees with up to date training ensures that they will be able to complete their tasks in the most efficient manner possible while providing consistency and quality for the organization.

Here are some of the reasons why your organization should consider providing training for your employees:

- Customer Satisfaction: Increased productivity and higher quality results in a greater level of customer satisfaction.
- Employee Development: Providing employees with training allows them to develop their individual skills making them better able to contribute to the overall success of the organization.
- Employee Retention: Making training available to your employees provides them with the tools to increase their skills and makes them feel more valued by the organization resulting in greater employee retention.

The 2nd Successful Training Course Of SITE INSPECTION & SAFETY AUDIT In Yemen For YEMEN LNG COMPANY "Balhaf Site" "September 17th - 21st 2010"



Some Comments of the Participants :

"Audit and Inspection training has been quite interesting . We have added to our knowledge new skills and methods will help and get reflected effectively on our performance. It's another value toward continual improvement." **Said by Mr. Adnan M. Abdullah / HSE Supervisor**
"The course provided me with great insights. This will give me a different perspective in actual working conditions and I will be able to bring the learning to the management and rest of my colleagues. I really appreciate that the instructor Mr. Juby went out of his way to help us out and answer all our queries." **Said by Mr. Ali Mohammed Abdo Alejl / Safety Supv3**
"The course is more valuable and practical than was presented professionally. It has polished the knowledge of performing a risk assessment, site inspection and an audit; and moreover the skillful and professional way of reporting which will absolutely improve the quality of carrying out such activities within the company." **Said by Mr. Ghazi AIHAMMUDI / Environment Tech .**
"The instructor presentation style was made the course very interesting and effective in to make the most use of it at our careers. We are sure that everybody attended that course will keep in his mind the instructor style for long time for his effort in to impart knowledge experience, professionalism to us." **Said by Mr .Adel Abdulhafed / Safety Supv3.**

INTRODUCTION

This five day course is aimed at improving the conduct of safety audits and inspections of processes and facilities, working practices and procedures. Today, auditing and inspection are recognized as an extremely powerful technique that may be used by personnel working in all levels alongside other management techniques to ensure adequacy of the management system and in assisting in the achievement of objectives. With never before like interest in the development of management system throughout the world, auditing and inspection has received much attention as a means of ensuring that plans and systems for the continual improvement are being followed and are fully effective. In addition, the increasing legal requirements that must be met by organizations and individuals has resulted in the setting up of regulatory authorities who need to establish, whether or not such legal obligations are being met. The approach adopted to gain this information is to use different types of techniques, basically similar to those adopted by those with an interest in the improvement of the management system.

There is therefore a need to ensure that when auditing and inspection is required, for whatever purpose, those delegated the task are adequately equipped by way of training in the tools and techniques necessary to perform audits and inspections in a professional manner. Audits and inspections are required to be conducted efficiently and effectively to gain information and thereby contribute towards the improvement of the overall EHS performance. It is also necessary to ensure that those who are to undertake such tasks are the "right type of person" capable of seeking out the information in a manner that is fully acceptable to all personnel, without causing antagonism, and fostering a culture of professionalism and no blame.

Course Objective

This five-day course is designed for anyone with responsibility to conduct Audits and Inspection. It is aimed at developing and improving practical competency and in ensuring that they carry through into real improvements in the management system. The objective of this course is to provide professionals with responsibility for compliance with skills that can be immediately used upon return to their organizations. In due course of

this program they will learn to appreciate the extent to which organizations are exposed to the ever-increasing regulatory work environment, how to identify the compliance issues that have the most significance for them and how to introduce a compliance management programme within their respective organizations in order to achieve the continual improvement of the management system. The course is tailored to suit the requirements of the managers, supervisors and the senior staff. This course is ideal for anyone who has to upgrade their existing knowledge in undertaking a safety inspection and audit or anyone, who may, in the course of their duties face such a situation.

Benefits of attending the training

- Organizations that invest in training their staff can expect certain benefits. These include:
- Training in health and safety can reduce accidents and the consequent loss of productive activity.
- A more flexible workforce because training can increase staff versatility by widening the professionalism of tasks they are able to undertake.
- Helping new employees to learn their jobs quickly and effectively and to perform to the required level in a shorter time.
- A reduction in staff turnover because employees who have received training are less likely to become frustrated at the lack of training opportunities and will have a higher degree of job satisfaction, and from their point of view, job security.
- Helping existing employees to improve their work performance.
- A reduction in the number of mistakes made, thereby reducing the amount of management time required to sort these out, and a saving in the cost of re-doing them.
- Compliance with the legal and other requirements.

What are the Learning outcomes?

- A full understanding of the health and safety issues.
- A Perspective as to how to monitor and facilitate the management of hazards associated with a plant or any industry and thereby facilitating the application of Occupational Health and Safety principles to control risk and participate in the investigation of incidents.
- The skill to integrate the management of these is-

sues into an existing health and safety management system and thereby contribute towards the continual improvement of the management system.

Course Content

- Practical solutions to aid compliance with the management system and the other requirements.
- The concept of Occupational Health and Safety
- Fundamentals of Health and Safety Management System
- Aims and Objectives of Risk Assessment
- Identifying Hazards
- Process Hazard Analysis
- Principles and Practice of Risk Assessment
- Inspection/Investigation techniques
- Control of workplace Hazards
- Principles of Safety Inspection
- Planned Inspection
- Inspection Methods
- Planning and Conducting of Safety Audits
- Case Studies
- Practical Assessments

YLNG Participants Names:

No	Name	Position
1	Fahmi Ali BINHAMIL	HSE Supervisor
2	Hamid Sultan Awn	Environment Technician
3	Adel Mohammed ABDULHAFED	Safety Supervisory
4	Ayad Omar ALNASAIRAI	Environment Officer
5	Saleh Mohammed Al-Bakeri	FIFI Brigade Leader
6	Awad Mohammed SARIA	Environment Technician
7	Kamal Saleh Binamro	FIFI Brigade Team Leader
8	Yasser Abdulrahman ALSAMEEI	Safety Supervisory
9	Ghazi Abdu Al-Hummudi	Environment Technician
10	Ali Mohammed Al-Ejl	Safety Supervisory
11	Adnan Mohammed Abdullah	HSE Supervisor
12	Obaid Ali ALHANNAMI	HSE Assistant



Upcoming Training Courses (October – December 2010)

- ✓ **OHSAS 18001** Occupational Health & Safety Assessment Series Management System – Lead Auditor Training (IRCA Registered) 5 Days (30 October – 3 November 2010)
- ✓ **NEBOSH IGC- UK** (National Examination Board in Occupational Safety & Health International General Certificate).12 Days (13 – 25 November 2010).
- ✓ **ISO 9001: 2008 QMS** (Quality Management System) – Lead Auditor Training (IRCA Registered) 5 Days (16 – 20 October and 24 – 29 November 2010).
- ✓ **IOSH – UK –Managing Safety** (Institution of Occupational Safety & Health) – 5 Days.(23 – 27 October 2010).
- ✓ **STI – USA** (Scaffolding Training Institute) – Scaffold Competent Person / Erector. 5 Days (4 – 8 December 2010).
- ✓ **Accident & Incident Investigation Analysis.** 5 Days (18 – 22 December 2010).
- ✓ **Site Inspection And safety Audit .** 5 Days (11 – 15 December 2010) .

COURSE THAT CAN BE APPLIED AS IN HOUSE TRAINING :

- ✓ ISO 9001: 2008 QMS (Quality Management System) – Awareness Training - 1 Day
- ✓ ISO 9001: 2008 QMS (Quality Management System) – Internal Auditor Training - 2 Days
- ✓ ISO 9001: 2008 QMS (Quality Management System) – Lead Auditor Training (IRCA Registered) 5 Days
- ✓ ISO 14001 EMS (Environmental Management System) – Lead Auditor Training (IRCA Registered) 5 Days
- ✓ ISO 27001 ISMS Information Security Management Systems – Lead Auditor Training (IRCA Registered) 5 Days
- ✓ HACCP(The Hazard Analysis and Critical Control Point) – Lead Auditor Training (CCFRA Approved) 5 Days
- ✓ OHSAS 18001 Internal Auditor Training-2 Days
- ✓ OHSAS 18001 – Lead Auditor Training (IRCA Registered) 5 Days
- ✓ Risk Assessment Training - 2 Days
- ✓ Basic Health & Safety Training - 2 Days
- ✓ Basic Construction safety Training 2 Days
- ✓ Development of HSE Plan for Construction – 1 Day
- ✓ Emergency Preparedness and Response Procedure -1 Day
- ✓ Advanced Health & Safety Training For Catering Industries - 5 Days .
- ✓ Basic food Hygiene Training – 1 Day
- ✓ First Aid/CPR – 1 Day
- ✓ Basic Fire Fighting& Fire Prevention and Control – 1 Day
- ✓ Manual Handling & Ergonomic – 1 Day
- ✓ Hand Safety – 1 Day
- ✓ Working at Height & Personal Fall Arrest – 1 Day
- ✓ Lock-Out/Tag-Out-Control of Hazardous energy (LOTO) – 1 Day
- ✓ (H2S) Hydrogen Sulphide Safety – 1 Day
- ✓ Waste Management -- 1 Day

- ✓ Forklift Operating & Safety -- 1 Day
- ✓ Confined Space Entry -- 1 Day
- ✓ Hazardous Materials Transportation & Emergency Response – 1 Day
- ✓ Rigging and Lifting/Banks man/ Slings – 1 Day
- ✓ Crane Safety – 1 Day
- ✓ Job Safety Analysis – 1 Day
- ✓ Risk Assessment – 2 days
- ✓ Permit to work – 1 Day
- ✓ Accident Investigation-Basic – 1 Day
- ✓ Root Cause Analysis(RCA) – 1 Day
- ✓ hazard Observation – 1 Day
- ✓ Slips, Trips, and fall/Walking Working Surfaces – 1 Day
- ✓ Train the trainer OHSAS 18001-5 days
- ✓ Conducting Preliminary Environmental Impact Assessment
- ✓ ISO 9001:2008 Implementation & documentation-3 Days
- ✓ Fire Fighting Essential Training Course-1 Day
- ✓ First Aid Training Course-1 Day
- ✓ HR Management-4 days
- ✓ Warehouse Management Training-4 Days

- ✓ Effective Logistics& Distribution Training- 3 Days
- ✓ Office Management & effective Administration Skills Training-3 Days
- ✓ Personal & Admin Skills Training -5 Days
- ✓ Accounts Payable training-3 Days
- ✓ Strategic Financial Analysis workshop Training-3 Days
- ✓ Material Handling Training-3 Days
- ✓ Document Control Training-3 Days
- ✓ International Accounting Standards Training-3 Days
- ✓ Certified PHA–HAZOP Leader Training-5 Days
- ✓ HAZOP –Basic Training- 2 Days
- ✓ IOSH(Institute of Occupational Safety & Health) Managing Safety Training- 4 days
- ✓ Reciprocating Compressors Training-4 Days
- ✓ Aerial Lift Safety & Inspector Certificate Training Course
- ✓ Managing Crane Safety Training Course
- ✓ Inventory Planning & stock Control Training-4 Days
- ✓ Effective Tender Evaluation & Prep-

- aration Seminar Training-3 Days
- ✓ Document Control Training-3 Days
- ✓ Vendor Evaluation Training-3 Days
- ✓ Root Cause Failure Analysis Training-2 Days
- ✓ NEBOSH UK – International General Certificate – 12 days
- ✓ Budget Designing in Oil Companies Training-4 Days
- ✓ Oil Accounting Training-4 Days
- ✓ Industrial Project Management in Oil & Gas Training-5 Days
- ✓ Cost Estimation and Cost Control Training-3 days
- ✓ Developing HSE Manual 1 Day
- ✓ Site Inspection & Safety Audit Training-5 Days
- ✓ Human Resource Accounting (HRA)-4 Days
- ✓ Oil Spill Management Training-5 Days
- ✓ Scaffolding Inspection & Supervisor Training-5 Days
- ✓ Behavior Safety-1 Day
- ✓ Chemical Safety-1 Day
- ✓ First Aid -1 Day-1 Day
- ✓ Confined Space Safety-1 Day
- ✓ Accident & Incident Investigation Analysis Training-5 Days