

Training Schedule 2012

جدول الدورات التدريبية ٢٠١٢

**Qualification Leads Progress**

**التأهيل طريق التقدم**



TÜV®



TÜV Middle East

## Further education is a matter of trust!

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## Message from the Executive

# We educate your staff members

TÜV Middle East "Member of TÜV NORD Group" is glad to share the know-how through advanced training methods at TÜV Akademie, our leading training provider where it is our mission to contribute in your development at your work place. And help you better understand the profound meaning of quality.

Highly experienced and qualified personnel are at TÜV Akademie to offer you the necessary in-house or public training services. Take advantage of our new product lines and choose from a wide range of programs for engineers, technicians and managers from diverse industries like Oil and Gas, Petrochemicals, Engineering, Management, HSE etc.

Our training and education service has various international accreditations, recognitions and associations to meet market needs, because training is a matter of trust, we at TÜV Akademie will pave the path for a new quality era in the Middle East. Whether you are an employer or an employee, be a part of our Akademie to improve your skills and stand out of the crowd.

Thanks to our continued pursuit of the highest international quality standards, TÜV Akademie works across the Arabian Peninsula while the TÜV NORD network is present in more than 70 countries around the world

Thank You!

Sincerely yours,  
**Markus Lechterman**  
TÜV Middle East - Vice President



## رسالة من الإدارة التنفيذية

# نعمل على تطوير موظفيكم

يسرني في الشرق الأوسط "عضو في مجموعة تي يو في نورد" بأن تشارك بخبرتنا من خلال أساليب التدريب المتطورة الذي توفره في أكاديميتنا التي تعتبر أحد رواد التدريب، حيث تتخلى من خلالها رسالتنا في المساهمة بتطوير مؤسساتكم الموقرة وتقديم المساعدة لتوضيح المعنى الحقيقي للجودة.

توفر الأكاديمية التدريب على أيدي مدربيها المهرة من ذوي الخبرة والكفاءات العالية سواء داخل الشركات أو في الدورات العامة مما يتيح الفرصة أمام عملائنا للاختيار من بين برامجنا المتميزة والمقدمة للمهندسين أو الفنيين أو المدراء في مختلف المجالات مثل: النفط والغاز والبتروكيماويات والهندسة والإدارة والصحة والسلامة والبيئة وغيرها.

هذا وتنفرد برامجنا التدريبية والتعليمية بحصولها على اعتمادات من عدة جهات عالمية فضلاً عن حصولها على تراخيص من المؤسسات الدولية لتلبية متطلبات السوق باعتبار أن التدريب في نهاية المطاف عملية مد جسور من الثقة وهو الأمر الذي يؤهلنا في أكاديمية تي يو في لإرساء عصر جديد لمفهوم الجودة على مستوى الشرق الأوسط لكافة أطراف العملية الإنتاجية سواء أصحاب الأعمال أو الموظفين في سبيل تحقيق هدف واحد وهو رفع كفاءاتهم ومهاراتهم.

وبفضل سعينا الدؤوب لتحقيق أفضل المعايير العالمية للجودة، رسخت أكاديمية تي يو في عملها في شبه الجزيرة العربية في حين تمتد شبكة فروعها في أكثر من 70 دولة حول العالم.

شكراً لك !

وتفضلوا بقبول فائق التقدير  
**ماركوس لينشترمان**  
نائب الرئيس التنفيذي - تي يو في الشرق الأوسط

TÜV Middle East

نبذة عن تي يو في الشرق الأوسط

**Over 10,000 successful  
participants every year**

**أكثر من 10,000 متدرب  
ناجح كل عام**



TÜV AKADEMIE, a division of TÜV Middle East " Member of TÜV NORD Group", is one of the region's largest training providers and certifies more than 10,000 successful participants every year in a wide range of standard & custom-made public or in-house training schemes for oil & gas, government, manufacturing, finance, information technology and construction & engineering sectors.

TÜV Middle East is a subsidiary of TÜV NORD Group, founded in 1989. TÜV Middle East committed to add value to our clients and the community as a leading competence center for inspections, testing, calibration, certification, auditing and training.

TÜV NORD Group establishment in 1869 is committed to its customers and guiding principle "Making our world safer". TÜV NORD Group operates in more than 70 countries of Europe, America, Asia and Africa & is now represented through a network of 500 offices offering a broad range of certification, services, and testing & inspection portfolio.

تعتبر أكاديمية تي يو في ، القسم التابع ل تي يو في الشرق الأوسط "عضو في مجموعة تي يو في نوردي"، من أكبر مقدمي خدمات التدريب في المنطقة وتعتمد أكثر من عشرة آلاف متدرب كل عام، يشاركون في نطاق واسع من برامج التدريب القياسية والمصممة حسب الطلب في قطاعات البترول والغاز والقطاعات الحكومية والتصنيع التمويل وتكنولوجيا المعلومات والبناء والهندسة.

أنشأت تي يو في الشرق الأوسط، "عضو في مجموعة تي يو في نوردي" في عام ١٩٨٩. وتلتزم تي يو في الشرق الأوسط بتقديم القيمة المضافة لعملائها والمجتمع باعتبارها أحد المراكز الرائدة والمتخصصة في أعمال المراجعة والاختبار والمعايرة ومنح الشهادات والتدقيق والتدريب.

وتلتزم مجموعة تي يو في نوردي التي أنشأت في عام ١٨٦٩ بالعمل لصالح عملائها وبقودها شعار "نحو عالم أكثر أماناً". وتعمل تي يو في نوردي في أكثر من 70 دولة في أوروبا وأمريكا وآسيا وأفريقيا. وتتمثل في الوقت الحالي من خلال 500 مكتب حول العالم يقدمون نطاق واسع من محفظة منح الشهادات والخدمات والاختبارات والمراجعة.



## The objectives

At TÜV Akademie, we realize the training needs and requirements of individuals and groups via a wide-ranging program of specialist, tailored courses covering a diverse cross-section of industries. Successful completion and certification of our courses has a dramatic impact on employee knowledge and effectiveness, which has a positive effect on employer profitability.

### Your advantages:

- Internationally Accredited & Recognized Training Courses
- Increased Employee Retention and Employee Development
- Interactive trainings and workshops for the participants to remember
- Our experts and professionals understand what your company needs
- Tailored 'Emiratisation' Courses
- The quality of our services has enabled a certified quality management system according to ISO 9001.
- Designing tailored Public and In-house training products to suit your specific needs and requirements:

#### 1. Public

Take advantage of new topics and you can select from our wide-range training calendar of diverse, information-driven courses, all of which have flexible schedules and are run via TÜV Middle East's generic, easy-to-follow structure.

#### 2. In-House

"Our experts come to you" The tailored courses are based on prior analysis of your company and the thorough understanding of your needs to meet your organization's targeted objective. Promote maximum efficiency amongst your staff and enjoy lower fees for group bookings.

## الأهداف

نحن في أكاديمية تي يو في ندرك احتياجات ومتطلبات التدريب للأفراد والمجموعات. ونقدم نطاق واسع من البرامج المتخصصة والدورات التدريبية المصممة حسب الطلب التي تغطي نواحي عديدة من مختلف المجالات. ويخلق تجربة استكمال الدورات التدريبية لدينا والحصول على الشهادة تأثيراً عميقاً على معرفة وكفاءة الموظف مما يترك أثراً إيجابياً على قدرة الموظف على جني المكاسب.

### أوجه الاستفادة:

- دورات تدريبية معتمدة ومعترف بها عالمياً
- تزيد من القدرة على الاحتفاظ بالموظفين وتطويرهم
- تدريب تفاعلي وورش عمل للمشاركين لاسترجاع المعلومات
- إلزام خبرتنا وموظفينا المتمرسين باحتياجات شركتكم.
- دورات تدريبية مصممة خصيصاً لتناسب البلد التي يقع بها مقر الشركة
- تسمح جودة خدماتنا بالاعتماد على نظام إدارة الجودة المعتمد طبقاً لأيزو 9001.
- تقديم منتجات تدريبية عامة أو خاصة (داخل شركتكم) حسب الطلب لتناسب متطلباتك واحتياجاتك الخاصة.

#### 1. دورات عامة

احصل على فرصة دراسة الموضوعات الجديدة حيث يمكنك الاختيار من تفويم التدريب واسع النطاق الذي يشمل دورات تدريبية متنوعة وغنية بالمعلومات من خلال جداول زمنية مرنة يقوم بإدارتها كيان تي يو في الشرق الأوسط الذي يمتاز بالسلاسة وسهولة الإنعاج.

#### 2. دورات خاصة

خبراًؤنا سيأتون إليك، حيث نغتمد دوراتنا المصممة على التحليل المسبق لشركتكم والإدراك الشامل لاحتياجاتك لتحقيق الأهداف التي تسعى لها مؤسستكم. ارتقي بموظفك لصلوا للفعالية القصوى واستمتع بالرسوم المنخفضة لحجز المجموعات.

## In-House Trainings Schedule 2012 (Technical)

American Petroleum Institute/APIRP (Recommended Practices)
API 510 Pressure Vessel Inspector Certification Examination (Training Only) - Preparatory Course
API 570 Piping Inspector Certification Examination (Training only) - Preparatory Course
API 571( Damage Mechanisms) Supplementary Certification - Preparatory Course
API 577: Supplemental Inspection Certification Program: Advanced Knowledge of Welding and Metallurgy
API 579 Fitness for Service(FFS) of Piping & Process Plant Equipment
API 580/81 Risk Based Inspection
API 580: Supplemental Inspection Certification Program: Advanced Knowledge of Risk Based Inspection (API Exam Preparation Training)
API 650 Coded Design of Welded Steel Tanks for Bulk Storage
API 653 Aboveground Storage Tank Inspector Preparation
API 936: Refractory Inspection Code: Installation, Inspection, Testing & Repair (API Exam Preparation Training)
API TES 2015/2016: Tank Entry Supervisor Certification Program (API Exam Preparation Training)
API614 Lubrication, Shaft-Sealing and Oil-control Systems and Auxiliaries
Certified Risk-Based Inspection (RBI) Specialist
Piping Code (ASME B 31.3) and Fitness For Service Assessment (API 579) for Plant Piping
Basic Petroleum Technology
Welding Qualifications Code for Transportation Piping (API 1104)
American Society of Mechanical Engineering
ASME B 31.3 Process Piping code
ASME B 31.4 Liquid Hydrocarbon Transportation Piping Code
ASME B31.8 Gas Transportation Piping Code
Coded Pressure Vessel Design (ASME Section VIII Division-1)
Guided Tour and Awareness of ASME Codes / Awareness of ASME Codes (ASME Section I, II, V, VIII & IX Codes)
International Welding codes ASME section IX and Section VIII
Understanding and Application of ASME Section IX, (Welding Qualifications)
Understanding Codes and Standards
Understanding of ASME B 31.1 – Power Piping Code
Understanding of ASME Pressure Vessel Codes
Automotives Technology
Automotive Maintenance
Autotronics Modern Automotive Technology
Defensive Driving
Technology and Maintenance of Automotive Tires

Vehicles Inspection for Traffic Licensing
<b>Aviation</b>
Aviation Audit Techniques
Human Factors Engineering-Aviation Industry
Human Factors in Aircraft Maintenance-Aviation Industry
IT Expense Training-Aviation Industry
Learning Management System-Aviation Industry
Management Development form-Aviation Industry
Safety Management Systems (SMS), Aviation Industry
Security Training for Management Professional - Aviation Industry
<b>Construction &amp; Building Materials</b>
Advance Material for Construction & Repair of Concrete Structure
Advance Techniques in Structural Engineering
Advanced Structural Condition Assessment of Existing Structures
Advanced Technique in Design , Construction and Maintenance Reinforced Concrete Structure
Assessment and Test Reinforced Concrete
Building and Facilities Maintenance Management
Building Automation (Fire & Gas, Security & Surveillance, Instrumentation & Automation )
Building Codes Standards & Guidelines
Certified Construction Safety Practitioner
Concrete Assessment and Damage
Construction Management
Concrete Quality Control in Hotclimate
Construction Materials from Theory to Practice in the Laboratory
Construction Quality control & Assurance
Construction Risk Management
Construction Supervisions
Disputes, Claims and Negotiation Skills for Construction Engineers
Durability of Reinforced Concrete Construction
Green Building for Building Professionals
Green Buildings Design & Implementation (HVAC systems, District Cooling, Energy Optimization)
Inspection and Maintenance for Reinforced Concrete Structure
Inspection Assessment and Repair Concrete Structure
Introduction to Civil Engineering Codes & Standards
Materials of Construction for Oil & Gas Industries(Specifications, Standards & UNS systems for Materials & Alloys)

Materials of Construction for Process equipments
Maximizing Energy Efficiency in Buildings
OSHA 30-Hour Construction Industry Safety & Health
Pavement Design of Roads
Pavement Design Options, Evaluation, Maintenance & Quality
Principles and Practice of Reinforced Concrete Design
Reinforced Concrete Structures for Petrochemical Industry
Resolving Contract Disputes and Avoiding Construction Claims
Scaffolding Safety
Site Health & Safety Induction (Specific to Construction Site)
Site Management, Documentation & Contract Close-out
Steel Design & Construction Advance Techniques
Steel Structure Design, Construction and Maintenance
Structural Reliability Analysis in Civil Engineering
Superpave & Marshall Asphalt Mix Design
Assessment and Test Reinforced concrete اختيار وتقييم المنشآت الخرسانية ( Arabic course )
<b>Drilling Engineering</b>
Advanced Reservoir Engineering
Drilling Horizontal Wells
Conventional coring & Core Analysis
Basic Reservoir Engineering
Basic Reservoir Engineering for Production
Basic Rig Mathematics & Introduction to Well Control
Casehole & Well Log Analysis
Deep Water Underbalanced Drilling
Directional of Horizontal Well (Planning & Techniques & Procedures - 1 )
Directional of Horizontal Well (Planning & Techniques & Procedures - 2 )
Drill String Design and Failure Prevention
Drilling Completion Technology
Drilling Fluids Technology
Drilling for Non-Drilling Engineers
Drilling Operations
Drilling Problems and Solutions Techniques
Drilling Rig Maintenance
Fundamentals of Drilling



High Temperature High Pressure (HTHP) Well Completion Design
Hole Cleaning
Integrated Reservoir Management
Jacking and Skidding Drilling
MBD Managed Pressure Drilling
Modern Well Test Analysis
Practical Drillstem Test (DST) Interpretation
Reservoir Management
Reservoir Performance Analysis
Reservoir Surveillance
Rig Inspection
Rig Selection: Technical and Management Aspects
SCR Drilling
Well Completion & Work Over Operations
Well Completion Design & Operation, Well Simulation and Workover Planning
Well Completions Design & Performance for Production Engineering
<b>Electrical &amp; Instrumentation</b>
AC Motor Variable Speed Drives
Advance Process Control Operation and Troubleshooting
Advanced H.V. and E.H.V. Switching
Advanced Industrial Process Control & Instrumentation
Advanced Microprocessor Based Power System Protection
Advanced Power System Relaying
Advanced Protection of Power System
Electrical Systems Training Plc & Scada
Cable Jointing
Automatic Voltage Regulator UTI A B
Areva Protective Relays Fundamentals, Maintenance and Trouble Shooting
Practical Motor Protection, Testing, Control & Maintenance
Basic Instrumentation and Process Control
UPS Systems and Battery Chargers Maintenance & Troubleshooting
Analysis and Protection Power System Utility
Fundamentals Principles of DCS
Power System Black Out - Causes & Preventive Measures and System Restoration Techniques
Installation & Site Testing of Power Transformers

Repair, Testing & Callibration of Energy Meters
SF6 Ring Main Unit Basic Concepts & Maintenance
Electrical Distribution Equipment Operation & Maintenance
Process Control Instrumentation & Sensors
Primary Protective Devices of Power Transformers
Distribution Systems
Modern Power System Protective Relaying
Power Cable Splicing , Termination and Testing
Power System Protection & Analysis
Distribution Transformer Basic Concepts & Maintenance
Advanced Fiber Optics Technology
Protection of Electrical Power System
Safe Handling Operation & Maintenance of Electrical Equipment in Hazardous Areas & Classification
Inspection & Maintenance of LV Minipilar
LV Switching
13.8 KV Cable Jointing And Termination Techniques
Electrical Maintenance
Advanced Protective Relays for Electric Power System
Electrical Systems Training Plc & Scada
Advanced SCADA and Communications for Water, Electricity and O&G Petrochemical Industries
Advanced Troubleshooting and Fault Isolation Techniques
Advanced Troubleshooting of Instrumentation Equipments & Systems
Allen Bradley PLC's
Analytical Chemistry Methods and Instruments
Analytical Instrumentation Systems
Application of Flexible AC Transmission System(FACTS) to Power Systems
Electrical & Instrumentation
Applications of Power Electronics in Power Systems
Automatic Generation and Load Frequency Control
Automation Project Engineering (Instru. Symbols, P&ID, Instru Documents, Panel Docs, Project Management, Installation & Commissioning Practice, Standards and Practices)
Basic Electrical Measuring Instruments & Test Equipment
Basic Instrumentation for Operators
Cable Jointing

Bringing power to an Offshore Installation from an Onshore Electricity Grid
Cable (From: LS in Korea-Taihan in Korea- Brugg in Switzerland- Riyadh in KSA)
Cable Fault Location and Testing on Power Cables
Capacitors in Distributiopn System
Certified HV Substation Maintenance
Circuit Breakers & Switch Gears Specification, Operation, Testing & Maintenance
Commissioning and Maintenance Inspections and Tests on Low-Voltage, Medium-Voltage, and High-Voltage Electric Power Equipment
Computerized Advances of Power System Analysis and Design
Control Components (Transducers & Sensors)
Metering and Data Exchange Code (MDEC)
Crude Metering & Measurement Systems
DCS Fundamentals
Deisel Engine Power Plants, Principle and Practice
Design & Selection of Air-Conditioning Units (Practical Applications)
Design of Electric Installation
Design of Electrical Substation
Design of Protection System
Design Very Large Scale Integration, Custom IC Design (VLSI)
Design, Installation and Maintenance of Transmission Lines
Design, Selection and Implementation of Advanced Process Control & Optimisation Strategies
Designing and Electrical Installations
Digital Control Systems and Industrial Distributed Control Systems
Digital Exciter & AVR
Digital Meters & Installation Practices
Digital Integrated Circuits (Digital Electronics)
Distributed Control System - DCS Design & Operation
Distribution Network Design and Planning
Distribution Network Protection System
Dynamic Simulation & Process Control
Earthing and Protection for Power and Industrial Networks
Earthing of Distribution Power System
Earthing of Distribution Power System Based on NEC and IEEE Regulations
Economic Dispatch
Effect of Electromagnetic Fields on Human Beings

Effective Operation and Upgrading of Electrical Installations in Oil and Gas Industry
Electric Circuit Design and Analysis
Electric Motor Testing and Maintenance
Electric Power Factor Correction in Large Industry and Power Utility
Electrical Control System
Electrical Demand Side Management (DSM)
Electrical Distribution Equipment Design and Maintenance
Electrical Distribution System Protection
Electrical Energy and Load Forecasting
Electrical Energy Essentials
Electrical Engineering for Non Electrical Engineers
Electrical Equipment & Control Systems: Commissioning, Testing & Start-Up of Electrical Systems
Electrical Equipment in Hazard Atmosphere
Electrical Equipment in Hazardous Areas & Classification
Electrical Equipment Testing and Maintenance
Electrical Equipment, Electrical Safety and Substation & Transformers Maintenance
Electrical Equipment: Transformers, Inverters, Rectifiers, Uninterruptable Power Systems (UPS's), Circuit Breakers, and Fuses
Electrical Generators and Excitation Systems, Partial Discharge, Diagnostic Testing, and Protective Systems: Selection, Applications, Operation, Refurbishment, Troubleshooting, and Maintenance
Electrical Installation and Maintenance
Electrical Installation for Maintenance Department
Electrical Installation in Hazardous Area
Electrical Installations in Hazardous Areas; Classification, Safe Handling, Operation & Maintenance
Electrical Instruments & Measurements
Electrical Lock Out / Tagout
Electrical Maintenance, Testing Inspection and Risk Management
Electrical Motor Control, Troubleshooting Techniques
Electrical Motors
Electrical Power Measurement, Testing and Calculations
Electrical Power Substation Maintenance
Electrical Preventive Maintenance and Best Practice
Electrical Safety
Electrical Safety and Grounding Practices in Electrical Installations
Electrical Safety in Petrochemical Company Provided with GIS Substation
Electrical Substations, Transformers & Motor: Design & Safety Requirements

Electrical Switchgear and Transformer
Electrical Switchgear and Power Transformer Testing
Electrical Switchgear Selection and Operation
Electrical Switchgears and Circuit Breakers in Substation; Operation and Maintenance
Electrical System Safety Requirements
Electrical Troubleshooting Technique (High Voltage)
Design and Construction of High Voltage Transmission Lines and High Voltage Substation for Voltages of 132kV to 220kV
Electrical Troubleshooting Techniques (Distribution)
Electronics for Practical Industrial Applications
Energy Conservation
Energy Saving Through Loss Reduction in Electric Distribution Systems
Excitation and Protection System (EX2000)
Calibration
Excitation System Operation, Maintenance, Alignment, Calibration, Repair and Troubleshooting
Fault Analysis in Electrical Nature
Fault Analysis in Electrical Power Systems / Fault Analysis in Electrical Networks
Fault Location and Testing of Underground Power Cables
Field and Control Room Instrumentation Systems Design, Operation & Maintenance
Fire Fighting in Power Plant
Flexible AC Transmission Systems (FACTS)
Future Analysis in Electrical Network
Future Refrigeration and Air conditioning
Generator Operation, Maintenance, Control, Testing and Troubleshooting
Generator Excitation Systems: Design, Commissioning, Operation, Maintenance, Performance Analysis, Testing, Tuning, Repair & Troubleshooting
Generator Operation, Maintenance & Troubleshooting
Grounding of Power Systems
H.V. Switchgear Maintenance
Hands on Training for Using and Building Home Software to Calculate Electric Load Flow
Harmonics, Earthing, and Power Quality of Power Systems
HART Based Instrumentation and Control Field Devices
Hazardous Area & Equipment Classification
High Voltage Circuit Breakers
High Voltage Circuit Breakers & Maintenance
High Voltage Electrical Safety



High Voltage Motors for Overhauling, Rewinding and Troubleshooting
HMAN Machine Interface (HMI) Fuji - Focus
HV Switching
Implementing Management Information Systems (MIS) for Electrical Power Systems
Industrial Communication Interfaces & Protocols (RS232, 422, 485, Ethernet, HART, Fieldbus, CAN, Modbus-ASCII, RTU, TCP/IP, RF, GSM)
Industrial Instrumentation and Modern Control Systems
Industrial Process Control and Instrumentation
Introduction to Instrument & Control Engineering
Inspection, Testing and Calibration of Field Instrumentation as per Standards and Specifications
Installation & Site Testing of Power Transformer
Installation and Testing of Underground Power Cables
Instrumentation and Control: Sensors, Actuators and Industrial Applications
Instrumentation and Measurement Systems
Instrumentation Basics & Sensors (Basic instrument, Sensors for Flow, Level, Pressure, Temp, Speed, Position)
Instrumentation Design and Detailed Engineering
Instrumentation for Engineering Measurements
Instrumentation for Non- Instrumentation Engineers
Insulating Liquids Theory, Practical Problems and Solutions
Introduction to Electricity
Introduction to Exciter and Automatic Voltage Regulator (AVR)
Introduction to Maintenance of GIS and SF6 Gas
Introduction to Microprocessor and Microcontrollers
Introduction to PLC and PLC Based System
Introduction to PLC, SCADA, DCS
Introduction to Power System Planning
Inverters & UPS System Operation, Maintenance & Troubleshooting
Isolation and Cancellation of Electrical Equipment ( HV, MV, LV)
Level Instrumentation (Measurement, Maintenance & Troubleshooting)
Life Assessment in High Temp Power Station
Load Forecasting & System Up-Grade
Low & Medium Voltage Circuit Breaker Maintenance & Repair
Low Voltage Electric Networks Design and Electrical Installation for High Rise Buildings, Industrial Plants and Housing Estates
Maintenance and Inspection of Electrical Equipments

Maintenance and Testing of Electrical Components
Maintenance and Testing of Electrical Networks Components
Maintenance and Troubleshooting of UPS & Battery Systems
Measurement & Automatic Process Control
Measurement Systems and Techniques
Methods to Increase Power Factor Efficiency in Electrical Systems
Microprocessor H/W and S/W
Modern Power System Protective Relaying
Modicon "Quantum Controller"
Motors, Variable Speed Drive and Generators: Troubleshooting, Maintenance & Protection
MV Switchgear Inspection, Maintenance, Design, Repair & Troubleshooting
MV Switchgears (Medium Voltage Switchgear)
MV Vacuum & SF6 Circuit Breakers
National Electrical Code (NEC)
NEC and Design of Electrical Installations
NERC Dispatcher Certification Preparation and Familiarization
New Trends in Electrification of Industrial Complexes
On Load Top Changers
Operation and Maintenance of Generator of Frame V Machine
Operation of Interconnected Power Systems through AC & DC Converter
Operation, Inspection and Maintenance of Electrical Installations in Hazardous Areas
Diesel Engine Operation & Maintenance
Operation, Maintenance & Testing of Diesel Power Generating Plants
Operation, Maintenance & Troubleshooting of Electrical Substations and Transformers
Over Voltage in Power Systems
Overhead Lines (132 Kv and 33 Kv)
Overview of ISA Standards & Applications in the Industry
Partial Discharge of Electrical Equipment
Planning of Electrical Distribution System
Planning of Power System containing Wind and Solar Microgenerators
Plant Distributed Control System (DCS) Tosmap
PLC based Automation (Sensors, Actuators, Drives, PLC Programming and Engineering)
PLC Commissioning, Programming & Troubleshooting
PLC System

Pneumatic & Electro-Pneumatic Systems Design, Operation & Maintenance
Power and Distribution Transformers
Power Cables Splicing , Termination and Testing
Power Distribution Cables
Power Distribution Systems, Design, Operation, and Planning
Power Electronix
Power Factor Testing
Power Generation (Advanced)
Power Generation Commissioning Operations Maintenance
Power Plant Generator ,Excitation System & Protection
Power Plant Generator Operation, Maintenance and Protection
Power Plant Outage
Power Plant Shutdown and Turnaround
Power Plant Performance & Monitoring
Power Quality and VAR Compensation in Power Systems
Power Quality Earthing & Bonding
Power Quality Events Detection, Classification, and Mitigation
Power Quality in Distribution Systems and Harmonic Eliminations
Power Quality Measurement and Mitigation
Power Quality on Distribution Systems Electrical Power Systems
Power Quality, Monitoring and Systems Harmonics
Power System Analysis and Modeling
Power System and System Harmonics
Power System Block-Out
Power System Generation & Distribution
Power System Grounding
Power System Operation
Power System Planning
Power System Protection Disturbance
Power System Protection Fundamentals
Power System Protection in Utilities & Industrial Electrical Networks
Power System Quality , Monitoring and Harmonics
Power System Reliability
Power Systems Protection

Power Transformer Diagnostic Methods, Maintenance and Lifetime Extension
Power Transformer Maintenance and Troubleshooting
Power Transformer Pre-Commissioning Tests
Practical Field Bus for Process Control: Engineering, Configuration, Installation, Commissioning, Troubleshooting, Operation and Maintenance
Practical Process Instrumentation & Automatic Control
Practical Troubleshooting of Electrical Equipment and Control Circuits
Preventive Maintenance of Electrical Equipment
Process Control Instrumentation
Process Control Instrumentation and Sensor
Process Control Techniques
Process Dynamics and Control
Process Measurement and Instrumentation for Control
Process Simulation HSIS
Programmable Logic Controllers (PLC) Operations, Programming, Engineering
Protection & Coordination and Advanced Microprocessor based protection
Protection Relays
Protection Relays-Setting, Calibration, and Calculations in Power Systems
Protection Relays-Setting & Calculations in Power System
Protective Relaying & Equipment Protection
Protective Relays Principles
Protective Relays Principles and Application
Reactive Power Management and Power Factor Correction
Real Time Operations and Reliability Readiness
Relay Protection Calculations
Relays and Fault Recorder
Release of Electric System Capacity by Reducing Power Losses
Safe Operation Transmission Substation
Safety & Maintenance in Electrical Engineering
Safety at Work Standards and National Electrical Code
Safety Instrumentation System for Process Industry in Oil and Gas
Safety Instrumented System
SCADA and Communication Standards (Communication Standards and Protocols, SCADA Concepts and Features, Alarms, Trends, Graphs, Database Connectivity)
Selection, Installation and Testing of Electrical Equipment in Hazardous Area

Selection, Laying and Fault Finding of Electrical Cables
Sensors and Transducers
Shaft Alignment / Alignment Methods & Application
Short Circuit Calculations and Protection Coordination in Industrial Oil and Gas Plants
Smart Field Instruments
Smart Instrumentation Technology
Substations & Transformers Maintenance & Troubleshooting
Switchgear & Transformer Maintenance
Switchgear Operation & Maintenance
Switchgear Problems and Maintenance
System Earthing & Protective Earthing in Utilities & Industrial Electrical Networks
System Earthing & Protective Earthing of Industrial Network and Equipment
Testing & Commissioning & Start Up Electrical System
Testing of Electrical Power Equipment According to Standard Specifications
Testing of Electrical Substation
Top Side and Sub Sea Electrical Equipments for Oil and Gas Plants
Towards Green Energy in Generation, Transmission and Distribution Power Systems
Training for Electrical Hazardous Area Personnel
Training on Fuji Distributed Control Systems (DCS)
Training on Fuji PLC
Transformer (Application, Testing, Protection & Maintenance)
Transformer Design, Operation & Maintenance
Transformer Diagnostic Methods of Insulating System and Lifetime Extension
Transformer Operation & Maintenance
Transformer Operation Diagnostic and Maintenance Methods
Transformer Operation, Maintenance & Testing
Transformer Operational Principles, Selection, Maintenance & Troubleshooting
Transmission Excitation System
Troubleshooting and Fault Analysis of Electrical Equipment and Control Circuits
Troubleshooting of Electrical Equipment and Control Systems
Underground Power Cables
Uninterruptible Power Systems (Ups), Industrial Batteries, Variable Frequency Drives, and Motors: Selection, Sizing, Applications, Operation, Diagnostic Testing, Troubleshooting and Maintenance
UPS Systems & Battery Chargers- Maintenance and Troubleshooting



Using Electric Load Flow in Planning and Loss Calculations
Using Process Simulation Packages to Solve Industrial Problems
Variable Frequency Drives
Wireless Instrumentation
Cable Fault Localization
Fiber Optics Communications
Fiber Optics Technology
Image Processing and Compression
Next Generation Networks - NGN
Practical Fiber Optics Technology
Voice Over IP (VOIP)

<b>Mechanical Engineering</b>
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Applied Geostatistics for Oil & Gas
Exploration Data Contouring, Mapping and Interpretation
Geographical & Mapping Information Management System : Theory and Practice Software
Geological Analysis and Interpretation
Advanced Geosteering
Geological Management
Advance Furnace Operation, Optimization & Environmental Management
Furnace Operation
Advance Maintenance Management
Advanced Boiler Control & Instrumentation
Advanced Boilers Combustion Design, Operation and Troubleshooting
Advanced High Temperature Materials (Super Alloys)
Advanced Pumps Maintenance and Troubleshooting
Advanced Subsea Pipeline Engineering
Advanced Troubleshooting of Rotating Equipment
Furnace Operation
Lifting Operation for Appointed Person Certification
Rigging & Slings
Diesel Engine Operation & Maintenance
Vibration Analysis
Technical Skills for Management of Integrity of Bolted Joints for Pressurized System
Hydraulics and Pneumatics Systems
Coupling, Gear Boxes, Bearings & Lubrication & Mechanical Seals

Utilities Equipment-Steam Generator, Water Treatment and Storage Tanks
Artificial Lift Design & Analysis
Surface Facilities Process (EP)
Surface Facilities Equipment (EP)
Diesel Generator
Advanced Maintenance Management
Machinery Failure, Vibration & Predictive Maintenance
Heating, Ventilation & Air Conditioning Systems
Inspection & Coating of Steam & Gas Turbines
Bearings Testing and Lubrication
Blowers and Compressors
Generator Excitation System
Power Plant Generator & Excitation System
Operation and Maintenance of Standby Generators
Mechanical Maintenance
Process Heaters and Boilers
Valves and Piping Systems
Aerial Lift Safety & Inspector Certification
Air Compressors
Air Conditioning Systems Design, Selection, Operation & Troubleshooting
Alignment Fundamentals
Analysis & Design of Rotating Equipment Foundations
Analysis and Prevention of Mechanical Failures
Application of Piping Codes, Standards and Recommended Practices
Applied Steam Engineering
Applied Welding Metallurgy
Hydraulics and Pneumatics Systems
Basic Hydraulics Maintenance
Basic Machinery Vibration
Basic Mechanisms of Bearings Lubrication
Bearing Selection, Maintenance and Failure Analysis
Bearing Installation, Maintenance & Failure Mode Analysis
Bearing Maintenance & Reliability in Rotating Machine
Bearing Selection for Machine Reliability

Bearings and Seals: A Basic Guide to Selection, Failure Diagnosis and Good Practice
Bearings Know How
Bearings Testing and Lubrication
Blower and Screw Compressors
BMS System Special for HVAC
Boiler and Pressure Vessel: Basic Design and Maintenance
Boiler and Steam Generations
Boiler Design, Operation, Control & Maintenance Technology
Boiler Design, Operation & Maintenance Technology
Boiler Feed Water and Steam Generation: Design, Performance and Operation
Boiler Feed Water Treatment Operations & Practices
Boiler Feed Water Treatment & Steam Generation
Boiler Operation and Maintenance Technology
Boiler Operation and Performance
Boiler Operation and Water Treatment
Boiler Operation Control Sequence and Internal Water Treatment & Programs
Boiler Operation, Control, and Water Treatment
Boiler Operations & Control Systems
Boiler Operations & Performance
Desalination Program Mechanical (IHT)
Boiler Water Treatment and Desalination
Boilers Operation, Control, and Maintenance
Boilers Design, Operation, Troubleshooting and Maintenance
Boilers Fundamentals, Operation, Maintenance and Troubleshooting
Boilers Operation, Maintenance and Control
Boom Truck Operator, Hands-On
Utilities Equipment-Steam Generator, Water Treatment and Storage Tanks
BPV Code Failure Prevention, Repair and Life Extension of Piping, Vessels, and Tanks
CAD using Pro-Engineer Wildfire 4
CAD/CAM (CNC Machines)
Centrifugal and Reciprocating Gas Compressors: Operation, Performance & Troubleshooting
Centrifugal Compressor Operation
Centrifugal Compressors Maintenance
Centrifugal Compressors Maintenance and Troubleshooting

Centrifugal Pumps and Compressors
Centrifugal Pumps and Compressors Technology
Centrifugal Pumps Design, Operation, Troubleshooting and Maintenance
Certified Gas Tester
Certified Boiler Operator
Certified Gas Turbines Professional
Certified Welding Inspector
Cogeneration and Waste Heat Recovery
Combustion in Furnace
Combustion Techniques in Furnaces, Boilers & Unit Efficiencies
Compressors and Pumps Selection, Sizing, Application
Compressors and Pumps Selection, Sizing, Application, Operation, Diagnostic Testing, Troubleshooting and Maintenance
Compressors and Turbines Operation & Troubleshooting
Compressors, Boilers and Furnace Design, Operation & Maintenance Technology
Compressors, Troubleshooting, Maintenance and Inspection
Compressors Operation and Troubleshooting
Computer Numerically Controlled Machines
Computer Simulation of Gas Turbines, Co-Generation and Combined Cycles
Control & Operations of Industrial Gas Turbines
Control & Safety Relief Valves Operation, Selection and Troubleshooting
Control Valves and Actuators
Control Valves and Actuators: Selection, Calculations, Sizing, Applications, Operations and Diagnostic Testing
Control Valves, Actuators & Pumps Selection, Calculations, Sizing, Application, Operations, Diagnostic Testing, Troubleshooting & Maintenance
Control Valves Selection, Sizing and Operation
Cooling Towers Design, Operation, Maintenance and Troubleshooting
Deisel Engines, Operation and Maintenance
Design & Operating Conditions of Centrifugal Pump & Prime Movers
Design and Integrity Stress Analysis of Piping Systems and Pipelines
Design and Selection of Pumps and Compressors
Design of Heating Systems
Design of Pipelines Operating Conditions تصميم انابيب نقل الغاز وظروف التشغيل
Design of Piping and Selection of Valves
Design of Piping and Valves
Design, Principles of Operation and Troubleshooting of Multistage Flash Evaporation Plants (MSF)

Design, Selection and Troubleshooting of Pumps and Compressors
Design, Selection, O&M of Mechatronic Systems (Motors, Drives, Gears/Cams, Pneumatics & Hydraulics, Motion Control)
Development of Overall Plant, Equipment Arrangement and Piping Layout
Diagnostic Testing, Troubleshooting & Maintenance of Pumps & Compressors
Diesel and Gas Engines Operation, Maintenance and Troubleshooting
Diesel Engine and Operations
Diesel Engine Maintenance
Diesel Engines Condition Monitoring, Maintenance and Troubleshooting
Diesel Engines for Power Back up, Construction and Operation
DX Units Design, Selection, Installation, Commissioning Operation, Maintenance and Troubleshooting
Dynamic Pressure Monitoring in Gas Turbines
Effective Project Management for Plant Retrofits & Turnarounds
Effective Tools for a Better Maintenance Management
Engineering Drawing Codes & Standards
Engineering Heat Transfer Theory and Applications
Engineering Measurements and Instrumentation
Engineering Planning & Scheduling
Equipment Sizing and Selection (Vessels, Pumps, Fans, Blowers, Compressors)
Essential Methodologies for Maintenance
Failure Prevention & Repairs for Piping & Process Equipment
Fans & Blowers Performance ,Measurement and Maintenance
Fans and Blowers Selection, Operation, Maintenance and Applications
Flow Meters Selection, Calibration and Troubleshooting
Fluid Mechanics Laboratory
FMEA Failure Mode Effect & Criticality Analysis in Product Design Manufacturing & Service
Fuels, Lubricants, Hydraulic Fluids & Greases
Fundamentals of Engineering Thermodynamics
Fundamentals of Machine Condition Monitoring
Fundamentals of Material science for Engineers
Fundamentals of Mechanical Engineering
Furnace Operations
Furnaces of Boilers and Heaters: Operation, Maintenance and Troubleshooting
Gas & Steam Turbines
Gas and Steam Turbines Performance and Operation



Gas Compressor Operation and Control
Gas Turbine Operation and Maintenance
Gas Turbine Analysis and Performance
Gas Turbine Mark 6 Control System
Gas Turbine Materials
Gas Turbine Performance Improvement
Gas Turbine Power Plant Generation System
Gas Turbine Protection & Troubleshooting
Gas Turbine, Steam Power Plant, Co-Generation Combined Cycle plant
Gas Turbines Design, Performance, Maintenance and Health Monitoring
Gas Turbines- Fundamentals, Performance & Operation
Gas Turbines I Operation, Maintenance and Troubleshooting
Gas Turbines II Design, Performance and Reliability
Gas Turbines III Advanced Engine Systems, Matching, Performance Deterioration and Recovery
Gas Turbines, Troubleshooting, Maintenance and Inspection
Gear Reducers
Generator Excitation Systems, Partial Discharge, Diagnostic Testing, and Protective systems
Heat Balance in MSF Plant
Heat Exchanger Design, Performance and Operation
Heat Exchanger Inspection, Maintenance and Operation
Heat Exchanger Design, Performance, Inspection, Operation, Maintenance and Troubleshooting
Heat Exchanger Inspection, Maintenance & Troubleshooting
Heat Exchangers Design, Operation, Maintenance & Inspection
Heat Exchangers Maintenance
Heat Exchangers Shell and Tube Heat Exchangers Design, Operation, Control and Troubleshooting
Heat Treatment and Industrial Furnaces
Heat Treatment of Carbon Iron Alloys
Heavy Equipment Hydraulics
Heavy Equipment Technology and Maintenance
High Compression Diesel and Gas Engines
HVAC Air System Design
HVAC Systems and Auditing
Hydraulic and Pneumatic Systems
Hydraulic Systems Design and Control

Hydraulics
Hydraulics & Electro Hydraulic Systems Design, Operation & Maintenance
Hydro-Jetting Equipment-USE/Maintenance & Safety
Implementation of Reliability Centered Maintenance (RCM) and Total Productivity Maintenance (TPM)
Industrial Equipment Compressors, Pumps, Motors, and Variable Speed Drives: Selection, Sizing, Application, Operation, Diagnostic Testing, Troubleshooting and Maintenance
Industrial Measurement & Analysis of Deterioration Processes
Inspection of Pipelines & Process Piping Systems
Inspection, Testing and Maintenance of Relief Valves and Protective Devices
Internal Combustion Engines "ICE" Theory, Operation, Maintenance and Troubleshooting
International Welding Codes
Introducing and Implementing Preventive Maintenance Programs
Introduction to Machinery Vibration
Vibration Analysis
Introduction to Vibration Analysis
Laser Alignment Techniques & Maximum Utilization of Existing Fixture Laser Functions
Lube Oil System Design and Troubleshooting
Machine Element Design and Dimension
Machine Failure Analysis & Preventative Maintenance
Machine Vibration Diagnosis, Monitoring, and Control
Machinery Failure Analysis and Prevention
Machinery Failure Analysis and Troubleshooting
Machinery Lubrication
Machinery Vibration Analysis with Applications
Machines Failure, PDM & Vibration Analysis
Maintenance & Reliability Best Practices: Lowering Life Cycle Cost of Equipment
Maintenance and Inspection of the Boilers in Petrochemical Plants
Maintenance Best Practices
Maintenance Continuous and Cost-Effective Improvement
Maintenance Management
Maintenance of Steam and Gas Turbines: Diagnostic Testing, Troubleshooting, Maintenance, and Features Enhancing the Reliability and Maintainability of Steam and Gas Turbines
Maintenance Planning and Management
Maintenance Planning and Scheduling
Maintenance Systems Management for Maintenance Managers

Maintenance Turnaround and Shutdown
Managing Crane Safety, Forklift Safety & Inspector
Managing Efficient Shutdown and Turnaround
Managing Mobile Crane Safety/Managing Crane Safety for Mobile Cranes
Managing Shutdown & Turnaround
Managing Shutdown in Refinery
Manufacturing Processes Machining Processes
Mechanical Codes
Mechanical Engineering Basics for Technical Staff
Mechanical Engineering for Non-Mechanicals
Mechanical Equipments Operation, Technology, and Maintenance
Mechanical Integrity and Reliability in Process Plants
Mechanical Maintenance Planning, Control and Implementation
Mechanical Seal and Dry Gas Seal
Mechanical Seal Basic Design and Maintenance
Mechanical Seals Selection and Maintenance
Coupling, Gear Boxes, Bearings & Lubrication & Mechanical Seals
Mechanical Seals Design, Application, Selection, Installation, Troubleshooting & Maintenance
Mechanical Seals Design, Installation, Troubleshooting & Maintenance
Mechanical Seals Selection and Troubleshooting
Mechanical Welding Techniques
Mechatronics Systems Design and Maintenance Training
Metallurgical Failure Analysis Prevention
Metallurgy, Corrosion and Prevention of Failure
Metallurgy Failure Analysis
Metallurgy for Non-Metallurgists
Metallurgy for Non-Metallurgists (Advanced)
Metallurgy of Steel (Basic/Advanced)
Mobile & Overhead Crane Inspector Certification
Mobile Crane Safety
Modern Maintenance & Reliability Management: Planning and Estimating
MSF Energy Auditing For Ideal System Effectiveness
MSF Plant Performance Calculations and Monitoring
Multi Stage Desalination Advanced High Temperature Materials, Super Alloys

Offshore Structural Instructions - Mechanical
On-line Surveillance Monitoring of Gearboxes
Operation and Maintenance of Forklifts
Operation Skills Training (including Purging, Isolations, Leak Test and Pressure Test)
Optimization Application in the Maintenance and Effectiveness Reducing the Cost of the Life Cycle of Equipment ____ _ ! ____ : ____ ____ _ "# _ \$% _ & _ ' _
Optimizing Equipment Maintenance & Replacement Decisions
OSHA Scaffold Competent Person
Overhead Crane Safety & Inspector Certification
P & IDs, Pipe sizing, Piping layouts and Isometrics
Pipe Stress Analysis, Expansion Joints and Supports selection
Pipe Supports Selection, Design, Inspection and Maintenance
Pipeline Design & Integrity Engineering
Pipeline Design, Inspection and Testing
Pipeline Systems Design, Construction, Maintenance and Repair
Piping & Valves Operation and Safety
Piping & Valves Design, Construction, Operation & Integrity
Piping and Pipelines Fitness-for-Service
Piping and Valves Design, Construction, Operation, Protection and Integrity
Piping Design, Construction and Mechanical Integrity
Piping Layout Engineering and Piping Isometrics
Piping Network Design and Piping Layout Optimization
Piping Network Design for Optimum Energy Saving
Piping Stress Analysis
Piping Systems Design and Fitness-for-Service
Piping Systems Inspection, Repair and Re-rating
Plant Design and Technical Communications
Plant Piping Systems Operation, Maintenance and Repairs
Plastic Piping Infrastructure
Plastics Materials and Testing
Plastics Processing and Testing
Power Generation Gas Turbines, Co-Generation and Combined Cycle Plants
Practical Applications in Bearing Lubrication
Practical Hydraulic Systems Operation and Troublesho
Practical Mechanical Engineering for Industry

Practical Pump & Valve Technology
Predictive Maintenance
Pressure Vessel Design & Fitness for Service Analysis
Pressure Vessel Design, Operation and Analysis
Pressure Vessel Inspection and Testing
Pressure Vessel Integrity through Design, Operations, Maintenance, Inspection and Analysis
Pressure Vessels: Design and Fitness-for-Service
Preventive and Predictive Maintenance
Preventive Maintenance Planning, Metrics and Benchmarking
Principles of Rotating Equipment & Performance Monitoring
Principle, Operation and Maintenance of Hydraulically Operated Equipment
Principles & Operation of Centrifugal Pumps
Principles of Casting Technology
Principles of Machining Technology
Process and Instrumentation Diagrams Reviewing and Symbols
Process Equipment Operation and Troubleshooting
Process Equipments Fabrication and Heat Treatment
Process Heaters
Process Piping Fundamentals
Productivity and Reliability - Based Maintenance Strategy
Pump & Valve Selection for Optimum System Performance
Pump Maintenance
Pump Troubleshooting
Pumping System Assessment
Pumps & Compressors Predictive Maintenance & Diagnostics
Pumps Operation & Maintenance
Pumps and Compressors Operation, Maintenance and Troubleshooting
Pumps and Compressors Performance Curves, Testing, Standards and Codes
Pumps Principles, Selection, Operation, Troubleshooting and Maintenance
Pumps and Compressors Technology (Design, Operation and Maintenance)
Pumps Operation, Maintenance and Troubleshooting
Reciprocating and Rotary Compressors Operation, Maintenance and Troubleshooting
Reciprocating Compressors Design, Operation & Maintenance
Rectifiers Operation & Maintenance

Reduce Waiting Time and Increase Production Time by Applying Suitable Maintenance
Reliability Centered Maintenance
Reliability for Rotating Equipment
Reliability, Availability & Maintainability (RAM)
Rigging & Slings
Rigging Safety & Inspector
Rolling Bearings in Centrifugal Pumps
Root Cause Bearing Failure Analysis
Rotating Machinery Equipment Preventive & Predictive Maintenance
Rotating Equipment - Compressors, Pumps & Blowers
Rotating Equipment for Operators
Rotating Equipment Reliability Optimization & Continuous Improvement
Rotating Equipment Troubleshooting
Rotating Equipment Selection, Sizing, Applications, Operation, Diagnostic Testing, Troubleshooting and Maintenance
Rotating Machine Reliability
Rotating Machinery Vibration Control and Turbine Supervisory
Rotor Dynamics and Balancing
Rotor Dynamics Torsional Vibration & Bearings Technology and their Interactions
Ruston Gas Turbines (TB 5000), Instrumentation, Control and Monitoring
Safety Relief Valves Selection, Operation and Maintenance
Safety Valve Design
Scaffold Competent Person
Scaling & Bio Fouling in Multi Stage Evaporation Plants (MSF)
Screw Gas Compressors & Dry Gas Seal Applications
Selection and Heat Treatment of Steels
Selection and Sizing of Process Equipment
Selection of Metallic Materials, Metallurgical Principles and Applications
Selection of the Most Cost-Effective Maintenance Strategy
Selection Operation & Maintenance of Valves Best Practices
Selection, Design and Performance of Heat Exchangers
Shaft Alignment & Rotor Balancing
Shaft Alignment and Vibration Analysis
Shell and Tube Heat Exchangers - Mechanical Aspects
Shell and Tube Heat Exchangers Design, Selection, Diagnostics and Maintenance

Shell Inspection
Shop Floor Management for Mechanical Engineers
Start Up & Shut Down of MSF Plant and Troubleshooting
Static Equipment Introduction to Valves, Pressure Vessels, Piping and Heat Exchangers
Steam & Gas Turbine Plants Design, Performance, Operation & Monitoring
Steam Distribution System
Steam Injection Techniques & Troubleshooting
Steam Systems Management
Steam Trapping and Control
Steam Turbin Design, Operation and Maintenance
Steam Turbine & Centrifugal Compressors
Steam Turbine Operation and Maintenance
TB500 Rustom Turbine Control System
Tema Heat Exchangers
Thermal Insulation and Fire Proofing
Total Productive Maintenance
Total Productive Maintenance (TPM) Implementation Steps and Process Improvement Tools
Tower Crane Safety & Inspector Certification
Train the Trainer for Mobile Cranes
Train the Trainer for Overhead Cranes
Train the Trainer for Forklift
Train the Trainer for Rigging
Train the Trainer for Rigging Operator / Inspector
Turbo Compressors - Antisurge Controller
Turbo-Compressors Design and Operation
Understanding and Application of Structural Welding Code (AWS D 1.1)
Valve Operation, Maintenance and Troubleshooting
Valve Technology
Vibration Analysis Level I / Level II
Vibration Analysis Level I / Level II Condition Monitoring using Vibration
Vibration Analysis and Condition Monitoring
Vibration Analysis Machinery Inspection & Evaluation Level I / Level II
Welding & Welding Processes and Fabrication
Welding in Structural Engineering

Welding Inspection
Welding Metallurgy and Welding Technology
Welding of Stainless Steels
Welding Technology
Welding Technology with Focus on Underwater Welding
<b>Non Destructive Testing</b>
Current Inspection Trends in Fabrication & Plant Maintenance
Eddy Currents
Fundamentals of NDT
Inspection and Testing Modern Technology
Inspection of Pipelines and Process Piping Systems
Liquid (Dye) Penetrant Testing Method level I & II - Training and Qualification
Liquid Penetrant Testing Level III - Preparatory Programs
Magnetic Particle Testing Method Level I & II - Training and Qualification
Magnetic Particle Testing Method Level III - Preparatory Programs
NDT Level III Basic Preparatory Program
NDT Level III Refresher
Plant Inspection & NDT Methods
Radiation Awareness & Applications
Radiation Safety
Radiation Safety
Radiographic Film Interpretation - Training and Qualification
Radiographic Testing Level I & II Training and Qualification
Radiographic Testing Level III - Preparatory Programs
Ultrasonic Testing level I & II - Training and Qualification
Ultrasonic Testing Level III - Preparatory Programs
Visual & Optical Inspection Testing Level I & II - Training and Qualification
Visual Testing Level III - Preparatory Programs
Welding Procedure Application and NDT
<b>Nuclear Energy</b>
Nuclear Power Technology Principles of Radiation Protection
The Nuclear Fuel Lifecycle
Nuclear Power Reactors Operations
Nuclear Auditing
Nuclear Waste Management



Nuclear Safety
Nuclear Technology Awareness Program
Nuclear Safety Case Development
Nuclear Mechanical Systems & Components
Nuclear Grid Requirements & Electrical Systems
Nuclear Design Process
Nuclear Mechanical Systems & Components
Nuclear Grid Requirements & Electrical Systems
Nuclear Design Process
Nuclear Core & Fuel Design
Nuclear Comparison EUR - URD
<b>Oil &amp; Gas Engineering</b>
(GC) Operation, Calibration, Maintenance and Troubleshooting
GC Processes Troubleshooting and Control Systems
(HPLC) Operation, Calibration, Maintenance and Troubleshooting
Oil & Gas Production Operations
Safety & Production of Oil & Gas Installations
Additives for Polyolefins: Their Importance and Functions
Advanced Chromatography Technique and Troubleshooting
Advanced Gas Chromatography
Advanced Gas Chromatography Techniques and Troubleshooting
Advanced Laboratory Supervision and Management
Advanced Applied Process Engineering
Advanced Process Risk Assessment
Advanced Strategic Maintenance Management
Advanced Techniques in Plants Design (PDS)
Advanced Water Treatment Operations and Practices
Analytical Chemistry Methods and Instrumental Techniques
Analytical Chemistry Process Analyzers
Applied Water Corrosion
Applied Water Technology and Corrosion
Basic Chromatography Technique and Analysis Troubleshooting
Basic Production Engineering for Operations
Basic Spectroscopy Techniques (MS, NMR, IR & UV) and Molecule Identifying Troubleshooting

Best Operating Economics of the Units of Various Oil Refineries اقتصاديات التشغيل الأمثل لوحدات مصافي تكرير البترول المختلفة
Best Practice of Measurement Uncertainty in Chemical Testing Laboratories
Best Practice of Statistics Method and Measurement Uncertainty of Chemical Analysis
Best Practice of Statistics Methods and Measurement Uncertainty in Chemical Laboratory Testing
Casting Process
Cathodic Protection Level 1 & 2
Cathodic Protection Technology
Cathodic Protection Theory, Design and Operation
Certified PHA-HAZOP Leader Training
Chemical Engineering Basics (Unit Operations, Process Equipments: Boiler, Chiller, Heat Exchanger, Distillation Column, Process Plants and Automation)
Chemical Engineering Calculations
Chemical Engineering for Non-Chemical Engineers
Chemical Handling for Stores and Laboratory Personnel
Chemical Handling in Water Desalination Plants
Chemical Laboratory: Operations, Equipment, Instruments, Quality & Safety
Chromatographic Separations: Theory, Instrumentation and Applications
Chromatography for Gas, Crude Oil, Hot Lube Oils and Water
Coating Inspection
Computer Applications for Chemical Engineers
Computerized Maintenance Management and Schedule System for Process Plants/CMMS System for Process Plants
Concrete Corrosion: Causes and Prevention
Control of Scale and Corrosion in Desalination (MSF)
Correlation Between Laboratory Results and Refinery Operation
Corrosion & Its Control
Corrosion and Cathodic Protection
Corrosion and Cathodic Protection in Pipe Lines
Corrosion Awareness Monitoring & Control
Corrosion Causes and Control in Desalination Plants
Corrosion Control
Corrosion Control of Materials Equipment
Corrosion for Non-Corrosion Engineers
Corrosion Forms, Control of Corrosion and Corrosion Monitoring for Engineers and Technicians
Corrosion in Petroleum Refineries

Corrosion in the Oil and Gas Industry
Corrosion Laboratory
Corrosion Monitoring Inspection & Controls
Corrosion Monitoring, Metallurgy and Prevention of Failure for Engineers and Technicians
Corrosion of Iron & Steel Structures
Corrosion Resistant Coatings Lining Thermal Insulation & Refractories
Corrosion Resistant Painting, Coating and Lining
Corrosion Testing and Monitoring
Corrosion, Metallurgy and Prevention of Failure for Engineers and Technicians
Crude Oil Storage, Handling, Measurements & Losses
Cryogenic Insulation for LNG Plants
Custody Measurement & Loss Control
Custody Measurement & Loss Control for Liquid Petroleum
Desalination & Water Chemistry
Desalination Technologies, Sizing, Operation and Maintenance
Desulfurization of Oil and Gas : MEROX Process
Distillation Opeartion and Design
Distillation and Unit Operation Control & Troubleshooting
Dry Gas Seal Operation, Maintenance, Installation and Commissioning
Elements of Applied Process Engineering
Elements of Process Engineering
Energy Management for Industrial Processes, Systems and Equipment
Equipment Inspection
Facilities Planning
Flare and Relief Systems
Fluid Catalytic Cracking Units (FCCU) in Refineries
Forensic Methods of Analysis
Fundamentals of Chromatography Technique
Gas Chromatograph Analyzer
Gas Chromatography Operation, Calibration, Maintenance and Troubleshooting
Gas Chromatography Techniques & Troubleshooting
Gas Chromatography Troubleshooting and User Maintenance
Gas Conditioning & Processing
Advanced Gas lift Workshop

Gas Lift Operations
Gas Sweetening and Claus Reaction Technology
Gas Treatment Sulphur Recovery
Gasoline Oxygenates Technology
GE Mark VI (Steam Turbine Controls)
Good Laboratory Practice & Uncertainty Measurements
Graphics and Technical Data Analysis
Hazardous Chemical Handling & Transportation
High Temperature Refractory Materials for Chemical and Petrochemical Industries
Hydrocarbon Loss
Hydrocarbon Production Operation
Separators in Oil & Gas Industry
Industrial Applications of Finite Element Analysis
Industrial Biotechnology & Fermentation
Industrial Corrosion: Monitoring, Inspection, Testing and Control
Industrial Wastewater Treatment
Instrumentation and Controls for Water and Waste-Water Treatment Plants
Internal and External Corrosion Control of Oil and Gas Pipelines
Introduction to Exploration & Production
Introduction to Lean Systems with Hands on Simulations
Introduction to Oil & Gas Operations
Introduction to Oil and Gas Production Operations
Introduction to Petroleum Industry
Basic Petroleum Technology
Corrosion, Metallurgy and Prevention of Failure for Engineers and Technicians
Desalination Technologies, Sizing, Operation and Maintenance
Separators in Oil & Gas Industry
Multi Stage Flash Desalination Plants Simulator
Crude and Vacuum Distillation Simulation Operation and Troubleshooting
Sulphur Recovery & Troubleshooting
Off Shore Oil and Gas Process
On Shore Oil and Gas Process
Fuel Oil System
Water Condensate Systems

Introduction to Process Engineering
Introduction to Refinery Process
Laboratory Data Analysis
Laboratory Equipment Management and Operation Conference
Limestone Water Treatment Operation New Project
Liquefied Natural Gas - The Commercial Imperatives
LNG & Liquefied Hydrocarbon Fire Protection & Response
LNG Risks and Safety Issues
LNG and LPG safety
LNG Contracts
LNG Fundamentals Examining Technical and Commercial Components
Lube Oil System Design & Troubleshooting
Lubricating Oil Processing
Lubrication Oil Analysis
Managing Laboratory Complex Process and Regulatory Compliances using STARLIMS
Manufacturing Material Properties
Material Corrosion and Selection
Material Selection for Oil & Gas, Refineries and Desalination Plants
Materials Cutting Technology
Measurement in Petroleum Industry
Measures of Process Variables
Metallurgy Corrosion and Prevention of Failures
Modeling Chemical Processes
Modern Well Test Analysis
Multi Stage Flash Desalination Technology
Multivariable Analysis and Control of Chemical Processes
NACE Basic Corrosion
Natural Gas Conditioning and Processing
Natural Gas Processing
Natural Gas Processing, Gas Sweetening and Sulphur Recovery
New Product Design and Development
Nuclear Magnetic Resonance
Numerical Methods for Engineers
Offshore Industry Introduction Package

Offshore Structures Design, Construction, Inspection, Maintenance & Repair
Offshore Structures Engineering
Oil & Gas Industry for Non-Petroleum Engineers
Oil & Gas Operations and Flow Measurement
Oil and Gas Process Instrumentation: Measurement and Sensors
Oil Control and Lubrication
Oil Movement, Storage & Gauging in Oil Plant Tanks
Oil Movement, Storage & Troubleshooting in Modern Refineries, Marine Terminals & Oil Plants
Oil Spill and Emergency Response
Oil Spill Management
Oil Tanker Compliance Package
Oilfield Corrosion Control & Corrosion Management System
Oily Water Treatment Technology
Operation and Control of Distillation Column
Petrochemical Process Plant Equipment Installation, Operation, Maintenance & Troubleshooting
Petroleum and Petrochemical Analysis
Petroleum Refinery Engineering
Pilot Plant and Scale-up Studies
Plant Operation, Commissioning & Startup
Polymer Science and Technology
Polymerization Technology and Polymer Materials in Petrochemical Plants
Power and Desalination Plants: based on Gas and Steam Turbines
Practical Field Bus
Practical Problem Solving in Chemical Analysis
Principles of Energy Management for O & G, Petrochemical Industries
Principles of Gas Chromatography
Principles of Process Engineering
Process Engineering for Non-Process Engineers
Process Engineering Fundamentals
Process Engineering, Configuration, Installation, Commissioning, Troubleshooting Operation and Maintenance
Process Equipment Sizing and Selection
Process Management and Capability Analysis
Process Measurement & Instrumentation Control in Oil & Gas
Process Operations

Process Performance Improvement and Optimization for Chemical/Petrochemical Industries
Process Plant Start Up After Shutdown-Turnaround
Process Plant Start Up Commissioning and Troubleshooting
Process Plant Start up Commissioning and Troubleshooting (For Operators, Technicians and New Supervisors)
Process Safety
Process Troubleshooting and Problem Solving
Product Design and Development
Production and Operations Management
Production Chemistry
Production Implementation & Technology
Production Operation for Process Engineers
Production Operations for Engineering
Production Optimization
Production Planning and Control
Productivity Maximization and Cost Reduction
Properties and Strength of Materials
Refinery Inspection
Refining Processes and Petroleum Products
Reliability Principles, Life Cycle Cost and Process Reliability
Renewable Energy Programs for Engineers
Residual Waste Oil Processing
Root Cause Failure Analysis & Reliability
Salt Removal & Plant Start-Up, Troubleshooting
Scheduling Operations and Master Production Scheduling
Selection of Materials for Refineries and Petrochemical Plants
Separation Process Technology in the Industry
Sequencing and Scheduling of Production Operations
HRSG and Auxiliary Boile
Sewage Treatment Plant & Auxiliary Equipments
Slickline and Perforating Operation Fundamentals (Arabic and English)
Storage Tanks: Design, Construction and Maintenance
Sulfur Recovery and Troubleshooting
Technology and the LNG Chain
Technology of Water Injection Treatment in Oil & Gas Industries

The A to Z of Liquefied Natural Gas (LNG)
The Troubleshooting and Preventive Maintenance of Ion Exchange and Reverse Osmosis Demineralization Plants
Train the Trainer: Chemical Handling for Stores and Laboratory Personnel
Treating & Handling Oily Water (Upstream)
Troubleshooting in Process Operation
Underground Sewerage System Design Operation Monitoring & Maintenance
Virtual Plant 3D Modeling
Waste water & Sewage Treatment
Waste water Treatment: Operation, Design and Troubleshooting
Waste Water Treatment in Process Plants
Water Analysis in Petroleum Industry
Water Desalination Methods
Water Desalination Technologies
Water Distribution Systems (Arabic and English) اسس وتطبيقات توزيع المياه
Water Flooding
Water Injection and Treatment
Water Injection Technology
Water Quality Laboratory
Water Quality Management
Water Resources Management
Water Re-Use and Re-Cycling
Water Scale Corrosion
Water Treatment
Water Treatment & Desalination
Water Treatment and Oil Well Injection
Water Treatment in Industrial Plant
Water Treatment Plant Design, Theory and Practices (Ion Exchange and Reverse Osmosis)
Water/Steam Chemistry for Combined Cycle Plants
Welding Technology with Focus on Underwater Welding
Artificial lift Design & Analysis
Well Management & Artificial Safe Lifting
Water Distribution Systems (Arabic and English) اسس وتطبيقات توزيع المياه
<b>Renewable Energy</b>
Basics and Applications of Renewable Energy



Commercial Practical Energy Management
Compressed Air Best Practices - Renewable Energy
Fan Systems - Renewable Energy
Industrial Practical Energy Management
Integration of Solar Energy in to Electric Power System Networks
Renewable Energy and Applications
Solar Energy and Applications
Solar Thermal Power Technology
Steam System Assessment
Wind Energy and Applications
Wind Energy Utilization
Basics and Applications of Renewable Energy
Commercial Practical Energy Management
Compressed Air Best Practices - Renewable Energy
Fan Systems - Renewable Energy
Industrial Practical Energy Management
Integration of Solar Energy in to Electric Power System Networks
Renewable Energy and Applications
Solar Energy and Applications
Solar Thermal Power Technology
Steam System Assessment
Wind Energy and Applications
Wind Energy Utilization
<b>Railway Industry</b>
Derailment Accident Investigation
Engineering Safety Management - Railways
Maintenance and Asset Management - Railways
Railway Safety
Railways and Metro Environment, Occupational Health and Safety
<b>Value Engineering</b>
Advance Value Engineering
Estimating, Budgeting & Value Engineering Skills
Value Engineering / SAVE Certified Module I
Value Engineering / SAVE Certified Module II

## Management & Business Skills

Advanced Office Management and Effective Administration Skills
Business Writing for Administrative (Business Writing Skills, Level-1)
Camp Administration
Certified Professional Consultant-CPC
Competent Office Management
Developing Professional Assertiveness
Efficient Office Procedures
Enhancing Secretarial Skills (Arabic)
Management Skills for Effective Administration
Managing Effective Meetings
Meeting Management
Office Management & Effective Administration Skills
Personal & Admin Skills
Professional Development for Executive Secretary and Administrative Assistant (Part1)
Professional Executive Secretary Program
Self-Development and Competency Assessment for Executive Secretary and Admin. Assistant (Part 2)
Strategic Managing Meetings استراتيجيات ادارة الاجتماعات
The Professional Executive Assistant Workshop
The Senior Secretary Development Program
Computer Based Office Administration
Administrative Management
Advanced Data Analysis
Advanced Report Writing
Business Analysis Skills
Business Communications, Interpersonal and Negotiation Skills
Business Intelligence
Business Writing Skills
Certified Business Analyst
Communicating with Influence
Communication - Level 1/2/3
Communication & Interpersonal Skills
Communication and Team Building
Data Analysis Techniques

Database Creativity
Development and Documentation of Standard Operating Procedures
Document Control
Economic Engineering for Managers
Effective Communication and Presentation
Effective Communication Skills
Effective Planning and Communication Skills
Engineering Data Analysis and Sampling
Engineering Economics
Engineering Economics & Management
Enhancing Communication Skills مهارات الاتصال الفعال
Highest Level Writing Programme
How to Sharpen Your Business Writing Skills (Business Writing Skills, Level-2)
Interpersonal Communication Skills
Introduction to Business Analysis
Management Letters Writing Skills مهارات اعداد الرسائل الادارية
Managing with Metrics: Statistical Decision Making
Oil & Gas Industry Economics
Petroleum Economics & Risk Analysis
Preparation and Writing of Correspondence & Reports
Quantitative Methods for Business Management
Report Writing كتابة التقارير
Risk Assessment & Management
Technical Communication & Report Writing
Technical Communication Skills
Technical English skills for Engineering
Technical Report Writing
Technical Writing in Manufacturing Industries
Writing Operating Procedure
Preparation and Writing of Correspondence & Reports اعداد المراسلات وكتابة التقارير
Communication
Interpersonal Effectiveness for Better Working Relationships
Applied Contingency Planning and Crisis Management
Benchmarking and Business Process Reengineering

Business Continuity Management
Business Continuity Planning
Business Process Analysis, Innovation and Redesign
Business Process Improvement
Business Process Mapping
Business Process Modelling Analysis and Design
Business Process Reengineering
Business Process Re-Engineering Best Practices
Crisis and Emergency Management
Crisis Management and Business Continuity
Crisis Management in Technical Environment
Disaster Recovery Planning: Insuring Business Continuity
Failure Mode Effect Analysis
Introduction to Business Sustainability
Media Management in Crises
Root Cause Analysis
Crises Management إدارة الازمة
Change Management
Management of Change
Planning of Change Management
Be Your Own Strategic Coach
Certified Train the Trainer
Certified Train the Trainer: Effective Skills & Techniques
Coaching for Optimum Performance
Coaching Skills for Managers and Supervisors
Coaching, Counselling and Mentoring Skills
Maximizing Training and Learning Effectiveness
Train the Trainer
Train the Trainer: Effective Skills & Techniques
Occupational Assessment & Training
Conflict Management
Managing Conflict & Change Mangement
Managing Conflict in the Workplace
Negotiation and Conflict Management in Organisations

Advanced Contracts & Tenders Management
Communication, Negotiation & Presentation Skills
Construction Contracts (Civil Law Background-Types of Contracts-Contracts Documents - Arabic)
Contract Administration
Contract Drafting & Implementation
Contract Drafting for Non Lawyers
Contract Law for Business
Contract Management & Preparation
Contracts for Non-Legal Background
Contracts Management for Managers
Contracts, Reading , Writing and Negotiation
Creating a Strong Foundation for Contract Negotiation
Dispute Resolutions & Negotiation Skills
Dispute Resolutions and Claim Management (Arabic) إدارة التحكيم والمطالبات للمشاري الهندسي
Effective Purchasing, Tendering & Supplier Selection
Handling and Resolving Contract Claims
Handling Contracts Claims, Suspension, Termination and Completion
Intellectual Property, Antitrust, Ethics and Licensing Laws
Introduction to Tendering and Contracts
Lump Sum Contracting Process and Implementation
Managing, Negotiating and Decision Making with Third Parties
Preparing Contract & Negotiation Strategies
Purchasing and Contracts
Real Estate Planning and Management (Cambridge International College Certificate)
Tender Evaluation Preparation
Tendering Evaluation-Methodology and Best Practices
Typical Problems and Proven Remedies in Contracts (Strategic overview)
Vendor and Contract Supplier Qualification
Vendor Evaluation Process
Contracts Management (Terms & Conditions, Commercial Aspects, FIDIC)
Reviewing Insurance Contracts For Engineering and other Projects
Managing O & M Contract Consultants & Contractors
Certified Public Relations Officer Public Relations and Corporate Communications

Client Orientation-Level 1,2,3
CRM: Strategy-Customer Loyalty - Customer Value
Customer Care Management (CRM)
Customer Satisfaction & Services
Customer Service-Supervisory Development Program
Excellence in Communication & Public Relations
Excellence in Customer Service
Important Skills for Public Relations
Improving Relation With Key Clients
Managing Customer Satisfaction and Loyalty التميز في خدمة العملاء
Accounting for Oil Production
Accounts Payable
Advanced Asset Management
Advanced Finance for Mid-Level Finance Executives
Advanced Management and Cost Accounting
Asset Management
Basic Finance for Technical Managers and Executives
Budget and Cost Effectiveness
Budget Designing in Oil Companies
Budget Preparation Techniques
Cashflow Planning and Forecasting
Certified Management Accountant
Certified Public Accountant
Conceptual Estimating and Cost Technology
Cost Accounting for Engineers and Technicians: A Managerial Emphasis
Effective Corporate Budgeting and Cost Control Techniques
Effective Management of Financial and Accounting Departments
Efficient Finance & Accounting Operation
Estimation and Cost Control
Finance for Non Financial Managers
Finance Management for Oil Companies
Financial Analysis and Evaluation
Financial Management for Professionals
Financial Modeling and Forecasting Workshop

Financial Reporting for Modern Organisation
Financial Statement المقارنات المعيارية للبيانات المالية
Fundamentals of Finance and Accounting for Nonfinancial Managers
International Accounting Standards
Modern Operational & Financial Forecasting and Budgeting
Petroleum Financial Management
Strategic Financial Analysis التحليل المالي الاستراتيجي
Strategic Management Accounting
Strategic Planning for Financial Funds Development التخطيط لتنمية الإيرادات المالية
Financial Control Including Reporting
Planning Scheduling and Cost Control with Primavera
IFRS for Oil & Gas Industry
Basics of HR (Arabic)
Best Practices in Training Need Analysis, Design and Implementation
Competency Mapping
How to Counsel How to File Counseling Sessions
How to Write Effective Policies and Procedures
HR for Non HR
HR and Succession Plans
HR Management in Crises
Human Resource Dynamic Developing & Training
Human Resource Management Training - HR in Practice
Human Resources Management مهارات إدارة الموارد البشرية
Identifying Talented People
Important Human Resource Skills for Managers and Consultants
Interviewing and Assessment Skills, Procedures and Techniques
Manpower Planning and HR Inventory
New Generation of Human Resource Accounting (HRA)
Performance Management and Appraisal
Performance Measurement through Balanced Scorecard & Benchmarking
Personal and Career Development Techniques
Recruitment and Headhunting
Recruitment, Interviewing and Selection Skills

Scientific Recruitment and Modern Approaches for Evaluating Employees Performance (Arabic) تبنى الاسس العلمية في الاختيار والتوظيف والاساليب الحديثة في تقييم الأداء للموظفين
Simplification of Work Procedures
Professional in Human Resources Certification
Setting Smart/Smarter Performance Objectives
Training Need Assessment (TNA)
21 Laws of Leadership
Commitment & Work Ethics
Creative Leaders and Managers Skills
Four Roles of Leadership
High Performance Leadership
Interaction and Alignment of Clear Communication, Successful Teamwork and Professional Leadership
Leadership & Change Management
Leadership and Effective Team Building Skills (Arabic) تكوين وادارة فرق العمل
Leadership Development (Arabic) تطوير المهارات القيادية
Management and Leadership Skills
Managerial Creativeness and Leadership Strategies
Organizational Loyalty الولاء المؤسسي
Practical Tools for Effective Leadership
Supervisory and Leadership Skills in Practice
The Art of Leadership and Building High-Performance Work Teams فن القيادة وبناء فرق عمل عالية الاداء
Strategic Leadership القيادة الاستراتيجية
Advanced Freight Forwarding Techniques
Chemical Logistics & SCM
Containerization Concept and Importance (Arabic & English) مفهوم وأهمية التحوية في التجارة الخارجية
Creating Value through Operations and Supply Chains
Effective Logistics & Distribution
Foreign Trade & Importation & Exportation (Arabic & English) برنامج مفهوم وعناصر التجارة الخارجية وعمليات الاستيراد والتصدير
Freight Forwarding Role (Arabic & English) دور وكلاء الشحن ومقدمي الخدمات اللوجيستية
Good Storage and Good Material Handling
Inventory Control and Cataloguing
Inventory Control and Material Requirement Planning
Inventory Management (Arabic & English) ادارة مراقبة المخزون
Inventory Management and Planning



Inventory Management and Stock Control
Inventory Management Techniques
Inventory Planning & Stock Control
Inventory Warehouse Management
Inventory Warehousing and Material Management
Land Transportation Planning and Strategy
Logistics Supply Warehouse Management
Logistics & Supply Chain Management (Arabic & English) إدارة اللوجيستيات وسلاسل المداد
Logistics & Transportation Effective Planning
Logistics, Supply Chain Management & Procurement Operations
Logistics, Supply, Inventory Management and Stock Control
Material Handling
Material Management Development
New Orientations for Inventory Control and Management
New Trends for Documentary Credit According to UCP 600 (Arabic & English) UCP 600 برنامج الاتجاهات الحديثة للاعتمادات المستندية وفقا للقواعد الجديدة
Performance-Based Purchasing & Supply Management
Planning and Controlling Operations and Supply Chains
Procurement Management
Purchasing
Store & Property Management
Supply Chain and Procurement Operations Management
Supply Chain Management
Warehouse and Procurement Operations
Warehouse Management & Latest Development in Inventory Rationalization
Warehouse Management (Arabic & English) إدارة المخازن
Warehouse Management and Physical Inventory
Warehouse, Stores & Stock Control
Logistics & Distribution
Achieving Excellence: Best Problem Solving, Decision Making and Managing Others
Creative Thinking and Problem Solving: Analysis, Strategies, Techniques, Digital age, and its Relation to Industry and Technology
Creative Thinking, Problem Solving & Decision Making
Creativity, Problem Solving and Mind Mapping
Critical Thinking

De Bono Six Thinking Hats Strategy
Dealing with Difficult People التعامل مع الشخصيات صعبة المراس
Decision Analysis and Decision Making
Essential Management Skills
Inspiration for Innovation and Innovation Management
Knowledge Management Applications
Management Development
Maximizing Innovation and Problem Solving
Motivation & Positive Thinking
Motivation, Positive Thinking & The Racetrack to Health, Wealth and Success
Performance Management-Setting Targets-Achieving Goals
Planning Skills for Executives and Professionals
Planning, Organizing and Controlling Skills
Productivity Evaluation and Management
Protocol
Setting & Measuring Objectives
Successful Planning, Organizing and Controlling Skills
Advanced Managerial Skills
Assertive Skills
Be Your Own Strategic-Coach & Win with Personality and Charisma
Competences Management
Competency Based Succession Planning
Creativity & Mind Mapping
Developing the Managerial Skills of Ministry of Health's Executives
Effective Ways to Deal, Communicate with Special Needs People
Emotional Intelligence (EQ): Art of People Management
Enhancing Creativity and Innovation within Your Organization
Essential Management Skills for New Managers
Essential Management Skills for Engineers
Flexibility and Adaptability-Level 1,2,3
General Management Skills Development
Human Factors Engineering
Initiative-Level 1,2,3
Inner Balance

Innovative Skills for Managers
Knowledge Management in Organisations
Managing Skills in the Oil & Gas Industry
Neuro Linguistic Programming (NLP)
Passion-Power -Success & Discover the Way to Fulfillment
Passion for Excellence & The Ultimate Power to Achieve Visions
Performance and Talent Management
Personal Development
Personal Stress and Resources Management
Personal Stress-Management & The Path to More Balance in Life
Personality Development and Effective Telephone Skills
Reliability-Level 1,2,3
Self Management Skills Development
Self Motivation
Skills to Deal with Supervisors & their Subordinates
Strategic Skills for Senior Managers
Talent Management Seminar
The Development of Skills & Innovative Capability
The Essence of Personal Success & Highway to Inner Wisdom
The Seven Most Important Managerial Skills
The Skills and Abilities to Influence Others فن الاقناع والتاثير على الاخرين
Turning Stress into High Productivity
Innovative Skills for Managers التفكير الخلاق للمديرين
Skills to Deal with Supervisors & their Subordinates المهارات اللازمة للتعامل بين المشرفين ومرؤسيهم
Decision Making
Records Management - Control of Documents, Backups, Retrieval
The Development of Skills & Innovative Capability تطوير المهارات والقدرات الابتكارية
Analysis and Interpretation of Data
Basic Presentation Skills
Persuasion and Presentation Skills
Presentation for High Impact (Arabic)
Presentation Method & Skills
Presentation Skills مهارات العرض والتقديم
Developing Learning Materials

Data Analysis & reporting
Presentation Skills & Public Speaking (Arabic) مهارة العرض والتقديم والخطابة
Advanced Negotiation Skills
Advanced Selling Skills مهارات البيع
Best Sellers
Call Center Excellence
Effective Negotiation Skills
Marketing and Business Development
Marketing Skills for Professionals
Negotiation and Influencing Skills
Negotiation Skills
Negotiation Strategies and Methodology
Sales Negotiation Skills
Strategic Marketing Planning
Strategic Planning & Marketing for Goal Setting
Telephone Skills
5S
Assessing and Managing Risks and Strategic Decisions for the Oil and Gas Sectors
Business Ethics
Business Risk Management
Business Strategic Value Management
Competition Techniques and Strategies
Decision Analysis in Modern Business
Effective Planning Skills
Enhancing Strategic and Operational Planning Skills
Executive Strategic Planning
Japanese Management: Secret Behind Success أسرار نجاح الاساليب الحديثة في اليابان ومقارنتها مع الإدارة الغربية
Kaizen - Strategic Tool for Improvement
Key Performance Indicators (KPI)
KPI in the Enterprise
Learning Lean - The Toyota Way
Mastering Risk Management in Business
Maximizing Profitability & Productivity through Coherent Preventive Maintenance Programs
Moving from an Operational Manager to a Strategic Thinker

Operation Management
Performance Excellence Models and Roadmaps
Practical Strategies for Managing and Motivating Technical Professionals
Preparation and Execution of Feasibility Studies
Productivity, Quality & Operation Management
Single Minute Exchange of Dies (SMED)
Strategic Business Planning
Strategic Importance of Aggregate Planning and Tactical Scheduling
Strategic Management Planning and SWOT Analysis
Strategic Management and Modern Management Techniques
Strategic Thinking and Planning
Strategy Execution-Getting It Done
Strategy Implementation using Balanced Score Cards
Structural Aspects of Lean Manufacturing and Gemba Kaizen in the Industry, The Japanese Way
Valuation Measuring of Companies and Business
Total Risk Management إدارة الخطر الشاملة
Strategic Management and Planning for Senior Managers التخطيط الاستراتيجي والادارة الاستراتيجية للقيادات العليا
Managing Stress & Pressure at Work
Managing Stress of Work Changes ادارة الضغوط الناجمة عن التغيير
Work Planning, Time & Stress and Solution Management
Advanced Supervisory Skills
Effective Supervision Skills
Supervisory and Communication Skills
Supervisory Development Program
Supervisory Management Skills
Supervisory Skills
Communication Tools & Job aids for Supervisors and Section Heads in Operations
Building Successful Interpersonal & Team Communication
Team Building & Effective Team Formation
Team Building & Leadership Skills
Team Building Developing High Performance Teams
Team Work-Level 2 & 3
Techniques for Motivating Individuals & Team
Effective Time Task Work Planning

Time and Motion Study
Time and Priority Management- Level 1,2 & 3
Time and Stress Management
Time Management, Forecasting, and Planning Process فن ادارة الوقت
<b>Management Systems</b>
Acquaintance Training on the 3 Management Systems
Certification Training for Auditors
Certified Environmental Baseline Auditor
Certified Information Security Management System Lead Auditor
Certified Integrated Management System Consultant
Certified Safety Management System Auditor
Integrated Management Systems
ISO: 17025 QMS Lead Auditor
ISO: 17025 Quality Management Standard for Laboratories
Laboratory Quality Management (ISO: 17025)
Laboratory Quality Management and Assurance Systems
Laboratory Quality, Accreditation and Good Lab Practice (GLP/GMP) Aspect of ISO: 17025 Certificate
Leadership Management & Supervisory Skills for Laboratory Personnel (LAMP)
Modern Laboratory Management
Modern Laboratory Management/Supervision and Problem Solving Aspect of ISO: 17025 Certificate
Train the Trainer for Occupational Health & Safety (OHSAS: 18001)
Project Management ادارة المشروعات
Quality Management for Engineering Project Management (Arabic) إدارة الجودة لادارة المشاريع الهندسية
Advanced Project & Construction Management
Advanced Project Planning and Control
Aligning Project Management with Corporate Strategy
Business Improvements through Projects
Construction Project Management
Contracting for Project Management
Contracts and Quantity Surveying in Construction Project (Arabic course) العقود والكميات للمشاريع الهندسية
Economic Evaluation of Petroleum Projects
Effective Project Management
Effective Project Risk Management

Financial Management for Project Managers
Identifying and Confirming User Requirement of Multiple Project Mangement
Industrial Project Management in Oil and Gas
IT Project Management
Managing and Supervising Projects, Consultants and Contractors
Managing Multiple Projects
Managing Multiple Projects in a Resource-Limited Environment
Managing Projects in Organisations
Managing Software Development Projects
Managing Successful Projects using PRINCE 2
Managing Your IT Project Management Skills: The Basics for Success Seminar
Microsoft Project
Oil & Gas Project Finance
Planning, Scheduling & Cost Control in Project Management
Planning, Tracking and Reporting Projects Progress
PMP Preparation Training
Portfolio Management
Preparation and Assessment of Feasibility Studies for Construction Project (Arabic) اعداد وتقييم دراساتالجدوى الإقتصادية للمشاريع الهندسية الهندسية
Primavera P6
Project Audit and Control
Project Contracts, Scheduling and Control
Project Cost Estimation and Control
Project Financing Appraisal and Cash Flow Analysis
Project Leadership & Risk Management
Project Leadership, Management & Communications
Project Management
Project Management Applications
Project Management for Oil & Gas Industries
Project Management for Success
Project Management Principles
Project Management Risk, Control and Audit (PMRCA)
Project Planning & Control
Project Risk Assessment
Project Risk Management & Quality Assurance

Project Safety Management
Project Scope Management
Project Team Productivity Improving through Quality and Cost Control
Projects Planning and Progress Reports Preparation by using Primavera P3
Prosimula Practical Project Management
Quality Management for Project Managers
Quality Measures for Project Management
Site Management & Construction Project
Strategic Project Planning
Testing in IT Projects
Introduction to Overall Quality.. ادارة الجودة الشاملة
Advanced Quality Management and Quality Engineering Techniques
Advanced Tools for Six Sigma Application
Advanced TQM for Continuous Improvement
Balance Scorecard Development and Use
Balanced Scorecard Design and Management
Balanced Scorecard: Design, Development and Operation
Balanced Scorecards Effective Applications
Basics of Statistical Quality Control for Engineers
Benchmarking and Business Process Reengineering
Certified Assessor of Organizational Excellence
Certified Process Mapping & Statistical Process Control Expert
Certified Quality Auditor
Certified Quality Control Expert
Certified Quality Engineer
Certified Quality Manager
Certified Quality Professional
Certified Quality Supervisor
Certified Statistical Process Control Expert
Design and Implementation of Balanced Scorecard
Introduction to 6 SIGMA (Continuous Improvement Process)
Introduction to Overall Quality
Practicing Value Enhancement
<b>Quality Management</b>
Six Sigma for Business Professionals



Six Sigma for Champions and Process Owners
Six Sigma for Petrochemical Industry
Six Sigma for Project Champions and Business Executives
Six Sigma Fundamental
Six Sigma Green Belt Qualification and Certification
Six Sigma Yellow Belt Awareness مقدمة قب ال6 سيجما-الحزام الاصفر
Six Sigma and 5S-New Quality Management Tools
Six Sigma and 5S-Performance Improvement Initiatives
Six Sigma Approaches to Performance Excellence General Awareness
Six Sigma Black Belt Qualification and Certification 6 سيجما-الحزام الاسود
Statistical Analysis Methods
Statistical Process Control
Statistical Process Control (SPC) for Decision Making
Strategic Quality Planning
Supplier Quality Assurance (SQA)
Total Quality Management (General)
Establish & Maintain Quality Management System
Total Quality Management(TQM) ادارة الجودة الشاملة
Lean Six Sigma
Lean Six Sigma Black Belt Qualification
Performance Benchmarking
Quality Management for Municipalities
Quality Management in Call Centers
Quality Systems for Human Resource Management and Development
Seven Magnificent Tools of Statistical Process Control
<b>Information Technology</b>
Advanced Ethical Hacking & Defending Windows 2000
Advanced MS-Office
Applied Security Windows XP Professional
Assessing Network Vulnerabilities
Building Secure Virtual Private Networks
CISSM, Certified Information Security System Manager
CISSP, Certified Information Systems Security Professional
Closing Windows 2003 Security Gaps

Computer & Network Forensics
Computer Forensics and Incident Response
Data Analysis Techniques
Deploying Internet and Intranet Firewalls
Deploying Intrusion Detection Systems
Developing ASP.NET 2.0 Web Applications
Disaster Recovery Planning
Distributed Network Protocol (DNP) for Supervisory Control and Data Acquisition (SCADA)
Embedded Systems Design
High Confidential IT Security (Data Theft)
Implementing Web Security
Information System Strategies
Introduction to System and Network Security
IT Business Management
IT in Buildings
IT Project Management
IT Security & Disaster Recovery
IT Security Fundamentals
IT Team Management
IT IL V3 Foundation
Learn Ethical Hacking to Secure Your Infrastructure
Managing Computer & Network Security in Your Enterprise
Managing Information Overload Working Faster & Smarter
Managing Information Systems Audit
Managing Your IT Project Management Skills (The Basics for Success)
Manufacturing Execution Systems (MES) and Integration of Industrial Automation with Office Automation
Microcontroller Based System Design for Embedded Applications
Outlook Essentials
Patch Management for Microsoft Environments
Practical Hackers Attack & Protection (100 Hacking & Protection Tools)
Risk Management ISO: 27005
Securing Windows Server 2003
Securing Wireless Networks
Strategic IT Leadership

SUN Java Enterprise System (Core Concepts)
Wireless Technology and Computer systems
Work, Graphics and Web Design Course
<b>Security Management</b>
Security Fire and Loss Prevention and Emergency Management
Dynamic Risk Assessment "For Security Personnel"
Management of Major Emergencies & Emergency Response
Development of Security Personnel التطوير العام لموظفي الامن
Searching Individuals and Vehicles
Securing Vital Installation against Risks and Acts of Sabotage
Security Advances (VIP Protective Details / Teams)
Security Department Operation
Security Performance Skills Development
Security Risk Management Civil Defense (Crimes)
Site Security Surveys
Surveillance, Monitoring and Reporting Program
The Basic Concepts of Industrial Security
The Operations and the Use of Explosives Detector
Security Planning and Operations
Surveillance, Monitoring and Reporting Program
The Operations and the Use of Explosives Detector
Threat Recognition /Counter Surveillance
Outlook Essentials
Patch Management for Microsoft Environments
Practical Hackers Attack & Protection (100 Hacking & Protection Tools)
Risk Management ISO: 27005
Securing Windows Server 2003
Securing Wireless Networks
Strategic IT Leadership
SUN Java Enterprise System (Core Concepts)
Wireless Technology and Computer systems
Work, Graphics and Web Design Course
<b>Health, Safety and Environment</b>
Accident & Incident Investigation and Reporting
Advanced Incident Investigation

Basic Industrial Safety
Basic Process Hazard Analysis
Basic Scaffolding
Behavior Safety
Chemical Safety
Confined Space Entry
Developing Health, Safety and Environment Management System
Electrical Safety
Emergency Response Planning
Excavation Safety
Hazard Identification & Risk Assessment
Hazard & Risk Analysis in Work Place
HAZOP Study
HSE Management System Workshop for Supervisor
HSE Meeting
H2S & BA Awareness
H2S Refresher Course
Industrial Safety and its Application
Intermediate Industrial Safety
IOSH Managing Safely
IOSH Working Safely
IOSH Managing Safely in Construction
IOSH Safety for Senior Executives
IOSH Managing Safely for Healthcare Professionals
IOSH Supervising Safely
Job Safety Analysis
Measuring HSE Performance
NEBOSH International General Certificate in Occupational Health & Safety
NEBOSH International Construction Certificate (15 Days, Plus Examinations)
NEBOSH Award in Health & Safety at Work
NEBOSH International Diploma
Noise Hazard
Manual Handling
Permit to Work System

Risk Assessment and Risk Management
Safety Audit and Site Inspection
Task Risk Assessment
Train the Trainer Safety programs
Defensive Driving
FIRST AID
Incident Investigation
Fire Fighting Essential
IEMA Associate Certificate
IEMA Foundation Certificate
Fire Safety & Fire Risk Assessment & Fire Emergency Plans in the Workplace
Fire Training & Management & Fire Engineering Solutions in the Workplace
Air Quality Modeling
Environment Impact Assessment
Environmental Awareness
Gas Testing
Introduction to CDM
Pollution Control Engineering
EHS Management System (EHSMS)
Pollution Control Engineering
Waste Management
EHS Management System (EHSMS)

CONTACT IN YEMEN

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## TESTIMONIALS

## آراء العملاء

Mr. Adnan Khan

### Cost Engineer (Estimation), RASGAS

I had the opportunity to attend such valuable training "Budgeting, Estimating & Value Engineering" with TÜV Akademie. TÜV NORD has really organized this excellent training very well. Our trainer Dr. Rami presented the course with practical examples which could be implemented effectively in my day to day work. I am looking forward to attend courses on budgeting organized by TÜV NORD in the near future".

السيد / عدنان خان

مهندس تكاليف، شركة راس غاز

لقد حظيت بفرصة حضور دورة "هندسة التقدير والتقدير وإعداد الموازنة" المقدمة من أكاديمية تي يو في". وقد قامت مجموعة تي يو في نورث بتنظيم هذه الدورة بحرفية تامة، كما شرح المدرب د. رامي الدورة مستشهداً بأمثلة عملية يمكن تنفيذها بفاعلية في إطار المهام اليومية لوظيفتي. وأتطلع لحضور دورات إعداد الموازنة التي تنظمها مجموعة تي يو في نورث في المستقبل القريب.

Mr. Ali Said - OMAN LNG

"The course was organized excellently and time was managed precisely to cover all topics. We have gained the knowledge in managing inventory work according to in order requests as well as setting min./max. stock.

السيد / علي سيد، الشركة العمانية للغاز الطبيعي المسال

" كانت الدورة منظمة بشكل ممتاز كما حظينا بإدارة جيدة للوقت مكننا من تغطية جميع الموضوعات. لقد اكتسبنا المعرفة في إدارة المخزون وتحديد أولوية الطلبات ووضع الحد الأقصى / الأدنى للمخزون".

Mr. G. Hareendran, G.M Kuwait Oilfield

### Maintenance Center CO. W.L.L

"With reference to the recent visit of Mr. Milind Varthak, TÜV Akademie Delegate to Kuwait for training on Business Communication Skills and Personality Development meant to our Senior Executives & Engineers, Kuwait Oilfield Maintenance Center Co, we would like to put on record our sincere appreciation for the excellent manner in which the training was coordinated and conducted. We look forward to having more and more sessions by TÜV Middle East."

السيد / جي. هاريندران، مدير عام.

شركة مركز صيانة حقول النفط بالكويت

"نود أن نشير إلى آخر زيارة للسيد / ميليند فارتاك موفد أكاديمية تي يو في للكويت لتقديم تدريب مهارات اتصالات الأعمال والتطوير الشخصي لكبار المسؤولين التنفيذيين والمهندسين في شركة مركز صيانة حقول النفط بالكويت، كما نود أن نتوجه بالشكر والتقدير الخالص للأسلوب الممتاز لإدارة وتنسيق الدورات ونتطلع إلى حضور المزيد من دورات تي يو في الشرق الأوسط."

## TESTIMONIALS

Mr. Mohammed Hassan Jaffer

Gas & Oil Prod., Tatweer Petroleum, Bahrain

"We would like to thank whoever worked to run this course particularly Dr. Musa and Dr. Ali. The course was organized excellently and we gained a lot of skills to further enhancement of our field performance".

## آراء العملاء

السيد / محمد حسن جعفر

إنتاج الغاز والبتروول. شركة تطوير للبتروول. البحرين

"نود أن نشكر جميع من ساهم في هذه الدورة خاصة د. موسى و د. علي، لقد تم تنظيم الدورة بصورة ممتازة مما مكنا من الحصول على خبرات عديدة لتطوير أدائنا في مجال العمل".

Mr. Hashim Al Hashim

Dubai Aluminum Company (DUBAL)

"The course was very useful and important. It's interesting to know about Japanese mind and how the Japanese people work and think. Moreover, the course offered us a good amount of knowledge to improve ourselves and the best methods for conducting inventory as well as maintaining safety stock. I would like to thank Dr. Rami for his good work and we really appreciate his effort".

السيد / هاشم الهاشم

شركة ألنيوم دبي المحدودة (دوبال)

"كانت الدورة مهمة ومفيدة جداً، فمن المثير أن نعرف المزيد حول عقلية اليابانيين وطريقة تفكيرهم وعملهم، كما حصلنا على معلومات مفيدة جداً لتطوير أنفسنا وتعرفنا على أفضل الطرق لإدارة المخزون والاحتفاظ بالمخزون الاحتياطي، وأود أن أتوجه بالشكر والتقدير للدكتور رامي على الجهود التي قام به".

Mr. Ali Saeed Al Hussaini

Maintenance Superintendent, TAKREER

"This training has given me a good opportunity to know more about Gas Turbine, Steam Power Plant, Co-Generation Combined Cycle plant and share the knowledge with the instructor and other participants".

السيد / علي سعيد الحسيني

مراقب صيانة، شركة تكريير

"منحني هذا التدريب فرصة جيدة لتعلم المزيد حول توريين الغاز والمحطات البخارية ومحطات توليد الكهرباء ذات الدورة المركبة بالإضافة إلى تبادل الخبرات مع المحاضر وغيره من المشاركين".



## Quality Through Accreditation

## الجودة المعتمدة



### TÜV Middle East Accreditation



IOSH – Institution of Occupational Safety and Health certified TÜV Middle East as a provider for training courses for Managing and Working Safely:

1. IOSH Working Safely Certificate is developed to improve the safety culture within an organization. It focuses on how individual actions contribute to health & safety in the workplace.
2. IOSH Managing Safely Certificate is developed to introduce managers, at all levels, to different aspects of managing safety and health in the workplace.



And finally, CIEH – Chartered Institute of Environmental Health certified TÜV Middle East as a qualified member to deliver qualifications in:

1. Supervising food safety in catering.
2. Food safety management for manufacturing



NEBOSH – The National Examination Board in Occupational Safety and Health Organization has recognized TÜV Middle East to conduct courses for further granting international General Certificate in Occupational Safety & Health.



## Quality Through Accreditation

## الجودة المعتمدة



HABC – High field Awarding Body for Compliance certified TÜV Middle East for registration to provide training and examination leading to the following :

### Level 2 (food handlers)

- Award in Food Safety In catering.
- Award in supervising food Safety in Catering.

### Level 3 (who operate in a supervisory role)

- Award in Health and Safety in the Workplace.
- Award in Supervising Health and Safety in the Workplace.

### Our Strategic Alliances

- IRCA
- Cran Institute of America
- Cambridge Int'l. College, UK
- American University of Sharjah
- Jordan University
- UAE University

## Corporate Customers

## العملاء



### UNITED ARAB EMIRATES



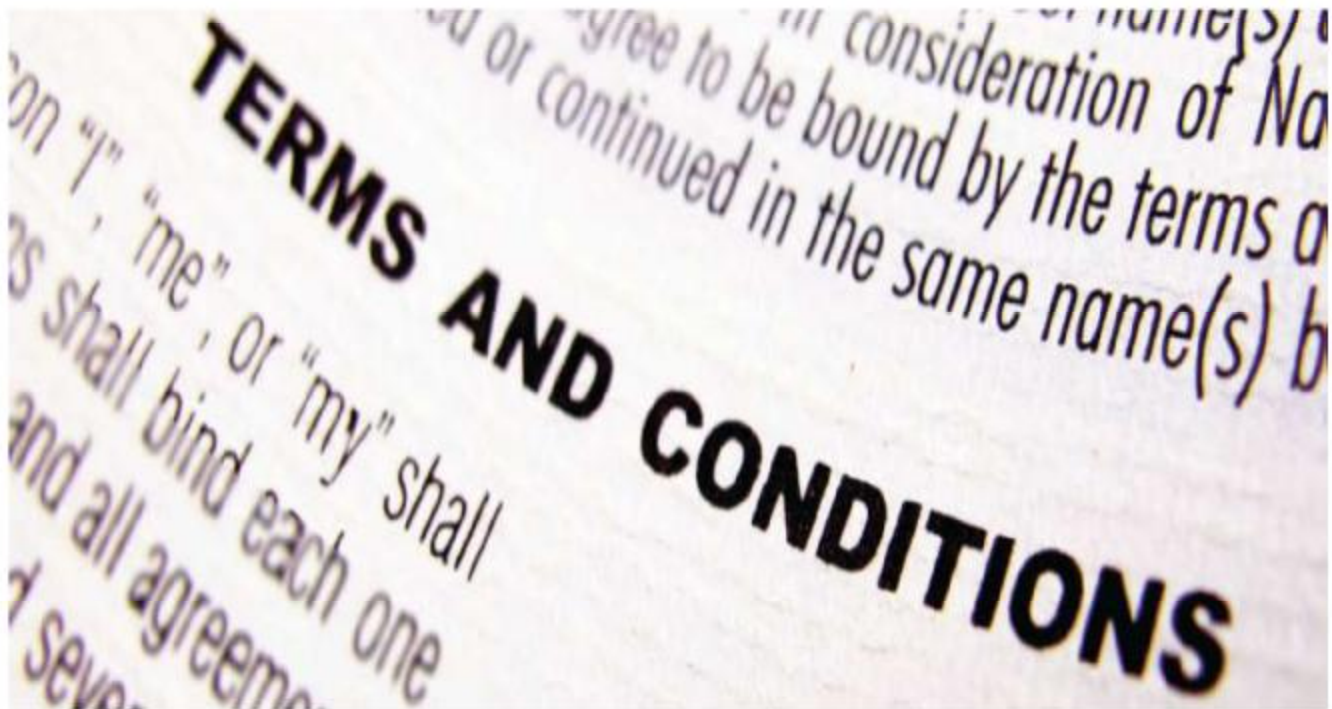
Abu Dhabi Municipality  
 Abu Dhabi Airports Company  
 Abu Dhabi Company for Onshore Oil companies

Abu Dhabi Gas Liquefaction Company  
 Abu Dhabi Marine Operating Company  
 Admak General Contracting Company  
 Abu Dhabi Water & Electricity Authority  
 Al Taweelah Power Company  
 Abu Dhabi Polymers Company

Department of Finance  
 Dubai Electricity and Water Authority  
 Dubai Aluminium Company Limited  
 Emirates Aluminum  
 Fuel retailer  
 Emirates National Oil Company  
 Exterran Eastern Hemisphere FZE  
 Abu Dhabi Gas Industries Ltd.  
 J. Ray McDermott Middle East Inc  
 Ministry of Finance  
 National Petroleum Construction Company

## Terms and Conditions

## الشروط والأحكام



### General Terms and Conditions of TÜV Middle East WLL

P.O. BOX 26674, Manama, Bahrain

#### I. Validity of these Terms and Conditions

1. The General Terms and Conditions shall apply to all kind of services (including, but not restricted to Certification, Training, Inspections, Testing and Consultancy Services) rendered by TÜV Middle East WLL, Bahrain and for all duties arising from the obligation towards the customer. Our terms and conditions shall also apply for all future business relations with entrepreneurs and legal entities under public law and shall form an integral part of any agreement entered into by the customer with us based on any kind of service contract.

2. Subject to any deviating agreements in individual cases, contracts may only be concluded with us in accordance with the following provisions; when placing an order the customer declares he agrees to our terms and conditions. Any contrary or deviating conditions on the part of the customer shall not be binding on us if we have not expressly recognized them; this must be done in writing. Our terms and conditions shall also apply if we render our service without reservation in knowledge of contrary or deviating conditions on the part of the customer.



## II. Conclusion of Contract

1. A contract with us shall be deemed to have been concluded only when the customer has accepted our offer including these General Terms and Conditions without reservation or we send out our written acknowledgement of the order or we commence performance of the service. If we issue a written acknowledgement of an order this shall determine the content and scope of the contract where nothing different has been expressly agreed.

2. Any changes, ancillary agreements and additions, and any agreements on quality or the assumption of warranties must be expressly confirmed by us in order to be effective; this must be done in writing. This also applies with respect to cancellation of the present clause...

## III. Performance of Order & Customer's Obligations to Corp.

1. Provided nothing different has been expressly agreed in writing, we shall only be obliged to render the exact services provided for in the contract; we shall render such services according to the generally accepted technical rules and standards and the statutory specifications as applicable in Bahrain, United Arab Emirates, Kuwait, Qatar, Oman & Syria.

2. For any damage to or destruction of customer's objects due to the proper performance of our service we shall not be obliged to provide a compensation or replacement transport and, where relevant, return of customer's objects shall be implemented at the customer's expense and risk, but return shall only be implemented at the customer's express request. Where objects are retained by us, our liability shall be limited to the duty to exercise due care and attention.

3. The customer shall inform us completely of all facts relevant to the performance of our service. We are basically not obliged to check that the data, information or other matters provided by the customer are correct and complete where there is no specific reason to do so or give the circumstances of the individual case or where the order does not expressly cover this. We do not assume any guarantee for the correctness of the safety rules, regulations and programmes on which our inspections/tests and appraisals are based, unless such rules, regulations or programmes come from us or are themselves a subject of the inspection order. Nor do we bear any responsibility for the good order and functioning of the objects inspected with respect to technical safety where this is not expressly a subject of the order.

4. Where the customer must perform one or more actions of a cooperative

nature to enable us to perform our service, he shall do this in good time and at his own expense; expenses will only be reimbursed if this has been expressly agreed; this must be done in writing. Where he does not fulfill his obligation to cooperate, does not do so in good time or does not do so in a proper fashion, we shall be entitled to charge him for the extra expense thus incurred. The right is reserved expressly to enforce any more extensive legal claims.

5. We are entitled to have the services which we have to provide performed by a subcontractor who has been carefully sought out by us and who appears to us to be suitable without the need to obtain the approval of the customer.

6. If we work outside its registered office, the customer shall be obliged to take all measures needed to ensure safety of movement where nothing different arises from the nature of the matter concerned or from an agreement with the customer. We shall be entitled to refuse performance of the service as long as the necessary measures have not been taken.

## IV. Periods and Dates

1. Periods and dates shall always be as per the Gregorian calendar and be taken as approximate where no binding agreement has been made in individual cases; this must be done in writing. Where such periods and dates are not binding, we shall only be in default if the customer has previously set us a reasonable deadline in writing for performance of the service owed and such request has been fruitless. In any case periods set shall only commence with the complete performance of all actions of cooperation due from the customer and - where a down-payment has been agreed - from the receipt of such payment. Any subsequent requests for changes or belated actions of cooperation on the part of the customer shall mean an appropriate extension of the performance times equal to the delay caused by the customer for not being cooperative.

2. We shall not be liable for any damages as a result of any delay or failure of delivery of Services due to any circumstances beyond the reasonable control of us, including, without limitation to war, warlike conditions, terrorist attacks, freight embargoes, storms, acts of God, equipment break down, riots, civil commotion, floods, earthquakes, any strike, lock-out or other form of industrial action, governmental orders or restrictions, hostilities, mobilisation, blockade, revolution, looting, fire, leakage or bursting of tanks or pipes, acts or omissions of customer or any of its representatives, fire, accident, strikes, slowdown, delay in transportation or inability to obtain necessary labor, materials, fuel at manufacturing locations.

3. In the event of any such delay, we are discharged from its obligation to deliver and provide its Services and the date of delivery shall be extended for a period equal to the time lost by reason of delay and if such delay is caused by an act or omission of the customer or any of its representatives, we shall be reimbursed for any additional costs arising from such delay.

4. If the customer delays acceptance or violates any other obligation to cooperate, we shall be entitled to demand compensation for any damage we may suffer, including any extra expenses incurred.

#### V. Acceptance

1. Where our service requires acceptance, the customer shall be obliged to do this in writing. Minor defects which do not seriously impair the suitability of the service for the purpose contractually laid down shall not entitle the customer to refuse acceptance, without prejudice to his right to enforce statutory claims with respect to defects. In the case of part-services which are self-contained we may also demand part-acceptance.

2. If the customer refuses acceptance while violating sub clause 1 of the present clause, acceptance shall be deemed to have been performed nevertheless.

#### VI. Prices and Payments

1. The decisive criterion for invoicing TÜV ME Services is the price quoted by us or otherwise the price usually charged by us for the service concerned, plus statutory value added tax where applicable. Our invoices shall be due for payment without discount and free of charges in accordance with an agreed payments schedule, and otherwise within two weeks of receipt of the invoice. If cheques are accepted in individual cases on the basis of express agreements, this shall only be done for the purpose of payment and also without discount.

2. Where no fixed price has been agreed and it is established during the performance of a service that the costs will exceed the amount quoted to the customer as an estimate by more than 10%, we shall notify the customer of this and the customer shall be obliged to pay such excess amount.

3. If we have a number of amounts receivable from the customer, we shall determine against which debt the payment is to be set. The customer shall only be entitled to offset if his counterclaims are established with legal effect, are undisputed or are acknowledged by us in writing.

4. If it becomes evident after conclusion of the contract that our claims towards the customer are jeopardized by the customer's inadequate ability to pay, we shall be entitled to agree to perform outstanding services only against advance payment or provision of security and to withdraw from the contract once a deadline set for this purpose has passed without result; number 2 sentence 3 of the present section shall apply accordingly.

#### VII. Notice of Defects and Withdrawal

1. If we provide a defective service the customer shall give us the opportunity to attempt at least twice to rectify the service within reasonable periods where this is not unreasonable in the individual case or there are no special circumstances which justify immediate withdrawal on the part of the customer, taking into account the interests of both sides. We shall in any case have the choice between rectifying the defect and supplying a defect-free item.

2. Regardless of the cases described in sub clause 1, the customer shall only be entitled to withdraw if we are responsible for the violation of obligation on the basis of which the withdrawal is to be explained.

3. We shall only assume a warranty for fulfillment of estimates or forecasts where this has been expressly agreed.

#### VIII. Liability

1. We are basically only liable to pay compensation for willful and grossly negligent action, for any culpable violation of major obligations, where a quality warranty has been assumed. The Maximum limit of our liability is € 2,600,000 only.

2. The customer is in particular obliged to back up data and programs at intervals appropriate to the application on a regular basis, at least once a day, in machine-readable form and hence to guarantee that such data and programs can be restored with a reasonable amount of effort.

3. Liability for damage arising from impairment of life, physical injury and impairment of health shall be unaffected by the foregoing liability provisions.

#### IX. Statutory limitation

1. With respect to entrepreneurs and legal entities under public law contractual claims arising from violations of obligations shall be limited to one year from

the beginning of the statutory limitation period. This shall not include claims concerning defects for which the statutory limitation period is one year or more.

2. The statutory limitation periods shall remain unaffected by the foregoing provisions in the following cases: (i) for damage arising from impairment of life, physical injury or impairment of health; (ii) for other damage based on willful or grossly negligent violation of obligation by ourselves, our statutory representatives or persons assisting us in the performance of our work; (iii) for the customer's entitlement to withdraw from the contract in the case of a violation of obligations for which we are responsible and which is not due to a defect in the object of purchase or the works.

### X. Copyright

1. Our work may not be passed on or used commercially beyond the purpose laid down by contract, and in particular it may not be published, without prior written permission. The customer bears sole and exclusive responsibility for compliance with the statutory provisions applicable for the use of our work and/or Services (especially the provisions of competition law), and in particular he is responsible for the content of any advertising; he must indemnify us with respect to all and any claims by third parties and all necessary expenses these involve.

2. Subject to any deviating agreements in individual cases, we grant the customer a simple right of use in each case of our services covered by copyright, where this is necessary for the contractually compliant use of the services which are the subject of the contract.

### XI. Placement of performance and assignment

1. The place of performance for all services is the registered office of our company in Manama, Bahrain.

2. Assignment or pledging of claims to which the customer is entitled as a result of the business relationship with us is hereby excluded.

### XII. Place of jurisdiction and applicable law

1. The rendering of Services by us shall be governed and construed in accordance with the laws and regulations applicable in UAE, Bahrain, Oman, Qatar, Kuwait & Syria.

2. If a dispute arises out of or in connection with these General Terms and Conditions or the Services or its performance or any individual contract or any question as to their existence, validity or termination, we and the customer shall first seek to settle such dispute amicably. In the event such dispute cannot be settled within a period of 30 days calculated from the date of notice of such dispute given by either Party, either Party may refer the dispute to the competent court having jurisdiction.

3. The place of jurisdiction for all claims arising from the business relationship with respect to entrepreneurs and legal entities under public law is the registered office of our company in Manama, Bahrain. This also applies for claims from cheques and for territorial claims and third party notices.

4. TÜV Middle East WLL in Bahrain, UAE, Oman, Qatar, Kuwait & Syria, however, is at any time entitled to take legal action against the customer at the place of business of the customer.

### XIII. Intellectual Property

The customer shall at all times recognize the validity and ownership of the intellectual property of us including but not limited to patents, utility rights, design models, application processes, trademarks, logos, trade names, government permits, registrations, licenses, franchises and/or copyrights created and/or produced by us and/or its affiliated companies and shall not contest any such intellectual property in the future.

### XIV. Confidentiality

Neither Party shall disclose to any third Party any information obtained by the other Party, which is related to their business, including but not limited to market plans, customer lists, and pricing policies, except for the purposes herein provided and/or copy, reproduce or pass on to unauthorized third parties any papers and documents marked as confidential and/or drawings, patterns, templates, samples and the like provided by us. The restriction shall not apply to:

- Information present in the public domain, not necessarily as a result of a breach of this Agreement;
- Information which the Party disclosing the same can show to have been in its possession at the time of this Agreement other than under an obligation of confidence.
- Information which is not of a confidential nature or which is in the public domain at the date of this Agreement.