

2019 LEARNING & DEVELOPMENT CALENDAR

COURSES	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC
IOSH & NCFE COURSES												
IOSH Working Safely - 1 day	29 th	28 th	28 th	4 th	2 nd	11 th	5 th	8 th	10 th	8 th	7 th	2 nd
IOSH Managing Safely - 4 days	15 th - 18 th	18 th - 21 st	19 th - 22 nd	23 rd - 26 th	7 th - 10 th	25 th - 28 th	23 rd - 26 th	13 th - 16 th	3 rd - 6 th	15 th - 18 th	19 th - 22 nd	3 rd - 6 th
ICOSH International certificate - Level 3 (NCFE UK) - 9 days Accredited by IOSH for Associate/ TechIOSH Membership	7 th - 17 th	5 th - 14 th	18 th - 28 th	12 th - 24 th	6 th - 16 th	14 th - 26 th	12 th - 24 th	12 th - 22 nd	5 th - 18 th	11 th - 23 rd	4 th - 14 th	
Level 6 International Diploma in Safety Engineering (Certified by IOSH for Graduate Membership- GradIOSH)	Distance learning course and exams conducted every 2 months											

ABIOSH COURSES												
ABIOSH International Certificate in Occupational Health and Safety Management - 7 days	4 th -14 th		20 th - 28 th		7 th - 15 th		1 st - 9 th		2 nd - 10 th		4 th - 12 th	
Advanced Project Safety Management (ABIOSH Accredited) - 4 days	8 th -11 th	25 th - 28 th	5 th -8 th	16 th - 19 th	23 rd - 28 th	25 th - 28 th	29 th -1 st August	27 th - 30 th	24 th - 27 th	28 th - 31 st	26 th - 29 th	23 rd - 26 th
ABIOSH International Technical Certificate in Oil and Gas Safety Operations	Available on Request											
ABIOSH International Certificate in Construction Health & Safety Management - 10 days	18 th - 31 st			29 th - 10 th May			24 th - 6 th July	5 th - 16 th		28 th - 8 th Nov		

OGSC COURSES

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International Level 1,2 & 3 Certificate in HSE Management (OGSC Accredited) - 3 days	23 rd - 25 th	20 th - 22 nd	27 th - 29 th	17 th - 19 th	8 th -10 th	19 th - 21 st	24 th -26 th	28 th - 30 th	18 th - 20 th	2 nd -4 th	13 th - 15 th	4 th -6 th
FPSO & Oil Rig Safety Assessor Course (OGSC Accredited) - 5 days		25 th – 1 st Mar		1 st -5 th			22 nd -26 th	5 th -9 th	9 th -13 th		25 th - 29 th	
Process Safety Management (OGSC Accredited) - 5 days		25 th - 31 st		11 th - 12 th		3 rd - 7 th		12 th - 16 th		14 th – 18 th		16 th - 20 th
HAZOP Leader & Method Course (OGSC Accredited) - 5 days			18 th - 22 nd		2 nd -8 th		1 st -5 th		16 th - 20 th		4 th - 8 th	
Piping & Instrumentational design (OGSC Accredited) - 3 days			13 th - 15 th		17 th - 21 st		15 th -17 th		18 th - 20 th		26 th - 28 th	
Boating and Marine (OGSC Accredited) - 3 days	28 th - 30 th	20 th - 22 nd		10 th - 12 th			22 nd -24 th		16 th - 18 th	2 nd -4 th		16 th - 18 th

ISO LEAD AUDITOR TRAINING COURSES												
ISO 9001:2015 QMS Lead Auditor (CQI & IRCA) - 5 days		4 th - 8 th		22 nd - 26 th		24 th - 28 th		5 th -9 th	23 rd - 27 th	7 th - 11 th		9 th -13 th
ISO 45001:2018 OHS Lead Auditor (CQI & IRCA) - 5 days		18 th - 22 nd		15 th - 19 th		17 th - 21 st	15 th -19 th	12 th - 16 th	16 th - 20 th	21 st - 25 th	4 th - 8 th	2 nd - 6 th
ISO 45001:2018 Internal Auditor (CQI & IRCA) - 2 days		18 th - 19 th		15 th -16		17 th - 18 th	15 th -16 th	12 th - 13 th	16 th -17 th	7 th -8 th	4 th - 5 th	2 nd - 3 rd
ISO 14001:2015 EMS Lead Auditor (CQI & IRCA)- 5 days		11 th - 15 th		15 th - 19 th		10 th - 14 th	22 nd - 26 th	19 th - 23 rd		14 th - 18 th	18 th - 22 nd	
ISO 22000:2005 FSMS Lead Auditor (CQI & IRCA) - 5 days	21 st - 25 th		18 th - 22 nd		13 th - 17 th		1 st -5 th		9 th -13 th		25 th - 29 th	
ISO 45001:2018 Transition Training (CQI & IRCA) - 1 day		18 th		15 th		17 th	15 th	12 th	16 th	21 st	4 th	2 nd
ISO 14001:2015 EMS Transition Training (CQI & IRCA)- 1 day	-		-		-	-		-		-	-	

SPECIALIZED HSE COURSES												
Behavioural Based Safety and Leadership Course - 3 days	14 th - 16 th		4 th -6 th		7 th -9 th		1 st -3 rd		11 th - 13 th		5 th - 7 th	
Design Risk Management and Coordination - 3 days		26 th – 28 th		8 th - 10 th		24 th - 26 th		27 th - 29 th		28 th - 30 st	20 th - 22 nd	
HSE Risk Management Techniques - 1 day		14 th	26 th		21 st			22 nd	17 th	30 th	12 th	20 th
Spectator Safety - 3 days		25 th - 27 th		22 nd - 24 th		26 th - 28 th		19 th - 21 st		23 rd - 25 th		11 th - 13 th
Construction HSE Management	Available on Request											
Driving Safely												
Marketing Safely - 2 days												
First Aid at Work / Emergency First Aid - 1 day												

Fire Safety & Fire Warden Training - 2 days		11 th - 12 th		15 th - 16 th		19 th - 20 th		14 th - 15 th		16 th - 17 th		3 rd - 4 th
Vehicles and Heavy Equipment Course - 2 days	29 th - 30 th		14 th - 15 th		23 rd - 24 th		16 th - 17 th		24 th - 25 th		19 th - 20 th	
ACCOUNTING, FINANCE & PROCUREMENT COURSES												
Accounts Payable Management - 3 days	7 th - 9 th		6 th - 8 th		2 nd - 6 th		1 st - 3 rd		4 th - 6 th		6 th - 8 th	
Budget and Budgetary Control - 3 days		4 th - 6 th		3 rd - 5 th		4 th - 6 th		12 th - 14 th		23 rd - 25 th		10 th - 12 th
Best Practice in Cash Flow Management - 4 days	15 th - 18 th		12 th - 15 th		14 th - 17 th		9 th - 12 th		10 th - 13 th		12 th - 15 th	
Cash Flow Statement Analysis - 4 days		11 th - 14 th		17 th - 19 th		19 th - 21 st		7 th - 9 th		14 th - 17 th		17 th - 20 th
Effective Purchasing & Contract Negotiation - 3 days	23 rd - 25 th		27 th - 29 th		21 st - 23 rd		24 th - 26 th		18 th - 20 th		20 th - 22 nd	

Fundamental of Fund Management - 3 days		20 th - 22 nd		24 th - 26 th		10 th - 12 th		14 th - 16 th		9 th - 11 th		4 th - 6 th
Internal Control & Risk Management - 3 days	29 th - 31 st		20 th - 22 nd		15 th - 17 th		22 nd - 24 th		11 th - 13 th		13 th - 15 th	
Mastering Procurement Fundamentals - 3 days		5 th - 7 th		10 th - 12 th		4 th - 6 th		5 th - 7 th		2 nd - 4 th		11 th - 13 th
Negotiating Skills for Procurement & Contract Management - 3 days	8 th - 10 th		6 th - 8 th		8 th - 10 th		15 th - 17 th		2 nd - 5 th		20 th - 22 nd	
Personal Effectiveness, Efficiency and Performance Measurement for Human Resources professional - 2 days		19 th - 20 th		4 th - 5 th		24 th - 25 th		1 st - 2 nd		7 th - 8 th		18 th - 19 th
Strategic Planning, Effective Budgeting & Cost Control - 3 days	22 nd - 24 th		13 th - 15 th		29 th - 31 st		10 th - 12 th		23 rd - 25 th		25 th - 27 th	
Strategic Procurement & Vendor Management - 4 days		19 th - 22 nd		9 th - 12 th		25 th - 28 th		26 th - 29 th		1 st - 4 th		3 rd - 6 th

Strategic Procurement Management Best Practices - 3 days	16 th - 18 th		18 th - 20 th		8 th - 10 th		29 th - 31 st		11 th - 13 th		18 th - 20 th	
TECHNICAL TRAINING- SOFTWARE , PROCESS & PIPELINE ENGINEERING												
Advanced Excel - 4 days		5 th - 8 th		9 th - 12 th		11 th - 14 th		27 th - 30 th		8 th - 11 th		4 th - 7 th
Advanced PowerPoint - 2 days	17 th - 18 th		18 th - 19 th		16 th - 17 th		29 th - 30 th		10 th - 11 th		5 th - 6 th	
Best Practice in Building Operations Maintenance Management - 3 days		20 th - 22 nd		8 th - 9 th		25 th - 27 th		6 th - 7 th		10 th - 11 th		10 th - 12 th
Equipment Maintenance and Operations - 3 days	22 nd - 24 th		13 th - 15 th		2 nd - 6 th		10 th - 12 th		11 th - 13 th		13 th - 15 th	
Fundamentals of Pipeline Engineering, Construction and Operations - 2 days		7 th - 8 th		4 th - 5 th		4 th - 6 th		13 th - 15 th		2 nd - 4 th		17 th - 18 th

Hazards in Process Plant Design and Operation - 3 days	29 th - 31 st		6 th - 8 th		8 th - 10 th		11 th - 12 th & 15 th		4 th - 6 th		20 th - 22 nd	
Logistic Movement of Crude Oil - 3 days		12 th - 14 th		17 th - 19 th		5 th - 7 th		7 th - 9 th		15 th - 17 th		3 rd - 5 th
Management of International Oil and Gas Operational Safety - 4 days	22 nd - 25 th		19 th - 22 nd		27 th - 30 th		23 rd - 26 th		10 th - 13 th		12 th - 15 th	
Slinging and Rigging Safety - 3 days		26 th - 28 th		23 rd - 25 th		26 th - 28 th		1 st - 2 nd & 5 th		23 rd - 25 th		11 th - 13 th
Heavy Technical Lifting & Transportation - 3 days	23 rd - 25 th		27 th - 29 th		14 th - 16 th		16 th - 18 th		18 th - 20 th		5 th - 7 th	
Process Piping Engineering & Design		Available on Request										
Onshore and Off- shore Pipeline Engineering												

<p>Piping Stress Analysis & CAESAR</p>			
<p>Plant Design Management System (PDMS)</p>			
<p>Aveva Everything 3D (Aveva E3D)</p>			
<p>AutoCAD Plant 3D</p>			
<p>AutoCAD P&ID</p>			
<p>Engineering Drafting with AutoCAD 2D & 3D</p>			
<p>Basic Process Engineering & Design with AutoCAD P&ID, MS Excel</p>			
<p>Advanced Process Engineering</p>		<p>Available on Request</p>	
<p>Basic Process Simulation with Aspen HYSYS</p>			

Advanced Process Simulation with Aspen HYSYS			
Process Instrumentation and Process Control			
Industrial Automation and SCADA			
Inventor (Autodesk)			
AutoCAD			
PDMS (Plant Design Management System)			
CESEARII			
SACS			
STAAD Pro (Structural Analysis And Design)			
SOLIDWORKS			

CONSULTANCY SERVICES & OUR BUSINESS DIVISIONS

1. HSE Consultancy Services:

- a) Project Safety Management
- b) HSE Documentation- Risk Assessment, Inspection report, HSE Policy & Procedures, Manuals etc.
- c) Implementation of HSE Management System, Compiling Pre-Construction Information, Design risk assessment, Incident Investigation etc.
- d) Audit, Inspection, Handbook Development, Contractors Assessments, HSE Plan Development, HSE File Development, HSE Management System Manual

2. Background Checks-Vetting /Profiling

- a) Criminal Checks
- b) Pre-employment Checks
- c) Academic Verifications
- d) Character Reference Check
- e) Gaps in employment history
- f) Gap in educational history
- g) Whether an applicant holds a directorship

3. Management Consultancy

- a) Human Resources Management
- b) Procurement

- c) Accounting
- d) Finance

4. Brand Management (Anti-Counterfeit Solution)

- a) Protection against counterfeiting
- b) Developing solutions, strategies and programmes to minimise infringements against your brand, and ensure that you are protected against an ever-quicker-evolving threat.

5. Visa & Migration Support

Whether you are considering USA, United Kingdom (UK), Canada, South Africa, Nigeria, UAE or any other country of your choice, we would guide and support you through the application process and provide you with necessary information about the required documentation you might need to increase the chances.

- a) Skilled Worker Visas
- b) Permanent Residency
- c) Study Visas
- d) Family Visas
- e) Employer Sponsorship
- f) Investor and Business Visas
- g) State Sponsorship Visas
- h) State Sponsorship Visas

6. Virtual Office & Training Room Rentals

- a) We provide affordable office space and training rooms for your use.
- b) Get your very own elite business address and business deserves to be located in a prime spot and be

addressed professionally.

- c) Our professional teams will manage your calls and handle your mail.
- d) Access to conference room and training rooms including internet facilities

7. Personal Protective Equipment (PPE) Supplies

You can choose from our extensive menu of PPE to help you comply with workplace safety standards. These include safety shoes, hard hats, respirators, glove, earplugs, hi-vis, life jackets, coveralls and fall protection etc.

8. Floor markings & Signage

- a) We can give your factory the look you never imagine and making it safer and eliminate or reduce the risks of pedestrians and vehicles collision.
- b) Our floor markings are done to OSHA standard 1910.22 (Walking-Working Surfaces). Our aim is to keep your factory area safe and provide you with the right advice to enable you meet your health and safety obligations. Those in control of factory premises must ensure:

All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.

Where mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made. Aisles and passageways shall be kept clear and in good repairs, with no obstruction across or in aisles that could create a hazard.

Permanent aisles and passageways shall be appropriately marked.