

2020

**LEARNING AND DEVELOPMENT
CALENDAR**

Contents

IOSH & SPECIALIZED COURSES	8
IOSH Working Safely - 1 day	8
IOSH Leading Safely - 1 day (for senior managers, business owners, and Directors).....	8
IOSH Managing Safely - 4 days	8
IOSH Level 3 Safety and Health for Business (Certified by IOSH for Technical Membership-TechIOSH)-12 days.....	8
Level 6 International Diploma in Safety Engineering (Certified by IOSH for Graduate Membership-GradIOSH).....	8
AOSH COURSES	9
FIRST AID	9
Level 2 Award in Emergency First Aid at Work – 1day.....	9
Level 3 Award in First Aid at Work – 3days.....	9
Level 3 Award in Paediatric First Aid – 2days	9
HEALTH & SAFETY	9
Level 3 Award in Health & Safety at Work Place.....	9
Manual Handling Train The Trainer – 2days	9
Level 2 Award in Risk Assessment -1day	9
Level 3 Award in Risk Assessment -2days.....	9
Level 2 Award in COSHH -1day	9
Level 3 Award in Emergency Rescue from Confined Space -2days.....	9
Stress Management -1day.....	10

Accident Investigation.....	10
Job Safety Analysis.....	10
FIRE SAFETY	10
Level 1 Award in Fire Safety Awareness.....	10
Level 2 Award in Fire Safety Principles.....	10
Level 3 Award in Fire Safety Risk Assessment And Control	10
FOOD SAFETY	10
Level 2 Award in Food Safety Catering.....	10
Level 2 Award in Food Safety Manufacturing.....	10
Level 2 Award in Food Safety Retail.....	10
Level 2 Award in Principles of HACCP	10
Level 2 Award in HACCP based Food Safety System in Manufacturing.....	10
Level 3 Award in Food Safety Supervision for Catering.....	11
Level 3 Award in Food Safety Supervision for Manufacturing	11
Level 3 Award in Food Safety Supervision for Retail.....	11
Level 4 Award in Managing Food Safety in Catering	11
Level 4 Award in Food Safety Management for Manufacturing	11
ENVIRONMENTAL PROTECTION	11
Level 2 Award in Environmental	11
Principles & Best Practices	11
Level 3 Award in Environmental Management	11

CERTIFIED MASTER TRAINER : Train the Trainer Course approved by AOSH	11
ABIOSH COURSES	12
Advanced Project Safety Management (ABIOSH Accredited) - 5 days	12
ABIOSH International Certificate in Process Safety Management – 5 days	12
ABIOSH International Certificate in HAZOP Leader & Method Course – 5 days	12
ABIOSH International Certificate in Construction Health & Safety Management - 10 days	12
ABIOSH International Certificate in FPSO Oil Rig Safety Assessor Course – 5 days	12
ISO LEAD AUDITOR TRAINING COURSES	13
ISO 9001:2015 QMS Lead Auditor (CQI & IRCA) - 5 days	13
ISO 45001:2018 OHS Lead Auditor (CQI & IRCA) - 5 days.....	13
ISO 14001:2015 Lead Auditor (CQI & IRCA) - 5 days	13
ISO 14001:2015 EMS Internal Auditor (CQI & IRCA)- 2 days.....	13
ISO 9001:2015 QMS Internal Auditor (CQI & IRCA) - 2 days	13
ISO 45001:2018 OHS Internal Auditor (CQI & IRCA) - 2 days.....	13
ECSI COURSES	13
Basic First Aid – 1day	13
Standard First Aid – 2days	13
SPECIALIZED HSE COURSES	14
Behavioural Based Safety and Leadership Course - 3 days.....	14
Design Risk Management and Coordination - 3 days	14
HSE Risk Management Techniques - 2 days.....	14

Spectator Safety - 3 days	14
Construction HSE Management	14
Hot Work.....	14
Hazardous Chemical Handling & Waste Disposal.....	14
Safe Work at Height.....	14
Driving Safely	14
Vehicles and Heavy Equipment Course - 2 days	14
TECHNICAL TRAINING - SOFTWARE, PROCESS & PIPELINE ENGINEERING.....	15
Advanced Excel - 4 days.....	15
Advanced PowerPoint - 2 days	15
Financial Modelling.....	15
Excel Dashboard Reporting.....	15
Accounting Program Design In Excel.....	15
Automating Excel With Visual Basics.....	15
Financial Modelling for Downstream Oil & Gas.....	15
Businesses.....	15
Project Investment Appraisal & Analysis.....	15
Best Practice in Building Operations Maintenance Management - 3 days.....	15
Equipment Maintenance and Operations - 3 days	16
Fundamentals of Pipeline Engineering, Construction and Operations - 2 days.....	16
Hazards in Process Plant Design and Operation - 3 days	16

Logistic Movement of Crude Oil – 3 days	16
Management of International Oil and Gas Operational Safety – 4 days.....	16
Slinging and Rigging Safety – 3 days.....	16
Heavy Technical Lifting & Transportation - 3 days.....	16
Process Piping Engineering & Design.....	17
Onshore and Off-shore Pipeline Engineering.....	17
Piping Stress Analysis & CAESAR.....	17
Plant Design Management System (PDMS).....	17
Aveva Everything 3D (Aveva E3D)	17
AutoCAD Plant 3D	17
AutoCAD P&ID.....	17
Engineering Drafting with AutoCAD 2D & 3D.....	17
Basic Process Engineering & Design with AutoCAD P&ID, MS Excel.....	17
Advanced Process Engineering	17
Basic Process Simulation with Aspen HYSYS.....	17
Advanced Process Simulation with Aspen HYSYS	18
Process Instrumentation and Process Control	18
Industrial Automation and SCADA.....	18
Inventor (Autodesk)	18
AutoCAD	18
PDMS (Plant Design Management System).....	18

CESEARII	18
SACS	18
STAAD Pro (Structural Analysis And Design).....	18
SOLIDWORKS.....	18
Effective Communication	19
Guarding & Patrolling.....	19
Crowd Control Training	19
Strategic Security and Asset Management	19
Security Supervision & Risk Management.....	19
Radio Communication Training	19
Violence & Crisis Intervention	19
Human & Public Relations Training	19
CONSULTANCY SERVICES & OUR BUSINESS DIVISIONS	20

COURSES	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC
IOSH & SPECIALIZED COURSES												
IOSH Working Safely - 1 day (for junior employees)	29 th	28 th	26 th	6 th	5 th	11 th	6 th	7 th	10 th	8 th	6 th	2 nd
IOSH Leading Safely - 1 day (for senior managers, business owners, and Directors)	30 th	27 th	27 th	7 th	6 th	15 th	7 th	6 th	11 th	8 th	9 th	3 rd
IOSH Managing Safely - 4 days (managers, supervisors, and team lead)	14 th - 17 th	18 th - 21 st	17 th - 20 th	21 st - 24 th	11 th -14 th	22 nd -25 th	20 th - 24 th	10 th -13 th	7 th -10 th	12 th - 15 th	16 th - 19 th	7 th - 10 th
IOSH Level 3 Safety and Health for Business (Certified by IOSH for Technical Membership-TechIOSH)-12 days	13 th - 28 th		2 nd - 17 th		5 th -20 th		2 nd - 17 th		2 nd -17 th		2 nd - 17 th	
Level 6 International Diploma in Safety Engineering (Certified by IOSH for Graduate Membership-GradIOSH)	Distance learning course and exams conducted every 2 months											

AOSH COURSES

FIRST AID

Level 2 Award in Emergency First Aid at Work - 1day		10 th		6 th		20 th		10 th		4 th		6 th
Level 3 Award in First Aid at Work - 3days	22 nd - 24 th	19 th - 21 st	11 th - 13 th	22 nd -24 th	12 th -14 th	2 nd -4 th	13 th - 15 th	18 th -20 th	2 nd -4 th	14 th - 16 th	18 th - 20 th	2 nd -4 th
Level 3 Award in Paediatric First Aid - 2days	22 nd - 23 rd	19 th - 20 th	11 th - 12 th	22 nd - 23 rd	12 th -13 th	2 nd -3 rd	13 th - 14 th	18 th -19 th	2 nd -3 rd	14 th - 15 th	18 th - 19 th	2 nd - 3 rd

HEALTH & SAFETY

Level 3 Award in Health & Safety at Work Place		4 th - 6 th	3 rd -5 th	1 st - 3 rd	5 th -7 th	3 rd - 5 th	1 st -3 rd	4 th -6 th	2 nd -4 th	6 th -8 th	3 rd - 5 th	1 st -3 rd
Manual Handling Train the Trainer - 2days	Available on Request											
Level 2 Award in Risk Assessment -1day	29 th	25 th	18 th	28 th	21 st	23 rd	27 th	25 th	17 th	21 st	11 th	8 th
Level 3 Award in Risk Assessment -2days	29 th - 30 th	25 th - 26 th	18 th - 19 th	28 th - 29 th	21 st -22 nd	23 rd -24 th	7 th -8 th	25 th -26 th	17 th -18 th	21 st - 22 nd	11 th - 12 th	8 th -9 th
Level 2 Award in COSHH -1day	Available on Request.											
Level 3 Award in Emergency Rescue from Confined Space -2days												

Stress Management - 1day.	28 th	27 th	13 th	3 rd	29 th	26 th	9 th	17 th	7 th	19 th	16 th	14 th
Accident Investigation	Available on Request.											
Job Safety Analysis												
FIRE SAFETY												
Level 1 Award in Fire Safety Awareness	Available on Request.											
Level 2 Award in Fire Safety Principles												
Level 3 Award in Fire Safety Risk Assessment and Control												
FOOD SAFETY												
Level 2 Award in Food Safety Catering	Available on Request.											
Level 2 Award in Food Safety Manufacturing												
Level 2 Award in Food Safety Retail												
Level 2 Award in Principles of HACCP												
Level 2 Award in HACCP based Food Safety System in Manufacturing												

Level 3 Award in Food Safety Supervision for Catering	Available on Request.
Level 3 Award in Food Safety Supervision for Manufacturing	
Level 3 Award in Food Safety Supervision for Retail	
Level 4 Award in Managing Food Safety in Catering	
Level 4 Award in Food Safety Management for Manufacturing	
ENVIRONMENTAL PROTECTION	
Level 2 Award in Environmental	Available on Request.
Principles & Best Practices	
Level 3 Award in Environmental Management	
CERTIFIED MASTER TRAINER: <i>Train the Trainer Course approved by AOSH</i>	

ABIOSH COURSES

Advanced Project Safety Management (ABIOSH Accredited) - 5 days		10 th - 14 th		20 th - 24 th		15 th -19 th		24 th -28 th		19 th - 23 rd		7 th - 11 th
ABIOSH International Certificate in Process Safety Management - 5 days		24 th - 28 th		20 th - 24 th		22 nd -26 th		24 th -28 th		19 th - 23 rd		14 th - 18 th
ABIOSH International Certificate in HAZOP Leader & Method Course - 5 days	13 th - 17 th		2 nd -6 th		11 th -15 th		20 th - 24 th		21 st -25 th		23 rd - 27 th	
ABIOSH International Certificate in Construction Health & Safety Management - 10 days	20 th - 31 st			16 th - 29 th			13 th - 24 th	10 th - 21 st		12 th - 23 rd		
ABIOSH International Certificate in FPSO Oil Rig Safety Assessor Course - 5 days	13 th - 17 th		2 nd -6 th		11 th -15 th		20 th - 24 th		21 st -25 th		23 rd - 27 th	

ISO LEAD AUDITOR TRAINING COURSES

ISO 9001:2015 QMS Lead Auditor (CQI & IRCA) - 5 days		3 rd - 7 th		20 th - 24 th	11 th - 15 th	22 nd - 26 th		10 th - 14 th	21 st - 25 th		9 th - 13 th	7 th - 11 th
ISO 45001:2018 OHS Lead Auditor (CQI & IRCA) - 5 days	20 th - 24 th		16 th - 20 th		18 th - 22 nd		13 th - 17 th	17 th - 21 st	14 th - 18 th	19 th - 23 rd		7 th - 11 th
ISO 14001:2015 Lead Auditor (CQI & IRCA) - 5 days		17 th - 21 st		14 th - 20 th		15 th - 19 th	13 th - 17 th	24 th - 28 th	14 th - 18 th	26 th - 30 th		14 th - 21 st
ISO 14001:2015 EMS Internal Auditor (CQI & IRCA) - 2 days		17 th - 18 th		14 th - 15 th		15 th - 16 th	13 th - 14 th	24 th - 25 th	14 th - 15 th	26 th - 27 th		14 th - 15 th
ISO 9001:2015 QMS Internal Auditor (CQI & IRCA) - 2 days		3 rd - 4 th		20 th - 21 st	11 th - 12 th	22 nd - 23 rd		10 th - 11 th	21 st - 22 nd		9 th - 10 th	7 th - 8 th
ISO 45001:2018 OHS Internal Auditor (CQI & IRCA) - 2 days	20 th - 21 st		16 th - 17 th		18 th - 19 th		13 th - 14 th	17 th - 18 th	14 th - 15 th	19 th - 20 th		7 th - 8 th

ECSI COURSES

Basic First Aid - 1day	Available on Request.
Standard First Aid - 2days	

SPECIALIZED HSE COURSES												
Behavioural Based Safety and Leadership Course - 3 days	14 th - 16 th		4 th -6 th		6 th -8 th		1 st -3 rd		28 th - 30 th		4 th - 6 th	
Design Risk Management and Coordination - 3 days		25 th – 27 th		7 th - 9 th		24 th - 26 th		26 th - 28 th		7 th - 9 th	18 th - 20 th	
HSE Risk Management Techniques - 2 days		14 th	26 th		21 st			24 nd	17 th	30 th	12 th	14 th
Spectator Safety - 3 days		11 th - 13 th		22 nd - 24 th		23 rd -25 th		19 th - 21 st		20 th - 22 nd		9 th - 11 th
Construction HSE Management	Available on Request											
Hot Work												
Hazardous Chemical Handling & Waste Disposal												
Safe Work at Height												
Driving Safely												
Vehicles and Heavy Equipment Course - 2 days	29 th 30 th		12 th - 13 th		23 rd - 24 th		16 th - 17 th		24 th - 25 th		19 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	
Financial Modelling	Available on Request											
Excel Dashboard Reporting												
Accounting Program Design in Excel												
Automating Excel with Visual Basics												
Financial Modelling for Downstream Oil & Gas Businesses												
Project Investment Appraisal & Analysis												
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	
Slings 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	
Piping Stress Analysis & CAESAR	
Plant Design Management System (PDMS)	
Aveva Everything 3D (Aveva E3D)	
AutoCAD Plant 3D	
AutoCAD P&ID	
Engineering Drafting with AutoCAD 2D & 3D	
Basic Process Engineering & Design with AutoCAD P&ID, MS Excel	
Advanced Process Engineering	
Basic Process Simulation with Aspen HYSYS	

Advanced Process Simulation with Aspen HYSYS	Available on Request
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	

SECURITY TRAINING			
Effective Communication		Available on Request	
Guarding & Patrolling			
Crowd Control Training			
Strategic Security and Asset Management			
Security Supervision & Risk Management			
Radio Communication Training			
Violence & Crisis Intervention			
Human & Public Relations Training			

CONSULTANCY SERVICES & OUR BUSINESS DIVISIONS

1. HSE Consultancy Services:

- a) Manpower Outsourcing
- b) Project Safety Management
- c) HSE Documentation- Risk Assessment, Inspection report, HSE Policy & Procedures, Manuals etc.
- d) Implementation of HSE Management System, Compiling Pre-Construction Information, Design risk assessment, Incident Investigation etc.
- e) 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. 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

6. 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.

7. 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.