

2019 HSE TRAINING PROGRAMS





MAT Group Ltd. has offered exceptional training programs to assist and enhance technical knowledge and specialized skills set in the oil and gas industry for over a decade. We invite you to take advantage of our 2019 training calendar, to improve and continue to build your company's value and expertise.

Focus of our training guide is on industry needs and existing challenges, and includes the most comprehensive workforce development programs in the oil and gas industry.

MAT Group looks forward to assist with challenges in the industry as a leader of Workforce Development solutions. Our consulting team can help you build and implement effective projects, while our specialized training programs improve your team's knowledge to better gain your goals. Please visit our website www.matgroup.org for additional information and contact us training@matgroup.org to discuss inquiries.

Sincerely Yours,

Ali Amidi
CEO, MAT Group Ltd.

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Why MAT Group

MAT Group values its business relationships and constantly strives to improve specialized innovative and essential training and consultations to assist oil and gas experts in these challenging economic times.

Our goal is to constantly offer the highest professional and educational standard of world-class training. MAT Group employees and agents pay attention to every small detail so that our clients training expectations and needs are continually surpassed. We are able to help companies develop their workforce for future business challenges achieve business goals, enhance effectiveness, achieve compliance, mitigate risk, and improve operations. Since 2007 MAT Group has been focused on consistent, high quality learning and development for the oil and gas industry. We have grown from a hand full of instructors and workbook developers, to a global company with comprehensive learning solutions and workforce development expertise, able to address all segments of the industry-from exploration and production, to processing, pipelines, refining and petrochemicals. Our solutions cover all personnel levels, from geosciences and engineering to operations and craftspeople.

Consulting Solutions:

- ✓ Active Industry Partner
- ✓ Design Technical Courses Based on Your Needs
- ✓ Senior Level Management Training Programs
- ✓ Competence Training Programs
- ✓ Succession Planning
- ✓ Due Diligence Studies
- ✓ Physical Asset Integrity





**YOUR LOCATION.
YOUR TEAM
OUR EXPERT.**

Invite MAT Group Training To Your Company

Do you have a group of individuals that need the same training at the same time? Just send an e-mail to: training@matgroup.org

MAT Group Ltd.
International Training and Consulting Provider

In-house courses allow participants to receive comprehensive training and individualized attention from top international instructors. Excellent solution to training needs with limited budgets. Using our resources, we can develop customized training programs in accordance with your needs while incorporating your company's data into the curriculum. These courses are catered to your internal employees and held anywhere you need training. Contact us training@matgroup.org to book your training program.

In-house training solutions for your organisation

✓ **Cost effective** ✓ **Tailored** ✓ **Convenient**



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Training Services:

MAT Group Training division was established to provide a comprehensive range of upstream and downstream training programs for the petroleum industry, utilizing international experts. We design and present customized training programs according to our customer needs.

Our 3 & 5 day practical workshop courses deliver specific and compact training programs that result in effective transfer and retention of skill, knowledge and know-how.

We have offered programs focused on the following objectives:

- Preparing junior engineers for industrial projects
- Specialized engineering codes & standards courses (ASME, API, BS, DIN)
- In-house specialized specific engineering courses
- International industry technology specific courses

We work hard to offer world-class cutting edge superior training services in order to satisfy our clients' needs. Due to this perseverance and dedication it has been possible for us to establish and develop long lasting business relationships with our clients in training and consulting services.

How to register:

- Online through our website www.matgroup.org
- Faxing your registration to MAT Group office (+9821 88552734)
- Emailing a completed registration form to training@matgroup.org

Course policy:

- We strongly recommend early enrollment (especially to take advantage of early-bird registration discounts). Confirmation of enrollment will be sent upon receipt of payment.
- Normal course hours are 8:30 to 17 which include coffee breaks and lunch. No photography or recording of course sessions are permitted.

Payment, cancellation and refund policies:

Course fees are due and payable in USD (or other agreed upon currency) upon receipt of invoice. The course fee includes tuition, course material, lunch and daily refreshment

All payments must be received prior to course commencement. Payments are accepted in the form of bank check or bank transfer. Cancellation requests by applicants should be in writing and received 30 days before the commencement of course, for the course fee to be refunded minus registration/administration cost of 200 USD.

Cancellations must be made in writing. No refunds will be made for cancellations received less than 30 days before the start of the course. Enrollment is not automatically cancelled if participant does not show up. A substitute participant may be nominated upon approval of MAT Group. MAT Group reserves the right to withdraw or postpone a course if the number of participants is not sufficient, up to three weeks prior to the course starting date. If a course is cancelled by MAT, you will receive notice by email or fax. A full refund of paid registration fees will be given or can be transferred to another MAT public course within 12 months (date of registration) of equal cost. Please keep our registration and cancellation policies in mind when arranging your travel as MAT Group does not accept liability for any costs incurred for cancellation or change of travel or hotel reservations.

2019 HSE TRAINING PROGRAMS

Accommodation and course venue:

Courses are held at top quality hotels with excellent meeting and training facilities. MAT Group does not usually arrange hotel accommodation for participants; however we may reserve a block of rooms in the scheduled hotels to offer discounted rates for our program participants. Detailed hotel discount information will be provided upon enrollment and final confirmation.

Public Short Courses:

The 2019 - 2020 public courses will mostly be presented in Dubai, Turkey and Iran. We have selected practical industry topics utilizing internationally renowned instructors to share the most recent developments in petroleum science and technology with their extensive experience and expertise.

You will benefit from:

- Small class sizes, enhanced instructor participant communication and dynamic hands-on approaches in practical workshops
- Learn and exchange knowledge with peers within the oil, gas and petroleum community
- Take advantage of industry specific practical cutting edge and present-day technology and know-how

In-house Training:

Requested specific courses and most public courses are also available in-house. Our experienced instructors customize a course exactly to specific training requirements.

Benefits:

- Save travel time and expenses
- Choose expert instructors catered according to specific courses
- Contents are tailored to meet company requirements
- Company specific data and scenarios can be incorporated in exercises

Long Term Training programs:

Resources are available to develop long term training and technology transfer programs on petroleum-related subjects. Programs are tailored to individual clients needs. By taking account company requirements, objectives, background, expertise and experience, we will design an optimal balance between classroom, workshop and on-the job training program.

Our Instructors:

We work with subject matter professional experts in order to deliver the highest quality trainings. Our seasoned experienced instructors and consultants are active in related committees, professional societies and many teach in reputable world known universities. The biography and teaching resumes of our instructors will be submitted upon our costumers' request.

2019 HSE TRAINING PROGRAMS

No.	Course Topics	Duration	Venue	Date
1	Incident Investigator/ Root Cause Analysis	4 Day	Tehran	T.B.A
2	Evacuation Safety	3 Day	Tehran	T.B.A
3	Fire Risk Assessment & Hazard Recognition	3 Day	Tehran	T.B.A
4	Incident Command System	3 Day	Tehran	T.B.A
5	Practicing Layer of Protection Analysis-LOPA Rules and Data Limits	5 Day	Tehran	T.B.A
6	Process Safety Management	3 Day	Tehran	T.B.A
7	Crisis Communication	2 Day	Kish Island	T.B.A
8	Crisis Simulation	2 Day	Kish island	T.B.A
9	HAZOP/HAZID and SIL	5 Day	Tehran	T.B.A
10	Safety in Process Design	2 Day	Tehran	T.B.A
11	Safety Leadership	5 Day	Tehran	T.B.A
12	Permit To Work	4 Day	Tehran	T.B.A
13	SIMOPS	2 Day	Tehran	T.B.A
14	Risk Awareness and Prevention	2 Day	Tehran	T.B.A
15	Contractor Safety Management	5 Day	Tehran	T.B.A
16	Modern Safety Management	3 Day	Tehran	T.B.A
17	Applied HSE Management	5 Day	Tehran	T.B.A
18	HSE Management Systems Auditing	2 Day	Tehran	T.B.A
19	HSE Risk Management in Oil and Gas Industry	3 Day	Tehran	T.B.A
20	Safety in Refinery and Petrochemical Plant Operation	4 Day	Tehran	T.B.A



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| 1 | Commitment & Leadership | 7 | Environmental Protection |
| 2 | HSE Organization & Competency | 8 | Risk Management |
| 3 | Information & Documentation | 9 | Crisis & Emergency Management |
| 4 | Communication | 10 | Incident Reporting, Investigation & Analysis |
| 5 | Operations & Maintenance | 11 | Contractor & Third Party HSE Management |
| 6 | Occupational Health & Hygiene | 12 | Audit & Continuous Improvement |

Who Can Hope To Be Safe? Who Sufficiently Cautious?

OUR INTERNATIONAL TRAINING NETWORK



**BOOST YOUR SKILLS & KNOWLEDGE
BY
MAT GROUP'S TRAINING PROGRAMS**