

# Specialists in Competency based training, Assessment & Certification

TRACEZ Training & Consultancy Services- Middle East & India  
[www.tracezglobal.com](http://www.tracezglobal.com)



## Introduction

TRACEZ Global is a Training & Consultancy Company having operations in the Middle East since 2009 and in India from 2012.

TRACEZ is one of the leading organisations in the region, specialised in identifying and developing human capabilities at work.

Our team of professionals are having long years of experience in the Middle East and India with industries including Oil & Gas, Refineries, Petrochemicals, Fertilizers & Chemicals, Electricity & Water. Area of expertise include; Operations, Maintenance, Training, Competence Development, Assessment and Certification activities.

TRACEZ strength comes from our field experience and ability to understand the clients' requirements and expertise to develop & deliver customized training and related services.

### Why TRACEZ?

- ✓ Many years experience in Competency development, assessment & certification activities.
- ✓ Pool of resources include; highly experienced and certified Trainers, Assessors, Internal Verifiers and Technical Authors.
- ✓ Has developed Job Competence profiles, Gap analysis tools and Assessment standards to support industries for employee capability development and assessment.
- ✓ International accreditation and Certification for all training and related services
- ✓ TRACEZ provides the best practices and internationally proven tools and techniques to Develop, Assess & Assure competencies of Oil & Gas personnel.
- ✓ Training materials developed and delivered by TRACEZ are interactive, multimedia based, easy to understand with its simple explanations and high quality graphics and will be very effective in knowledge transfer.
- ✓ Provides experiential learnings at all stages of program delivery



# Competency Vs Safety

Many Industries are focusing more on developing Behavioural based Safety Leadership, without assuring the competencies of the workforce who are directly interacting with highly hazardous process systems and high speed machineries.

The main benefits for implementing a customised and formal Competency identification, development, assessment and certification systems include, but not limited to;

- ✓ **Enhanced Safety Statistics**
- ✓ **Reduction in Opex and reduced downtime of process systems**
- ✓ **High productivity & Quality**
- ✓ **Happy Customers**
- ✓ **Motivated employees**
- ✓ **More efficient HR department**
- ✓ **High reputation, etc.**

## TRACEZ products & Services

The main products and services provided by TRACEZ include;

1. **Competency Assessment & Certification activities**
2. **Training (Technical, HSE & Leadership)**
3. **Technical Documentations – Plant Operating Manuals, HSE manuals & SOPs**
4. **HSE Audits, QRA & Inspection services**
5. **HR support services for Training & Development**
6. **Set up Assessment centers**
7. **Onboarding of new employees, etc.**

## 1. Competency Assessment & Certification

TRACEZ offer the following services to all industries to implement a dynamic and customised Competency Identification, development, assessment and Certification systems

- **Assess & Certify staff at all levels- International Accreditation.**
- **Develop Competence Framework – CFW for all types of industries.**
- **Develop all required documentation including JCPs- Job Competence Profiles & Gap Analysis tools, etc.**
- **Systematically carryout Competency Gap Analysis- CGA of staff at all levels and propose development programs.**
- **Provide OJT – On job Training for the staff.**
- **Develop in-house capability by coaching & certifying clients' staff as [Trainers, Assessors & Internal verifiers](#).**



## Competency based Training programs

Training sessions developed and delivered by TRACEZ , focus the Business needs, Competency gaps, Job roles, equipment/systems assigned to work with, etc of the participants and deliver interactive and experiential training in Technical, HSE and Leadership programs.

### Technical : Areas of expertise

- ✓ Oil Refining Operations
- ✓ Oil & Gas Production Operations
- ✓ Petrochemicals, Fertilizers & Chemicals operation
- ✓ Exploration, Drilling & well Completions
- ✓ Artificial lifts & EOR
- ✓ Water Treatment Systems
- ✓ Steam Generation & Distribution Systems
- ✓ Municipal Waste water treatment systems
- ✓ Power Generation, Transmission & Distribution
- ✓ Electrical Motors, Transformers & Protection Devices
- ✓ Electrical Safety – ESR & ESOPs for LV & HV systems
- ✓ Rotating Machineries
- ✓ Heat Transfer & Heat Transfer Equipment
- ✓ Instrumentation & process Control
- ✓ Tanks & Pipelines
- ✓ Reliability & Integrity, etc.

### Non- Technical: Areas of expertise

- ✓ Interpersonal Skills
- ✓ Employee Engagement
- ✓ Business Communications
- ✓ Leadership Training
- ✓ Finance Management
- ✓ DATA Analytics
- ✓ Logistics Management
- ✓ Contracts Management
- ✓ Project Management
- ✓ Train the Trainer
- ✓ Competence Assessor & Internal Verifier Certification
- ✓ Certified HR Professional program
- ✓ Internal Audits
- ✓ Change Management
- ✓ Compliance & Risk Management
- ✓ Procurement & Inventory Management, etc.

### HSE Training: Areas of expertise

- ✓ HAZOP for Engineers & HAZOP Leader Certification
- ✓ Risk Assessment & Management
- ✓ Safety Leadership
- ✓ Process Safety Management
- ✓ PTW – Permit to Work Systems
- ✓ BBS – Behavior Based Safety
- ✓ Advanced Diploma: HSE management in Process industries
- ✓ HSE tools & Practices for Team leaders and Managers





## Technical Documentation

TRACEZ has many years experience in developing customised technical documents for various organisations. We offer to provide SMART Manuals that are digital and well structured with essential contents. The types of documents that is offered by TRACEZ include;

- Plant Operating Manuals- POMs for new projects/updating existing- SMART, Digital & Interactive Manuals
- HSE Policies & HSE Manuals
- E learning Modules- Technical, Leadership & HSE training
- Procedures for Commissioning, start-up/shutdown, Operations & Maintenance
- ESR- Electrical Safety Rules for LV & HV systems
- ESOP – Electrical Safety Operating Procedures

## Leadership & Management training and certification - ILM UK.

The leadership and management training programs delivered by TRACEZ are accredited by ILM – Institute of Leadership and Management, one of the global leaders in providing training and certification services across globe in leadership & Management.

Candidates can pick training modules as per their job roles and will be customised by TRACEZ to match the business needs. Leadership programs offered by TRACEZ include;

- **ILM Level -2:** Leadership & Management – Suitable for Junior leaders/beginners/fresh MBAs
- **ILM Level -3:** Leadership & Management – Suitable for Team Leaders / MBA graduates
- **ILM Level -5:** Leadership & Management – Suitable for working Managers
- **ILM Level -3:** Coaching & Mentoring
- **ILM Level -3:** Train the Trainer

## Long Duration Programs

- CPE Level 1 – Certified Professional Engineer – 3 months
- Advanced Diploma: Oil & Gas Operation – City & Guilds certified – 3 months
- Advanced Diploma: Health, Safety & Environment Management of Process Industries – 3 months
- Data Analytics- Advanced Diploma – 3 months
- Diploma in Industrial Lab technician training – 4 months



## Additional Programs

- ✓ Competence Assessor Training & Certification
- ✓ Principles & practices of Competence Assessment and Management
- ✓ IQA Level 4 - Internal Quality Assurance of Competence Assessment and Management
- ✓ Certified Training Need Analysis
- ✓ Electrical Safety Training & Competency Certification
- ✓ QRA & HSE Audits for Process industries
- ✓ Contracting, Procurement & Logistics Training
- ✓ Recruitment & Manpower supply
- ✓ Audit of L & D department, etc.

## TRACEZ Contacts & Office Locations

### TRACEZ Middle East

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#### Technical Enquiries

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#### Course booking

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