



A Worldwide Leader In  
Industrial Training & Consulting  
We Improve the Performance of Organisations by  
Improving the Performance of their People

**[www.petc.us](http://www.petc.us)**



## WHO ARE WE?

We are fully Integrated Technical Training and Consultancy Company, comprising a group of industry Professionals, Consultants, Executives, and Practitioners with extensive Regional and Global experience in Technical and Management Development, as part of Human Capital Development and Talent Acquisition, particularly in the Oil & Gas Industry, but also in other industrial sectors.

We are a company has been active in the region since 1990. We are the preferred source for a comprehensive range of products and services to many long-standing clients in the Oil, Gas and Petrochemical Industries.

- Competency and Capability Assurance
- Workforce Assessment Solutions
- Professional Technical Training Services
- Engineering Consulting
- E-Learnings & Knowledge Solution

## OUR GLOBAL STANDARDS AND ACCREDITATION

We are working alongside and with international bodies that provide access to global standards and certification. This ensures that our products and processes match global requirements and adds a level of assurance to our clients, whilst enabling them to adopt standards that provide real business benefit to them and their employees.



## WE ARE ISO 2015 :9001 & OHSAS 18001:2007



ISO -2015 :9001 Quality Management System (QMS), ISO :14001 -2004 Environmental Management System (EMS), OHSAS :18001 -2007 Occupational Health & Safety Management System (OHSAS)



We also are Approved Center of the Scottish Qualification Authority (SQA), a UK Governmental Organization, offering Customized Award Programs (SVQ Level) credit rated onto the Scottish Credit and Qualifications Framework (SCQF).

## OUR CREDENTIALS: We are selected from the prestigious Clients



# 1 TRAINING AND COMPETENCY DESIGN



**CompetencySet™**  
Provide employees with a clear  
Pathway to Advancing in your  
Organization and Empower your  
employees to take charge of their careers

[Book a Software Demo](#)

## WE HELP YOU MEET THE TRAINING AND DEVELOPMENT NEEDS OF YOUR PEOPLE

Our design services are tailored to the needs of your organisation and projects.

We can analyse the baseline competency data of your organisation to understand the unique training needs of your business to ensure operational compliance and safety. We then develop solutions that address these **competency needs**—which could range from the **development of competency profiles and matrices** to designing and implementing training programmes.

## WE WILL WORK IN CLOSELY WITH YOU TO DELIVER OUR DESIGN SERVICES, WHICH COVER:

- **Training infrastructure**

We support organisations to design, specify and configure training centres that deliver practical training. We specialise in designing and building world class training plants and skids that simulate oil and gas processes with the aim of accelerating competency through the simulation of real work scenarios in an environment with reduced risk

- **Environmental response consultancy**

We support you in preparing plans for environmental issues, from response to a pollution incident through to a complete emergency response solution, including 24hr global support from our purpose-built centre

In addition, we can help you meet compliance and competence requirements and create training and development roadmaps.

We deliver our competence consultancy service as a standalone offering or as part of an end-to-end solution.

TRAINING AND COMPETENCY DESIGN

## 2

## COMPETENCY SOFTWARE



### RELIABILITY, PREDICTABILITY, COMPLIANCE, RISK ... TAKE CONTROL

CompetencySet is PETC's Training and Competency Management software, designed to map and manage workforce competency specifically for the oil, gas and renewables sectors.

Comprising individual modules that can be used in any combination, it offers an efficient, reliable and automated route to assessing, managing and tracking workforce capabilities, vital for industries managing complex shift patterns across multiple projects and locations.

It uses Microsoft.NET technologies to ensure optimum security and performance. The software interfaces with all major ERP systems and is fully customisable.

Offering seamless tracking of training, from request to completion and easy-to-use, intuitive user interfaces, its reporting dashboards are fully customisable to ensure users have access to exactly the data they need when they need it. The system is supported by a service portal, with live support available 16 hours a day, five days a week.

Contact: [competencySet@petc.us](mailto:competencySet@petc.us)

### 3 COMPETENCE DEVELOPMENT AND ASSESSMENT



#### HELPING YOU MAINTAIN THE HIGHEST STANDARDS OF COMPETENCE

We can deliver all administrative functions involved in assuring and managing a competent workforce.

Our dedicated competence development and assessment service offers an extensive portfolio of courses and programmes designed to enhance workforce capability in all areas. We have our own highly experienced, multilingual team of instructors and safety professionals. Together they deliver and assess bespoke and industry-recognised training across many industrial disciplines.

Our highly qualified instructors are subject to rigorous vetting to ensure their suitability to conduct assessments of learner competence. We also consistently and conscientiously adhere to the independent accreditation standards of the courses we deliver.

#### Our assessments include:

- Gap analysis and benchmarking
- Learning evaluations
- Risk measurement
- Planning, coordination and vendor selection
- Course booking including ancillary arrangements
- Budget forecasts
- Management reporting
- Performance reports
- Competence and compliance management, driven by CompetencySet Cloud base Software
- Data capture and management
- Document control
- Recording, reporting and regular updates

COMPETENCE DEVELOPMENT AND ASSESSMENT

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## COMPETENCY MANAGEMENT AND VERIFICATION



### WE OFFER AN END-TO-END SOLUTION FOR COMPETENCY MANAGEMENT AND VERIFICATION, TAILORED TO MEET YOUR NEEDS

Many clients choose us to externally assure the management of competence to ensure compliance. We use our versatile competence management systems and software to:

- Develop competency profiles and matrices
- Manage competency frameworks
- Develop assessment strategies and execute them
- Conduct a workplace assessment against agreed frameworks
- Manage the delivery of training to plug skills gaps
- Verify assessments

As a result of our work clients can manage the levels of compliance to defined competency frameworks easily with full visibility of teams, department and assets.

Our competence compliance toolkit comprises the following audit and measurement techniques:

- Quality management system and procedures

We instigate an efficient and cost-effective system to enable you to work towards reducing – and, eventually, removing – any specifications, standards and expectations that fail to conform to business goals

- Quarterly performance reviews

Performance is reviewed quarterly against predetermined key performance indicators

- Critical procedures

We develop, implement and assess HSSE procedures, environmental management systems (EMS) and total quality management (TQM) procedures

- Assurance audits

Quality assurance audits are conducted regularly to verify full compliance with international HSSE, EMS and TQM standards

- Verification services

We verify assessment and quality assurance compliance to international standards, as required by international accreditation and certification authorities

- Vendor co-ordination and management

We can manage third parties that supply goods or services to your business

- Satellite and external accreditations

We can liaise with training facilities operating from afar to deliver certifications and awards under the auspices of a relevant accredited centre or external awarding body

- Competent Management System (CMS) and Training Management Services (TMS)

Professional and cost-effective training management solutions: using CMS and TMS, we co-ordinate and administer your entire training requirement



## 5 COMPETENCE MANAGEMENT SYSTEMS AND SOFTWARE



### COMPETENCYSET: TRAINING AND COMPETENCE MANAGEMENT SOFTWARE FOR THE UTILITIES, OIL AND GAS INDUSTRY

Our integrated training and competence management software suite, CompetencySet, is designed to meet the complex needs of the oil and gas industry and its regulatory requirements.

Leveraging the strength of our Operations and Maintenance, Engineering and Training experience, we can offer you a way of effectively managing workforce competency: from audits and analysis to performance monitoring, and from training and eLearning management to real-time analysis of workforce competency.

CompetencySet can analyse data across an individual business unit, across a specific asset or across your organisation as a whole, computing multiple matrices and roles.

## It can be used to:

- Measure workforce compliance, capability and performance
- Manage and track workforce skill and skills gaps
- Generate auditable, on-demand reports to meet operational and regulatory requirements
- Enable planning and tracking of personnel scheduling

**The system comprises five complementary modules that can be used individually or in any combination, depending on your requirements:**

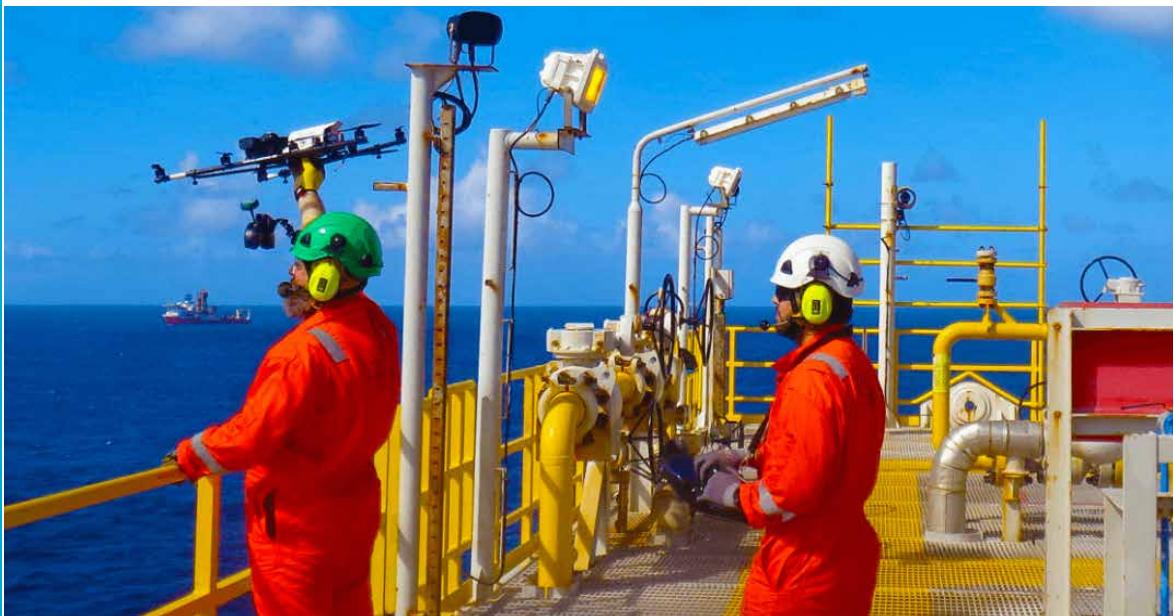
- Learning management—a platform for hosting eLearning content and certification, ensuring consistent delivery even in remote locations
- Training management—facilitating the scheduling and coordination of physical and practical training, it incorporates the training matrix and automatically generates recertification reminders

- Competence management—storing competence profiles across the organisation, supporting online assessments and recording evidence of workforce attainment
- Workforce planning – coordinates the movement of a workforce across complex shift patterns, ensuring organisations have the right mix of skills and competencies at all times
- Performance management—integrated solution linking objective setting and appraisals with workforce competence, providing clear evidence-based data on an individual's performance
- Our iPad-enabled version of the tool also offers an assessment application that allows for quick, paperless assessments, automatically transferring completed assessment data into the CompetencySet system.
- Hosted at Microsoft Azure data centres, CompetencySet offers best-in-class levels of uptime and is enabled for low-bandwidth environments and proven in live



## 6

# TECHNICAL TRAINING



## WE CAN BUILD THE COMPETENCE OF YOUR STAFF IN TECHNICAL DISCIPLINES USING ADVANCED PRACTICAL AND DIGITAL DELIVERY TECHNIQUES.

We develop engineers, operators and technicians into safe, operationally minded workforces, skilled in the necessary areas to ensure successful and safe operations, engineering, construction and drilling activities.

This training has been refined using our many years of experience in executing technical training solutions for NOC's and IOC's, including operational readiness scopes linked to new plants and nationalisation programmes.

### Training can be provided:

- At our dedicated centres, which replicate processes in a safe environment
- Through developing a training centre for your organisation
- Through developing the participant directly in the field at the asset

## We cover all maintenance disciplines including:

### Instrumentation

We provide training on installation and commissioning techniques on pressure, temperature, level and flow instruments.

### Electrical

We train your staff on installation and wiring techniques, motor control and electrical measurements for single and three phase systems.

### Mechanical

We teach your staff how to install and align various types of mechanical equipment, including pumps, valves, bearings and mechanical seals.

### Construction skills

We provide construction skills training for projects and local workforce development activities, that draw upon our EPC experience. This includes joinery techniques, shuttering, rebar, electrical installation, scaffold and construction HSE.

### Pipe fabrication

We provide training on the development, fabrication and installation of pipe spools and fittings.

### Welding

This is taught on plate and pipe to American Society of Mechanical Engineers (ASME) standards, using fillet and butt welds in all positions.

### Operations technical training:

We create safe, skilled and competent workforces in alignment with your operating objectives. We have significant experience in preparing workforces for the operations of newly constructed plants. This capability allows us to train and upskill staff to ensure smooth start-up and seamless handover of operations. Training is delivered at site using plant documentation and operating procedures as well as coordinating training with equipment vendors.

### Drilling technical training:

Training involves drilling operations, well control and well services delivered in line with the latest industry standards and best practice.



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## TRAINING CENTRE MANAGEMENT



**WE HAVE DESIGNED, DEVELOPED AND CURRENTLY OPERATE LARGE SCALE TRAINING FACILITIES IN 10 COUNTRIES INCLUDING AFRICA, MIDDLE EAST AND ASIA PACIFIC**

We have a proven track record in developing training facilities for clients from the initial design through to operation and management where necessary. This includes the detailed design and build of new centres and process plants, along with procurement services and operational systems to ensure that the start-up and management of each training facility meets client requirements.

We also run existing centres which were not designed or built by us. PETC provides training centre operational management, processes and systems to deliver relevant, quality technical training. We also develop training curriculum and programmes that benefit from our approach to blended learning, industry experienced technical trainers and hands-on practical skills development. Our digital solutions include the development and production of digital assets such as e-learning packages, animations and augmented reality simulations that actively engage learners.

**(We have over 400 technical experts developing and delivering our training materials)**

Currently, we have more than 50 English language specialists and 400 technical experts focused on developing training curriculum and competence. We deliver in the areas of HSE

and technical O&M, engineering, drilling and well services training as well as emergency response and crisis management (ERCM).

Our technical experts serve an international client-base, spanning a diverse range of fields including exploration and production, drilling, refining, petrochemicals, gas, LNG, Utilities and renewables. From this large pool of resources we can staff training centres with high quality specialists.

## Our delivery teams are:

- Safe
- Highly experienced
- Cost conscious
- Delivery focused
- Global and flexible
- Technical experts
- Operationally minded
- Competency specialists
- Able to deliver asset specific training
- Accredited



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## NATIONALISATION PROGRAMMES



**OUR NATIONALISATION PROGRAMMES PROVIDE YOUR DELEGATES WITH SKILLS AND QUALIFICATIONS SO THEY CAN START CONTRIBUTING TO YOUR SUCCESS IMMEDIATELY**

Our practical experience of running large scale technical nationalisation training programmes spans over 20 years in the Middle East and Central Asia, with a consistent track record of generating in-country value across these projects.

We have a strong track record in delivering technical, regulatory and academic training to achieve nationalisation.

Our nationalisation programmes equip delegates with the necessary skills and qualifications to enable them to make an immediate and valuable contribution in the workplace.

Our team of multinational industry training professionals have extensive oil and gas international best practice experience, working with some of the world's largest energy sector companies. All of our instructors are screened for prerequisite field experience as well as teaching and assessing skills.

### **Course delivery and development**

We provide our clients with industry-standard, competence-based training programmes

which accelerate the development of skilled and competent technicians and upskill existing employees. Typically, these programmes follow a pattern of English language development, core skills, technical discipline and simulated work experience using process training plants and our digital training solutions.

At the core of our programmes are the themes of work ethic, safety and teamwork – themes that are reinforced daily through bespoke training strategies and methodologies.

## World class Technical Centres

At our training centres we provide delegates with practical and realistic learning using low-risk hands-on training. This approach accelerates learning and at the same time eliminates risk of loss of production revenue. This experiential approach is blended with theory-based classroom sessions for an overall approach to learning that is both comprehensive and immersive.

This extensive, hands-on, practical experience allows us to fast-track the development of delegates, so that when they are back on site, the time until they can work productively and autonomously is much reduced.

We also operate and provide training professionals to support existing client training centres, and we deliver training on-site and online for those clients who do not have existing centres.

**We deliver world-class, internationally accredited technical training programmes for the Oil and Gas, Utilities industries.**



## 9 DIGITAL TRAINING CONTENT



### e-Learning library

Our library holds over 10,000 online courses spanning HSSE and soft skills through to engineering, drilling, Utilities, renewable and process-based content. Verified by our in-house subject matter experts, we ensure our content is right. Available on a pay-as-you-go basis or through subscription, we will customise courses to align with client brand and other requirements. The library is continually updated so users only access the most up-to-date material.

Hosted on our software platform, CompetencySet LMS, the library can be accessed anywhere, even in low bandwidth environments, ensuring whole organisations have access to the same online content, wherever and whenever they need it.

### Custom courses

We can develop fully customised digital training content for a range of business requirements; from a company and location-specific induction to courses covering soft skills, procedural training (such as Permit to Work) and equipment specific training.

We use augmented reality, 360o video, virtual reality and 3D modelling to deliver highly effective equipment and location-specific simulations, vital for the safe preparation of personnel before beginning live operations in the field.

## Map and manage

Our learning management system, hosted within our CompetencySet software platform, supports the monitoring of individuals' attainment.

Easy to use, it makes it quick and simple to register users, store and report on user results and can connect to our wider competency management CompetencySet software to deliver a wrap-around competency management solution.



## 10 LABORATORY DEVELOPMENT TOWARDS ACCREDITATION



PETC provides all support to all kinds of laboratories in all the activities that are required for the laboratories to obtain, maintain and extend their accreditation according to ISO/IEC 17025. Our support can be in the following forms:

A comprehensive project to qualify the laboratory towards accreditation. This includes training of the laboratory staff in all aspects required to establish, implement and maintain the management system. It also includes direct assistance and supervision on establishing and implementing the documentation and accumulating the records required for accrediting the laboratory activities:

### Laboratory Auditing Services:

To ensure the laboratories compliance with the accreditation standards as well as the regulatory standards, PETC offers its auditing services the following forms:

- **Gap analysis:**

Conducted to obtain a comprehensive idea about an existing situation and decide on future steps towards accreditation.

- **Internal audit :**

conducted either by our representatives or by the laboratory staff under our representative assistance and supervision to provide on hands training.

- **Simulation of accreditation :**

Conducted by our representatives to simulate the assessments performed by the accreditation body. This gives the laboratory management the confidence in the laboratory status before having the official accreditation visit. It also helps the laboratory staff gets familiar with the activities conducted during the accreditation visit.

## 11 HEALTHSAFETY ENGINEERING CONSULTANCY SERVICES



Considering the high importance of the safety and environmental aspects of any project, we have a dedicated team of experts who provide a range of Safety & Environmental Engineering studies.

Whether related to the project design, project surroundings or environment, our team of experts will make sure that all relevant safety & environmental aspects are adequately addressed, and where applicable, protective measures and safeguards are implemented. Our scope of service covers, but is not limited to, the following:

- Hazard & Operability (HAZOP) Study
- Hazard Identification (HAZID) Study
- Quantitative Risk Assessment (QRA)
- Formal Safety Assessment (FSA)
- Safety Integrity Study (SIL)
- Design of Active & Passive Fire Protection Systems
- Health & Safety Management, compliance monitoring and Conformity, auditing and peer reviewing
- Hazard Identification and Operability Analyses
- Risk Analyses and Safety Studies
- Loss Prevention and Safety Engineering
- Occupational Health & Safety and Working Environment Engineering
- Reliability, Availability and Maintainability (RAM) Studies
- Numerical and Analytic Modelling
- Human Factors Analysis
- Environmental Impact Assessment (EIA)
- Safety Documentation & Authoring

HEALTHSAFETY ENGINEERING CONSULTANCY SERVICES

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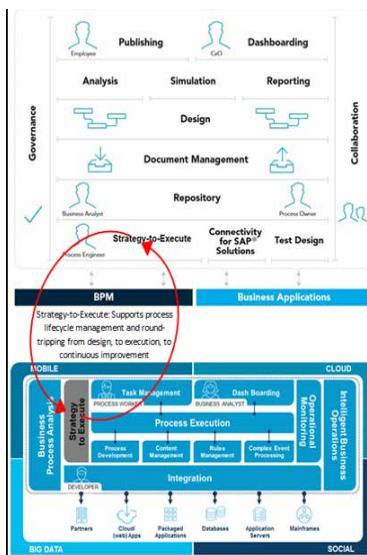
## PROJECT MANAGEMENT CONSULTANCY SERVICES



When we offer our Project Management Consultancy package to our Clients, they know that their project lies in safe hands. From tender preparation & administration to the final commissioning and hand over, our Project Team will be closely supervising each and every aspect of the project ensuring that our Clients' interest is best protected. In other words, when we say «Client Representative», we truly mean it. Our Project Management Consultancy service spans the entire project execution phase, including but not limited to the following:

- Tender Package Preparation and Administration
- Contract and Procurement Management
- Project Execution Planning & Control
- Construction Management & Supervision
- Quality Management
- Project HSE Management
- Risk Management & Cost Control
- Project Pre-commissioning and Commissioning Assistance

## 13 BUSINESS PROCESSMANAGEMENT SYSTEM (BPMS)



**ARIS Software** Solution from PETC handles the complete vision of policy and procedure management from the design to release, where it enables creation of knowledge portal to contain all the policies and procedure and govern their issuance as well. This approach is based on implementing ARIS Connect for the design and collaboration, ARIS Governance to control and automate the issuance cycle.

This automated solution for managing and reporting policies and procedures. A solution that will be an extendible approach to design and monitor operations in the future.

PETC offers the world's first Digital Business Platform. Recognized as a leader by the industry's top analyst firms, we help you to combine existing systems on premises and in the cloud into a single platform to optimize your business and delight your customers. With this solution, you can rapidly build and deploy

Digital Business Applications to exploit real-time market opportunities. Get maximum value from big data, make better decisions with streaming analytics, achieve more with the Internet of Things, and respond faster to shifting regulations and threats with intelligent governance, risk and compliance. The world's top brands trust PETC to help them rapidly innovate, differentiate and win in the digital world.

### Solution approach:

- Deploy ARIS platform
- Migrate current policies and procedures to ARIS
- Enable governance flow
- Knowledge transfer to your implementation team.

With this solution approach, PETC provides you with an end-to-end sustainable approach utilizing the best-in-class technologies that can be deployed by your internal capacity.

### Benefits:

- Linked audits to actual business hierarchies
- Simplicity in audit planning and incidents reporting
- Easy meaningful reporting
- Extendible solution that can cover RISK and COMPLAINECE in the future
- Synchronize operational business goals and corporate strategy with IT needs
- Establish efficient, agile and transparent processes that are driven by the business and rapidly implemented and changed by IT
- Build a framework for an efficient BPM approach and for the analysis of the weak points and optimization potential in a process landscape
- Give business the control it seeks over IT implementations—while ensuring IT is a proactive partner in driving the right change throughout the enterprise



## *Worldwide Locations*

### **ABU DHABI, U.A.E**

**Tel:** +971 2 69 11 886

**Fax:** +971 2 62 62 350

**P.O Box:** 50238 Al-Gharbia

Madinat Zayed, U.A.E

[info@petc.us](mailto:info@petc.us)

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### **OHIO, U.S.A**

**Tel:** +1 937 317 0633

**Fax:** +1 937 626 5554

**Address:** 9229 BENNINGTON

WAY, Centerville OHIO, USA

**ZIP CODE:** 45458-5025

**E-mail:** [usa@petc.us](mailto:usa@petc.us)

**[www.petc.us](http://www.petc.us)**