



**Providing customised solutions for
development of Oil & Gas personnel**

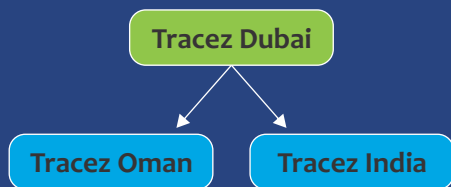


TRACEZ

Training and Consultancy Services

Introduction

TraceZ "Training & Consultancy services" is an organisation providing customised solutions for Human Capital development of Oil & Gas industries in the Middle East & India, having its head office **Tracez Dubai** in Knowledge village, Dubai and branches **Tracez Oman** in Muscat and **Tracez India** in Kochi, Kerala.



TraceZ has a large pool of professionals specialized in Operations, Maintenance, Training, Competence Development, Assessment and Certification activities with Oil and Gas industries in the Middle East.

TraceZ offers customised and specific tools & techniques to develop the technical and leadership expertise of Oil & Gas professionals and support the nationalization drive of industries in the Middle East.

Vision

To be the pioneers in supporting the Human Capital development of Oil & Gas personnel around the globe by providing customised solutions.

Mission

To provide fit for purpose programs for developing technical & leadership expertise of Oil & Gas personnel employed with our clients by providing effective and customised solutions at competitive rates.

Why TraceZ?

- ◆ Tracez team members has long years of field experience in the Middle East in developing and delivering Training & Competence development programs and understands the culture, learning styles & learning abilities of local staff.
- ◆ TraceZ provides the best practices and internationally proven Processes, 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
- ◆ Classroom training sessions by TraceZ focus more on providing "Must to know" sessions in line with candidates job roles and equipment/system that they are assigned to work in order to deliver their assigned tasks more safely and efficiently.
- ◆ TraceZ services available at most competitive market rates.

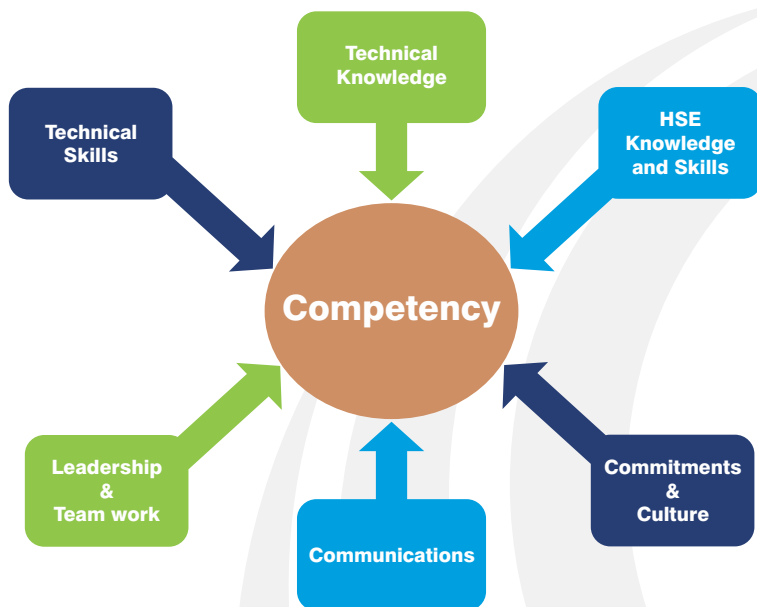
Please visit www.tracezglobal.com for our **HSE Policy** and **Quality Management Systems details**.



Competency

Competency is the underlying attributes, including knowledge, skills, behaviors, etc required to execute a task successfully as per a given set of performance criteria.

Success and recognition of every Organisation depends up on having its staff competency assessed and assured. Comptency profiles for all job positions should include the following areas given in the diagram below.



Job Competence Profiles (JCPs)

Customised and specific Job Competence Profiles are the basic documents required by every industry planning to systematically develop its Human Capital.

JCPs made available in an organisation's intranet / network systems can be retrieved and used for various activities by candidates themselves and also by personnel in Training & Human Capital Development roles.

Below given are the few of the areas where JCPs can be used effectively.



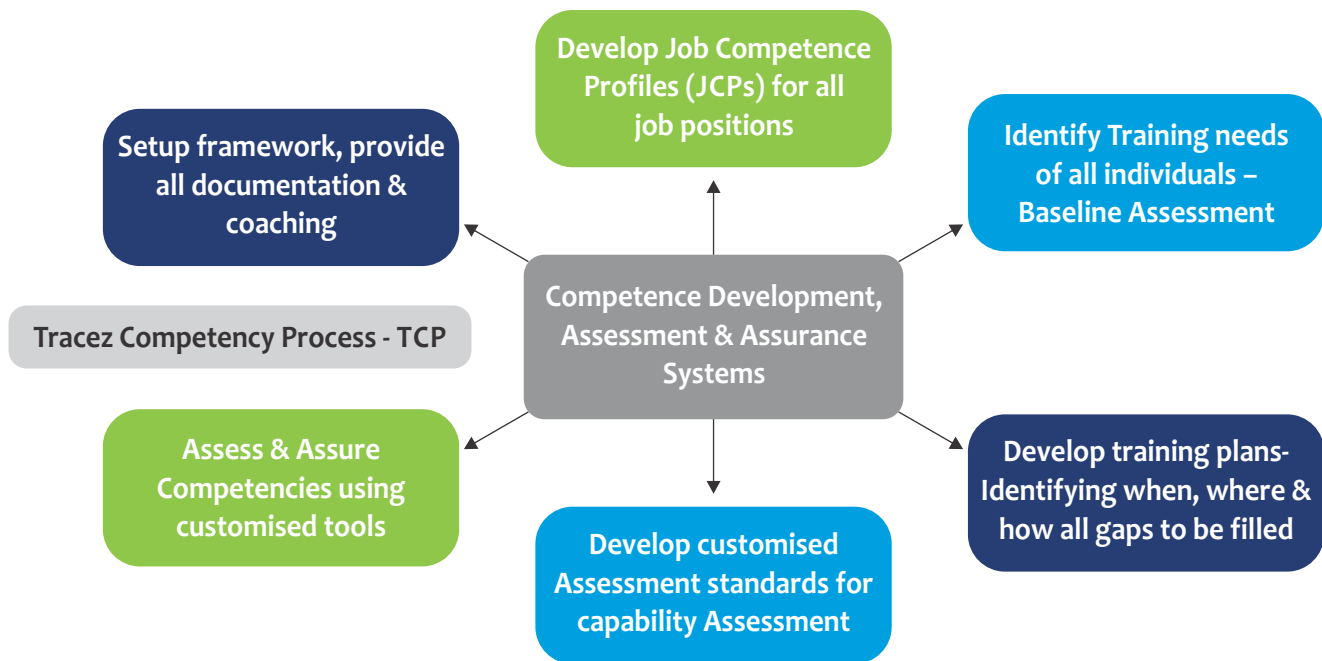
Tracez Products & Services

1.0 Establishing Competency Frame Work

- ◆ Develop Job Competency profiles for all Job positions.
- ◆ Carryout Training Need Analysis by using standard tools and face to face discussions and observation of the candidates at work by our Subject Matter Experts (SMEs).
- ◆ Establish Development Plans and propose when, where & how the competencies can be developed.
- ◆ Provide all Documents & standards
- ◆ Coach & Certify Clients' staff as Trainers, Workplace Assessors & Internal Assessors in coordination with international Accreditation bodies.
- ◆ Develop customised Assessment standards



Competence Development, Assessment & Certification system



2.0 Consultation Service /Auditing on Training & Development systems

Tracez provides consultancy services to formally audit / review the ongoing Training & Competence Development systems used in an organization and identify areas of improvement if any by bench marking against International standards and best practices.

The audit will be carried out by Traces SMEs by using proven tools and techniques.

The Audit process will include the review of the following systems;

- ◆ **Competence Development Framework**
- ◆ **Competence development Process,**
- ◆ **Detailed plans,**
- ◆ **Execution & controls systems,**
- ◆ **Curriculums, Delivery schedules**
- ◆ **Trainers' Competencies**
- ◆ **Reporting, review and follow up systems**
- ◆ **Development of training materials & mode of delivery, Assessment & Assurance process, etc.**



3.0 Training & Competence Development for New Projects

Tracez provides the following as part of competence development for new projects;

- ◆ Develop Comprehensive Competence Development, Assessment & Assurance plans aligned with the project schedule.
- ◆ Develop Job competence profiles
- ◆ Carryout baseline assessment & Gap analysis
- ◆ Develop training plans (Classroom, OJT, Vendor Training, Simulator, etc)
- ◆ Develop & Deliver specific Training material
- ◆ Tools for execution, control, review and follow up
- ◆ Capability Assessment & Certification, etc.

4.0 Assessment & Certification

Human Capital development process includes the Assessment and certification of the developed Competencies.

- ◆ Tracez offers the Assessment process by using customised and approved Assessment Standards & Systems and will be carried out by formally certified Competence Assessors.
- ◆ The Assessed capabilities will be externally verified and certified by International Accreditation bodies

5. Training - Technical/HSE/ Leadership

All the training programs offered by Tracez will be in line with participants' job roles and equipment/systems to which they are assigned to work.

Course content and delivery will focus more on providing "**Must to know**" subjects relevant to the discipline and will be more related to the execution of work in addition to the basic theory and its practical applications.

Tracez customise all the training programs as per the requirement of our clients. Courses will be delivered by trainers having more than 30 years of field experience in the Middle East in Operation, Maintenance, Training development & Delivery.

External certification available for all programs as and when required.

Training programs will be developed and delivered either as In-House or public program in following areas;

- ◆ **Oil & Gas Exploration & Drilling**
- ◆ **Oil & Gas production and Processing**
- ◆ **Oil Refining & Petrochemicals**
- ◆ **Steam & Water treatment Systems**
- ◆ **HSE (Process safety, Risk Assessment, Safety leadership & Management)**
- ◆ **Leadership & Communications**



Oil & Gas production Operations

1. Fundamentals of Oil & Gas production & Economics
2. Oil Production basics- Reservoir to Export
3. Process Instrumentation & Safeguarding Systems
4. LNG process Operations
5. Gas treatment and processing
6. Gaslift Operation & Optimisation
7. Safety Critical Operations Procedures
8. Gas conditioning Systems – Wellhead to shipment
9. Gathering station operations
10. Turbo expanders - Operation & Maintenance
11. Enhanced Oil Recovery process- best practices
12. Artificial lift systems – Optimisation & Trouble shooting
13. Competent Control room Operator
14. Thermal Oil Recovery Systems
15. Process Isolations & vessel entry
16. Safe handling of Chemical injection systems
17. Water injection & flooding
18. Pumps : Design, Selection, Operation & Controls, etc
19. Process Safety Management & Asset integrity, etc.
20. Reading Technical docs(PEFS, PFS, UEFS, C&E, Logic diagrams, etc.)
21. Fractionating & Absorbing columns operations & troubleshooting
22. Distillation & Process Controls
23. Heat Exchangers : Types , specific uses, operations & trouble shooting
24. Tanks & Vessels operation and safeguarding systems
25. Gas Turbine Operation & Maintenance
26. Gas Compressors- Selection, Design, Operations & Control.

Steam & Water Treatment Systems

1. Fundamentals of Petroleum Refining Process.
2. Fundamentals of water treatment & Steam generation systems
3. Boiler feed water specifications & optimised operations
4. Effective handling of RO units
5. Boilers: Design, Operation, Inspection & Maintenance
6. Boilers: Selection, Operation, Burner Management & Trouble shooting
7. Isolation of process equipments for maintenance- Boilers.
8. Boilers: Operation & Maintenance training for operators
9. Steam Turbines -Operation & Maintenance
10. Operation of waste heat boilers/HRSGs- Best Practices

Refinery & Petrochemicals Operations Operations

1. Fundamentals of Petroleum Refining Process.
2. Catalytic Reforming Process operations, controls & optimisation
3. Delayed Coking Process operations
4. Crude Oil Desalting process
5. Basics of Petroleum Refining for Non-Technical Personnel
6. Troubleshooting of Refinery process equipments
7. FCC Process Technology, Optimisation & Trouble shooting
8. Hydrocracker- Operations & Controls
9. Crude Oil Distillation Process & Product optimisation
10. Mass Transfer Operations for field & Control room operators
11. Steam Turbines Operations
12. Amine Treating & Sulphur Recovery Operations
13. Hydro-treating & Hydro-cracking Process operations
14. LPG plant operations & Optimization
15. Gas & Oil Fired furnaces- Operations, Control & Trouble shooting
16. Operations Procedures - most critical & refinery specific
17. Pumps Selection, Operation & Controls
18. Petroleum Oil Terminal operations,
19. Statutory cleaning & repair of storage tanks
20. Boilers & Furnaces Operation & Controls
21. Types of Corrosion & Controls in Refineries and petrochemicals
22. Fundamentals of distillation, absorption and stripping.

Training programs for Engineers

1. Mass & Heat transfer fundamentals
2. Asset integrity and Process Safety Management Systems
3. Instrumented Protection functions (IPF) for Engineers
4. Fundamentals of Mechanical Maintenance
5. Reliability Centered Maintenance (RCM) systems for Engineers
6. Boiler Operations Engineering
7. Selection of specific instrumentation for process Operations
8. Basics of Project Management
9. Design & Engineering practices for Process & Instrument Engineers
10. Fundamentals of Electrical Engineering applicable to Oil & Gas industries
11. Technical, Design, Construction & Operational integrity systems, etc.



Mechanical Maintenance

1. Gas Turbines: Fundamentals, Maintenance, inspection & Troubleshooting
2. Centrifugal Compressor- Design and Maintenance
3. Pumps: Design, Maintenance, & Reliability checking
4. Mechanical Seals- Maintenance
5. Alignment (conventional & laser)
6. Performance Monitoring of Pumps and Compressors
7. Pumps and Compressors: best Maintenance practices
8. Reliability Centered Maintenance (RCM)
9. Steam Turbines - Overhaul- Maintenance
10. Statutory cleaning & repair of storage tanks
11. Corrosion Studies & predictive Maintenance
12. Turnaround Inspection & Maintenance, etc.

Instrumentation Maintenance

1. Compressor Capacity & Anti-surge Control Systems
2. Instrumented Protection Functions
3. DCS & PLC basics
4. Analyzers - calibration & testing
5. Gas Turbine- Instrumentation & Control systems,
6. Advanced Process Control for Engineers and Technicians
7. Boiler Control and Instrumentation
8. Fundamentals of Instrumentation & Process Control
9. HAZOPS for Engineers & Technicians
10. Design, Installation, Calibration and Maintenance of Oil & Gas instruments
11. Alarm Systems Management for Engineers and Technicians - best practices
12. Safety Instrumentation and protection Systems, etc

Training & HR Systems

1. Certified Training Professional
2. Performance & Potential management
3. Managing change in organizations
4. Human Resources planning
5. Basics of Project Management
6. Coaching, Mentoring & Workplace learning
7. Team Building & Team Effectiveness, etc
8. Organisational Development practises
9. Work Delegation and Motivation
10. Business Communication in industries
11. Work scheduling & Planning
12. Competence Development ,Assessment & Certification
13. Return on investment (ROI) in Training & HRD systems

Electrical Maintenance

1. Electrical Drawings & Control Circuits
2. Electrical Protection relays
3. Systematic Trouble Shooting of Electrical equipment
4. Working on Electrical Systems in Hazardous Area
5. Electrical Safety Rules for LV & HV Systems
6. LV & HV Circuit Breakers and Switchgear
7. Electrical Equipment and Control Circuits
8. Electrical Maintenance for Engineers and Technicians
9. Electrical Power System Fundamentals for Non-Electrical Engineers
10. Inspection, Testing and Commissioning of Electrical equipments
11. Installation, Testing and Troubleshooting of Transformers
12. Motor Protection & Variable Speed Drives
13. Risk Assessment in handling electrical systems
14. Working at heights on Electrical systems
15. Basic Electrical Safety for everyone
16. Electrical Safety during excavation and trenching

HSE Training Programs

1. HSE Induction - Industry specific
2. Risk Assessment
3. Gas testing procedures
4. Personnel Safety & PPEs
5. Environment Controls and Systems Management
6. Safety leadership for supervisors and engineers
7. Incident Investigation and Reporting
8. H2S Awareness and Escape
9. HSE - Tools & Skills
10. Process Safety Management
11. Safe handling of Chemicals
12. HSE Leadership Skills development
13. Managing H2S & SO2 Systems, etc.
14. Industrial Safety and Security Systems Management
15. Permit to Work (PTW) System-Industry Specific
16. HAZOP, HAZID & Bow- Tie Analysis for Engineers

3. Technical Documentation

3.1 Training Materials

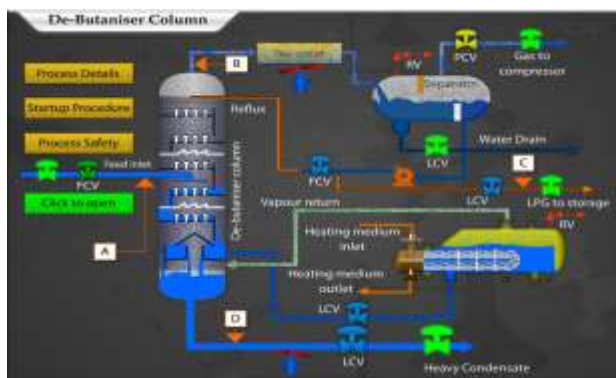
- ♦ Training Curriculum modification
- ♦ Training Syllabus
- ♦ Training Materials for;
 - o Foundation programs
 - o Specific plant Process manuals

Tracez offers to develop high quality, customised, interactive, multimedia based and fit for purpose training materials for all types of industries.

3.2 E Learning Modules

Tracez offers to provide customized E learning Modules for all types of industries. The E learning modules will be specific to clients' process systems and also very useful for staff at various levels.

E learning modules will be developed for both HSE & Technical training with voice over and high quality animated graphics covering complete technical information and also On line assessment and certification systems.



3.2 Plant operating manuals- POM:

Plant operating manuals are reference documents for the operations staff giving brief details of the process and clear instructions on sequence of startup & shutdown activities, highlighting the hazards and risks and also Dos and Don'ts of activities in a running plant.

The POMs developed by Tracez will have;

- o Smart & Interactive features
- o High quality graphics
- o All required technical information
- o Easy to locate the required information
- o Graphics & Text inter linked, etc.

Tracez also offers to develop customised;

- o Maintenance Craft Procedures- MCP:
- o Commissioning procedures / Manuals
- o Start up/shutdown Procedures

4. Recruitment

TraceZ also provides specialized manpower for oil & gas Industries either as manpower supply or provides recruitment support.

For more details please visit www.tracezglobal.com

TRACEZ
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bcbbranding.in

Tracez Contacts & Office Locations

Tracez Dubai

20 A, Block No.2
Knowledge Village,
TECOM, Dubai.
Phone: 0097155 4613481

Technical Enquiries

techdirector@tracezglobal.com

Tracez Oman

104, Building No. 11
Ghala, Muscat.
Phone: 00968 24218342
Mobile: 00968 99312306

Business Enquiries

bdm@tracezglobal.com

Tracez India

4th Floor, Asset IRIS
Near Varma Hospital,
Tripunithura, Kochi, India.
Phone: 0091 484 2973817
Mobile: 0091 8943758853

Course booking

booking@tracezglobal.com

Learning changes behaviours, otherwise learning has not taken place

www.tracezglobal.com