
 SHEQ Institute of Pakistan	Health, Safety, Environment and Quality Management System Training and Geo-Technical Services	
	INTRDUCTION	QHSE TRAINING SERVICES
	TITLE:	SHEQ Institute Profile

SHEQ INSTITUTE OF PAKISTAN



Introduction and Training Profile

Office Address :	5-E-1, Nilu Market, Hali Road, Gulberg-111, Lahore	Phone :	0092-42-5750254	Page 1 of 10
Web site :	www.sheq.org	E-mail :	tariq.mahmood@sheq.org	

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5.1 SHEQ INSTITUTE COMMITMENTS TO QUALITY, HEALTH, SAFETY & ENVIRONMENT

POLICY STATEMENT: We will provide Geo-Technical, QHSE Training and Consultancy services that meet the requirements of our internal and external customers.

MANAGEMENT COMMITMENT:

We pledge to each SHEQ employee that we will provide the support systems and resources needed to meet your job requirements so that we as a team can

‘DO IT RIGHT THE FIRST TIME EVERY TIME’.

The management of the organization is responsible for the following:


- Overseeing the creation, maintenance and successful implementation of the Quality Management system (QMS) including policies and objectives
- Communicating effectively to all concerned in meeting customer, statutory and regulatory requirements.
- Making sure there are adequate resources committed to the operation of the system for QHSE Trainings, Consultancy and other services.
- Periodical Management Review to make sure that the QMS is operating as planned

5.2 CUSTOMER FOCUS

The management of the organization will ensure that the Quality Management System identifies and fulfils customer requirements in the delivery of our products and services and thus facilitate continuous improvement of customer satisfaction.

- It will be ensured by the Managing Director, at the time of submission of tender that he reviews appropriate contents of each contract to ascertain that the requirements are satisfactorily defined and documented.

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- The QHSE Manager and MD will review aspects of the contract which relate to commercial and legal requirements.
- The MD will ensure that the Company has the capability to satisfy contractual requirements by assessing current capability and equipment availability together with available suitable, experienced and qualified manpower. The following Customer requirements shall be reviewed (where applicable)
 - a) Details of intended service or products to be provided
 - b) All aspects of quality documentation which may be required
 - c) Special Contract requirements

This review shall have been undertaken by the MD, or his delegates on accepting the Contract on behalf of the Company and conforming to the Customer related process.

5.3 QUALITY POLICY


It is the Policy of SHEQ Institute of Pakistan, to provide, Geotechnical, QHSE Trainings and Consultancy Services that meet the requirements of our Internal and External Customers. The Organization has implemented a Quality Management System in accordance to ISO 9001:2000 standard to continuously enhance Quality in all our business activities. Our Quality Policy will be communicated to our stake holders in the way we carry out our work,

‘Do it right the first time every time’.

Our policy will be the subject to review for its suitability and effectiveness and will serve as a driver for the setting and achievement of appropriate Quality Objectives

We at SHEQ Institute of Pakistan are committed to safeguard life, property and Environment through Quality. We work together with our valued customer as a partner in Quality assurance towards the common goal to achieve "Excellence in quality" and "Continual improvement" SHEQ Institute of Pakistan is provider of value added services by cost economic, proven technology and timely services.

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Our commitment to supporting and adding value for our customers drives everything we do

1. Value trust and personal responsibility;
2. Act with integrity, honesty and respect;
3. Deliver excellent services which add value to our customers' business;
4. Focus on continual growth and outstanding performance;
5. Strive to create a safe work environment
6. Value each employee's contribution toward achieving our business objectives
7. Promote a culture where motivated customer-oriented employees can flourish, experience professional fulfilment and reach their highest potential; and respect diverse perspectives, experiences and traditions as essential;

The scope of SHEQ Institute of Pakistan business activity encompasses Geo-Technical, QHSE Training and consultancy to Manufacturing, sales & Marketing, Engineering, Education, Health care, Food, Chemical, Textile, Automotive, Occupational, Health & Safety and Oil Field services. We recognize the need to focus its business on ensuring professional Trainings and high quality standards throughout the organization

Managing Director
 Tariq Mahmood
 Date of Policy: 01-Jan-08

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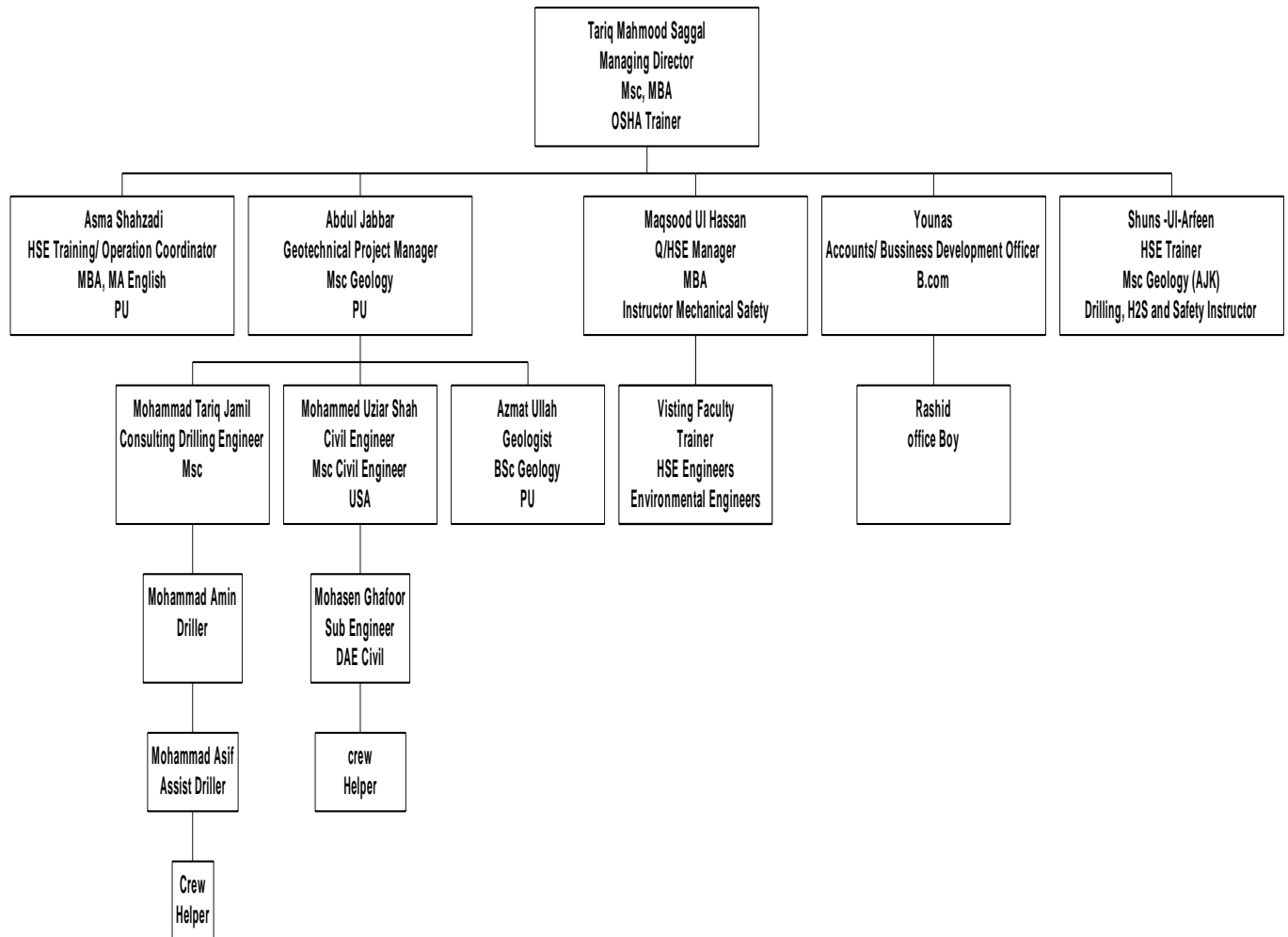
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SHEQ INSTITUTE OF PAKSITAN ORGANSIATION CHART




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SHEQ INTRODUCTION

- SHEQ Institute started projects with some multinational companies in Middle East and had successfully implemented Quality Management Systems and other International Standards. Also SHEQ provides training in QHSE fields in Middle East through his partners:
- SHEQ Institute of Pakistan is registered Company with the Ministry of Industry Government of Pakistan Lahore, Pakistan
- SHEQ Institute have Collaboration with the "Intertek International" UK for Auditing and Certification
- SHEQ Institute have joint venture with company named "EARTH SERVICES" for Soil Investigation and other earth related services
- We have OSHA (USA) HSE Trainers and Instructors. We promote Health, Safety and Environment International Standards in Pakistan. Our Trainers are International Members of American Society Safety Engineers and Pakistan Engineering Council.
- SHEQ is the First and Only one Institute in Pakistan which provide comprehensive International accredited training in Occupational Health and Safety.
- You can find out more about us, (www.sheq.org).

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What we do?

1: *Consultancy Services*


- Quality Management Systems (QMS) (ISO 9001-2000), Food Safety (HACCP) ISO 22000 for all types of Industry.
- Health, Safety, and Environment Management Systems(OHSAS 18001-EMS 14001)
- Geo-Technical and Industrial Engineering Management Systems (Soil Investigation, Pilling, Steel Fabrication and other Earth Services, We supply rental Equipment for the above mentioned services.

2: *(OSHA) Based HSE Trainings*

We provide trainings in the following Disciplines.

- *For Safety Professional OR Management having HSE Responsibilities*
- *Professional Engineer / Scientists who wants to Join HSE Profession*
- *For Company employees (In-House Trainings)*
- *Drilling Crew Trainings*
- *ISO (Quality Management System) and Project Management Trainings*

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FOR SAFETY PROFESSIONALS:

This OSHA 30 Hrs general Industry course for Safety professionals or having safety responsibilities. This course is designed for Safety professionals. It is two week full time course, There will be quiz at the end of each lesson and then final quiz for each module. Minimum pass marks are 70 % in Individual lesson or module. After the end of the course there will be a final exam. You must get 70 % marks to get course completion Card from OSHA (Department of Labor, USA). Also SHEQ Issue individual certificates to attendees.

FOR EMPLOYEES

This is 10 hrs OSHA course for employees. It is 2 -3 days full time course, There will be quiz at the end of each lesson and then final quiz for each module. Minimum pass marks are 70 % in Individual lesson or module. After the end of the course there will be an exam. You must get 70 % marks to get course completion card from OSHA (Department of Labor, USA) and certificate from SHEQ institute

FOR DRILLING CREW:

We provide training to Roustabouts, Floor-men and Derrick-men according to IADC Lessons, where students can learn the technical terms, equipments function and get fast knowledge and skills. Also drilling operation group is looking for more professional and SAFETY Conscious people through the world to compete in the Market.

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Behavior Based QHSE Trainings

Environmental Trainings

- Air Pollution
- Waste Management
- Air Quality Testing
- Noise Pollution and control
- Hazardous Waste Management
- Hazardous Zone Classifications
- Industrial Hygiene
- Risk Assessment
- Battery Safety

Oil field and General Industry

- *Introduction to OSHA*
- *Incident Investigation*
- *Reporting and Recording Injuries and illnesses*
- *Emergency Evacuation*
- *Spray Painting*
- *Slip, Trip and Fall*
- *Personal Protective Equipments*
- *Manual Handling(Industrial Powered Trucks)*
- *Confined Spaces*

Electrical Trainings

- Electrical Equipment
- Classification Electrical Safety
- General Electrical Safety and
- Lockout Tag Out

Specialized Oil and gas well drilling

- CO2,CO, H2S, CH4 and Other Gases
- Gas Detection System
- Drilling Operations Safety
- Rig Safety and API Standards
- Rigging and Slings Safety
- Cascade System

Mechanical Trainings

- Machinery and Machine Guarding
- Rotating Equipment Safety
- Welding Cutting and Brazing
- Hot Work Permit
- Forklift / Crane Safety

Textile and Chemical Industry

- Hazardous Communication and MSDS

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- *Safe Work Permits*
- *Basic First Aid*
- *Fire Fighting*
- *Ionizing and non-ionizing Radiation*
- *Pressure Testing*
- *Compressed Gases handling and Storage*
- *Blood Borne Pathogens*
- *Working on Heights*
- *Breathing Apparatus (SCBA)*
- *Basic Safety Orientation*
- *Safety and Health Program Elements*
- *Means of Egress and fire protection*
- *Walking and working surfaces*
- *Work Place Violence*
- *STOP*
- *JSA or Hazard Sheet*
- *Defensive Driving*

- *Hazardous Materials*
- *Flammable and Explosive chemicals*
- *Health Hazards in workplace*
- *HAZWOPER*
- *Formaldehyde Awareness*

Construction Industry Trainings

- Asbestos Safety
- The use of explosive in work place
- Working at Heights
- Scaffolding
- Fall Protection
- Lead Safety in Work Place
- Safety Leadership
- Stress Management
- Journey Management
- Non-Office Ergonomics

Management System Trainings

- **ISO 9001-2000**
- **OHSAS -18001 and EMS- 14001**
- **ISO- 27001**
- **HACCP (ISO 22001)**
- **SA-8000 (Social Accountability)**

ON SITE / IN-HOUSE TRAININGS FOR EMPLOYEES

We can organize training according to the company requirements

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