

HUMAN ASSETS TRAINING INSTITUTE

The real investment is by investing
in Human Assets



CWQAP

Contractor Workforce Qualifications Assurance Program



APPROVED BY:

أرامكو السعودية
Saudi Aramco



PROMETRIC





The real investment is by investing
in Human Assets

HUMAN ASSETS TRAINING INSTITUTE (HATI) is one of the best training institutes that provides a wide range of Health and Safety Trainings, Food Safety Trainings, Management Courses and English Courses all over the kingdom.

HATI was originally established in 2011 as a provider of training and consulting services in assisting companies in developing safe and healthy workplace and environment to meet local and international standards.

HATI is an approved training provider of Saudi Aramco with Vendor No. 10050417. and CR No. 2052102655

The institute's flagship courses are Aramco Contractor Work Permit Receiver and HSE courses. This year we are launching Contractor Workforce Qualifications Assurance Program as part of flag banner courses.

Why Human Assets Training Institute?

- ◆ Good Performance Standing in Saudi Aramco
- ◆ Strict compliance to COVID safety measures
- ◆ Strict Compliance to Saudi Aramco Standards
- ◆ Effective and Efficient System
- ◆ Updated Training Course Materials
- ◆ Qualified and Dedicated Instructors/ Trainers
- ◆ Quality Training Output
- ◆ Reliable Test Results
- ◆ Strategic Location
- ◆ Reliable and Friendly Staff
- ◆ Flexibility in Addressing Clients' Concerns
- ◆ State of the Art Training and Testing Rooms
- ◆ Fast and Easy Booking Process



The objective of the CWQAP program is to ensure that the contractor technicians working in Saudi Aramco facilities are qualified to do the required or assigned job.

The program authenticates the safety compliance of contractor employees. It includes the documentation, validity and competencies of contractor workforce.

CRAFT 001: ELECTRICAL

CRAFT 002: HVAC

CRAFT 003: INSTRUMENTATION

CRAFT 004: MACHINIST

CRAFT 005: METAL FABRICATOR

CRAFT 006: METAL PIPEFITTER



CRAFT 001: Electrical

Training Duration: 18 hours / 3 Days (6 hours per day)

Exam Duration: 2 hours

Session: Face to Face

Objective:

To provide electrical training that enable the candidates to passed the Contractor Workforce Assessment test. Refresh the candidates knowledge through training and use learnings in the daily work life.

Target Attendees:

For Electrical technicians who are aspiring to pass the Contractor Workforce Assessment Test. The course is not suitable for fresh graduate or no experience candidate. Candidates must have prior knowledge and experience upon taking the course.

Course Outline:

The course will discuss the following theoretical and technical subjects:

- Safety Equipment
- Hazards
- Precaution and Rules
- Basic Electrical Principles
- Installation and Maintenance of Electrical Equipment
- Basic Electrical Drawings and Symbol



CRAFT 002: HVAC

Training Duration: 18 hours / 3 Days (6 hours per day)

Exam Duration: 2 hours

Session: Face to Face

Objective:

To provide HVAC training that enable the candidates to passed the Contractor Workforce Assessment test. Refresh the candidates knowledge through training and use learnings in the daily work life.

Target Attendees:

For HVAC technicians who are aspiring to pass the Contractor Workforce Assessment Test. The course is not suitable for fresh graduate or no experience candidate. Candidates must have prior knowledge and experience upon taking the course.

Course Outline:

The course will discuss the following theoretical and technical subjects:

- Safety Equipment
- Hazards
- Precaution and Rules
- Preventive Maintenance procedure for HVAC equipment
- Steps of HVAC component replacement
- Troubleshooting and repairing procedures of HVAC equipment



CRAFT 003: INSTRUMENTATION

Training Duration: 18 hours / 3 Days (6 hours per day)

Exam Duration: 2 hours

Session: Face to Face

Objective:

To provide Instrumentation training that enable the candidates to passed the Contractor Workforce Assessment test. Refresh the candidates knowledge through training and use learnings in the daily work life.

Target Attendees:

For Instrumentation technicians who are aspiring to pass the Contractor Workforce Assessment Test. The course is not suitable for fresh graduate or no experience candidate. Candidates must have prior knowledge and experience upon taking the course.

Course Outline:

The course will discuss the following theoretical and technical subjects:

- Safety Equipment
- Hazards
- Precaution and Rules
- Terms, Symbol and P.I.D
- Test Equipment
- Instrument and Control Loop Components



CRAFT 004: MACHINIST

Training Duration: 18 hours / 3 Days (6 hours per day)

Exam Duration: 2 hours

Session: Face to Face

Objective:

To provide Mechanical training that enable the candidates to passed the Contractor Workforce Assessment test. Refresh the candidates knowledge through training and use learnings in the daily work life.

Target Attendees:

For mechanics who are aspiring to pass the Contractor Workforce Assessment Test. The course is not suitable for fresh graduate or no experience candidate. Candidates must have prior knowledge and experience upon taking the course.

Course Outline:

The course will discuss the following theoretical and technical subjects:

- Safety Equipment
- Hazards
- Precaution and Rules
- Terminologies, Symbol and P.I.D
- Principle Operation of Mechanical Equipment



CRAFT 005: METAL FABRICATOR

Training Duration: 18 hours / 3 Days (6 hours per day)

Exam Duration: 2 hours

Session: Face to Face

Objective:

To provide Metal Fabricator training that enable the candidates to passed the Contractor Workforce Assessment test. Refresh the candidates knowledge through training and use learnings in the daily work life.

Target Attendees:

For Metal Fabricators who are aspiring to pass the Contractor Workforce Assessment Test. The course is not suitable for fresh graduate or no experience candidate. Candidates must have prior knowledge and experience upon taking the course.

Course Outline:

The course will discuss the following theoretical and technical subjects:

- Safety Equipment
- Hazards
- Precaution and Rules
- Piping System
- Pipe Threading and Spool Fabrication
- Fabrications
- Operating Principle of oxy-acetylene



CRAFT 006: METAL PIPEFITTER

Training Duration: 18 hours / 3 Days (6 hours per day)

Exam Duration: 2 hours

Session: Face to Face

Objective:

To provide Metal Pipefitter training that enable the candidates to passed the Contractor Workforce Assessment test. Refresh the candidates knowledge through training and use learnings in the daily work life.

Target Attendees:

For Metal Pipefitters who are aspiring to pass the Contractor Workforce Assessment Test. The course is not suitable for fresh graduate or no experience candidate. Candidates must have prior knowledge and experience upon taking the course.

Course Outline:

The course will discuss the following theoretical and technical subjects:

- Safety Equipment
- Hazards
- Precaution and Rules
- Piping Systems
- Pipe Threading and Spool Fabrication
- Valve System
- Miscellaneous Tasks
- Hand Tools and Lifting equipment



Training Guideline:

I. Booking and Reservation:

- a. Contractor must register the candidates and send the copies of Iqama /Civil Id and Passport Picture with white background to the sales coordinator. Coordinate with our sales team to get required forms. Sales Department Number: +966 13 849 3360 Ext. 100, 101, 106 / +966 13 849 3340.

Sr. #	Participant Name (Mandatory)	ID Number (Mandatory)	Company Name (Mandatory)	Course (Mandatory)	Contact Number	Nationality (Mandatory)	Email (Mandatory)	Attach Iqama or Saudi ID (Mandatory)	English Language level Please tick on the level Which represents your level		
									Low	Medium	High
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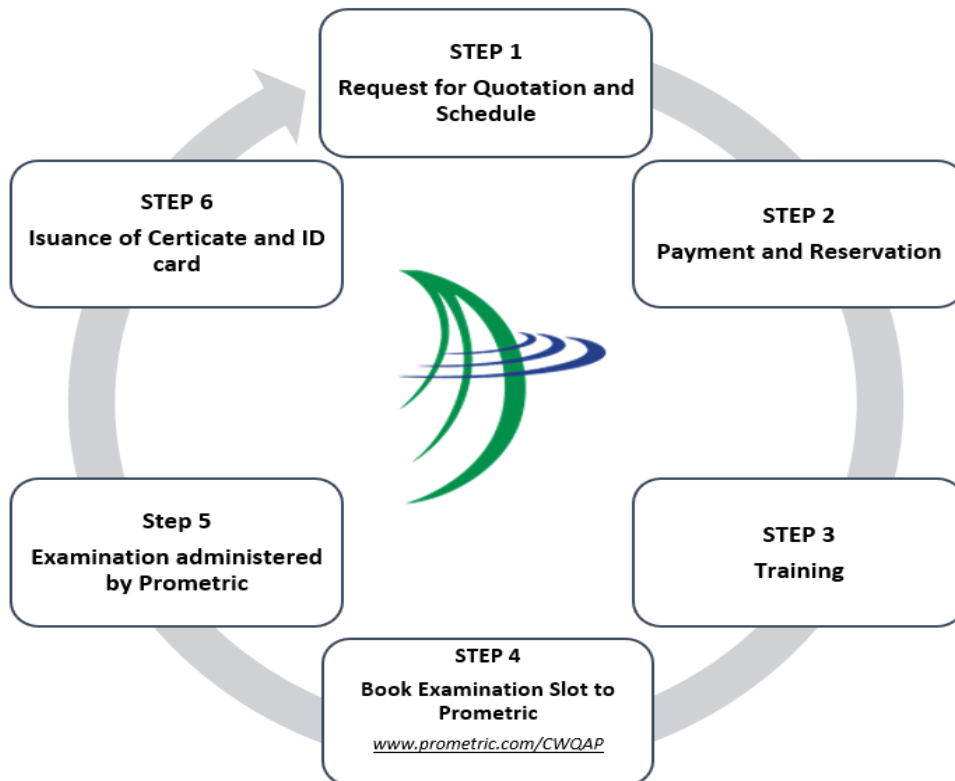
- b. Advanced Fee is required to reserve the slots. Invoice will be generated upon the payment. The original invoice will be submitted to client.
- c. Earliest slots will be issued on a first come first served basis.
- d. Training venue is at Human Assets Training Institute.

II. Training and Examination:

- a. Candidates must have prior experience and background about the craft.
- b. Training and examination instruction is in English
- c. Training Duration is 3 days
- d. Examination Duration is 2 hours
- e. Computer based examination is administered by PROMETRIC.
- f. Candidate must register to www.prometric.com/CWQAP for the examination and examination payment
- g. The examination schedule will be from HATI.
- h. HATI will notify the client by email for examination result.
- i. HATI will update the certification record and certification ID card for the passer. An email for the collection of certificate and ID card will be sent to the client.
- j. Arrive 30 minutes early for the training and examination. Examination schedule and exam fee is forfeited for late comer.



PROCESS CHART



Failed candidates can book a retest through Prometric Website
www.prometric.com/CWQAP.

HATI can assist the candidates for the retest booking.



Human Assets Training Institute

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