





معهد الجودة الشاملة للتدريب
TOTAL QUALITY TRAINING INSTITUTE

QHSE Management System

Manual Control & Revision History

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	Prepared & Reviewed by	Approved by
Signature		
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Designation	HSE Trainer	Institute's Manager

Revision History

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00	25.06.2025	Initial issue for implementation

QHSE Management System

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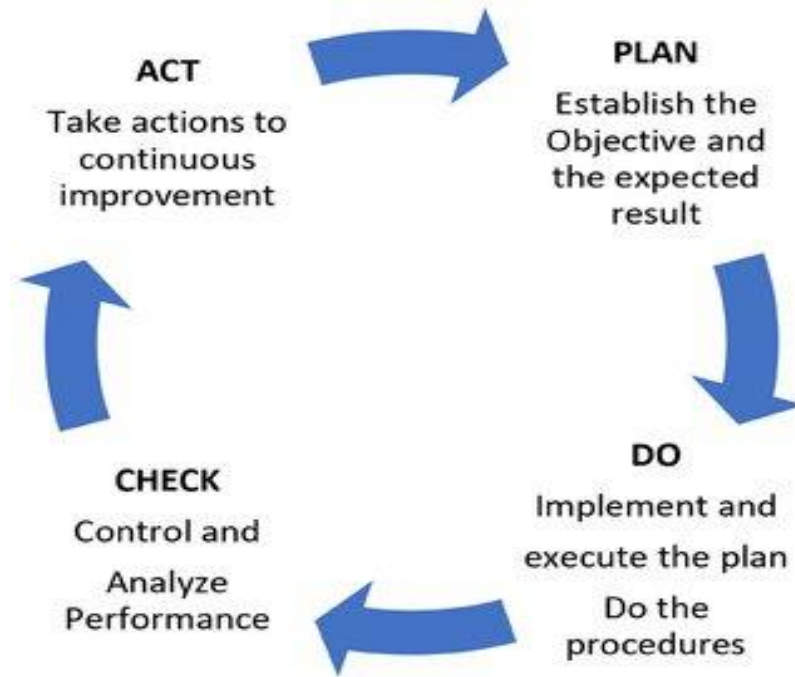
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1-INTRODUCTION

The management of the Total Quality Training Institute authorized this management system to confirm that all activities implemented in the institute in a manner that keep the health and safety of all employees, learners, clients or visitors protected with the least harm to the environment.

TQTI QHSE Management system will be reviewed annually, unless a change in requirements necessitates modification.

The HSE Management System at the Total Quality Training Institute is structured around the Plan-Do-Check-Act (PDCA) Cycle, which is supported and propelled by dedicated leadership from the institute's top management.



1.1 Figure 1 PDCA Cycle

Plan – The top management of TQTI demonstrates the commitment of occupational health & safety by the statement mentioned on the HSE Policy and defining the roles & responsibility of each employee to make it clear for the following process.

Do - Resources & support will be provided by the top management to perform the plan.

Check – Review, analyze the information collected from monitoring (inspection records), to be aware of

the performance and recognize the area of improvement.

Act – Perform the necessary action based on analysis that has done on the last step (Check), for continual improvement.

Purpose: To define the boundaries and applicability of the HSE Management System.

Scope: The HSE Management System applies to all activities, processes, and infrastructure within the training institute. This includes:

- Delivery of professional training courses for students.
- Maintenance and operation of classrooms, labs, and office spaces.
- Management of health, safety, environmental, and quality standards as per ISO 9001, ISO 14001, and ISO 45001.
- **Exclusions:** External services outsourced to third-party vendors (e.g., catering, building maintenance) that fall outside of direct control.
- **Objective:** Ensure the safety, quality, and sustainability of the institute's operations while meeting stakeholder expectations and complying with relevant laws.

2- Elements of HSE Management System in TQTI

2.1 CONTEXT OF THE ORGANIZATION

The Total Quality Training Institute specializes in delivering high-quality professional training programs tailored to industry needs. The institute strives to foster a safe and conducive learning environment while adhering to principles of quality, health, safety, and environmental management. This context analysis outlines internal and external factors that influence the implementation and maintenance of the HSE Management System.

Key Personal responsibilities:

- TQTI Manager

Lead strategic planning and execution of training programs and business development initiatives

Ensure alignment with national and international standards

Represent the institute in external audits, inspections, and professional forums

Develop partnerships to expand training offerings and enhance institutional reputation

Monitor trainer performance and student feedback to ensure continuous improvement

Ensure compliance with MOL, and other regulatory bodies' standards

Maintain confidentiality and data protection in line with ethical and legal requirements

- HSE Trainer

Conduct HSE Courses and other accredited programs that are (approved to deliver) using structured methods and visual aids

Implement Quality Assurance system and conduct internal audits to maintain training excellence

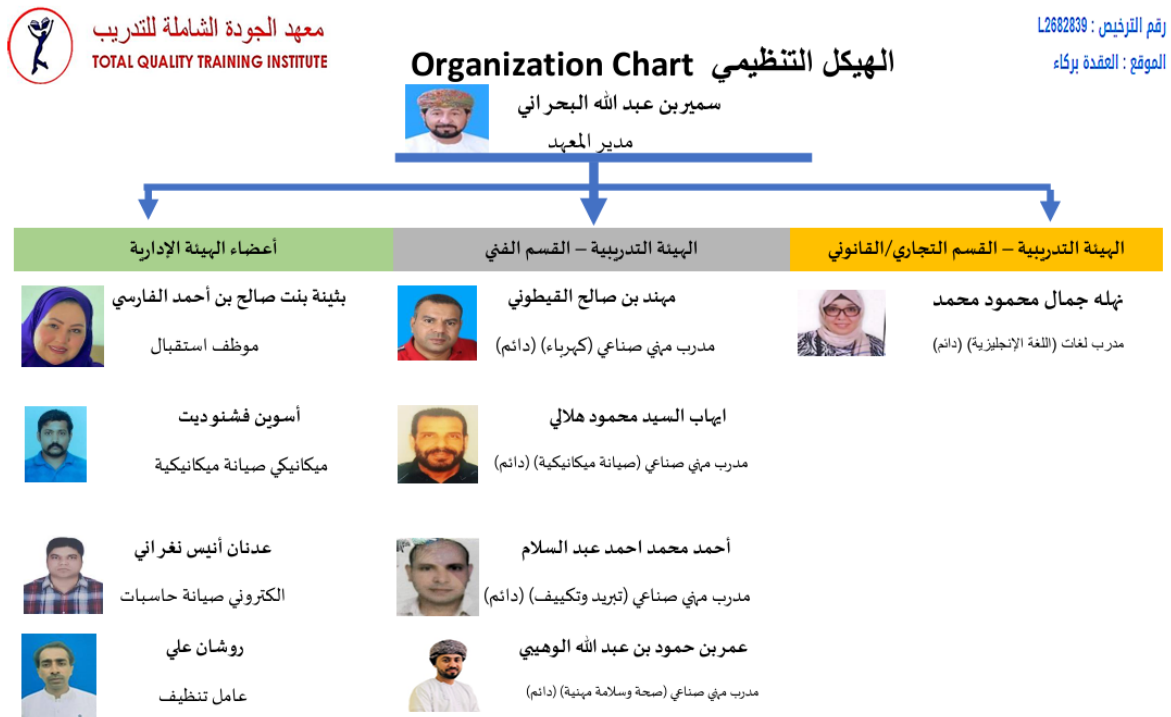
Implement regular inspection for offices, workshops and safety equipment

Monitoring the performance of policies and procedures implementation

Conduct Fire Drill and record the outcome to enhance

Conduct safety meeting to raise awareness among employees

Implement regular Management review meeting for continual improvement



Related Documents	<ul style="list-style-type: none"> - Quality Context Log TQTI-QHSE-RG-03 - Scope of HSE Management System (QHSEMS) TQTI-HSE-PR-01 - SWOT Analysis TQTI-HSE-FO-02 - Needs & Expectations of Interested Parties TQTI-HSE-FO-03 - QMS Process TQTI-HSE-FO-04
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2.2 LEADERSHIP & COMMITMENT

The health and safety of all employees, learners, clients and visitors are the most important matter to the top management of TQTI. The Institute's Manager of TQTI has authorized a Health, Safety, and Environment Policy that formulates the administration's commitment to safeguarding the health and safety of all personnel while also protecting the environment to make it sustainable. This policy further details the commitment to developing HSE Plans with specific objectives aimed at ensuring safety and health protection, as well as defining the roles and responsibilities of all concerned parties involved in the execution of these plans.

Top management will exemplify its leadership in QHSE by allocating necessary resources, providing support, and actively engaging in QHSE monitoring and promotional initiatives.

Related Documents	<ul style="list-style-type: none">- QHSE Policy TQTI-HSE-PO-01- Role & Responsibilities Matrix TQTI-HSE-FO-06- Code of Conduct TQTI-HSE-FO-07
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2.3 PLANNING

The implementation of the HSE Policy can only be realized through the establishment of specific plans. An annual HSE plan must be developed, incorporating clear SMART objectives that are grounded in the following considerations:

- evaluations of the risks associated with TQTI operations,
- compliance with legal and regulatory obligations,

HSE Plans will undergo semi-annual reviews to ensure their continued relevance.

Related Documents	<ul style="list-style-type: none"> - HSE Plan TQTI-HSE-PL-01 - HSE Risk Register TQTI-HSE-RG-01 - Action Tracking Sheet TQTI-HSE-FO-13 - Legal & Compliance Register TQTI-HSE-RG-04 - Emergency Response Plan TQTI-HSE-PR-08 - Emergency Preparedness Procedure TQTI-HSE-PR-09
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2.4 SUPPORT

TQTI's senior management is responsible for supplying all necessary resources to facilitate the execution of the HSE plans. This includes:

- The allocation of qualified personnel
- The provision of safe and sufficient equipment, tools, and facilities
- The delivery of pertinent information, training, procedures, and instructions.

<p>Related Documents</p>	<ul style="list-style-type: none"> - Communication Procedure with Third Party TQTI-HSE-PR-07 - Staff Professional Development Policy (CPD) TQTI-HSE-PO-06 - Supplier Procedure TQTI-HSE-PR-14 - Control of Documents and Records Procedure TQTI-HSE-PR-13 - Third party companies for Recycling
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2.5 OPERATION

All TQTI departments are tasked with integrating Health, Safety, and Environment (HSE) considerations into their everyday operations by:

- Discussing HSE matters during meetings and in communications.
- Encouraging HSE awareness among TQTI staff and students by disseminating information, instructions, and best practices, including HSE inductions, toolbox talks, posters, and campaigns.

- Ensuring preparedness to respond promptly and effectively to emergencies through fire drills and First Aid training.

Related Documents	<ul style="list-style-type: none"> - Standard Operating Procedures (SOPs) TQTI-HSE-PR-10 - Staff Attendance Procedure TQTI-HSE-PR-12 - Attendance & Performance Record TQTI-HSE-FO-09 - Safety Meeting Attendance Sheet TQTI-HSE-FO-10 - HSE Monthly Inspection Report TQTI-HSE-FO-16 - Preventative Maintenance TQTI-HSE-FO-15
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2.6 PERFORMANCE EVALUATION

Performance evaluation allows us to assess TQTI's success in effectively managing Health, Safety, and Environment (HSE) practices. Each year, the desired performance level will be established in the HSE Plan. The following Key Performance Indicators (KPIs) will be utilized:

a. Proactive (Leading) Indicators:

- Number of safety meetings conducted
- Number of fire evacuation drills performed
- Number of safety campaigns or awareness workshops held
- Number of safety inspections carried out
- Percentage of action items resolved from HSE audits, inspections, and incident reports

b. Reactive (Lagging) Indicators:

- Number of Lost Time Incidents (LTI)
- Number of minor incidents (First Aid Cases)
- Number of near misses reported
- Electricity consumption levels
- Water consumption levels

Related Documents	<ul style="list-style-type: none">- TQTI Reporting Card TQTI-HSE-FO-32- Key Performance Indicator TQTI-HSE-RG-06- Internal Audit Report TQTI-HSE-FO-11- External Audit
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2.7 IMPROVEMENT

The ongoing improvement of TQTI's Health, Safety, and Environment (HSE) performance will be central to the annual business plan. This continuous improvement will be realized through systematic evaluations of the HSE Policy, Risk Assessments, engagement with employees and students, the Emergency Response Plan, and the resolution of action items identified in both internal and external audits and inspections.

Related Documents	<ul style="list-style-type: none">- Management Review Meeting TQTI-HSE-FO-12- Action Tracking Sheet TQTI-HSE-FO-13- Non-Conformity – NCR TQTI-HSE-FO-14- Action Tracking Sheet TQTI-HSE-FO-15- Candidate Feedback TQTI-HSE-FO-18
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