

## BIO DATA

**NAME:** Eng. KHALID SAEED AL NAJJAR

### PERSONAL INFORMATION

- Marital status: Married
- Nationality : Egyptian
- Age : 42



### EDUCATION

- B.Sc. Chemistry 1992.
- Studying Master Degree in Material Science .

### ADDITIONAL QUALIFICATION

- Certified Safety instructor from **High Field, UK.**
- Certified Safety instructor from **OSHACADEMY, USA.**
- Certified Safety instructor from **TVTC**; the Technical and Vocational Training Corporation, **Saudi Arabia.**
- **Lean-Six Sigma Green Belt 2011:** Project Topic / Decrease Number of HSE Accidents
- **2010 - Internal Auditor:** For the Environmental Management System & Occupational Health & Safety ISO 14001 & OHSAS 18001
- **Saudi Aramco-Risk Management Campaign 2008:** Biological and Chemical Hazards by Fred Lomax, Environmental Compliance Unit.
- **ISO 22000:2005 Auditor/Lead Auditor** course No.A17189 Certified by IRCA
- **OSHA 30hrs** - Occupational Health and safety (Construction safety & Health)
- **ISO 9001: Year 2000 Version** : National Inspection & Technical Testing Co. Ltd FAHSS/TUV
- **Food hygiene 1999** : (The Royal Society for the Promotion of Health)
- **Windows, Office & Multimedia Courses**

### LANGUAGES

- Fluent English
- Good French

### PROFESSIONAL MEMBERSHIP

- Syndicate of Scientific Profession: Alexandria- Egypt
- The National Fire Protection Association, USA
- National Association of Safety Professionals (NASP) USA.

## COMMUNITY ACTIVITIES

- Membership in the **Arab Society of material science** (NGOs)
- Membership in the **Saudi Environmental Society** (SES)

## JOB EXPERIENCES

### • Jul. 2011 – up-to-date: Al Thiga for Safety & Occupational Health

(Auditor & Executive Director)

#### Duties & Responsibilities:

Execute Director Tasks in addition to:

- Clients review policies and procedures in Safety, Occupational Health & Environment areas.
  - Conduct Environmental Impact Assessments & studies ( EIAs )
  - Conduct Job Safety Analysis and develop Job Requirements, and Training needs
  - Develop Job descriptions and Job Responsibilities.
  - Clients Auditing, Conduct Risk Assessment for Identified Hazards & Environmental Analysis for Aspect and Impacts Indoor and Outdoor.
  - Total Quality improvement.
  - Conducts/coordinates the conduct of Environment, fire safety, and security inspections to identify problems. Investigates and develops recommended solutions
- ### • Jan. 2009 –July 2011: DSFH ( Dr. Soliman Fakeeh Hospital)
- **Health, Safety & Environment Director (HSE Director)**
    - Ensures that policies and procedures in these areas are developed, updated, implemented, and followed.
    - Conduct Risk Assessment for Identified Hazards & Environmental Analysis for Aspect and Impacts Indoor and Outdoor.
    - Comply with the hospital code of conduct and the patient and family safety & rights standards.
    - Responsible for the quality improvement of the department
    - Conducts/coordinates the conduct of Environment, fire safety, and security inspections to identify problems. Investigates and develops recommended solutions to problems in coordination with involved officials. Implements and follows up approved recommendations, etc.
    - Supervise Fire drills and Training
    - Management Representative for Civil Defense
  - **Management Representative for HSE ( ISO 14001 & OHSAS 18001 )**

- Provides feedback to top management on the effectiveness of the quality management system.
  - Liaising with the External Bodies associated with the Environment requirements.
  - Overseeing the creation of the Environmental Management System (EMS).
  - Developing documented procedures as per ISO standards.
  - Communicating with all responsible parties.
  - Establishing the management review agenda & schedule.
  - Conducting tests for Solids & liquid waste, Gas emissions & noise generation.
  - Conducting a series of training sessions for Environmental awareness.
- **Nov.2008 - Jan 2009: DSFH**

### Environment & Safety Officer

- Inspect periodically departmental facilities observing operations and activities, investigating Work Environment & safety complaints and ensuring that the Unit/department is in compliance with local regulations and Hospital Policies regarding Environmental Aspects, fire incidents/accident, preparedness for disasters and environmental protection.
  - Conduct periodic Training for General Safety, Fire Safety and Food Safety
  - Observe work in progress, ensure that proper (PPE) personal safety equipment is worn and procedures are followed.
  - Coordinates with Division Director and Risk management regarding health and safety issues in their respective areas and notifies management staff regarding violation of safety regulations and codes.
  - Makes recommendations for corrections and follow up to ensure that violations have been corrected.
  - Resolve complaints and makes recommendations to management for corrective action, as required.
  - Implement approved internal safety rules, policies and guidelines.
  - Ensure that the Units / Departments comply with all environmental regulations regarding hazardous substance handling and disposal.
  - Attends meetings as requested.
- **April 2007 : Oct. 2008 : SALAMATEC Health, Safety and Environment Consultation**

### Assistant Operation Manager & Safety Officer

#### Duties & Tasks :

- Conducting detailed inspections, gap analysis and consultations
- Design scheduling of site inspections for different clients
- Develop schedules and Topics of safety talks for different clients
- Training colleagues whenever requested

- Training client's staff whenever requested
  - Submitting inspection Reports to Operations Manager
  - Assist in scheduling of special events and drills for different clients & observe it
  - Responsible for Consultation of HACCP and ISO 22000:2005
  - Assist in modification of related G.P.s and Regulations Internally & Externally
- **2004 up to April 2007: Production Manager AL AHSA FOOD INDUSTRIES CO. KSA**

#### **Responsibilities:**

- Production and resources planning to meet production demands.
- Execute production according to the submitted production plans.
- Co-ordinate with project departments.
- Update Management and project team with production progress.
- Apply safety and Occupational Health rules.
- Issue production performance reports.
- Improve staff productivity by training
- Motivate the labor and apply the agreed intensive plans.
- Participate in issuing the annual budget reports for the production operation.
- Ensure effective supervision of labor during production.
- Follow up customers needs to define their products specifications.

#### **DUTIES**

Following up: -Chemical Analysis.  
-Physical Analysis.  
-Microbiological Analysis.

- **1999 up to 2004 Quality Assurance Manager AL AHSA FOOD INDUSTRIES CO. KSA**

#### **Responsibilities:**

- Designing and Writing the Quality Manual
- Monitoring all the Products Analysis and Results.
- Planning and carrying out appropriate specific training.
- Perform assigned tasks.
- Heighten Quality and food hygiene awareness.
- Mould attitude of all works.
- Researching and developing new products.

- Decrease the factory waste.

• 1994-1999 Quality Controller Al Andalus Co. KSA

• 1992-1994 Chemist and quality controller at RUBEX EGYPT for Metal Industries.

## HOBBIES

- Gardening, Swimming, Painting and Perfumes Preparation.

Khalid Saeed Al Najjar

## Accreditations



## Accreditations:



# Highfield

awarding body for compliance

## HABC Approved Tutor Certificate of Registration

This is to certify that

**Khalid Najjar**

is registered to provide training and examinations leading to  
Highfield Awarding Body for Compliance (HABC) qualifications

Date of registration 21 February 2013

Tutor Number 15978

# Approved



Jason Sprenger - Chief Executive  
Highfield Awarding Body for Compliance

### HABC Tutor Code of Conduct

Approved HABC Tutors are expected to adhere to the principles  
of good practice set out in the HABC Tutor Code of Conduct

## HABC Approved Tutor

KINGDOM OF SAUDI ARABIA  
Technical and Vocational Training Corporation  
Council for Technical Voc. Training in Makkah



المملكة العربية السعودية  
المؤسسة العامة للتدريب التقني والمهني  
مجلس التدريب التقني والمهني بمنطقة مكة المكرمة

المشروعات : بدون

الرقم : ٢٠١٦ / ٢٠١٦ / ٤٠٧٣٩٤ التاريخ : ٢٠١٦ / ١١ / ٢١ هـ

الموضوع: اعتماد هيئة تدريبية

اعتماد هيئة تدريبية

منشأة تحت التأسيس

منشأة قائمة ✓

وفقه الله

المكرم/ مالك معهد الثقة الفائزة للتدريب للتدريب

السلام عليكم ورحمة الله وبركاته:

إشارة إلى طلبكم الوارد إلينا الخاص بطلب اعتماد المدرب الموضح بياناته أدناه:

الاسم	الجنسية	رقم الهوية	المؤهل	التخصص	طبيعة العمل	متفرع/ متعاون
خالد سعيد سعد النجار	مصري	٢٢٥٠٧٣٤٨٠٩	بكالوريوس	كيمياء	مدرب سلامة	متفرغ

لمنشأتكم (معهد الثقة الفائزة للتدريب) بمدينة جدة حي: السلامة .  
عليه أفيدكم بالموافقة على اعتماده، على أن يتم تسجيله في التأمينات الاجتماعية عاجلاً .

وتقبلوا تحياتنا ، ، ،

رئيس مجلس

التدريب التقني والمهني بمنطقة مكة المكرمة

د. راشد بن محمد الزهراني