

The Inspector Writes

PROMOTION!!

Refer to
Registration
Form

If you're "scared of the pen", this class is for you.

Course Overview

The course provides participants with the knowledge necessary to:

- ◆ *Understand the importance of having technical writing skills*
- ◆ *Improve technical writing skills*
- ◆ *Write appropriate inspection narratives and repair recommendations.*

Technical writing is one of the most important skills required for those in our industry. What makes this class different from other technical writing classes?

This course covers over 7 basic rules imperative for technical writing. All class examples and exercises will be applicable to the **pressure equipment discipline**. Students will receive a laminated checklist for future use that details **Technical Writing's Seven Basic Rules**.

This class is also useful for anyone performing technical writing, e.g. maintenance, operation, and other engineering discipline.

Topics Covered

Technical Writing's Seven Basic Rules:

- 1) Gain a better understanding of why technical writing skills are important to your success**
- 2) Understand the purpose and relationship of basic inspection records**
- 3) Review 7 "Basic Laws" important to all technical writing.**
- 4) Develop a standardized format for a vessel internal inspection.**
- 5) Develop a standardized format for failure report**
- 6) Critique an inspection narrative(s)**
- 7) Critique a repair recommendation(s)**

Improve Your Writing in One Day

*This class is "a **MUST**" for pressure-equipment personnel working in any petro-, chemical- or industrial facility*

1 Day Course: 8.30am - 5.30pm

Speaker's Background

Mark Smith has worked in the petrochemical industry for 25 years and in the pressure equipment discipline for 16 years. He has been instructing inspection classes since 1992. Certifications obtained include: API 510/570/653.

Currently about 150 students per year attend one of his API courses. He is committed to helping each student achieve success.

About MSTs

MSTS is a company specializing in providing the needed practical training for petrochemical pressure equipment inspectors and engineers.

Currently, MSTs provides eleven courses specifically designed to help pressure equipment personnel improve their technical knowledge and skills.

MSTS instructors are selected for their technical and "wake-ability" skills. ("Wake-ability" – the ability to minimize snores during long, boring technical training.)

Class Participants

Suitable candidates should have 1 - 3 years experience at a petro-, chemical- or industrial facility.

Inspector candidates should have at least 6 months of inspection experience.

Enrollment is limited to 20 students

For more information, please contact

IDC TRAINING HOUSE SDN BHD

TEL: 03-7956 5126

WWW.IDC-TRAINING.COM

HRD Approved "Class A" Training Provider (since Year 2002). Registered with Ministry of Finance.

The Inspector Writes



Feedback

"I always thought that my report writing skill was rather good, but after attending Mark Smith's "Inspection's write" class, I realized that I have a lot to improve.

I have also attended other classes taught by Mark and personally, I think Mark is really good at what he is doing. Some people are born to teach and I think Mark is one of them. The way he blend in humor and relate his past experiences into his teaching, can really keep one awake during his class.

This is definitely a class not to miss, especially for those have difficulties in writing report."

**James Douglas Ripon
Freelance Inspector**

"As an inspector, my reports will carry a lot of responsibilities and not forgotten, the liability as well. Who knows, one day my reports might go to courts for whatever reasons. Simply using wrong wordings could put me into trouble as different people may interpret the same wordings differently depending on their interests.

Attending Mark's class is really an eye opener to me. Having many years of experiences in inspection is one set of strength, being a good teacher is another set of strength, and having sense of humor to keep everybody awake in the class is another strength... and Mark has them all."

**Azlan Hasan
TUV-NORD Malaysia**

I have attended numerous classes taught by Mark Smith (MSTS). I have always found the classes to be very interesting and extremely informative. Mark has a gift when come to teaching that makes everyone feel comfortable with the material and he can teach at any level.

In many classes I have attended, he has had a wide variety of skill levels and knowledge in his students and he has the ability to make sure that everyone can follow along and he keeps everyone participating in the class material. He can sense when a student may be falling behind or not fully understanding the material and makes it a point to bring them back up to speed.

I would highly recommend to anyone interested in succeeding in the inspection field to put their faith in Mark Smith. I personally attribute much of my success in this industry to Mark and his ability to teach!

**James Moore
Senior Inspector
Motiva Enterprises
Convent, Louisiana**

ABOUT IDC TRAINING HOUSE

IN-HOUSE TRAININGS AVAILABLE

IDC Training House is a leading Training Provider for corporate & government sectors; to both local & international market. Our strength lies in providing Trainers who are highly experienced & knowledgeable in their respective fields; in order to produce well-trained and qualified professionals to meet the demands of the new economy.

We specialize in human capital development in areas of **Soft Skills, Motivation, Leadership, Management, IT, ISO, Team Building, & Technical.**

If your company wishes to have a cost effective in-house training that is customized for your company,

Call us at
+60-3-7956 5126 / 5139
 Or
 Email to **info@idc-training.com**

For more programs offered by IDC Training House, please visit <http://www.idc-training.com>

For public workshops, please visit <http://www.idc-training.com/course-calendar.html>

Course: The Inspector Writes

Date: 12 Apr 2010

Venue: IDC Training Room, Amcorp Trade Centre, PJ, Selangor, Malaysia

Time: 8.30am - 5.30pm

Name of Applicant(s) Mr / Ms / Dr / Ir (Others)	Designation(s)	Contact No. (H/P)
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
Company Name :		
Correspondence Address :		
Tel :	Ext. :	Fax :
H/P :	E-mail :	
Contact Person :		Designation :

Register NOW!!!	Group Package (Min 3 delegates)	Early Bird Package (with payment)	Normal Package
On or Before 25 Mar 2010	RM 1,500 /pax	RM 1,800	RM 1,700 /pax
26 Mar 2010 onwards	RM 1,600 /pax	3 Feb 2010	RM 2,100 /pax

Terms and Conditions Registration Policy

Fees include course materials, lunch & tea breaks. Payment can be made by cash, credit card or using crossed cheque/bank draft made payable to **IDC Training House Sdn Bhd**, fourteen (14) working days prior to the date of the program. Otherwise registration(s) is treated as unconfirmed.

Disclaimer

Changes of course date, Trainer/Facilitator or venue

We reserve the right to make alternative arrangement to the above if the needs arise due to unforeseen circumstances. Every effort will be made to inform the participants of these changes.

Additional Expenses

We shall not be responsible for any extra expenses incurred by any participant(s) while attending the course.

Please download the location map from: http://www.idc-training.com/map/idc_map.pdf



Certificate of Attendance upon completion of the course



Save more with In-House Training



Save more with group of 3 delegates

REGISTER NOW! FAX TO US AT +60-3-7956 1536