



Syngenta Process Safety eLearning User Guide

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WELCOME

We are pleased to be able to provide this educational program of quality online/on-demand eLearning courses – all on the topic of process safety.


AIChE Academy and CCPS are uniquely positioned to help Syngenta meet its process safety training needs. The eLearning process safety catalogue includes courses for process safety engineers and managers, operators, chemical engineers, manufacturing engineers, shift supervisors, EHS specialists and more.

In this program, you will find a variety of course delivery formats that are all self-paced, enabling you, your employees and colleagues the opportunity for a flexible, personalized learning experience. This document contains instructions on how to set up your AIChE account and access courses.

For more information on any AIChE education, and to see the breadth of offerings, please visit www.aiche.org/academy.

At any time, for any reason, please feel free to contact the AIChE Customer Service at customerservice@aiche.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rukyah Hennessey', is positioned below the 'Sincerely,' text.

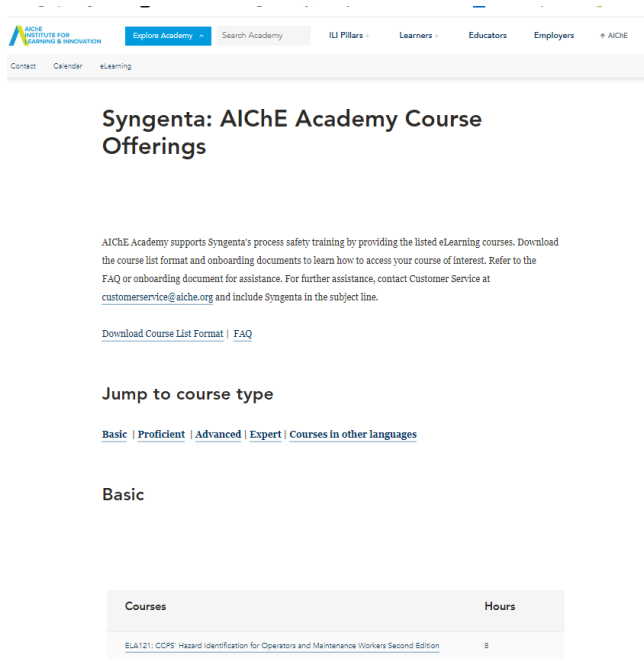
Rukyah Hennessey
Associate Director, Education and Workforce Development
rukylh@aiche.org

Course List Access

Please visit and bookmark the AIChE Syngenta Course Offerings Webpage:

<https://www.aiche.org/academy/syngenta-course-offerings>

This webpage lists all the courses that will be available to you for the duration of this program.



The screenshot shows the AIChE Academy website interface. At the top is a navigation bar with the AIChE logo, a search bar, and links for 'ILI Pillars', 'Learners', 'Educators', 'Employers', and 'AIChE'. Below this is a secondary bar with 'Contact', 'Calendar', and 'eLearning' links. The main heading is 'Syngenta: AIChE Academy Course Offerings'. A paragraph explains that AIChE Academy supports Syngenta's process safety training by providing listed eLearning courses, and provides instructions on how to download the course list format and onboarding documents, along with a link to the FAQ and a contact email (customerservice@aiiche.org). Below this is a section titled 'Jump to course type' with links for 'Basic', 'Proficient', 'Advanced', 'Expert', and 'Courses in other languages'. Under the 'Basic' link, a table lists available courses.

Courses	Hours
ELA121: CCPS' Hazard Identification for Operators and Maintenance Workers Second Edition	8

To learn more about each course, click on the Course link.

Jump to course type

[Basic](#) | [Proficient](#) | [Advanced](#) | [Expert](#) | [Courses in other languages](#)

Basic

Courses	Hours
ELA121: CCPS' Hazard Identification for Operators and Maintenance Workers Second Edition	8
ELA122: Process Safety Leadership for Front-Line Supervisors 	5
ELA124: Process Safety Management for Bioethanol	5
ELA150: CCPS' OSHA Process Safety Management Review	2

Once you click on the link, you will be taken to the course webpage displaying details like:

- Course description
- Eligible PDH/CEUs
- Course Outline
- What You'll Learn (Course Objectives)

Our courses come in 4 different formats:

Course Formats	Definition
Downloadable linked Pdfs	Content heavy learning sometimes weaving in video links to enhance self-paced written material.
Enhanced media player	Slide interface with narrative driven learning and fixed pace with intermittent interactive functionality for the learner.
Advanced media player	Same slide style interface as our Enhanced courses with multiple interactive scenarios to optimize the learner experience.
Web-enabled application	A modern interface with a rich visual learning environment, intermittent narration, easy navigation and compatible with most mobile devices.

You can see a complete list of all courses that are available to you on the [Syngenta Process Safety eLearning webpage](#) or in Appendix A of this document.

Setting Up for Access

Creating/Updating Your AIChE Profile

Before you begin, please be sure to confirm you have an existing account profile.

If you have created a profile in the past or think you may have, STOP and call Customer Service at

1-800-242-4363 (1-203-702-7660 International) Monday – Friday 9am – 5pm Eastern Time.

Creating a second profile can result in problems going forward.

Existing Users

If you know your login/password, log in [here](#) and proceed to your profile. The “Professional” section will need to be updated with your Syngenta information.

In the Company field, begin typing “Syngenta” and select “**Syngenta Basel Switzerland**” from the drop-down list. This will be the first selection.

PLEASE CHOOSE THIS ONE EVEN IF THIS IS NOT THE LOCATION OR THE EXACT NAME OF THE BUSINESS UNIT YOU ARE EMPLOYED AT. THIS IS REQUIRED TO CHECKOUT FREE.

The screenshot shows the 'EDIT PROFILE' page with a navigation bar at the top containing icons for Name, About You, Contact, Location, Professional, Education, and Payment. The 'Professional' section is active. It includes fields for Industry, Job Function, Credentials, and Job Title (primary). The 'Company/Institution (primary)' dropdown menu is open, showing a list of options. A blue arrow points to the first option, 'Syngenta', which is highlighted. Below the dropdown, the full address for Syngenta is displayed: 'Syngenta | Rosentalstrasse 67 4058 Basel Switzerland'. At the bottom of the form, there is a 'SAVE' button and a 'Return to Profile' button.

Field	Value
Industry	--Select--
Job Function	--Select--
Credentials	
Job Title (primary)	Laboratory Technician
Company/Institution (primary)	Syngenta

Syngenta | Rosentalstrasse 67 4058 Basel Switzerland
GB Biosciences a Syngenta Co | 2239 Haden Rd Houston, TX 77015
Syngenta India Ltd | Amar Paradigm S.No. 110/11/3 Baner Road Pune - 411045
Maharashtra - India

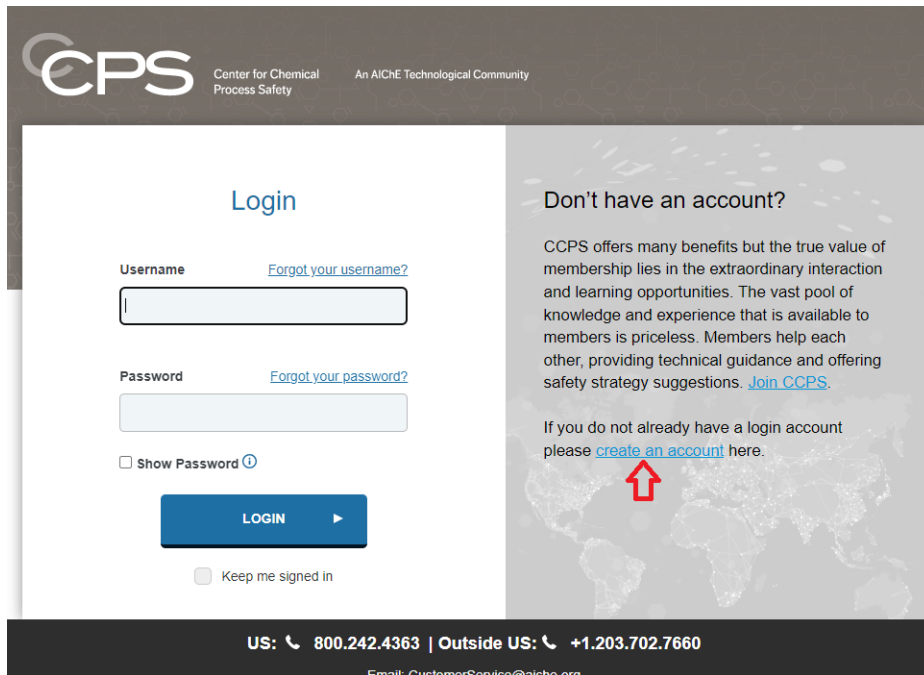
SAVE **Return to Profile**

New Users

If you're a new user, go to www.aiche.org/ccps

Sign In in the right corner

Create an account



The screenshot shows the CCPS (Center for Chemical Process Safety) login page. The header includes the CCPS logo and the text "Center for Chemical Process Safety" and "An AIChE Technological Community". The main content area is divided into two sections. The left section is titled "Login" and contains a form with fields for "Username" and "Password", each with a "Forgot your [username/password]?" link. Below the password field is a "Show Password" checkbox and a "Keep me signed in" checkbox. A blue "LOGIN" button with a right arrow is at the bottom of the form. The right section is titled "Don't have an account?" and contains text about the benefits of membership and a link to "Join CCPS". Below this text is a link to "create an account" with a red arrow pointing to it. The footer contains contact information: "US: 800.242.4363 | Outside US: +1.203.702.7660" and "Email: CustomerService@aiiche.org".

CCPS Center for Chemical Process Safety An AIChE Technological Community

Login

Username [Forgot your username?](#)

Password [Forgot your password?](#)

☐ Show Password ⓘ

LOGIN ▶

☐ Keep me signed in

Don't have an account?

CCPS offers many benefits but the true value of membership lies in the extraordinary interaction and learning opportunities. The vast pool of knowledge and experience that is available to members is priceless. Members help each other, providing technical guidance and offering safety strategy suggestions. [Join CCPS](#).

If you do not already have a login account please [create an account](#) here.

US: ☎ 800.242.4363 | Outside US: ☎ +1.203.702.7660
Email: CustomerService@aiiche.org

In the **Organization/Company** field, begin typing “Syngenta” and **select “Syngenta Basel Switzerland” from the drop-down list** in order to Checkout free. The Primary Address section will auto-populate with the selected employer’s address.

Just typing the name “Syngenta” WILL NOT let you obtain the courses free of charge.

YOU MUST select “Syngenta Basel Switzerland” from the drop-down list. This will be the first company on the drop-down list!

The screenshot shows a web browser window with the URL `ecommerce.aiche.org/aiche-online/NonMemberAccount/Home/CreateAccount?setskin=ccps&vi=10&vt=9674a6a262c5aad6ceba9...`. The page is titled "Guest Account" and contains a registration form. The form includes fields for First name, Last Name, Email Address, Gender, Industry Classification, Job Function, and Organization/Company. The Organization/Company field is currently open, showing a dropdown list with three options: "Syngenta | Rosentalstrasse 67 4058 Basel Switzerland", "Syngenta India Ltd | Amar Paradigm S.No. 110/11/3 Baner Road Pune - 411045 Maharashtra - India", and "Syngene International Ltd. | BSEZ-S2 Unit I Plot 2&3, Phase IV, Bicon Park Bommasandra Jigani Link Bommasandra Industrial Area Bangalore-560 099 India". A red arrow points to the first option, "Syngenta | Rosentalstrasse 67 4058 Basel Switzerland".

Undergraduate students, [click here](#) to create a free [Student Member](#) account to get benefits like complementary SACHE courses.

First name
(Required)

Last Name
(Required)

Email Address
(Required)

Gender
--Select--

☐ I am a student ☐ I am an employed professional ☐ I am an unemployed professional ☐ I am retired

Industry Classification
(Required)
--Select--

Job Function
(Required)
--Select--

Organization/Company
(Required)
Syngen|

Syngenta | Rosentalstrasse 67 4058 Basel Switzerland

Syngenta India Ltd | Amar Paradigm S.No. 110/11/3 Baner Road Pune - 411045 Maharashtra - India

Syngene International Ltd. | BSEZ-S2 Unit I Plot 2&3, Phase IV, Bicon Park Bommasandra Jigani Link Bommasandra Industrial Area Bangalore-560 099 India

Accessing a Course

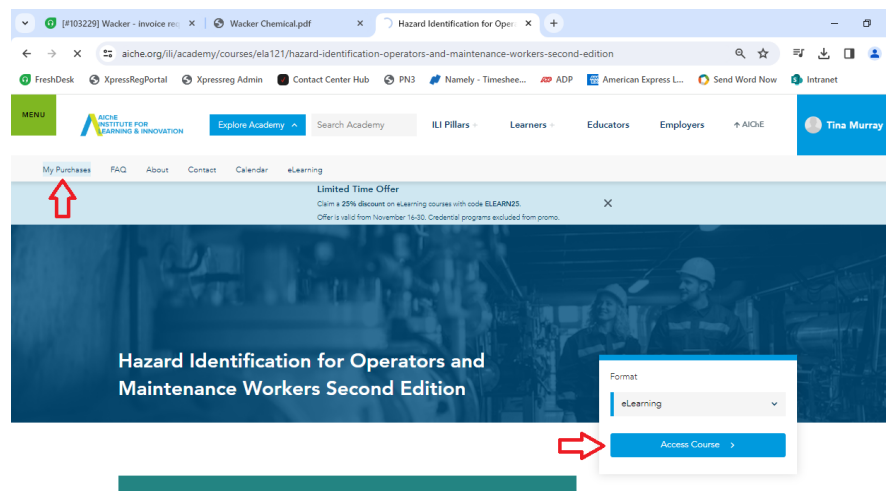
Once your account is set up, you are ready to access eligible courses from this program. When you are ready to begin a course, go to the Syngenta Course Offerings webpage for easy access to the course list and other resources.

After selecting a course, click **CHECKOUT** to get the course free.

The screenshot displays the AICHE Institute for Learning & Innovation website. The main heading is "Hazard Identification for Operators and Maintenance Workers Second Edition". A green banner announces a "LIMITED TIME OFFER: Claim a 25% discount on eLearning courses with code ELEAR25." Below this, a list of features is provided: "Updated user interface with a modern look and feel", "Compatible with all mobile devices", and "HTML friendly". A "Show More" button is visible. On the right, a pricing sidebar lists various membership options and their costs: "AIChE Pro Members - \$277.00", "Employees of CCPS Member Companies - \$277.00", "AIChE Graduate Student Members - \$138.00", "AIChE Undergraduate Student Members - \$138.00", "AIChE Explorer Members - \$325.00", and "Non-Members - \$325.00". A red arrow points to the "Checkout" button in the sidebar. Below the pricing list, there is a "Train-A-Team (10 Or More)" button and a "PDF Collection" link. At the bottom of the sidebar, a link to "Log In" is provided for users who already own the content.

NOTE: All courses on the Syngenta webpage are free for Syngenta employees. If your account is not recognizing you as such, please contact customerservice@aiiche.org.

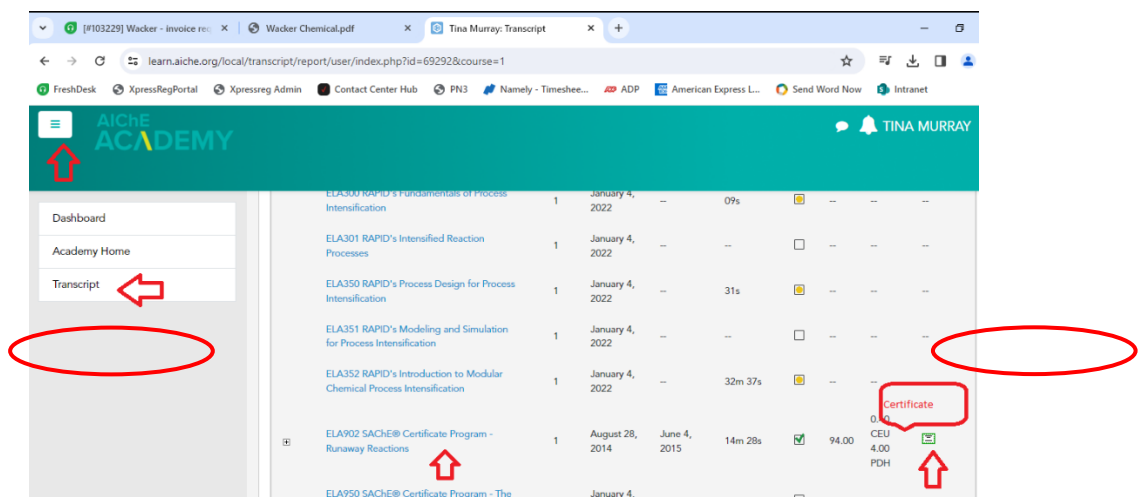
After completing the checkout process, your course will now show in your “My Purchases” section of the Academy website. You can also return to the course and click “Access Course”



You will be brought to a webpage that will contain a list of all the content you are able to access. Simply click on your course and you will be brought to your current / recent training. After selecting the course, you will be able to begin.

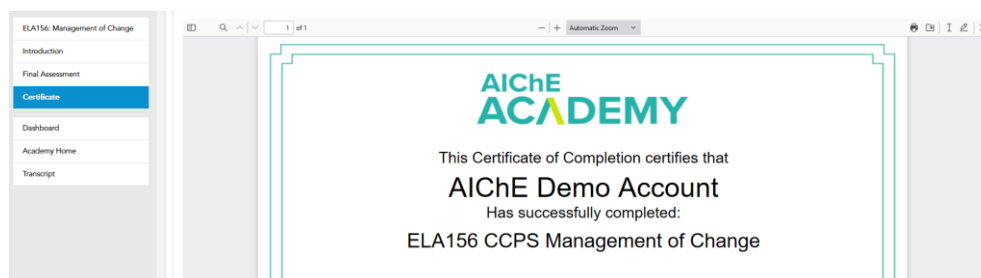
NOTE: You may need to log-in again after selecting a course if you have cleared your cache. Login again to be taken to your current training.

NOTE: Please be sure to turn off your ad-blocker / pop-up blocker. If you are having trouble understanding how to navigate through the course, the AICHE Navigation video provides an overview of how the content works.



You'll be able to adjust what courses you can see and in what order using the filters in the “Course Overview”

Once you complete a course **and the course evaluation**, you can access your PDH/CEU certificate when visiting the “Certificate” section of the course. You will also receive an email with the certificate.



Who to Contact

Contact Customer Service for assistance with setting up your profile, accessing the course, and other course related issues. You can contact them via email at customerservice@aiche.org. Include Syngenta in the subject line to indicate your attachment to this program. You may also contact them via phone at 800-242-4363 for U.S. callers or 1-203-702-7660 for international callers.

APPENDIX

List of AIChE Process Safety eLearning Courses

Course	Hours	Level
ELA109: Layer of Protection Analysis (LOPA)	8	Intermediate
ELA120: CCPS' 20 Elements of Risk Based Process Safety (RBPS)	18	Basic
ELA121: Hazard Identification for Operators and Maintenance Workers	8	Basic
ELA122: Process Safety Leadership for Front-Line Supervisors	5	Basic
ELA122_ES: Process Safety Leadership for Front-Line Supervisors (Spanish) (Liderazgo en Seguridad de Procesos para Supervisores de Primera Línea)	5	Basic
ELA124: Process Safety Management for Bioethanol	5	Basic
ELA150: OSHA Process Safety Management Review	2	Basic
ELA154: What Every New Engineer Needs to know About Process Safety	2	Basic
ELA155: The Importance of Codes and Standards for Process Safety	2	Basic
ELA156: Management of Change	2	Basic
ELA160: Process Safety 101 - Understanding Process Safety	1	Basic
ELS104: HAZOP Studies	10	Basic
ELS105: Process Safety Management Overview	10	Basic

Course (SACHe)	Hours	Level
ELA901: Chemical Process Safety in the Chemical Process Industries	4	Basic
ELA902: Runaway Reactions	4	Basic
ELA902S: Runaway Reactions (Spanish) (Reacciones fuera de control)	4	Basic
ELA908: Process Safety Lessons Taught from Experience	4	Basic
ELA909S: Basics of Laboratory Safety (Spanish) (Aspectos básicos de la seguridad de laboratorios)	5	Basic
ELA910M: Nitrogen's Role in Safety (Mandarin)	2	Basic

ELA910P: Nitrogen's Role in Safety (Portuguese) (O papel do Nitrogênio em Segurança)	2	Basic
ELA910_ES: Nitrogen's Role in Safety (Spanish) (el Rol de Nitrógeno en Seguridad)	2	Basic
ELA950: An Introduction to Process Safety (<i>starter course to SACHE series</i>)	2.5	Basic
ELA951: Hazard Recognition		Basic
ELA951_ES: Hazard Recognition (Spanish) (Reconocimiento de Peligros)	2	Basic
ELA951_ZH: Hazard Recognition (Mandarin)	2	Basic
ELA952: Minimizing & Identifying Process Safety Hazards		Basic
ELA952_ES: Minimizing & Identifying Process Safety Hazards (Spanish) (Identificación y minimización de peligros en la seguridad de procesos)	2	Basic
ELA952_ZH: Minimizing & Identifying Process Safety Hazards (Mandarin)	2	Basic
ELA953: An Introduction to Managing Process Safety Hazards	2	Basic
ELA953_ES: An Introduction to Managing Process Safety Hazards (Spanish) (Introducción de como manejar peligros en la seguridad de procesos)	2	Basic
ELA953ZH: Introduction to Managing Process Safety Hazards (Mandarin)	2.5	Basic
ELA954: Lab Safety	2.25	Basic
ELA961: Toxicological Hazards	3	Intermediate
ELA962: Chemical Reactivity Hazards	2.5	Intermediate
ELA962_ES: Chemical Reactivity Hazards (Spanish) (Peligros de Reactividad Química)	2.5	Intermediate
ELA963: Fire Hazards	4	Intermediate
ELA963_ES: Fire Hazards (Spanish) (Peligros de Incendio)	4	Intermediate
ELA964: Explosion Hazards	4.5	Intermediate
ELA965: Source Models	3	Intermediate
ELA 967: Atmospheric Dispersion	3.25	Intermediate
ELA969: Understanding Hazards & Risk	2	Intermediate
ELA969_ES: Understanding Hazards & Risk (Spanish) (Comprensión de los peligros y los riesgos)	2	Intermediate
ELA970: Hazards and Risk: What Can Go Wrong?	4	Intermediate
ELA971: Hazards and Risk: Introduction to Pressure Protection	3.5	Intermediate
ELA973: Hazards and Risk: Safeguards Other Than Relief Systems	2.5	Intermediate
ELA974: Hazards and Risk: Introduction to Hazard Identification and Risk Analysis	1	Intermediate

Course (SACHe)	Hours	Level
ELA975: Process Safety Ethics – A Brief Introduction	1	Intermediate
ELA980: Risk Review Using LOPA	2.5	Advanced
ELA981: Human Factors	2.5	Advanced
ELA982: Managing Lab Process Safety 1	2	Advanced
ELA983: Hazards and Risk: Hazard Identification and Risk Analysis	2.5	Advanced
ELA984: Inherently Safer Design	3	Advanced
ELA985: Practical Process Safety 1	2	Advanced
ELA986: Managing Lab Process Safety 2	2	Advanced
ELA987: Practical Process Safety 2	2.5	Advanced
ELA988: Damage Mechanisms: Asset Integrity and Reliability	3	Advanced
ELA989: Reactor Runaway and Overpressure Protection	3.5	Advanced
ELA990: Facility Siting	2	Advanced
ELA991: The Role of Inert Gases in Process Safety	3	Advanced
ELA992: Dust Explosions	2.25	Advanced
ELA993: Common Chemicals and Their Major Hazards	4	Advanced
ELA995: Risk Based Process Safety - Commit to Process Safety	4	Advanced
ELA996: Risk Based Process Safety - Manage Risk: Training and Procedures	2.25	Advanced
ELA997: Risk Based Process Safety - Manage Risk: Operations	3	Advanced
ELA998: Risk Based Process Safety - Manage Risk: Asset Integrity	2.5	Advanced
ELA999: Risk Based Process Safety - Learn From Experience	3.5	Advanced