

TRAINING COURSE DIRECTORY 2020

W E L C O M E

BM TRADA is proud to be part of Element, the market leader in Testing,
Inspection and Certification services.

BM TRADA is proud to be part of Element, the market leader in Testing, Inspection and Certification services.

As an independent, accredited certification body we provide UKAS accredited certification to all the major management systems standards as well as chain of custody and sustainable supply chain, product and service certification and CE marking. BM TRADA also provides a range of highly respected timber technical services and comprehensive training programs as part of its wider portfolio of services.

A WORLD OF EXPERTISE

BM TRADA as part of Element boasts a global network of more than 6,700 engaged experts, operating out of almost 200 laboratories, located in North America, Europe, the Middle East, Africa, Asia and Australia. We are the fastest growing testing, inspection, certification and calibration business in the world.

CONTENTS

QUALITY MANAGEMENT

ISO 9001:2015 Internal auditing	4
ISO 9001:2015 Lead auditor (CQI IRCA registered A18104)	5
Annex SL Auditor eLearning workshop	6

ENVIRONMENTAL MANAGEMENT

ISO 14001:2015 Internal auditing	8
ISO 14001:2015 Auditor conversion (CQI IRCA registered 18225)	9

HEALTH & SAFETY MANAGEMENT

ISO 45001:2018 Internal auditing	10
ISO 45001:2018 Auditor conversion (CQI IRCA registered 1909)	11
BS OHSAS 18801:2007 to ISO 45001:2018 Auditor transition workshop (CQI IRCA Registered 1914)	12
BS OHSAS 18801:2007 to ISO 45001:2018 Transition awareness workshop	13

ENERGY MANAGEMENT

ISO 50001:2011 Auditor conversion (CQI IRCA registered A17636)	14
ISO 50001:2011 Awareness workshop	15

BUSINESS CONTINUITY

ISO 22301:2014 Awareness workshop	16
ISO 22301 Auditor conversion (CQI IRCA registered 1882)	17

INTEGRATED MANAGEMENT SYSTEMS

ISO 9001, ISO 14001 and ISO 45001 Internal auditing	18
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CHAIN OF CUSTODY

FSC® and PEFC™ Internal auditing	20
FSC® Lead auditor (ASI approved)	21

SUSTAINABLE SUPPLY CHAIN

RSPO Internal auditing	22
RSPO Lead auditor (RSPO endorsed)	23

PRACTICAL TOOLKIT

Project management	24
Problem solving	25
Supply chain management	26
Inventory management	27
Train the trainer	28
Presentation skills	29

FIRE

Fire doors explained	30
Fire doors for the health sector explained	31
Fire door installation (Q-Mark certification scheme)	32
Fire door maintenance (Q-Mark certification)	33
Fire stopping installation (Q-Mark certification)	34
Fire protection in buildings (Understanding your responsibilities)	35

TIMBER GRADING

Visual strength grading (Softwood)	36
Visual strength grading refresher course (Softwood)	37
Visual strength grading (Hardwoods)	38
Grading scaffold boards set out in BS 2482:2009 (Specification for timber scaffold boards)	39
Inspection of used scaffold boards	40

TIMBER FRAME

Timber frame construction	41
Timber frame for engineers: The essentials	42

EUROCODE 5

Eurocode 5: The essentials	43
Eurocode 5: Connections	44

TIMBER INDUSTRY TRAINING

Timber behavior and properties introductory	45
Introduction to softwoods and hardwoods	46
Timber products and timber certification (Eight courses offered at immediate level).....	47

FURNITURE TRAINING

EU Timber regulation awareness	48
Furniture and Furnishings (Fire) (Safety) Regulations	49
CE marking electrically actuated furniture (For the domestic market)	50
PAS7100, Risk assessments and due diligence.....	51
An introduction to upholstered furniture regulations	52
An introduction to domestic furniture fire safety.....	53
An introduction to non-domestic furniture fire safety.....	54

QUALITY MANAGEMENT

ISO 9001:2015 INTERNAL AUDITING

COURSE OVERVIEW

Duration: One day

This course will enable delegates to carry out effective internal audits of quality management systems. It will also help them to gain an understanding of the concept behind quality management systems and the benefits they bring. Delegate workshops, role play and interactive accelerated learning techniques assist in consolidating the tutorial elements of the course.

By reference to ISO 19011 (guidelines for quality and/or environmental management systems auditing) delegates will be shown the role of internal auditors and how they interface with other management activities.

COURSE PROGRAM

- The definition of quality
- Quality management systems... the Plan, Do, Check, Act cycle
- Introduction to audit planning
- Introduction to conducting the audit
- Reporting the audit including non-conformity reporting
- Introducing audit follow-up and corrective action.

WHO SHOULD ATTEND?

- Organizations preparing to implement a quality management system
- Key managers and staff in organizations preparing for assessment
- People who have recently taken on a quality management role
- New and existing members of an internal audit team.

PRICE

£495 + VAT

DATES AND VENUES

See website:
www.bmtrada.com/training

Related publication available
from bookshop.bmtrada.com



**CPD
CERTIFIED**
The CPD Certification
Service

QUALITY MANAGEMENT

ISO 9001:2015 LEAD AUDITOR

(CQI IRCA REGISTERED A18104)

COURSE OVERVIEW

Duration: Five days

This practical course satisfies the structured training and examination requirements as the first step to achieving IRCA Registered Auditor status. It concludes with a 2-hour written exam.

COURSE PROGRAM

- Quality management principles and documentation
- Accreditation and certification of management systems
- Introduction to audits and audit preparation
- Performing an audit
- Closing meeting, reporting and follow-up
- Non-conformity reports and corrective action
- Certification of auditors and IRCA.

PRE-COURSE REQUIREMENTS

By registering students are confirming knowledge of either;

a) The requirements of ISO 9001, which may have been gained by completing an IRCA certified QMS Foundation Training course or equivalent

or

b) The following quality management principles and concepts

- The Plan, Do, Check, Act (PDCA) cycle
- The relationship between quality management and customer satisfaction
- Commonly used quality management terms and definitions and the 8 Quality Principles; as given in ISO 9000
- The process approach used in quality management
- The model of a process-based quality management system the structure and content of ISO 9001.

WHO SHOULD ATTEND?

- Those seeking registration as an auditor or lead auditor under the IRCA registration scheme rules
- Anyone conducting supplier assessments; monitoring quality management systems
- Senior managers who manage auditors and/or an audit program
- Quality professionals and consultants seeking to enhance or refresh their existing knowledge.

PRICE

£1,195 + VAT (Non-residential)

DATES AND VENUES

See website:

www.bmtrada.com/training





QUALITY MANAGEMENT

ANNEX SL AUDITOR ELEARNING WORKSHOP

COURSE OVERVIEW

Duration: 7 hours

This IRCA accredited eLearning workshop meets the certification criteria for the 'IRCA Certified Annex SL Auditor Transition training course'.

The module comprises seven sessions and seven short tests of understanding. Successful completion of this module enables lead auditors to then attend any IRCA transition workshop (i.e. 9001:2015, 14001:2015). Delegates can list this Module as seven hours CPD.

The training is accessed via a unique URL. It can be viewed/ completed on a PC, laptop or tablet with a reliable internet connection.

A certificate of completion is automatically generated by the e-learning tool. This should be submitted to BM TRADA for validation, where upon a formal registered IRCA certificate of successful completion will be issued.

COURSE PROGRAM

- Introduce the new structure of the standard Annex SL
- Explore the new High Level requirements
- Explore the purpose and intent of the clauses and sub clauses of Annex SL (by reference to ISO 9001:2015)
- Discuss methods of evidencing the revised requirements.

WHO SHOULD ATTEND?

- IRCA certified auditors or internal auditors who will be required to audit against the revised structure/ requirements.

PRICE

£95 + VAT

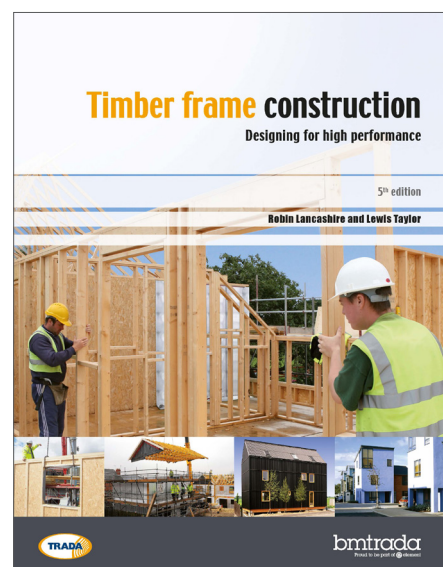
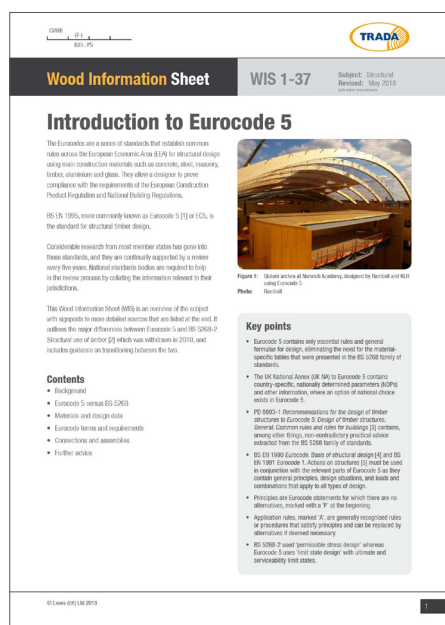
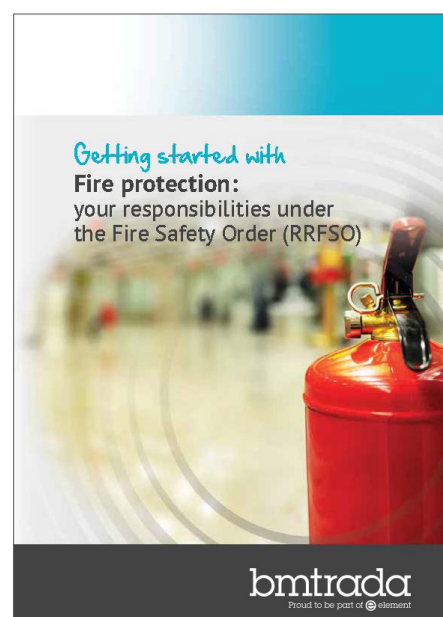
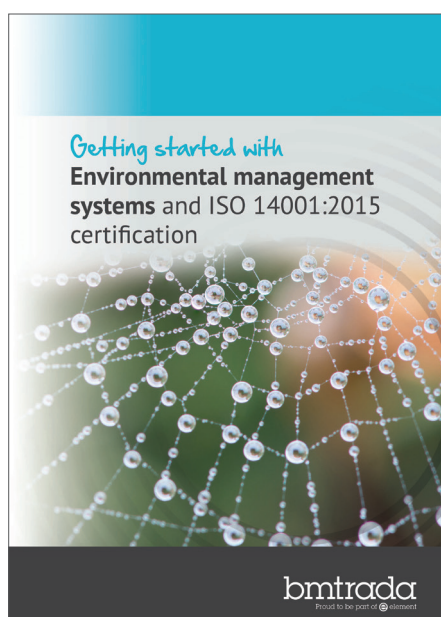
DATES AND VENUES

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BOOKSHOP

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ENVIRONMENTAL MANAGEMENT

ISO 14001:2015 INTERNAL AUDITING

COURSE OVERVIEW

Duration: One day

On this course delegates will gain an understanding of the concept behind environmental management systems and the benefits they can bring. They will also develop the skills to carry out effective internal audits of environmental management systems.

By reference to ISO 19011 (guidelines for quality and/or environmental management systems auditing) delegates will be shown the role of internal auditors and how they interface with other management activities.

This is an interactive workshop utilizing role play and accelerated learning techniques to assist in consolidating the tutorial elements of the course.

COURSE PROGRAM

- Introduction to environmental management systems
- Environmental legislation
- Overview of the standard
- Evaluation of significance
- Audit planning
- Conducting the audit
- Auditor characteristics
- Reporting the audit including NCRs
- Corrective action and follow-up.

WHO SHOULD ATTEND?

- Organizations preparing to implement an environmental management system
- Key managers and staff in organizations preparing for an environmental management system assessment
- People who have recently taken on an environmental management role
- New and existing members of an internal audit team.

PRICE

£495 + VAT

DATES AND VENUES

See website:
www.bmtrada.com/training

Related publication available
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ENVIRONMENTAL MANAGEMENT

ISO 14001:2015 AUDITOR CONVERSION

(CQI IRCA REGISTERED 18225)

COURSE OVERVIEW

Duration: Three days

The objective of this course is to train auditors/lead auditors in the principles and practice of assessment of environmental management systems for compliance with the recognized standard ISO 14001.

Delegates will develop positive auditing skills particular to ISO 14001 by using a variety of different approaches to auditing. This is a practical course which includes accelerated learning techniques and presentations, and concludes with a 1 hour 40 minute examination.

COURSE PROGRAM

- The purpose and content of ISO 14001, the ISO 14000 series of guidance standards and the relevant legislative framework
- The role of an auditor/lead auditor in accordance with ISO 19011, interpreting the requirements of ISO 14001
- General environmental issues and impacts
- The three main environmental management themes
- Workshops and practical exercises.

PRE-COURSE REQUIREMENTS

Delegates should have successfully completed an IRCA Lead Auditor course or equivalent, for example ISO 9001:2015, and are expected to be competent in auditing process based management systems. Previous experience within the environmental sector, or with environmental management is beneficial, but not essential.

WHO SHOULD ATTEND?

- People already familiar with audit techniques who wish to become environmental management systems auditors and lead auditors
- Environmental consultants and specialists, and personnel involved in environmental management.

PRICE

£895 + VAT (Non-residential)

DATES AND VENUES

See website:
www.bmtrada.com/training



HEALTH & SAFETY MANAGEMENT

ISO 45001:2018 INTERNAL AUDITING

COURSE OVERVIEW

Duration: One day

This course will enable you to conduct effective internal audits of occupational health and safety management systems. It will help you to understand occupational health and safety management systems and the benefits they bring. The course is based primarily on the requirements of ISO 45001: 2018.

This is an interactive workshop which uses presentations, exercises and syndicate work.

COURSE PROGRAM

- Introduction to occupational health and safety management systems
- Occupational health and safety legislation
- Overview of the standard
- Risk assessment
- Audit planning
- Conducting the audit
- Auditor characteristics
- Reporting the audit and non-conformity reporting
- Audit follow-up and corrective action.

WHO SHOULD ATTEND?

- Preparing to implement an occupational health and safety management system
- Involved in preparing their organization for an occupational health and safety management system assessment
- Recently taken on an occupational health and safety management role
- Members of an internal audit team.

PRICE

£495 + VAT

DATES AND VENUES

See website:
www.bmtrada.com/training

HEALTH & SAFETY MANAGEMENT

ISO 45001:2018 AUDITOR CONVERSION

(CQI IRCA REGISTERED 1909)

COURSE OVERVIEW

Duration: Three days

This course is designed to train auditors and lead auditors in the principles and practice of the assessment of occupational health and safety management systems for compliance with the ISO 45001 standard. This course is based on the requirements of ISO 45001:2018.

Delegates will develop auditing skills specific to ISO 45001 using a variety of auditing methods. This is a practical course which includes presentations and accelerated learning techniques. The course concludes with a 1 hour 40 minute examination.

COURSE PROGRAM

- The purpose and content of ISO 45001, the ISO 45000 series of guidance standards and the relevant legislative framework
- The role of an auditor/lead auditor in accordance with ISO 19011, interpreting the requirements of ISO 45001
- General occupational health and safety issues and impacts.

PRE-COURSE REQUIREMENTS

Delegates should have successfully completed a CQI IRCA Lead Auditor course or equivalent, for example ISO 9001, and should be competent in auditing process based management systems. Previous experience within the occupational health and safety sector is beneficial but not essential.

WHO SHOULD ATTEND?

- You are familiar with audit techniques and wish to become an occupational health and safety management systems auditor or lead auditor
- You are an occupational health and safety management consultant or specialist, or are involved in occupational health and safety management.

PRICE

£895 + VAT (Non-residential)

DATES AND VENUES

See website:
www.bmtrada.com/training



HEALTH & SAFETY MANAGEMENT

BS OHSAS 18801:2007 TO ISO 45001:2018 AUDITOR TRANSITION WORKSHOP

(CQI IRCA REGISTERED 1914)

COURSE OVERVIEW

Duration: One day

This workshop meets the Certification criteria for the CQI IRCA Certified ISO 45001: 2018 Auditor Transition Training course (Occupational Health and Safety Management System).

It is aimed at existing BS OHSAS 18001: 2007 auditors who require transition of their skills to the new ISO 45001: 2018 standard.

The workshop adopts a modular approach and incorporates a self-managed e-learning module (Module 1 as below) and a classroom module (Module 2 as below):

- Module 1: e-Learning package covering changes arising as a result of the adoption of Annex SL. This module will take on average 7 hours to complete, but can be completed in 'bite-size' sessions
- Module 2: 1 day classroom workshop covering changes to requirements arising as a result of publication of ISO 45001: 2018 and the resultant impact on auditing best practice.

COURSE PROGRAM

Learning objectives:

- Understand the new structure of the standard, Annex SL and the transition critical path
- Explore the new and revised terms and definitions
- Explore key differences between BS OHSAS 18001: 2007 and ISO 45001: 2018
- Discuss methods of evidencing the revised requirements
- Identify the commercial and strategic competencies required to audit effectively against the revised standard.

WHO SHOULD ATTEND?

- Lead auditors who will be auditing to ISO 45001: 2018
- CQI IRCA certified auditors who will be auditing to ISO 45001: 2018.

PRICE

£395 + VAT

DATES AND VENUES

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HEALTH & SAFETY MANAGEMENT

BS OHSAS 18801:2007 TO ISO 45001:2018 TRANSITION AWARENESS WORKSHOP

COURSE OVERVIEW

Duration: Half day

To support you during the transition from BS OHSAS 18001: 2007 to ISO 45001: 2018 BM TRADA will be holding regional workshops throughout 2018.

This half day workshop is aimed at those who are directly involved in the planning, implementation or maintenance of an occupational health and safety management system.

COURSE PROGRAM

Learning objectives:

- Understand the new structure of the standard and Annex SL
- Understand the transition critical path
- Review the key differences between BS OHSAS 18001: 2007 and ISO 45001: 2018
- Explore the updated requirements and processes
- Identify key areas to change in your current system and the key messages to communicate to your organization.

WHO SHOULD ATTEND?

- Organizations currently certified to BS 18001: 2007
- Organizations developing systems for certification to ISO 45001: 2018
- Anyone interested in finding out how ISO 45001: 2018 differs from BS 18001: 2007.

PRICE

£195 + VAT

DATES AND VENUES

See website:
www.bmtrada.com/training



ENERGY MANAGEMENT

ISO 50001:2011 AUDITOR CONVERSION

(CQI IRCA REGISTERED A17636)

COURSE OVERVIEW

Duration: Three days

This three-day conversion course is aimed at existing auditors who wish to deliver ISO 50001 standard audits. This course will be of greatest benefit for those who have previously completed a five-day quality or environmental course. Delegates are assessed throughout the course and will sit a 1 hour 40 minute closed book examination on the final day.

COURSE PROGRAM

- The energy management process
- Background to ISO 50001 systems
- Design and content of an energy policy
- Implementation and operation of the system
- Setting targets and objectives
- Energy terminology used in ISO 50001
- Complying with legislation
- Audit management
- Non-conformities and corrective action.

PRE-COURSE REQUIREMENTS

Delegates should have successfully completed an IRCA Lead Auditor course or equivalent, for example ISO 9001 or ISO 14001 and are expected to be competent in auditing process-based management systems. Previous experience in the energy sector, or within energy management, is beneficial but not essential.

WHO SHOULD ATTEND?

- Auditors who wish to expand their knowledge of ISO 50001
- Managers and staff who are involved in meeting their current business energy strategies
- Those involved in implementing or auditing ISO 50001
- Business owners or operators looking to reduce energy costs.

PRICE

£895 + VAT (Non-residential)

DATES AND VENUES

See website:
www.bmtrada.com/training



ENERGY MANAGEMENT

ISO 50001:2011 AWARENESS WORKSHOP

COURSE OVERVIEW

Duration: One day

Effective energy management is a priority for many organizations facing sharp rises in energy costs and the requirement to demonstrate compliance with the legislation such as ESOS - the Energy Saving Opportunity Scheme. This workshop will inform delegates about the choices available to meet legislative and statutory regulations, or to just positively impact energy costs and environmental impact within their organization.

COURSE PROGRAM

- Reviewing energy within the context of the environment and the workplace
- The commercial, social and environmental benefits of applying an energy policy
- Understanding energy legislation and schemes
- Overview of ISO 50001, its clauses and evidence requirements
- Maintaining an EnMS - what will be involved?
- The next steps towards EnMS certification.

WHO SHOULD ATTEND?

- Managers responsible for meeting the business's energy strategy
- Business owners or operators looking to reduce energy costs
- Anyone investigating ISO 50001 certification to meet their organization's ESOS obligations.

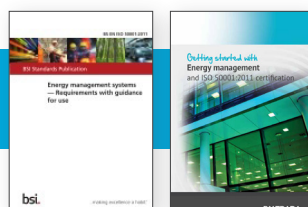
PRICE

£495 + VAT

DATES AND VENUES

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BUSINESS CONTINUITY

ISO 22301:2014 AWARENESS WORKSHOP

COURSE OVERVIEW

Duration: One day

Business continuity management (BCM) is a framework for identifying an organization's risk of exposure to internal and external threat.

The goal of a BCM system is to provide an organization with the ability to effectively respond to incidents and restore business as usual as quickly as possible. BCM includes disaster recovery, business recovery, crisis management, incident management, emergency management and contingency planning.

COURSE PROGRAM

- The commercial benefits of applying a business continuity system
- Reviewing current business continuity requirements within your organization
- Overview of ISO 22301, its clauses and evidence requirements
- What will be involved in maintaining a BCM system
- The next steps towards business continuity certification.

WHO SHOULD ATTEND?

- Managers responsible for developing and implementing business continuity in their organization
- Business owners or operators looking to implement business continuity
- People investigating ISO 22301 certification to meet their organization's disaster recovery requirements.

PRICE

£425 + VAT

DATES AND VENUES

See website:
www.bmtrada.com/training

Related publication available
from bookshop.bmtrada.com



BUSINESS CONTINUITY

ISO 22301 AUDITOR CONVERSION

(CQI IRCA REGISTERED 1882)

COURSE OVERVIEW

Duration: Three days

This course is designed to train auditors and lead auditors in the principles and practice of the assessment of business continuity management systems for compliance with the ISO 22301 standard. This course is based on the requirements of ISO 22301: 2014.

You will learn to develop auditing skills specific to ISO 22301 using a variety of analytical and structured methods of approach. This is a practical course which includes presentations and accelerated learning techniques. The course concludes with a 1hr 40 mins examination.

COURSE PROGRAM

- The purpose and content of ISO 22301
- The role of an auditor/lead auditor in accordance with ISO 19011, interpreting the requirements of ISO 22301
- General business continuity issues and impacts.

PRE-COURSE REQUIREMENTS

Delegates should have successfully completed a CQI IRCA Lead Auditor course or equivalent, for example ISO 9001, and you should be competent in auditing process based management systems. Previous experience within business continuity is beneficial but not essential.

Course pending approval

WHO SHOULD ATTEND?

- You are familiar with audit techniques and wish to become a business continuity management systems auditor or lead auditor
- You are a business continuity management consultant or specialist, or are involved in business continuity management.

PRICE

£895 + VAT

DATES AND VENUES

See website:
www.bmtrada.com/training



INTEGRATED MANAGEMENT SYSTEMS

ISO 9001, ISO 14001 & ISO 45001 INTERNAL AUDITING

COURSE OVERVIEW

Duration: Two days

The integration of management systems has an impact on the way internal audits are conducted. This course has been designed to give delegates an awareness of the value of integrated management systems as well as an overview of the implications for internal audits.

By reference to ISO 19011 (guidelines for quality and/or environmental management systems auditing) delegates will be shown the role of internal auditors and how they interface with other management activities. Delegates will be acquainted with the requirements of all three standards and in particular, their commonality of approach and content.

Attending this course will enable delegates to develop the skills required to carry out integrated audits covering more than one management system. It will also enable those responsible to use auditing effectively to maintain and improve their management systems.

COURSE PROGRAM

- Introduction to management systems
- Information on ISO 19011, ISO 9001, ISO 14001 and ISO 45001
- Conduction of audit
- Auditor characteristics
- Reporting the audit including non-conformities
- Corrective action and follow-up.

WHO SHOULD ATTEND?

- Anyone with a responsibility for managing their company's integrated management system
- Staff nominated to implement and achieve certification of a company's integrated management system.

PRICE

£695 + VAT

DATES AND VENUES

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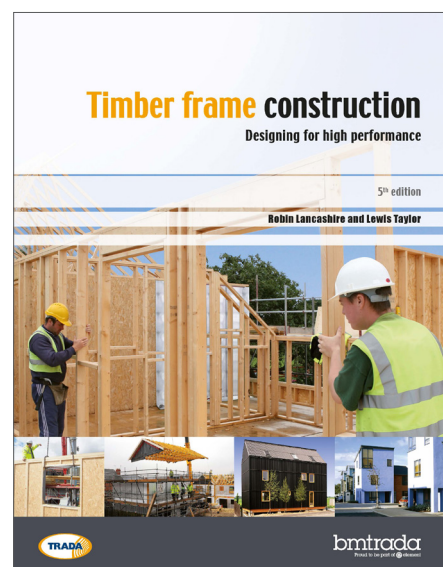
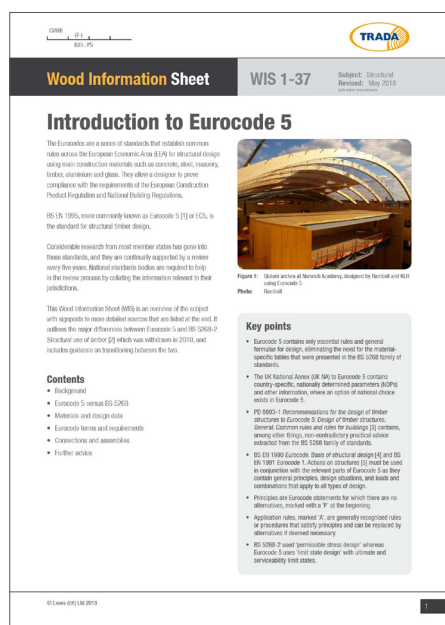
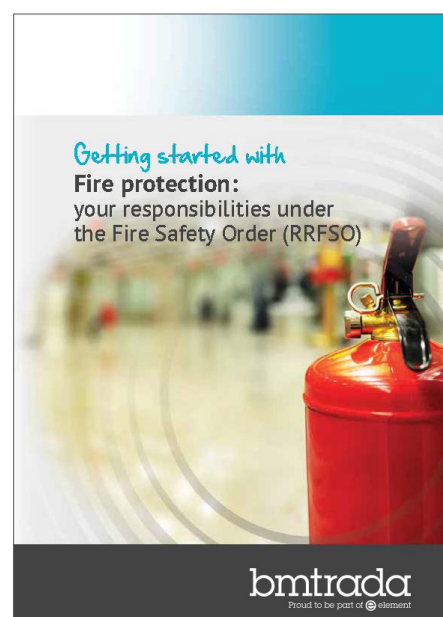
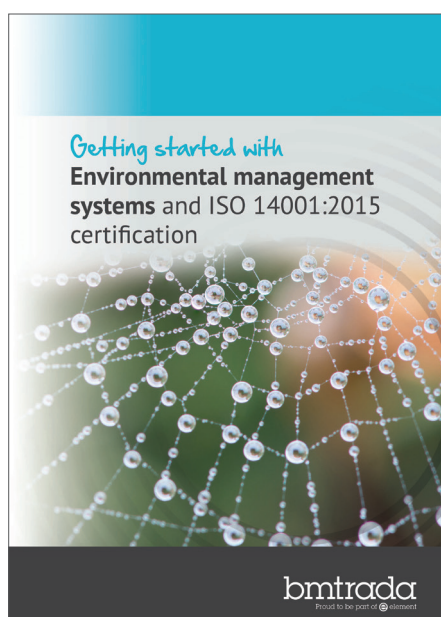
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CHAIN OF CUSTODY

FSC® & PEFC™ INTERNAL AUDITING

COURSE OVERVIEW

Duration: Two days

This two day course will provide a thorough understanding of the principles of chain of custody, the requirements of the standards and audit processes. It is ideal for those who will be involved in implementing or maintaining a chain of custody system.

This is a participative course, and delegates will take part in practical exercises to ensure that they have fully understood the requirements of the chain of custody systems, and are confident in putting the theory into practice.

COURSE PROGRAM

- Background and history of certification
- Introduction to FSC, PEFC and BM TRADA Forest Products schemes
- Requirements of the standards
- Non-certified inputs
- Performing an audit
- Categorization of non-conformities.

FSC is not responsible for the content of any training offered by BM TRADA.

WHO SHOULD ATTEND?

- Organizations implementing a chain of custody scheme
- Those involved in, or preparing for an assessment
- Those who have recently taken on a chain of custody management role.

PRICE

£695 + VAT

DATES AND VENUES

See website:
www.bmtrada.com/training



The mark of
responsible forestry



Related publication available
from bookshop.bmtrada.com



CHAIN OF CUSTODY

FSC® LEAD AUDITOR (ASI APPROVED)

COURSE OVERVIEW

Duration: Two days

This FSC Approved two-day course will equip sustainability professionals with the required knowledge to promote or implement an FSC sustainable forestry supply chain system. It also meets the requirements for the first stage in becoming a certified auditor for the FSC Chain of Custody (CoC) system.

This course does not include FSC Project.

COURSE PROGRAM

- The history, objectives and structure of FSC and its relationship with stakeholders
- Roles and responsibilities in certification according to FSC's normative documents
- Overview of FSC's normative system and its structure and the requirements of FSC STD 40-004
- Sourcing of reclaimed material
- Group and multi-site certification
- Controlled wood, and credit and percentage system application
- Chain of Custody evaluation process and report writing.

PRE-COURSE REQUIREMENTS

Delegates must have completed all of the pre-course requirements before attending the courses:

Delegates must:

- Have attended a recognized Lead Auditor course
- Completed Module 1 – Background to FSC and Chain of Custody certification (Approx. five-six hours)
- Completed Module 2 – Guidelines for the correct use of trademark and logo regulations, including the FSC on-line course (Approx. two hours)
- Read Getting Started With Chain of Custody – Book provided
- Read the appropriate FSC standards.

WHO SHOULD ATTEND?

- Sustainability professionals within the timber or timber product industries
- Personnel employed at sites looking to apply the FSC CoC Standard
- Those seeking accreditation as an FSC CoC auditor, consultant or trainer
- People managing sustainable supply chains interested in working with their suppliers to implement a forestry chain of custody system.

PRICE

£895 + VAT (Non-residential)

DATES AND VENUES

See website:
www.bmtrada.com/training





SUSTAINABLE SUPPLY CHAIN

RSPO INTERNAL AUDITING

COURSE OVERVIEW

Duration: One day

This workshop equips delegates with the necessary understanding and application of the standard to enable the internal audit of a Roundtable on Sustainable Palm Oil (RSPO) supply chain system.

The workshop explores the history, organization and purpose of the RSPO certification scheme, and examines the organizational chain of custody required to achieve certification. This is a participative workshop and delegates use exercises to explore the concepts and application of the scheme.

COURSE PROGRAM

- Introduction to palm oil
- Introduction to RSPO
- RSPO supply chain certification
- Use of the RSPO trademark and corporate logo
- The certification cycle of evaluation, surveillance and re-evaluation.

WHO SHOULD ATTEND?

- Organizations who are considering, or who have commenced, the implementation of palm oil certification
- Those involved in, or are preparing, for an assessment
- Managers and members of an organization's internal audit team.

PRICE

£495 + VAT

DATES AND VENUES

See website:
www.bmtrada.com/training



RSPO-8-0100-09-100-00

SUSTAINABLE SUPPLY CHAIN

RSPO LEAD AUDITOR (RSPO ENDORSED)

COURSE OVERVIEW

Duration: Two days

This course is fully endorsed by RSPO, and satisfies the structured training and examination requirements as the first step to achieving RSPO lead auditor status. The course uses group seminars, exercises and presentations and concludes with a two hour written examination.

COURSE PROGRAM

- An introduction to palm oil
- RSPO governance, mission, membership and funding
- RSPO supply chain certification scheme and units of certification
- RSPO Palm trace
- Use of the RSPO trademark and corporate logo
- The certification cycle of evaluation, surveillance and re-evaluation
- Corrective Action Reports (CARs)
- Audit scenarios / report writing.

PRE-COURSE REQUIREMENTS

Participants are required to possess the following knowledge and/or experience prior to attending this course:

- Advanced post high school education degree, diploma or equivalent
- Demonstrable field working experience in similar supply chains, or equivalent related to and as necessary for the certification process
- Technical skills and qualifications related to and as necessary for the certification process, such as demonstrable relevant experience in other relevant certification schemes
- Demonstrable successful completion of a recognized lead assessor course e.g. an accredited QMS1 (ISO 9000) or EMS2 (ISO 14000) auditor training course.

WHO SHOULD ATTEND?

- IRCA / IEMA Lead Auditors wishing to become RSPO approved supply chain auditors
- Organizations who are considering, or who have commenced, the implementation of palm oil certification
- Those involved in, or preparing for, an assessment
- Managers and members of an organization's internal audit team.

PRICE

£895 + VAT (Non-residential)

DATES AND VENUES

See website:
www.bmtrada.com/training





PRACTICAL TOOLKIT

PROJECT MANAGEMENT

COURSE OVERVIEW

Duration: One day

A project is defined as any set of tasks and activities with a defined beginning and end, that delivers something new or changed. A project may include resolving non-conformances identified in an audit, introducing a new product to your organization, providing a scoped and defined service to a customer, or improving business processes.

The practical tools, techniques and inter-personal skills you will learn on this course will give you the ability and confidence to deliver your projects competently and professionally.

COURSE PROGRAM

- The project life cycle
- Aligning approach and success criteria with organization culture and expectations
- Clarifying the project goal, benefits, objectives and scope; identifying and managing planning assumptions
- Agreeing roles and responsibilities and mapping stakeholders' understanding and expectations
- Understanding and managing different types of project dependencies
- Sequencing activities and identifying the critical path; tracking progress and in-flight management
- Influencing the project and gaining stakeholder buy-in
- Nurturing and building relationships; handling objections and disagreements
- Closing the project and realizing the benefits
- Reviewing and measuring effectiveness.

WHO SHOULD ATTEND?

- Those who will need to manage projects to achieve their responsibilities and objectives
- Those who need to increase their effectiveness and value to the organization by learning how to plan and deliver improvement projects
- Those who would benefit from learning practical project management tools and techniques that can be applied immediately back in the workplace.

PRICE

£295 + VAT

DATES AND VENUES

See website:
www.bmtrada.com/training

PRACTICAL TOOLKIT

PROBLEM SOLVING

COURSE OVERVIEW

Duration: One day

In this course, you will learn a simple and practical approach to problem solving using well-established and widely used tools and techniques. Whether you are problem solving on your own or with a team, these tools and techniques will help you differentiate and identify symptoms and causes, make informed proposals of the right solution, and implement resolutions more effectively. It will help you to find permanent resolutions, avoid recurrence of problems and time wasted fire-fighting.

COURSE PROGRAM

- Your personal style and approach to resolving problems
- Popular problem solving models
- Understanding the impact and likelihood of recurrence
- Implementing controls whilst a permanent solution is designed
- Avoiding containment becoming the long term solution
- Useful tools for understanding and communicating root cause
- Useful tools for selecting from a range of solutions
- Developing an action plan for solution implementation
- Checking effectiveness of the implemented solution
- Standardizing revised business processes.

WHO SHOULD ATTEND?

- Those who need to apply a structured approach to providing sustainable solutions
- Those who need to demonstrate and propose solutions to problems
- Those who are responsible for delivering business process improvements in a controlled and measurable manner.

PRICE

£295 + VAT

DATES AND VENUES

See website:
www.bmtrada.com/training



PRACTICAL TOOLKIT

SUPPLY CHAIN MANAGEMENT

COURSE OVERVIEW

Duration: One day

This course is an excellent introduction to the wider principles of supply chain management and is aimed at those who may not have gained a formal qualification in supply chain management, nor had any previous formal training.

This is a participative course and delegates will be using exercises to explore theoretical models and debate best practice.

COURSE PROGRAM

- Definition of supply chain
- What influences supply chain effectiveness?
- Supply chain mapping
- Optimizing supply chain assets (stock turn, ROI, optimized net margin)
- Balancing demand and supply – the challenges and cost implications
- Importance of forecast accuracy and how it can be improved.

WHO SHOULD ATTEND?

Any stakeholder in the supply chain.

PRICE

£295 + VAT

DATES AND VENUES

See website:
www.bmtrada.com/training

PRACTICAL TOOLKIT

INVENTORY MANAGEMENT

COURSE OVERVIEW

Duration: One day

This one day course explores the principles of inventory management from the perspective of cost and service. Keeping only the required levels of inventory within a business optimizes working capital, reduces operating costs, improves customer service and contributes significantly to the bottom-line of the organization.

During the course delegates will explore the relationship between supply and demand, the importance of forecasting, creating appropriate supply plans and measuring inventory to ensure continuous improvement.

COURSE PROGRAM

- The concept of inventory management
- The components of inventory
- The costs of inventory
- Forecasting inventory requirements
- Planning to meet inventory requirements
- Measuring inventory success.

WHO SHOULD ATTEND?

Any participant involved within a product supply chain, from the perspectives of planning, procurement or operation.

PRICE

£295 + VAT

DATES AND VENUES

See website:
www.bmtrada.com/training



PRACTICAL TOOLKIT

TRAIN THE TRAINER

COURSE OVERVIEW

Duration: One day

This course is designed for those who will need to carry out training or coaching as part of their role, or as part of a wider implementation. The course will enable delegates to design and deliver effective training sessions to suit all learning styles, manage tasks within a session, and present themselves with confidence. The course would be particularly useful to those who may need to implement a process change as a result of corrective action or continuous improvement initiatives.

COURSE PROGRAM

- The role of the trainer, presenter and facilitator
- The good, the bad and the downright ugly!
- Learning styles – what is yours... and how can you accommodate theirs?
- Structuring an effective session
- Delivering training – practical session
- Controlling your nerves and dealing with difficult situations
- How to effectively brief and monitor tasks or exercises
- Designing effective and appropriate support material.

PRE-COURSE REQUIREMENTS

Delegates will be asked to pre-prepare a three-minute training session to bring to the course.

WHO SHOULD ATTEND?

Those who are currently, or will be, involved in the training of colleagues.

PRICE

£295 + VAT

DATES AND VENUES

See website:
www.bmtrada.com/training



PRACTICAL TOOLKIT

PRESENTATION SKILLS

COURSE OVERVIEW

Duration: One day

This one-day course is designed for those who will need to prepare and deliver presentations within a wide variety of situations. The course will enable delegates to design an effective presentation and deliver it with confidence.

COURSE PROGRAM

- The role of the trainer, presenter and facilitator
- The good, the bad and the downright ugly!
- What makes you 'tick'?
- Presentation structures and their appropriate usage
- Design techniques
- Delivering an effective presentation including two practical sessions
- Controlling your nerves and dealing with difficult situations, or people
- Action planning.

PRE-COURSE REQUIREMENTS

Delegates will be asked to pre-prepare a three-minute presentation to bring to the course. There are no other pre-requisites.

WHO SHOULD ATTEND?

Those who are currently, or who will be, delivering presentations.

PRICE

£295 + VAT

DATES AND VENUES

See website:
www.bmtrada.com/training



FIRE

FIRE DOORS EXPLAINED

COURSE OVERVIEW

Duration: One day

The day graphically illustrates how important correctly constructed, installed and maintained fire doors are in keeping people and buildings safe.

Through a combination of demonstrations and seminars, BM TRADA will explain fire door construction, testing, installation and third party certification.

COURSE PROGRAM

- Why do we need to understand fire doors?
- Background to regulatory requirements
- Anatomy of fire resistant doorset
- Fire testing, test reports and the role of assessments
- Installation of fire doors
- Witness a one-hour fire resistance test, demonstrating the issues discussed, in our full-scale 3m x 3m vertical fire test furnace (Open non-certification course only)
- A film of an edited one hour fire resistance test (All other Explained training courses)
- Third party certification and CE marking – what it is and how it helps.

On-the-road bespoke course

WHO SHOULD ATTEND?

- Construction companies and installers
- Property, facilities and estates managers
- Fire officers
- Manufacturers and suppliers
- Architects and specifiers
- Approved inspectors and building control officers
- Technical sales staff.

PRICE

£430 + VAT (In-house open course)

Please contact:

adam.osborn@bmtrada.com
(At your premises training only)

DATES AND VENUES

See website:

www.bmtrada.com/training

Related publication available
from bookshop.bmtrada.com



CPD
CERTIFIED
The CPD Certification
Service

FIRE

FIRE DOORS FOR THE HEALTH SECTOR EXPLAINED

COURSE OVERVIEW

Duration: One day

Fire door design, installation and maintenance are crucial to safeguarding the well-being of vulnerable hospital patients, their visitors and health service staff.

This on-the-road seminar day is designed specifically for the health sector. BM TRADA will present an overview of fire door design, manufacture, testing, installation and maintenance. This course is based on our popular 'Fire Doors Explained', but makes special reference to issues important to the health sector - particularly smoke control - and includes a site tour and discussion based on the course content.

COURSE PROGRAM

- Background to regulatory requirements including: the role of fire doors in progressive horizontal evacuation (Fire code – fire safety in the NHS (HTM 05-02)) and the effect of the RRFSo
- Anatomy of fire resistant doorsets
- Installation and maintenance of fire doors
- Fire testing and the role of assessments
- Third-party certification – what it is and how it helps
- DVD demonstration of a fire door test
- Site tour and discussion.

WHO SHOULD ATTEND?

All those working in NHS Trusts, health sector companies or their suppliers, who need to understand, manage, specify, install and maintain fire doors.

PRICE

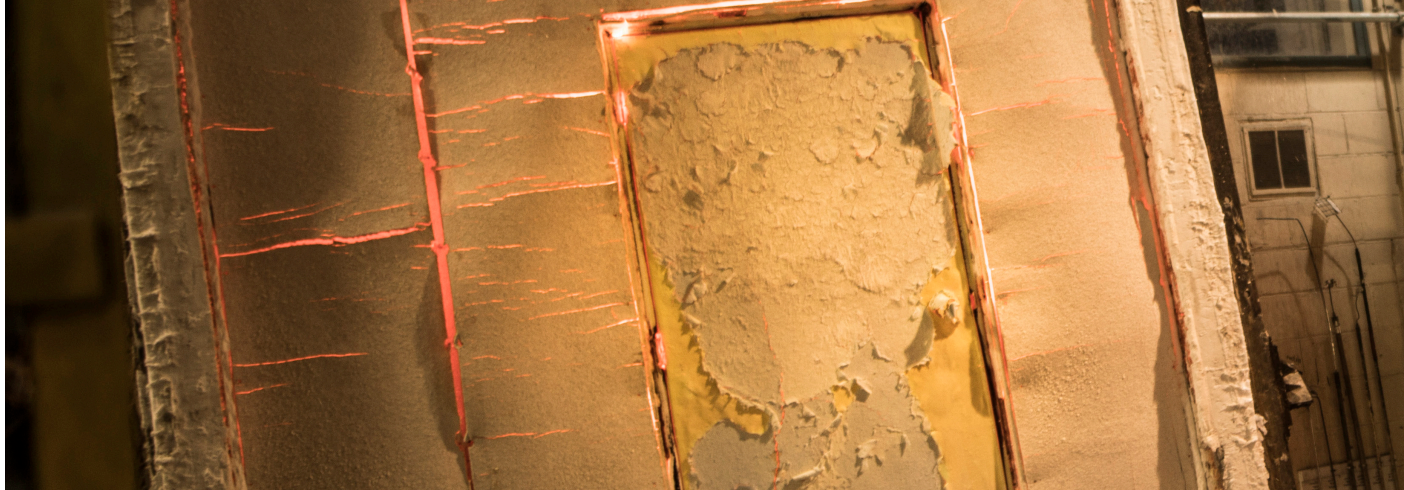
Please email
info.training@bmtrada.com
to discuss pricing

DATES AND VENUES

To suit you - on your site or
at an arranged venue

On-the-road bespoke course

CPD
CERTIFIED
The CPD Certification
Service



FIRE

FIRE DOOR INSTALLATION (Q-MARK CERTIFICATION SCHEME)

COURSE OVERVIEW

Duration: One day

A classroom seminar and written examination forming the second part of the Q-Mark fire door installation certification scheme requirements. Building on the training received in the 'Fire Doors Explained' seminar, successful completion of this course is one of the mandatory requirements for being awarded Q-Mark certification.

Follow on site audits are also required as part of the scheme.

COURSE PROGRAM

Designed specifically for fire door installers, the course covers:

- Installation of a fire door – an in-depth guide
- Door plugging and the Q-Mark certification process
- Q&A session
- Written exam

PRE-COURSE REQUIREMENTS

Places are only available to those who also complete BM TRADA's 'Fire Doors Explained' and have applied for Q-Mark fire door installation certification.

WHO SHOULD ATTEND?

Anyone involved in the installation of fire doors.

PRICE

Please email
info.training@bmtrada.com
to discuss pricing

DATES AND VENUES

See website:
www.bmtrada.com/training



Related publication available
from bookshop.bmtrada.com



FIRE

FIRE DOOR MAINTENANCE (Q-MARK CERTIFICATION)

COURSE OVERVIEW

Duration: One day

A classroom seminar and written examination forming the second part of the Q-Mark fire door maintenance certification scheme requirements. Building on the training received in the 'Fire Doors Explained' seminar, successful completion of this course is one of the mandatory requirements for being awarded Q-Mark certification.

Follow on site audits are also required as part of the scheme.

COURSE PROGRAM

Designed specifically for those responsible for fire door maintenance and repair, it covers:

- Understanding the requirements for fire door maintenance
- The scope of the scheme
- The process for conducting maintenance
- The importance of the risk assessment
- Accepted repair techniques
- Written exam.

PRE-COURSE REQUIREMENTS

Places are only available to those who also complete BM TRADA's 'Fire Doors Explained' and have applied for Q-Mark fire door maintenance certification.

WHO SHOULD ATTEND?

Anyone responsible for the maintenance of fire doors.

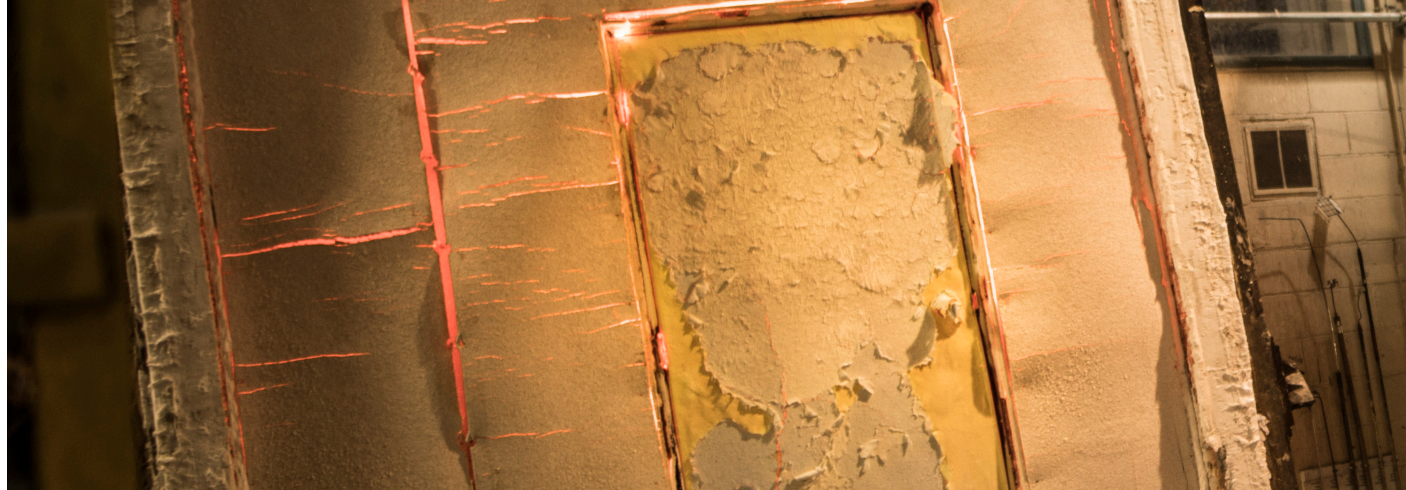
PRICE

Please email
info.training@bmtrada.com
to discuss pricing

DATES AND VENUES

See website:
www.bmtrada.com/training





FIRE

FIRE STOPPING INSTALLATION (Q-MARK CERTIFICATION)

COURSE OVERVIEW

Duration: One day

A classroom seminar and written examination designed to reinforce the appropriate way to evaluate whether a fire stopping solution has suitable evidence to justify its use in a specific application. The course considers the substrate, services and different seal types and how each aspect influences the decision as to which solution to use. Successful completion of this course is one of the mandatory requirements for being awarded the fire stopping installation Q-Mark certification. Follow on site audits are also required as part of the scheme.

COURSE PROGRAM

- Background to Fire Stopping Installation
- Introduction to passive fire protection (PFP) the regulatory requirements
- Compartmentation and the role of PFP products in maintaining compartment lines
- Fire testing, test reports and the role of assessments
- Understanding PFP products and the importance of correct installation and maintenance
- The reality of site installation
- Scope of the scheme
- Stages of correct installation
- Fire stopping components
- Examples/Discussion
- A written exam.

WHO SHOULD ATTEND?

Those responsible for sealing the fire resistant compartment lines within buildings.

PRICE

Please email
info.training@bmtrada.com
 to discuss pricing

DATES AND VENUES

See website:
www.bmtrada.com/training



FIRE

FIRE PROTECTION IN BUILDINGS (UNDERSTANDING YOUR RESPONSIBILITIES)

FREE SEMINAR

COURSE OVERVIEW

Duration: Half day

Through a series of seminars, technical experts from BM TRADA and a panel of guest speakers will outline the obligations of the 'Responsible Person', as defined under the Regulatory Reform (Fire Safety) Order (RRFSO) together with role and powers of the enforcing officer in ensuring compliance.

Delegates will also learn about the critical role of passive fire protection (PFP) measures in buildings, why the competency of fire risk assessors and those involved in installation and maintenance is so crucial and how specifying third party certified product and contractors can help.

COURSE PROGRAM

- Introduction to the RRFSO and the role of the 'Responsible Person'
- Passive fire protection and the importance of getting it right!
- What does competent look like?
- How third part certification can help the Responsible Person
- Time-lapse film of a fire resistance test on two seemingly identical fire doors
- The view of the Fire & Rescue Service and the role of the Enforcing Officer
- Previous prosecutions under the RRFSO – case law.

WHO SHOULD ATTEND?

Those responsible for specifying, maintaining or inspecting a building's passive fire protection measures or who appoint contractors to carry out work which may damage existing fire protection measures in the course of their work including:

- Building owners / landlords
- Facilities and estates managers
- Practicing fire risk assessors
- Fire safety officers
- Responsible persons
- Health sector
- Education sector
- Local authorities
- Housing associations
- Care home providers
- Hotel, B&B and guest house owners.

PRICE

FREE

DATES AND VENUES

See website:
www.bmtrada.com/training

Supported by:



CFOA
Chief Fire Officers
Association

brownejacobson
law. less ordinary



TIMBER GRADING

VISUAL STRENGTH GRADING (SOFTWOOD)

COURSE OVERVIEW

Duration: Five days

A practical five-day course to grade softwood to the visual strength grades set out in BS 4978: 2007+A1:2011 'Visual Strength Grading of Softwood'.

COURSE PROGRAM

Through classroom-based interactive learning, practical days spent in the timber yard and a practical examination, this course will provide delegates with:

- An introduction to timber, including the uses of strength graded timber
- The meaning of strength classes, an explanation of strength grading and the marking systems
- An understanding of the responsibilities of the grader and the grading company
- An introduction to the natural growth characteristics of wood illustrated with hand held samples
- An introduction to Knot Area Ratio system (KAR) method of assessment
- The GS (General Structural) and SS (Special Structural) rules and grading procedures
- Practical exercises to learn how to grade timber and identify timber species
- An introduction to species recognition with practical exercises
- Mock examination including grading long lengths, drawing knot plots and timber species identification under timed conditions
- Formal practical-based exam.

WHO SHOULD ATTEND?

Anyone involved in the selection and supply of softwood for structural use.

PRICE

£1,190 + VAT

£1,070 + VAT (TRADA members)

DATES AND VENUES

See website:
www.bmtrada.com/training

TIMBER GRADING

VISUAL STRENGTH GRADING - REFRESHER COURSE (SOFTWOOD)

COURSE OVERVIEW

Duration: Two days

A two-day refresher course aimed at graders whose registration has lapsed for two years or more. This provides an overview of the subject and takes place on the last two days of the softwood course.

This course provides delegates with an overview of days one to three of the softwood course giving a chance to refresh their grading knowledge and ask questions where necessary. This is followed by a mock exam to help delegates prepare for the final exam. The mock and final exams are practical based.

- Course program
- Review of grading rules
- Species recognition with practical exercises
- Timed grading exercises for long length grading to both General Structural (GS) and Special Structural (SS)
- Mock examination including grading long lengths, drawing knot plots and timber species identification under timed conditions
- Final revision and examination briefing
- Formal practical-based exam.

WHO SHOULD ATTEND?

Graders whose registration to the BM TRADA VSG Scheme has lapsed for two years or more.

PRICE

£420 + VAT

£380 + VAT (TRADA members)

DATES AND VENUES

See website:

www.bmtrada.com/training



TIMBER GRADING

VISUAL STRENGTH GRADING (HARDWOODS)

COURSE OVERVIEW

Duration: Three days

A practical three-day course to grade hardwood to the visual strength grades set out in BS 5756: 2007+A1:2011 'Specification for visual grading of hardwood'.

COURSE PROGRAM

Through classroom-based interactive learning, practical days spent in the timber yard and a practical examination, this course provides delegates with:

- An introduction to timber, including the uses of strength graded timber
- The meaning of strength classes, an explanation of strength grading and the marking systems
- An understanding of the responsibilities of the grader and the grading company
- An introduction to the natural growth characteristics of wood using hand held samples
- Practical exercises grading lengths of hardwood timber
- Mock exam to help prepare delegates for the final exam
- Formal practical-based exam.

WHO SHOULD ATTEND?

Anyone involved in the selection and supply of hardwood for structural use.

PRICE

£715 + VAT

£645 + VAT (TRADA members)

DATES AND VENUES

See website:
www.bmtrada.com/training

TIMBER GRADING

GRADING SCAFFOLD BOARDS SET OUT IN BS 2482:2009 (SPECIFICATION FOR TIMBER SCAFFOLD BOARDS)

COURSE OVERVIEW

Duration: Three days

A practical three-day course to grade scaffold boards set out in BS 2482:2009 'Specification for timber scaffold boards.'

COURSE PROGRAM

Through classroom-based interactive learning, practical days spent in the timber yard and a practical examination, this course will provide delegates with:

- An introduction to timber, including the uses of timber in structural applications
- An explanation of strength grading and the marking systems for scaffold boards
- An understanding of the responsibilities of the grader and the grading company
- The correct storage methods
- An introduction to the natural growth characteristics of wood using hand held samples
- Practical exercises to learn how to grade scaffold boards
- Formal practical-based exam.

WHO SHOULD ATTEND?

Anyone who wishes to grade, band and issue new scaffold boards.

PRICE

£590 + VAT

£535 + VAT (TRADA members)

DATES AND VENUES

See website:

www.bmtrada.com/training

**Bespoke on-the road course to
suit your organization**



TIMBER GRADING

INSPECTION OF USED SCAFFOLD BOARDS

COURSE OVERVIEW

Duration: One day

A one-day course designed to address the needs of scaffolding companies and scaffolding contractors who will be expected to inspect and assess the condition of previously used scaffold boards.

This course provides delegates with an understanding of the grading rules, provides advice on how to store boards correctly and assess whether used boards should be re-issued or withdrawn from use.

COURSE PROGRAM

- Specifications including dimensions and tolerances
- Marking
- Comprehensive description of defects in softwood
- An understanding of the BS 2482:2009 grading principles
- Evaluation methods
- Full description of the grading rules
- Issuing scaffold boards to site
- Correct methods of storage
- Inspection techniques
- Practical exercises
- Short written test.

WHO SHOULD ATTEND?

Companies that do not grade and band new scaffold boards but supply and/or use old boards or hire boards.

PRICE

Please email
info.training@bmtrada.com
to discuss pricing

DATES AND VENUES

See website:
www.bmtrada.com/training

**Bespoke on-the road course to
suit your organization**

TIMBER FRAME

TIMBER FRAME CONSTRUCTION

COURSE OVERVIEW

Duration: One day

This course is written to provide practical information on all aspects of timber frame construction. It explores reasons why timber frame has become such a popular method of building and aims to provide a better overall understanding of timber frame during design, the construction phase and in use.

COURSE PROGRAM

- Industry overview
- Design for durability
- Building regulations
- Foundations
- Level thresholds
- Walls
- Air tightness
- Thermal bridging
- Party wall thermal bypass
- Fire safety
- Services and linings
- Acoustic performance
- Differential movement
- Cladding.

WHO SHOULD ATTEND?

- Architects
- Building contractors
- Developers
- Building inspectors
- Timber frame manufacturers
- Quantity surveyors
- Clerk of works.

PRICE

Course only:

£290 + VAT

£260 + VAT (TRADA members)

Course + related publication:

£335 + VAT

£305 + VAT (TRADA members)

DATES AND VENUES

See website:

www.bmtrada.com/training



**Bespoke on-the road course to
suit your organization**



TIMBER FRAME

TIMBER FRAME FOR ENGINEERS: THE ESSENTIALS

COURSE OVERVIEW

Duration: One day

This course looks at the fundamentals of timber frame construction from an engineering perspective and will help engineers and designers involved in the industry to gain an in-depth understanding of how these systems work.

The day starts with an introduction to the concept of timber frame, identifying various components of construction, design detailing and best practice guidance on how these components should correctly merge to give a trouble-free building. The afternoon session builds upon the understanding gained in the morning with engineering input and design examples to support the concepts discussed. The delegates will also be introduced to the relevant design standards, including Eurocode 5.

COURSE PROGRAM

Timber frame

- Types of timber construction – timber frame, SIPs, engineered timber (CLT and GLT)
- Methods of construction – open panel, closed panel, volumetric
- System components/element build-ups – studs, rails, OSB, insulation, SIP etc.
- Differential movement – what is it, issues with structural design
- Manufacture of elements – SE specifications for fixings, element sizes etc.
- Connection details – methods of connecting and jointing panels and other elements together.

Timber Engineering

- Principles of timber engineering
- Guidance on standards (both British and European)
- Timber and related materials, product characteristics
- Fasteners and connections, standards, guidance and pointers
- Element design to British and European Standards
- Concept of racking and building stability
- Design examples.

WHO SHOULD ATTEND?

- Engineers
- Timber frame designers.

PRICE

£260 + VAT

£235 + VAT (TRADA members)

DATES AND VENUES

See website:

www.bmtrada.com/training

EUROCODE 5

EUROCODE 5: THE ESSENTIALS

COURSE OVERVIEW

Duration: One day

This one-day workshop is an introduction to the general concepts of Eurocodes, comparing and contrasting the differences between the BS 5268 design approach and the Eurocodes (EC5) limit state design philosophy. Essential guidance to designing to EC5 is given throughout the day through examples.

COURSE PROGRAM

- Introduction to base and loadings Eurocodes
- Introduction to BS EN 1995; (Eurocode 5, timber design)
- Material properties, introductions to BS EN 338 (solid timber), BS EN 14080 (glulam), BS EN 12369 (panel products) etc
- Design of flexural members: bending, shear and bearing
- Deflections
- Vibrations
- Notches
- Tensile members
- Compression members
- Buckling
- Introduction to connections (Section 8 of Eurocode 5 and BS EN 14592).

Printed worked examples will be distributed on the day and will serve as invaluable future references.

WHO SHOULD ATTEND?

- Engineers
- Engineering technicians
- Anyone interested in the design and/or checking of timber structures to EC5.

PRICE

Course only:

£260 + VAT

£235 + VAT (TRADA members)

Course + related publication:

£280 + VAT

£255 + VAT (TRADA members)

DATES AND VENUES

See website:

www.bmtrada.com/training



EUROCODE 5

EUROCODE 5: CONNECTIONS

COURSE OVERVIEW

Duration: One day

Building upon the essentials workshop on design to Eurocode 5 (EC5) this course is aimed at engineers who have had some experience with designing timber structures. The day starts with an introduction to fasteners which then develops into the EC5 method of connection calculations, with examples discussed in class to help delegates' understanding.

COURSE PROGRAM

- Introduction to fasteners
- Introduction to connections
- Dowel type fasteners
- Introduction to Johansen theory: Embedment strength and yield moment
- Axial effects and the rope effect
- Calculation of lateral load capacities
- Fastener spacing rules
- Effective number of fasteners
- Moment connections.

Printed worked examples will be distributed on the day and will serve as invaluable future references.

WHO SHOULD ATTEND?

- Engineers
- Engineering technicians.

PRICE

£260 + VAT

£235 + VAT (TRADA members)

DATES AND VENUES

See website:

www.bmtrada.com/training

Related publication available
from bookshop.bmtrada.com



TIMBER INDUSTRY TRAINING

TIMBER BEHAVIOR AND PROPERTIES INTRODUCTORY

COURSE OVERVIEW

Duration: One day

This introductory course is necessary for laying down the foundational understanding required for all our other timber industry courses. It is aimed at anyone in the timber industry from sales to production.

The course is highly practical and to maximize the actual content learned includes a wide range of quizzes, samples, tasks and group working. Because the course is delivered in-house it can be tailored significantly around the questions and areas of interest of the delegates.

The course is designed for 8-20 delegates. More than one company can provide the delegates if required.

Attendees will be given the confidence and instruction on how to find out more for themselves using TRADA resources.

KEY TOPICS COVERED:

- Biology of trees
- Wood properties / characteristics
- Natural durability
- Use classes
- Types / species
- Moisture and movement
- Insects
- Drying methods
- Distortion
- Storage
- Coatings and preservation.

Related publication available
from bookshop.bmtrada.com



WHO SHOULD ATTEND?

Suitable for staff at all levels in timber related companies from the shop floor to directors.

PRICE

Please email us:
info.training@bmtrada.com

DATES AND VENUES

See website:
www.bmtrada.com/training



TIMBER INDUSTRY TRAINING

INTRODUCTION TO SOFTWOODS AND HARDWOODS

COURSE OVERVIEW

Duration: Half day

Either or both of these courses should follow on from the full day course 'Timber behavior and properties'. They both complete the foundation needed before attending the seven product specific courses listed on the next page.

The courses are highly practical and to maximize the actual content learned include a wide range of quizzes, samples, tasks and group working. Because the courses are delivered in-house they can be tailored significantly around the questions and areas of interest of the delegates.

The courses are designed for 8-20 delegates.

More than one company can provide the delegates if required.

Attendees will be given the confidence and instruction on how to find out more for themselves using TRADA resources.

KEY TOPICS COVERED

- Timber properties
- Species
- Strength grading
- Appearance grading
- Sizes
- Uses
- Sources
- Extraction
- Processing from log to planks / barks.

WHO SHOULD ATTEND?

Suitable for staff at all levels in timber related companies from the shop floor to directors.

PRICE

Please email us:
info.training@bmtrada.com

DATES AND VENUES

See website:
www.bmtrada.com/training

Related publication available
from bookshop.bmtrada.com



TIMBER INDUSTRY TRAINING

TIMBER PRODUCTS AND TIMBER CERTIFICATION

(EIGHT COURSES OFFERED AT INTERMEDIATE LEVEL)

COURSE OVERVIEW

Duration: Half day each

These courses build on the foundations laid in 'Timber behavior and properties' and 'Introduction to softwoods / hardwoods' (see previous pages).

The purpose of each of these half day courses is to explain the technical and commercial issues surrounding each product area to enable all attendees to:

- Answer with authority common questions from customers
- Know how to find out answers to more complex questions from customers
- Suggest higher value-added products (i.e. upsell)
- Suggest additional related products / services (i.e. cross-sell).

The courses are highly practical and to maximize the actual content learned include a wide range of quizzes, samples, tasks and group working. Because the courses are delivered in-house they can be tailored significantly around the questions and areas of interest of the delegates.

The courses are designed for 8-20 delegates. More than one company can provide the delegates if required.

Attendees will be given the confidence and instruction on how to find out more for themselves using TRADA resources.

EIGHT HALF DAY TOPICS AVAILABLE:

- Cladding
- Decking and garden products
- Roofs
- Timber for joinery and flooring
- Timber frame introduction
- Panel products
- Engineered structural timber products
- Timber certification.

WHO SHOULD ATTEND?

Suitable for staff at all levels in timber related companies from the shop floor to directors.

PRICE

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DATES AND VENUES

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FURNITURE TRAINING

EU TIMBER REGULATION AWARENESS

COURSE OVERVIEW

Duration: One day

Since March 2013 the new EU Timber Regulation (EUTR) has been prohibiting placing illegally harvested timber and timber products onto the EU market. FIRA International's EUTR Awareness Training course is designed to enable organizations to understand their legal obligations when importing, selling and trading timber and timber products in the EU.

COURSE PROGRAM

- Introduction to sustainability and legal frameworks
- Placing on the market (Article 2)
- Identifying whether you are an operator, trader or both
- Obligations of operators and due diligence systems (Articles 4 and 6)
- Examples of measures and procedures for performing satisfactory due diligence
- Obligation of traceability (Article 5)
- Maintaining records and other documentation for supply chain traceability as well as responsible timber purchasing best practice
- Other relevant supporting Articles including the role of monitoring organizations and the competent authorities
- The role of Chain of Custody certification schemes
- Introduction to due diligence systems when placing timber and timber products on the internal market.

WHO SHOULD ATTEND?

People with timber or timber products in their supply chain.

PRICE

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FURNITURE TRAINING

FURNITURE AND FURNISHINGS (FIRE)(SAFETY) REGULATIONS

COURSE OVERVIEW

Duration: One day

This flammability training course is perfect for new starters, colleagues needing a recap and experienced colleagues needing confirmation on relevant issues. This course is structured in a way to show why and how the regulations came about, a look at what's in and out of scope, an in depth look into the schedules and requirements, a look into relevant British Standards that cater for the contract market and finally, understanding and obligations to due diligence.

COURSE PROGRAM

- Furniture and Furnishings (Fire) (Safety) Regulations
 - How and why they came about
 - What is in and out of scope
 - Schedules – raw material testing
 - Schedules - labeling
- Contract sector and testing standards
- What is the difference and the link between domestic and contract
- Upholstered seating and bedding standards
- FIRA International laboratory tour
- Due Diligence and obligations
- Q&A.

WHO SHOULD ATTEND?

- Professionals in the furniture industry that manufacture, purchase, specify, distribute or import furniture products.
- People in organizations responsible for legal compliance of products manufactured or purchased.

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FURNITURE TRAINING

CE MARKING ELECTRICALLY ACTUATED FURNITURE (FOR THE DOMESTIC MARKET)

COURSE OVERVIEW

Duration: One day

With an increase in the availability of rise/recliner chairs and adjustable beds, motorized furniture has become increasingly common, but the use of mechanisms and electrical components in furniture brings with it requirements and considerations for manufacturers, purchasers, specifiers, importers and distributors.

These type of products require CE marking by the responsible person placing the product on the market in the first instance and is a legal requirement. CE marking a product shows that the product is compliant with EU legislation regarding safety, health and environmental protection.

COURSE PROGRAM

- Background to CE marking
- Harmonized Standards and European Directives
- LVD, EMC, machinery and ROHs
- Process flow diagram for CE marking
- Identification of applicable directives and standards for furniture
- Self certification process
- Technical File contents
- Risk Assessments
- Factory Production Control (FPC)
- EU Declaration of Conformity and Marking.

WHO SHOULD ATTEND?

- Professionals in the furniture industry that manufacture, purchase, specify, distribute or import furniture products
- People in organizations responsible for legal compliance of products manufactured or purchased.

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FURNITURE TRAINING

PAS7100, RISK ASSESSMENTS AND DUE DILIGENCE

COURSE OVERVIEW

Duration: Half day

In this training course, the delegates will benefit from an introduction and understanding of the relevant regulations in the furniture industry.

COURSE PROGRAM

- Full understanding of the PAS for businesses
- This covers recalls and corrective actions
- Advanced planning – senior management commitment, developing a Product Safety Incident Plan (PSIP)
- Managing a corrective action
- Risk assessment
- Due diligence.

WHO SHOULD ATTEND?

- Middle and senior management, compliance and quality managers, crisis management team and others involved in executing business processes.

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FURNITURE TRAINING

AN INTRODUCTION TO UPHOLSTERED FURNITURE REGULATIONS

COURSE OVERVIEW

Duration: Half day

In this training course, the delegates will benefit from an introduction and understanding of the relevant regulations in the furniture industry.

COURSE PROGRAM

- Furniture and Furnishings (Fire) (Safety) Regulations
- Reform Fire Safety Order (Contract furniture)
- REACH (Chemical) Regulations
- Biocides (Chemical) Regulations
- Persistent Organic Pollutants (POPs)
- EU Timber Regulations
- General Product Safety Regulations.

Delegates will leave the session with an understanding of the regulations and responsibilities of each business type, from retailers to Importers and manufacturers and the relevant duties to ensure a good level of due diligence.

WHO SHOULD ATTEND?

- Buyers, retailer buyers and those involved in quality assurance and quality control.

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FURNITURE TRAINING

AN INTRODUCTION TO DOMESTIC FURNITURE FIRE SAFETY

COURSE OVERVIEW

Duration: Half day

The course explains the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations covering the supply of furniture and beds for domestic use.

COURSE PROGRAM

- The course is structured in a way to show why and how the regulations came about, a look at what's in and out of scope, together with an explanation of the testing and labelling requirements
- The course will also deal with common interpretations and frequently asked questions
- Finally the course will look at providing an understanding of the obligations to due diligence.

WHO SHOULD ATTEND?

- **For manufacturers and importers:** You will take away a great understanding of raw material testing requirements, display and permanent labelling requirements and due diligence obligations.
- **For retailers and specifiers:** You will take away the above, and in addition, you'll see exactly what manufacturers should be giving you, you'll be able to confidently specify your requirements and finally, you'll be able to implement quality systems in regards to your due diligence to increase product safety and reduce risks and recalls.

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FURNITURE TRAINING

AN INTRODUCTION TO NON-DOMESTIC FURNITURE FIRE SAFETY

COURSE OVERVIEW

Duration: Half day

The course explains how the requirements of the Regulatory Reform (Fire Safety) Order affects the supply of furniture and beds for office, contract and hospitality use.

COURSE PROGRAM

- The course is structured in a way to show how a fire risk assessment affects furniture. In addition the course will look in detail at the two current British Standards for non-domestic furniture, BS 7176 (Seating) and BS 7177 (beds and mattresses) including an explanation of the testing and labelling requirements
- The course will also deal with common interpretations and frequently asked questions
- Finally the course will look at providing an understanding of the obligations to due diligence.

WHO SHOULD ATTEND?

- **For manufacturers and importers:** You will take away a great understanding of raw material testing requirements, display and permanent labelling requirements and due diligence obligations
- **For designers and specifiers:** You will take away the above, and in addition, you'll see exactly what manufacturers should be giving you, you'll be able to confidently specify your requirements and finally, you'll be able to implement quality systems in regards to your due diligence to increase product safety and reduce risks and recalls.

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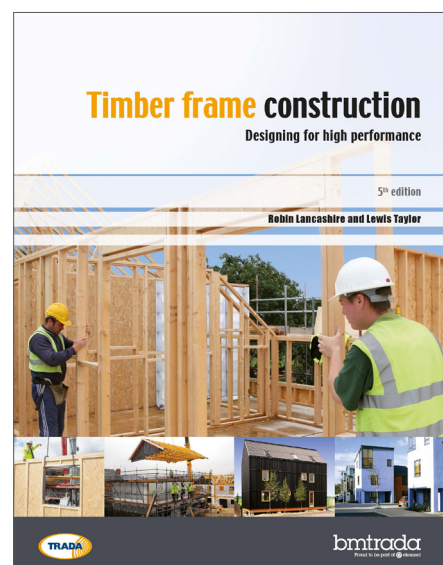
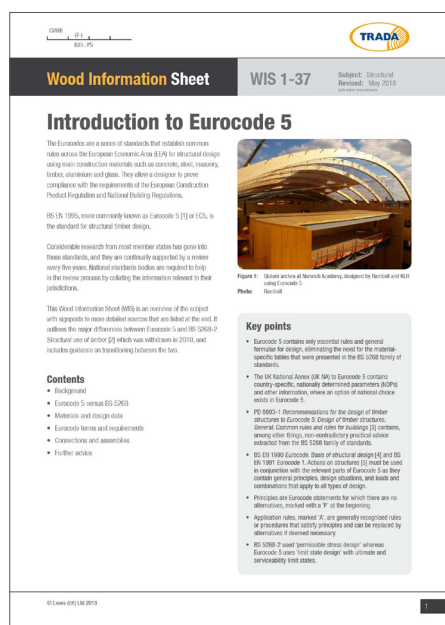
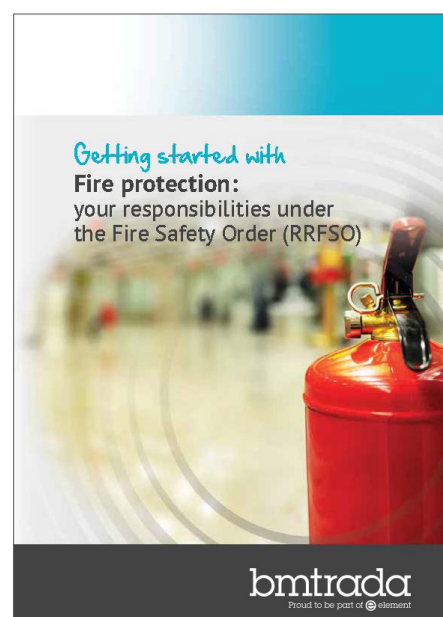
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JANUARY 2020

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