

Course directory 2017

Exova BM TRADA is part of Exova Group plc, one of the world's leading laboratory-based testing groups, trusted by organisations to test and advise on the safety, quality and performance of their products and operations.

Exova is one of the world's leading laboratory-based testing groups, trusted by organisations to test and advise on the safety, quality and performance of their products and operations. Headquartered in Edinburgh, UK, Exova operates 135 laboratories and offices in 33 countries and employs around 4,200 people throughout Europe, the Americas, the Middle East, Asia/Asia Pacific and Africa.

Exova's capabilities help to extend asset life, bring predictability to applications, and shorten the time to market for customers' products, processes and materials. With over 90 years' experience, Exova specialises in testing across a number of key sectors ranging from Aerospace to Fire & Building Products; Oil & Gas and Industrials; Infrastructure & Environment; Transportation; and Health Sciences.

Exova BM TRADA specialises in providing independent certification, technical and training services. We help customers large and small to prove their business and product credentials and to improve performance and compliance. We offer a special focus and long history of technical excellence in management systems, supply chain and product certification, as well as in the timber industry.

The courses you will find in this directory cover a range of subjects from general presentation and training skills to specialist areas such as sustainable supply chains, environmental, energy and quality management, fire protection and timber.

All our courses are delivered by professionals with first class presentation skills and a deep understanding of their chosen discipline, developed over many years. You will find presenter biographies at the back of this directory. We can also provide tailored solutions to address specific learning and development requirements.

Please contact us for more details.



Contents

01 QUALITY MANAGEMENT

- ISO 9001:2015 internal auditing 04
- ISO 9001:2015 lead auditor 05
- ISO 9001:2008 to ISO 9001:2015 transition auditor workshop 06
- ISO 9001:2008 to ISO 9001:2015 transition awareness workshop 07

02 ENVIRONMENTAL MANAGEMENT

- ISO 14001:2015 internal auditing 08
- ISO 14001:2015 auditor conversion 09
- ISO 14001:2004 to ISO 14001:2015 transition auditor workshop 10
- ISO 14001:2004 to ISO 14001:2015 transition awareness workshop 11

03 HEALTH & SAFETY MANAGEMENT

- OHSAS 18001:2007 internal auditing 12
- OHSAS 18001:2007 auditor conversion 13

04 ENERGY MANAGEMENT

- ISO 50001:2011 auditor conversion 14
- ISO 50001:2011 awareness workshop 15

05 INTEGRATED MANAGEMENT SYSTEMS

- ISO 9001, ISO 14001 & OHSAS 18001 internal auditing 16

06 CHAIN OF CUSTODY

- Internal auditing FSC® & PEFC™ 17

07 SUSTAINABLE SUPPLY CHAINS

- RSPO internal auditing 18
- RSPO lead auditor 19

08 PRACTICAL TOOLKIT

- Project management 20
- Problem solving 21
- Supply chain management 22
- Inventory management 23
- Train the trainer 24
- Presentation skills 25

09 FIRE

- Fire doors explained 26
- Fire doors for the health sector explained 27
- Fire door installation – Q-Mark 28
- Fire door maintenance – Q-Mark 29
- Fire stopping installation – Q-Mark 30
- Fire protection measures 31

10 TIMBER GRADING

- Visual strength grading – *softwood* 32
- Visual strength grading refresher course – *softwood* 33
- Visual strength grading hardwoods 34
- Grading scaffold boards 35
- Inspection of used scaffold boards 36

11 TIMBER FRAME

- Cross-laminated timber for engineers 37
- Timber frame construction 38
- Timber frame for engineers: the essentials 39

12 EUROCODE 5

- Eurocode 5: the essentials 40
- Eurocode 5: connections 41

13 TIMBER INDUSTRY TRAINING (TRADA)

- Timber behaviour and properties 42
- Introduction to softwoods and hardwoods 43
- Timber products and timber certification 44

14 FURNITURE TRAINING (FIRA)

- EU Timber Regulation Awareness 45
- Flammability 46

15 OUR PRESENTERS

- Presenter biographies 47

QUALITY MANAGEMENT

ISO 9001:2015 *Internal auditing*

Course overview

Duration: 1 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 programme

- 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

Accompanying
publication available
from the
Exova BM TRADA
bookshop



Who should attend?

- organisations preparing to implement a quality management system
- key managers and staff in organisations preparing for assessment
- people who have recently taken on a quality management role
- new and existing members of an internal audit team

Price

£395 + VAT

£355 + VAT (TRADA Members)

Dates & venues

28 April

14 July

12 September

7 November

Exova BM TRADA, High Wycombe



Presenters:
Roger Southern
Mike Stone

QUALITY MANAGEMENT

ISO 9001:2015 *Lead auditor*

IRCA registered (A18104)

Course overview

Duration: 5 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 programme

- quality management principles and documentation
- accreditation & certification of management systems
- introduction to audits & audit preparation
- performing an audit
- closing meeting, reporting and follow-up
- non-conformity reports and corrective action
- certification of auditors & 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 programme
- quality professionals and consultants seeking to enhance or refresh their existing knowledge

Price

Non-residential: £1195 + VAT

Residential: £1695 + VAT

TRADA Members:

Non-residential: £995 + VAT

Non-residential: £1499 + VAT

Dates & venues

3-7 July

9-13 October

Exova BM TRADA,
High Wycombe



Presenters:

Roger Southern

QUALITY MANAGEMENT

ISO 9001:2008 to ISO 9001:2015 transition auditor workshop

IRCA registered (E-learning: A18005 / Classroom: A18006)

Course overview

Duration: 1 day*

This course satisfies the IRCA structured training and competency requirements for Auditor Transition to ISO 9001:2015 and comprises 16 hours of learning.

Course programme

The learning is split into:

- 7 e-learning modules with competency tests and workbook tasks
- 1-day classroom workshop with continual assessment, exercises and presentations

Module 1 – Distance learning

Module 2 – Classroom training

An introduction to the High Level Structure (HLS)

Recap Annex SL and the new requirements

The new requirements: Context of the organisation

Scoping and planning the audit

The new requirements: Leadership

Auditing management systems requirements

The new requirements: Planning

Gathering and analysis of evidence

The new requirements: Support

Review of findings and raising of NCR's

The new requirements: Operation

Closing meetings

The new requirements: Performance evaluation & improvement

Course summary & close

Learning objectives

- understand the new structure of the standard, Annex SL and the principles which lie behind the revised new management system structure
- explore the new and revised terms and definitions within Annex SL
- explore key differences between ISO 9001:2008 and ISO 9001:2015
- 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 9001:2015
- IRCA certified auditors or internal auditors who will be auditing to ISO 9001:2015

Price

£395 + VAT

£355 + VAT (TRADA members)

Dates & venues

See website

*plus e-learning pre-course work



Presenters:

Andrew Harper
Roger Southern

QUALITY MANAGEMENT

ISO 9001:2008 to ISO 9001:2015 *transition awareness workshop*

Course overview

Duration: ½ day

Supporting you during the transition from ISO 9001:2008 to ISO 9001:2015 this half-day workshop is aimed at those who are directly involved in the planning, implementation or maintenance of an ISO 9001 quality management system.

Course programme

- understand the new structure of the standard and Annex SL
- understand the transition critical path
- review the key differences between ISO 9001:2008 and ISO 9001:2015
- identify key areas to change in your current system and the key messages to communicate to your organisation

Accompanying
publication available
from the
Exova BM TRADA
bookshop



Who should attend?

- organisations currently certified to ISO 9001:2008
- organisations developing systems for certification to ISO 9001
- anyone interested in finding out how ISO 9001:2015 differs from its 2008 version

Price

£195 + VAT

£175 + VAT (TRADA members)

Dates & venues

See website

CPD
CERTIFIED
The CPD Certification
Service

Presenters:

Andrew Harper
Roger Southern
Mike Stone

ENVIRONMENTAL MANAGEMENT

ISO 14001:2015 *Internal auditing*

Course overview

Duration: 2 days

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 utilising role play and accelerated learning techniques to assist in consolidating the tutorial elements of the course.

Course programme

- 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 NCR's
- corrective action and follow-up

Who should attend?

- organisations preparing to implement an environmental management system
- key managers and staff in organisations 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

£695 + VAT

£655 + VAT (TRADA Members)

Dates & venues

17-18 October

Exova BM TRADA,
High Wycombe



Presenters:

Roger Southern
Mike Stone

ENVIRONMENTAL MANAGEMENT

ISO 14001:2015 Auditor conversion

IRCA registered (18225)

Course overview

Duration: 3 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 recognised standard ISO 14001.

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

Course programme

- 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 9001:2008 or 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

Non-residential: £795 + VAT

Residential: £1095 + VAT

TRADA Members:

Non-residential: £715+ VAT

Residential: £1015 + VAT

Dates & venues

23-25 May

5-7 September

4-6 December

Exova BM TRADA,
High Wycombe



Presenter:
Roger Southern

ENVIRONMENTAL MANAGEMENT

ISO 14001:2004 to ISO 14001:2015

transition auditor workshop

IRCA registered (E-learning: A18005 / Classroom: A18089)

Course overview

Duration: 1 day

This course satisfies the IRCA structured training and competency requirements for Auditor Transition to ISO 14001:2015 and comprises 16 hours of learning.

Course programme

The learning is split into:

- 7 e-learning modules with competency tests and workbook tasks
- 1-day classroom workshop with continual assessment, exercises and presentations

Module 1 – Distance learning

An introduction to the High Level Structure (HLS)
The new requirements: Context of the organisation
The new requirements: Leadership
The new requirements: Planning
The new requirements: Support
The new requirements: Operation
The new requirements: Performance evaluation & improvement

Module 2 – Classroom training

Recap Annex SL and the new requirements
Scoping and planning the audit
Auditing management systems requirements
Gathering and analysis of evidence
Review of findings and raising of NCR's
Closing meetings
Course summary & close

Learning objectives

- understand the new structure of the standard, Annex SL and the principles which lie behind the revised new management system structure
- explore the new and revised terms and definitions within Annex SL
- explore key differences between ISO 14001:2008 and ISO 14001:2015
- 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 14001:2015
- IRCA certified auditors or internal auditors who will be auditing to ISO 14001:2015

Price

£395 + VAT

£355 + VAT (TRADA Members)

Dates & venues

See website

*plus e-learning pre-course work



Presenters:

Roger Southern
Andrew Harper

ENVIRONMENTAL MANAGEMENT

ISO 14001:2004 to ISO 14001:2015 *transition awareness workshop*

Course overview

Duration: ½ day

This course is aimed at those who are directly involved in the planning, implementation or maintenance of an ISO 14001 environmental management system.

Course programme

- understand the new structure of the standard and Annex SL
- understand the transition critical path
- review the key differences between ISO 14001:2004 and ISO 14001:2015
- explore the updated requirements and processes
- identify key areas to change in your current system and the key messages to communicate to your organisation

Who should attend?

- organisations currently certified to ISO 14001:2004
- organisations developing systems for certification to ISO 14001
- anyone interested in finding out how ISO 14001:2015 differs from its 2004 version

Price

£195 + VAT

£175 + VAT (TRADA Members)

Dates & venues

See website



Presenters:

Roger Southern:
Andrew Harper

HEALTH & SAFETY MANAGEMENT

OHSAS 18001:2007 *Internal auditing*

Course overview

Duration: 1 days

On this course delegates will learn to carry out effective internal audits of occupational health and safety management systems. Delegates will also gain an understanding of the concept behind occupational health and safety 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. Delegates will be shown the role of internal auditors and how they interface with other management activities.

Course programme

- introduction to occupational health & safety management systems
- occupational health and safety legislation
- overview of the standard
- evaluation of significance
- audit planning
- conducting the audit
- auditor characteristics
- reporting the audit including non-conformities
- corrective action and follow-up

Who should attend?

- key managers and staff in organisations preparing for assessment
- people who have recently taken on a health and safety management role
- new and existing members of an internal audit team

Price

£395 + VAT

£355 + VAT (TRADA Members)

Dates & venues

Call for details



HEALTH & SAFETY MANAGEMENT

OHSAS 18001:2007 Auditor conversion

IRCA registered (A17531)

Course overview

Duration: 3 days

This is a conversion course for existing auditors who wish to strengthen their health and safety knowledge. This course will be of greatest benefit for those who have previously completed a five-day quality or environmental course.

Auditing is a key requirement of the OHSAS 18001 system which ensures peace of mind, and helps to identify opportunities for improving the health and safety outputs of the system. This course helps to develop delegates' knowledge and understanding of OHSAS 18001. Delegates are assessed on their knowledge and understanding throughout the course and will sit a 1 hour 40 minute examination on the final day.

Course programme

- occupational health and safety awareness, policy & legislative requirements
- OHSAS 18001 requirements
- risk assessment and methods and emergency preparedness
- documentation & compliance
- audit process & skills revision
- non-conformities and categorisation
- practical exercises

Pre-course requirements

Delegates should have successfully completed an IRCA Lead Auditor course or equivalent, for example ISO 9001:2008 or ISO 9001:2015, and are expected to be competent in auditing process-based management systems. Previous experience within a health & safety role is beneficial, but not essential.

Who should attend?

- existing auditors and lead auditors in quality and environment disciplines who are seeking to develop as a health and safety auditor

Price

Non-residential: £795 + VAT

Residential: £1095 + VAT

TRADA Members:

Non-residential: £715+ VAT

Residential: £1015 + VAT

Dates & venues

Call for details



ENERGY MANAGEMENT

ISO 50001:2011 Auditor conversion

IRCA registered (A17636)

Course overview

Duration: 3 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 programme

- 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

Non-residential: £795 + VAT

Residential: £1095 + VAT

TRADA Members:

Non-residential: £715 + VAT

Residential: £1015 + VAT

Dates & venues

11-13 July

14-16 November

Exova BM TRADA,

High Wycombe



Presenter:
Mike Stone

ENERGY MANAGEMENT

ISO 50001:2011 *awareness workshop*

Course overview

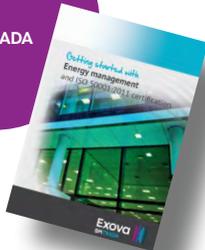
Duration: 1 day

Effective energy management is a priority for many organisations facing sharp rises in energy costs and the requirement to demonstrate compliance with recent legislation i.e. 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 organisation.

Course programme

- 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

Accompanying
publication available
from the
Exova BM TRADA
bookshop



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 organisation's ESOS obligations

Price

£295 + VAT

£265 + VAT (TRADA members)

Dates & venues

20 June

19 October

Exova BM TRADA,
High Wycombe

Presenter:

Claire McGeechan

INTEGRATED MANAGEMENT SYSTEMS

ISO 9001, ISO 14001 & OHSAS 18001 *Internal auditing*

Course overview

Duration: 2 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 programme

- introduction to management systems
- information on ISO 19011, ISO 9001, ISO 14001 & OHSAS 18001
- conduction of audit
- auditor characteristics
- reporting the audit including non-conformities
- corrective action and follow-up

Accompanying
publication available
from the
Exova BM TRADA
bookshop



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

£625 + VAT (TRADA Members)

Dates & venues

17-18 May

13-14 September

7-8 December

Exova BM TRADA,
High Wycombe

CPD
CERTIFIED
The CPD Certification
Service

Presenters:

Roger Southern
Mike Stone

CHAIN OF CUSTODY

FSC® & PEFC™

Internal auditing

Course overview

Duration: 2 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 programme

- background and history of certification
- introduction to FSC, PEFC and Exova BM TRADA Forest Products schemes
- requirements of the standards
- non-certified inputs
- performing an audit
- categorisation of non-conformities

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

Accompanying
publication available
from the
Exova BM TRADA
bookshop



Who should attend?

- organisations 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

£625 + VAT (TRADA Members)

Dates & venues

6-7 June

24-25 October

Exova BM TRADA,
High Wycombe



The mark of
responsible forestry



Presenter:

Dale Oliver-Jones

SUSTAINABLE SUPPLY CHAINS

RSPO

Internal auditing

Course overview

Duration: 1 day

This workshop equips delegates with the necessary understanding and application of the standard to enable the internal audit of an RSPO supply chain system.

The workshop explores the history, organisation and purpose of the RSPO certification scheme, and examines the organisational 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 programme

- 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?

- organisations 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 organisation's internal audit team

Price

£395 + VAT

£355 + VAT (TRADA Members)

Dates & venues

Contact us to make an enquiry

Presenters:

Robin Kitzinger
Alasdair McGregor

SUSTAINABLE SUPPLY CHAINS

RSPO Lead auditor

RSPO endorsed training course

Course overview

Duration: 2 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 programme

- an introduction to palm oil
- RSPO governance, mission, membership and funding
- RSPO supply chain certification scheme & 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 recognised 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
- organisations 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 organisation's internal audit team

Price

Non-residential: £795 + VAT

Residential: £1095 + VAT

TRADA Members:

Non-residential: £715 + VAT

Residential: £1015 + VAT

Dates & venues

10-11 May

1-2 August

1-2 November

Exova BM TRADA,
High Wycombe



Presenters:

Robin Kitzinger
Alasdair McGregor

PRACTICAL TOOLKIT

Project management

Course overview

Duration: 1 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 organisation, 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 programme

- the project life cycle
- aligning approach and success criteria with organisation 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 realising 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 organisation 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

£265 + VAT (TRADA Members)

Dates & venues

Contact us to make an enquiry

Presenter:

Emanuela Giangregorio

PRACTICAL TOOLKIT

Problem solving

Course overview

Duration: 1 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 programme

- 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
- standardising 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

£265 + VAT (TRADA Members)

Dates & venues

Contact us to make an enquiry

Presenter:

Emanuela Giangregorio

PRACTICAL TOOLKIT

Supply chain management

Course overview

Duration: 1 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 programme

- definition of supply chain
- what influences supply chain effectiveness?
- supply chain mapping
- optimising supply chain assets (stock turn, ROI, optimised net margin)
- balancing demand and supply – the challenges and cost implications
- importance of forecast accuracy and how it can be improved

On-the-road
bespoke courses
available - at a venue
to suit your
organisation

Who should attend?

Any stakeholder in the supply chain.

Price

£295 + VAT

£265 + VAT (TRADA Members)

Dates & venues

Contact us to make an enquiry

Presenter:

Anne Seymour-Durkin

PRACTICAL TOOLKIT

Inventory management

Course overview

Duration: 1 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 optimises working capital, reduces operating costs, improves customer service and contributes significantly to the bottom-line of the organisation.

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 programme

- 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

£265 + VAT (TRADA Members)

Dates & venues

Contact us to make an enquiry

Presenter:

Anne Seymour-Durkin

PRACTICAL TOOLKIT

Train the trainer

Course overview

Duration: 1 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 programme

- 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

£265 + VAT (TRADA Members)

Dates & venues

Contact us to make an enquiry

Presenter:

Anne Seymour-Durkin

PRACTICAL TOOLKIT

Presentation skills

Course overview

Duration: 1 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 programme

- 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

£265 + VAT (TRADA Members)

Dates & venues

Contact us to make an enquiry

Presenter:

Anne Seymour-Durkin

FIRE

Fire doors explained

Course overview

Duration: 1 day

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

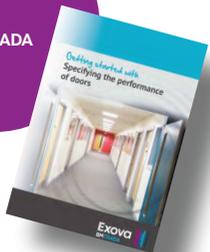
Through a combination of live fire demonstrations and seminars, Exova BM TRADA will explain fire door construction, testing, installation and third party certification.

Course programme

- background to test requirements
- anatomy of fire resistant doorsets
- installation and maintenance of fire doors – how to do it correctly
- identify issues which will determine success or failure in achieving the required performance of fire resisting doorsets
- fire testing, test reports and the role of assessments
- third party certification – what it is and how it helps
- witness a one-hour fire resistance test, demonstrating the issues discussed, in our full-scale 3mx3m vertical fire test furnace

On-the-road
bespoke course
available

Accompanying
publication available
from the
Exova BM TRADA
bookshop



Who should attend?

- fire officers
- manufacturers and suppliers
- construction companies and installers
- property, facilities and estates managers
- architects and specifiers
- approved inspectors and building control officers
- technical sales staff

Price

£389 + VAT

£330 + VAT (TRADA Members)

Dates & venues

25 April

27 June

19 September

21 November

Exova BM TRADA,
High Wycombe

CPD
CERTIFIED
The CPD Certification
Service

Presenters:
Simon Bailey

FIRE

Fire doors for the health sector explained

Course overview

Duration: 1 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. Exova 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 programme

- 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

On-the-road
bespoke course

Accompanying
publication available
from the
Exova BM TRADA
bookshop



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

Dates & venues

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

CPD
CERTIFIED
The CPD Certification
Service

Presenter:
Simon Bailey

FIRE

Fire door installation Q-Mark Certification Scheme

Course overview

Duration: 1 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 Programme

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 have previously completed Exova 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

Dates & venues

26 April
 28 June
 20 September
 18 October
 22 November

Exova BM TRADA,
High Wycombe



Presenter:
Mike Chorlton

FIRE

Fire door maintenance Q-Mark Certification

Course overview

Duration: 1 day

A classroom seminar and written examination forming the 2nd 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 programme

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 have previously completed Exova BM TRADA's 'Fire Doors Explained' and have applied for Q-Mark fire door maintenance certification.

Accompanying
publication
included in course
price



Who should attend?

Anyone responsible for the maintenance of fire doors

Dates & venues

26 April
 28 June
 20 September
 18 October
 22 November

Exova BM TRADA,
High Wycombe



Presenter:
Paul Judd

FIRE

Fire stopping installation *Q-Mark Certification*

Course overview

Duration: 1 day

This course equips those responsible for fitting fire stopping products with the know-how to install and maintain solutions correctly.

This seminar consists of a classroom-based training session using a combination of presentations, video and hands-on demonstrations followed by a written examination. 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 programme

- 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: a case study
- scope of the scheme
- a written exam

Accompanying
publication available
from the
Exova BM TRADA
bookshop



Who should attend?

Those responsible for sealing the fire resistant compartment lines within buildings

Dates & venues

Contact us for details

To book

Contact Ross Newman

T: 01494 569834

E: ross.newman@exova.com

or

Adam Osborn

01494 569826

E: adam.osborn@exova.com



Presenter:
Ross Newman

FIRE

Fire protection measures *understanding your responsibilities*

Course overview

Through a series of seminars, technical experts from Exova 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 programme

- 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

Duration: ½ day



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
- Practising 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

Dates & venues

9 May, London

18 July, Glasgow

14 November, Manchester

Presenters:

Simon Bailey
Nick Coombe
Carl May-Smith
Niall Rowan
Steve Skaratt

Supported by:



TIMBER GRADING

Visual strength grading *softwood*

Course overview

Duration: 5 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 Programme

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

Accompanying
publication available
from the
Exova BM TRADA
bookshop



Who should attend?

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

Dates & venues

24-28 April

19-23 June

25-29 September

13-17 November

The Horse Trust, Speen

Price

£1190 + VAT

£1070 + VAT (TRADA
Members)

Presenter:
Philip O'Leary

TIMBER GRADING

Visual strength grading refresher course *softwood*

Course overview

Duration: 2 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 1-3 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 programme

- 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 Exova BM TRADA VSG Scheme has lapsed for 2 years or more

Dates & venues

27-28 April

22-23 June

28-29 September

16-17 November

The Horse Trust, Speen

Price

£352 + VAT

£320 + VAT (TRADA Members)

Presenter:
Philip O'Leary

TIMBER GRADING

Visual strength grading *hardwoods*

Course overview

Duration: 3 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 Programme

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

Accompanying
publication available
from the
Exova BM TRADA
bookshop



Who should attend?

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

Dates & venues

12-14 July

8-10 November

Exova BM TRADA,
High Wycombe

Price

£715 + VAT

£625 + VAT (TRADA Members)

Presenter:
Philip O'Leary

TIMBER GRADING

Grading scaffold boards set out in BS 2482:

2009 Specification for timber scaffold boards

Course overview

Duration: 3 days

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

Course programme

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

**On-the-road
bespoke course
available.**

Who should attend?

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

Dates & venues

11-13 October

Exova BM TRADA,
High Wycombe

Price

£590 + VAT

£550 + VAT (TRADA Members)

Presenter:
Philip O'Leary

TIMBER GRADING

Inspection of used scaffold boards

Course overview

Duration: 1 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, provide advice on how to store boards correctly and assess whether used boards should be re-issued or withdrawn from use.

Course Programme

- 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

Bespoke on-the-road course to suit your organisation

Who should attend?

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

Dates & venues

Contact us to make an enquiry

Presenter:
Philip O'Leary

TIMBER FRAME

Cross-laminated timber for engineers

Course overview

Duration: 1 day

Use of Cross-Laminated Timber (CLT) in modern building systems is receiving positive comments from many building critics. CLT brings with it many advantages including a visually appealing structure, built-in fire resistance and fantastic green credentials.

The growth of this method of construction has led to a demand for this training course. Exova BM TRADA has teamed up with the experts from the 'home of CLT' at Graz University of Technology in Austria, to design this course that will help you explore how CLT could be used on your next project, reap its benefits and avoid the pitfalls.

Course programme

Introduction:

- Definition of CLT, applications, benefits, product possibilities, basics of manufacture
- Product standard
- CLT properties

CLT out-of-plane:

- ULS of bending
- ULS of shear
- ULS of compression perpendicular
- SLS of deformation & vibration

CLT in-plane:

- ULS of tension & compression in-grain
- ULS of shear
- Stability
- CLT exposed to fire

CLT Structure:

- Bracing
- Diaphragms
- Distribution of forces
- CLT & connections - dowel-type fasteners in shear and axial in tension

ULS - Ultimate Limit State

SLS - Serviceability Limit State

Who should attend?

- architects
- building contractors
- developers
- building inspectors
- timber frame manufacturers
- engineers
- clerk of works

Dates & venues

9 May, London

11 May, Edinburgh

4 July, London

5 July, Manchester

Price

Course only

£399 + VAT

£349 + VAT (TRADA Members)

Presenters:

Dr Alexandra Thiel
Professor Reinhard Brandner
Dr Keerthi Ranasinghe

TIMBER FRAME

Timber frame construction

Course overview

Duration: 1 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.

Programme

- 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

On-the-road bespoke course available. Ask for details.

Accompanying publication available from the Exova BM TRADA bookshop



Who should attend?

- architects
- building contractors
- developers
- building inspectors
- timber frame manufacturers
- quantity surveyor
- clerk of works

Dates & venues

8 June

21 September

29 November

Exova BM TRADA,
High Wycombe

Price

Course only

£260 + VAT

£210 + VAT (TRADA Members)

Course + Timber Frame Construction 5th Edition publication

£302 + VAT

£252 + VAT (TRADA Members)

Presenters:

Lewis Taylor

Robin Lancashire

TIMBER FRAME

Timber frame for engineers: *the essentials*

Course overview

Duration: 1 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 programme

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

Dates & venues

3 May

2 November

Exova BM TRADA,
High Wycombe

Price

£260 + VAT

£210 + VAT (TRADA Members)

Presenters:

Lewis Taylor
Robin Lancashire
Dr Keerthi Ranasinghe

EUROCODE 5

Eurocode 5: *the essentials*

Course overview

Duration: 1 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.

Programme

- 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, sheer 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

Dates & venues

20 June

Exova BM TRADA,
High Wycombe

Price

£260 + VAT

£210 + VAT (TRADA Members)

Course & Eurocode 5 span tables 4th edition publication

£280 + VAT

£230 + VAT (TRADA Members)

Presenter:

Dr Keerthi Ranasinghe

EUROCODE 5

Eurocode 5: connections

Course overview

Duration: 1 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 programme

- 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.

Accompanying publication available from the Exova BM TRADA bookshop



Who should attend?

- engineers
- engineering technicians

Dates & venues

30 November

Exova BM TRADA,
High Wycombe

Price

£260 + VAT

£210 + VAT (TRADA Members)

Presenters:

Dr Keerthi Ranasinghe
Dr Hugh Mansfield-Williams

TIMBER INDUSTRY TRAINING

Timber behaviour and properties *introductory*



Course overview

Duration: 1 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 maximise 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

Who should attend?

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

Dates & venues

All courses are held in-house by arrangement

Price

Call us on 01494 569601 to discuss the cost of delivering this one day course

Minimum 8 delegates required

TRADA members receive discounts

TIMBER INDUSTRY TRAINING

Introduction to softwoods and hardwoods



Course overview

Duration: ½ day

Either or both of these courses should follow on from the full day course 'Timber behaviour 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 maximise 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

Dates & venues

All courses are held in-house by arrangement

Price

Call us on 01494 569601 to discuss the cost of delivering this one day course

Minimum 8 delegates required

TRADA members receive discounts

TIMBER INDUSTRY TRAINING

Timber products and timber certification



Eight courses offered at intermediate level

Course overview

Duration: ½ day each

These courses build on the foundations laid in 'Timber behaviour 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 (ie upsell)
- suggest additional related products / services (ie cross-sell)

The courses are highly practical and to maximise 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

Dates & venues

All courses are held in-house by arrangement

Price

Call us on 01494 569601 to discuss the cost of delivering this one day course.

Minimum 8 delegates required.

TRADA members receive discounts

FURNITURE TRAINING

EU Timber Regulation Awareness



Course overview

Duration: 1 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's EUTR Awareness Training course is designed to enable organisations to understand their legal obligations when importing, selling and trading timber and timber products in the EU.

EUTR: An Overview

Broadly, the EUTR prohibits the sale of illegal timber and timber products in the EU and establishes the obligations for organisations to exercise due diligence when 'first placing' timber and products such as wooden furniture onto the market. The EUTR also requires traders to maintain records to enable supply chain traceability.

What products are affected by EUTR?

A variety of timber products including sawn and machined wood, composite boards such as fibreboard, particleboard and plywood and veneering sheets together with non-upholstered office, kitchen and bedroom furniture.

Course programme

- 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 organisations 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?

- 'Operators'
- Furniture suppliers and manufacturers
- Importers
- Compliance managers and environmental staff
- Procurement staff

Dates & venues

12 June

FIRA, Stevenage

Price

£600 + VAT

£350 + VAT (FIRA members)

In-house options are also available

To book

Contact *Stuart Cochrane*

T: 01438 777 700

E: scochrane@fira.co.uk

FURNITURE TRAINING

Flammability



Course overview

Duration: 1 day

Following recent investigations into upholstery on sale in the UK containing foams and fabrics that do not comply with British law, this course run by a furniture industry expert can offer manufacturers and suppliers peace of mind.

What products are affected by the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended), BS7177 and BS7176?

A variety of upholstered furniture products including sofas, chairs, upholstered bedsteads, headboards, bean bags / casual seating, cushions, mattresses, toppers and divan bases.

Course programme

This one day course will provide delegates with a key understanding of the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended), BS 7177 for mattresses and divans and BS 7176 for non domestic seating, with particular focus on the following core aspects:

- an introduction to the Regulations
- type of products covered by the Regulations
- an explanation of the different schedules within the Regulations
- what is a schedule 3 interliner and when can it be used?
- requirements for non domestic seating
- requirements for mattresses, toppers and divan bases
- product FR labelling requirements
- understanding test reports
- traceability of materials used in manufacture/product
- visit to FIRA Flammability Test Laboratory

Who should attend?

- Retailers - buyers and technologists
- Furniture suppliers
- Manufacturers
- Importers

Dates & venues

12 July

15 November

FIRA, Stevenage

Price

£550 + VAT

£350 + VAT (FIRA members)

In-house options are also available

To book

Contact Paul Vaughan

T: 01438 777 700

E: pvaughan@fira.co.uk

OUR PRESENTERS

Fire



Simon Bailey

Simon is responsible for producing product and job specific assessments of passive fire protection products and conducting site surveys of both modern and historic buildings to assess the performance of existing fire doors.



Nick Coombe

Nick's 32 years' service for the London Fire Brigade has spanned many roles including Inspecting Officer, Team leader, Head of Fire Safety Training, Enforcement Manager and Head of Fire Safety Policy. He has helped write DCLG guides and as the Chair of CFOA Enforcement working group helped produce policies and guidance on the RRO to Fire & Rescue Services. He is currently CFOA lead on Fire Safety Enforcement, sits on the Fire Risk Assessment Competency Council and BSI Standards, and is also the IFE lead assessor on Fire Risk Assessment Register of Auditors.



Mike Chorlton

Mike is an Exova BM TRADA Client Manager and Auditor for many product and personnel certification schemes, including a trainer for Fire Door Installation and thermal calculations. Originally from an engineering background Mike has extensive knowledge of manufacturing, FPC and management systems, with an in-depth knowledge of many construction and fenestration product manufacturing and installation methods.



Carl May-Smith

Carl May-Smith, a barrister at national law firm Browne Jacobson, advises Fire Authorities and other public bodies on regulation and enforcement matters getting involved in prosecutions under the Regulatory Reform (Fire Safety) Order 2005.

OUR PRESENTERS

Fire



Ross Newman

On behalf of Exova BM TRADA, Ross attends National and International committee meetings and plays a key role in developing a number of British and CEN European Norm standards.



Niall Rowan

Niall is the Chief Operations Officer at the ASFP and has extensive experience in all aspects of passive fire protection, fire regulation and fire standards, both in the UK and within Europe. He has worked in the fire safety testing, certification and fire consultancy arenas for more than 30 years.



Steve Skarratt

Steve is Head of Fire Safety Training at the Fire Service College and is responsible for the development of curriculum and training quality. He has worked in education management for over 16 years, working closely with Fire & Rescue Services, as well as private sector organisations, to identify role-based competencies.

Management Systems



Andrew Harper

Andrew has extensive experience in the delivery of quality, environmental, energy management and health & safety management training programmes. His background is in civil engineering specialising in Highways Construction and Maintenance, working in both the public and private sectors before working as a regional IMS Manager for a large UK based Civil Engineering Company. Andrew joined a UKAS Accredited certification body as a Lead Auditor before being promoted to Senior Lead Auditor, gaining experience in Agriculture, Health Care and Transport. Currently Andrew works as a freelance Auditor / Trainer for 9001, 14001, 18001 and 50001.

Management Systems



Claire McGeechan

Claire is experienced in management systems and specialises in energy. She has worked with a number of FTSE250 companies and SME's, to tailor business improvement solutions, in a variety of sectors such as engineering, telecoms, security leisure, retail and health. Claire has an MBA in Business Development, is a qualified Energy Manager and Energy Assessor.



Roger Southern

Roger has extensive experience in the development and audit of management systems and associated training for auditors, managers and all members of staff. He is an experienced and successful lead tutor of approved IRCA, IEMA and bespoke courses, working in a wide range of sectors throughout UK, the Middle and the Far East. He presents complex issues in a simple and straightforward way with a strong emphasis on practical application.



Mike Stone

Mike is a qualified engineer, whose career centered around the defence industry and oil and gas exploration and production. Having moved into management system training and consultancy Mike also began lecturing postgraduate studies in Business and Project Management at Leicester University and Coventry University's London Campus. Since 2000 Mike has also been conducting certification and surveillance audits for ISO 9001, 14001 and 18001.

OUR PRESENTERS

Practical toolkit



Emanuela Giangregorio

Emanuela is an experienced performance improvement consultant and practises in project management, professional training, performance coaching and team building. She has experience in many industry sectors and has worked in several countries in the EU, Central Asia, Asia Pacific and the USA.



Anne Seymour-Durkin

Anne is a Training Manager at Exova BM TRADA. Having worked within merchandising, supply chain and learning and development since 1984, Anne has designed and delivered award-winning training solutions for major FTSE 100 clients, from stand alone workshops to complete education programmes. Anne's specialities include supply chain, inventory management, global merchandising and procurement. Anne also coaches our Train the Trainer and Presentation Skills workshops.



Rafal Andruszkiewicz

As Chain of Custody Manager at Exova BM TRADA, Rafal is involved in every aspect of FSC® and PEFC™ chain of custody certification: auditor, presenter, accreditation programme coordinator, public representative and technical expert. Rafal holds a degree in Forestry and International Human Resource Management.

Sustainable supply chains



Robin Kitzinger

Robin has extensive work experience in the chemical, paper and wood processing industries in Germany and the UK and works as an auditor and consultant on management system, supply chain and product certification within the UK and across Europe. He holds a degree in Chemical and Environmental Engineering and can deliver training in English, German and French.



Alasdair McGregor

Alasdair has worked in sustainable supply chain certification since 1998, firstly with the FSC and PEFC schemes for timber and paper and more recently with palm oil, soy, cocoa and coffee. He has worked closely with all the major scheme owners, particularly FSC, PEFC and UTZ. Alasdair also sits on the Roundtable for Sustainable Palm Oil (RSPO) Trade & Traceability Steering Committee.



Dale Oliver-Jones

Dale has worked in a multitude of industries since graduating from Camborne School of Mines in 1991. Having initially worked for British Coal, he then moved into the laboratory industry working for Caleb Brett, Castrol, BP, Vernolab and Paragon Scientific over a 12 year period. The transition to auditing began with a three year spell at SGS before moving to Exova BM TRADA in 2011.

Timber



Nick Clifford

Nick, one of Exova BM TRADA's Technical Consultants, has over ten years' experience as a timber technologist, consultant and surveyor. Nick is a qualified visual strength grader, and has a particular interest in wood flooring and timber species identification.



Philip O'Leary

As a Business Unit Head, Philip specialises in the condition performance and strength of timber buildings in large structures and is able to strength grade timber beyond British Standard permissible limits. Philip is also responsible for delivering presentations and training seminars on timber strength grading, including scaffold boards and roofing battens.



Robin Lancashire

As a Senior Timber Frame Consultant, Robin has extensive on-site experience providing advice on best practice construction to all areas of the timber frame industry. Robin is also a co-author of the Timber Frame Construction 5th Edition and regularly provides talks on timber frame construction at national building exhibitions and conferences.



Dr Keerthi Ranasinghe

As a Principal Structural Engineer and Eurocodes Consultant, Keerthi represents Exova BM TRADA on the British Standards Institution, BSI committee B/525/5 on timber engineering, responsible for the maintenance of the UK National Annex to Eurocode 5. Keerthi is also an advisor on the Eurocodes Experts Panel convened by the Institute of Civil Engineers, UK. Keerthi also regularly delivers presentations and training seminars on Eurocode 5 and is the author of Eurocode 5 Span tables publication.



Dr Hugh Mansfield-Williams

As a Technical Manager, of structural and timber, Hugh's expertise covers the assessment of solid timber and engineered wood products for use in load-bearing structures as well as fasteners and connectors for joining timber together.



Lewis Taylor

As a Timber Frame Consultant, Lewis provides independent third-party checks on timber frame buildings for architects, their clients, main contractors and building owners. In addition, Lewis provides technical assistance on thermal performance, thermal bridging and low energy building design. Lewis is a co-author of the Timber Frame Construction 5th Edition and regularly provides talks on timber frame construction at national building exhibitions and conferences.

OUR PRESENTERS

Furniture (FIRA courses)



Paul Vaughan

Paul joins FIRA with existing structural, fire resistance and chemical analysis experience in testing, legislation, and CE marking of materials, components and products. In addition he has experience in EU procurement and specifications.

He spent 4 years in furniture testing and consultancy providing professional services to manufacturers, brands and retailers, in the UK, Europe and Far East.

Paul's technical knowledge is augmented by his experience in Product Recall, from both manufacturer and retailer perspectives, including full traceability, notifications, policies and procedure building.



Stuart Cochrane

As Sustainability Consultant, Stuart leads industry through the rapidly evolving Circular Economy.

He is an Institute of Environmental Management and Assessment (PIEMA) practitioner and has a MSc in Architecture, specialising in Advanced Energy and Environmental Studies.

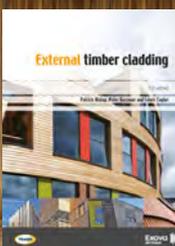
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