



bmtrada

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TRAINING DIRECTORY 2023 ISSUE 1

COURSE INDEX

BM TRADA provides a range of training courses. We have a team of highly-respected tutors who have a great deal of experience working across a wide variety of sectors worldwide. They are experts at transferring this knowledge and experience and helping you embed this throughout your organization.

Our portfolio of courses includes timber, fire, management systems, chain of custody, sustainable supply chain and business training.

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FIRE STOPPING EXPLAINED



COURSE OVERVIEW

Our Fire Stopping Explained day can be delivered as standalone training day at your location and is designed to provide your organization with an overview of some of the key areas, including background, introduction of the subject, the role of the test reports/assessment reports and a basic overview of the importance of correct installation and maintenance. This awareness day can either sit outside of the BM TRADA Q-Mark process for those organizations not taking direct responsibility for the work or they can be run in conjunction for our full BM TRADA Q-Mark Fire Stopping Installation scheme for those organizations that are taking responsibility or carrying out the work.

COURSE DETAILS

One day course covering:

- Background for 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: a case study
- Scope of the scheme
- Stages of correct installation
- Fire stopping components
- Examples / discussion

WHO SHOULD ATTEND

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

ENQUIRE ABOUT THIS COURSE:

To enquire about this course or get a quotation please contact:

adam.osborn@bmtrada.com

+44 (0) 1494 569 826

FIRE DOORS EXPLAINED



COURSE OVERVIEW

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

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

COURSE DETAILS

Training covers:

- Why do we need to understand fire doors?
- Background to test requirements
- Anatomy of fire resistant doorset
- Fire testing, test reports and the role of assessments
- Installation and maintenance of fire doors – how to do it correctly
- Third party certification and CE marking – what it is and how it helps

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 officer
- Technical sales staff

ENQUIRE ABOUT THIS COURSE:

To enquire about this course or get a quotation please contact:

adam.osborn@bmtrada.com

+44 (0) 1494 569 826



FIRE DOOR INSTALLATION:

Q-MARK CERTIFICATION



COURSE OVERVIEW

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 DETAILS

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



COURSE PRE-REQUISITES

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 scheme.

ENQUIRE ABOUT THIS COURSE:

To enquire about this course or get a quotation please contact:

adam.osborn@bmtrada.com

+44 (0) 1494 569 826

FIRE DOOR MAINTENANCE: Q-MARK CERTIFICATION



COURSE OVERVIEW

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 DETAILS

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



COURSE PRE-REQUISITES

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 scheme.

ENQUIRE ABOUT THIS COURSE:

To enquire about this course or get a quotation please contact:

adam.osborn@bmtrada.com

+44 (0) 1494 569 826

FIRE STOPPING INSTALLATION:

Q-MARK CERTIFICATION



COURSE OVERVIEW

This two day classroom-based training session equips those responsible for fitting fire stopping products with the know-how to install and maintain solutions correctly, using presentations and a series of exercises 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 DETAILS

- 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: a case study
- Scope of the scheme
- Stages of correct installation
- Fire stopping components
- Examples/Discussion
- A written exam

COURSE PRE-REQUISITES

Places are only available to those applying for BM TRADA's Q-Mark Fire Stopping Installation certification scheme.

ENQUIRE ABOUT THIS COURSE:

To enquire about this course or get a quotation please contact:

adam.osborn@bmtrada.com

+44 (0) 1494 569 826

FIRE DOORS EXPLAINED FOR THE HEALTH SECTOR



COURSE OVERVIEW

This is a one day course, delivered at a date and venue of your choice.

A CPD certified 'on the road' seminar 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 discussion based on the course content.

COURSE DETAILS

- 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
- DVD demonstration of a fire door test

COURSE DESIGNED FOR:

- Facilities and estate managers
- Fire officers
- Building contractors and installers

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.

ENQUIRE ABOUT THIS COURSE:

To enquire about this course or get a quotation please contact:

adam.osborn@bmtrada.com

+44 (0) 1494 569 826

FIRE PROTECTION IN BUILDINGS



OVERVIEW

This popular event is currently being delivered as A FREE half-day webinar.

We offer four hours of Continuing Professional Development to this event which provides vital information regarding passive fire protection. We deliver a version which covers the law in England and Wales and Scotland because of the differences in the legislation. .

This seminar is designed to inform individuals with responsibility for fire prevention, on their legal responsibilities and how to ensure the competency of those they appoint to help meet them.

Through a series of short presentations, BM TRADA and a panel of industry experts will provide essential guidance for those responsible for the fire prevention measures in their buildings, on their legal responsibilities and how to ensure the competency of those companies and individuals they will need to appoint to help meet them.

COURSE DETAILS

YOU WILL LEARN ABOUT:

- Introduction to the legislation
- Background to the regulations
- The role of third party certification
- The role of the enforcing officer
- Passive Fire Protection (PFP) guidance for the fire risk assessor
- Competency – what it means
- Legal responsibilities of fire risk assessors – case law and examples

DESIGNED FOR:

- Building control
- Healthcare and care homes
- Construction
- Educational establishments
- Facilities and estates management
- Hotels and leisure
- Housing associations
- Local authorities
- Risk assessors

ENQUIRE ABOUT THIS COURSE:

To enquire about this event, please contact:

catherine.macleod@element.com



COURSE OVERVIEW

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 DETAILS

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

COURSE PRE-REQUISITES

During the course, 3 metre lengths of timber will be handled daily.

All delegates must bring suitable clothing such as hi-vis vest/jacket and protective safety/footwear.

Delegates must also be aware of the correct manual handling techniques.

PLEASE NOTE

It is a legal requirement for all structural timber used in the UK to be strength graded, UKCA or CE marked and stamped in accordance with Annex ZA of BS EN 14081-1. In order to do this you will be required to join a certification scheme operated by a UK Approved Body such as BM TRADA or an EU Notified Body such as our sister company Element BV.

ENQUIRE ABOUT THIS COURSE:

Please contact us on info.training@bmtrada.com
+44 (0) 1494 569 750

View our scheduled dates on our website at
[BM TRADA Timber Training](#)

COURSE LOCATION:

The Horse Trust,
Speen, Buckinghamshire,
HP27 0PP

VISUAL STRENGTH GRADING: SOFTWOODS REFRESHER COURSE



COURSE OVERVIEW

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.

COURSE DETAILS

This course provides delegates with the opportunity to refresh their grading knowledge and ask questions where necessary. This includes a mock exam to help delegates prepare for the final exam. The mock and final exams are practical based.

- 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

Anyone whose registration to the Visual Strength Grading Q-Mark Scheme has lapsed for two years or more.

COURSE PRE-REQUISITES

During the course, 3 metre lengths of timber will be handled daily.

All delegates must bring suitable clothing such as hi-vis vest/jacket and protective safety/footwear.

Delegates must also be aware of the correct manual handling techniques.

PLEASE NOTE

It is a legal requirement for all structural timber used in the UK to be strength graded, UKCA or CE marked and stamped in accordance with Annex ZA of BS EN 14081-1. In order to do this you will be required to join a certification scheme operated by a UK Approved Body such as BM TRADA or an EU Notified Body such as our sister company Element BV.

ENQUIRE ABOUT THIS COURSE:

Please contact us on info.training@bmtrada.com
+44 (0) 1494 569 750

View our scheduled dates on our website at
[BM TRADA Timber Training](#)

COURSE LOCATION:

The Horse Trust,
Speen, Buckinghamshire,
HP27 0PP

VISUAL STRENGTH GRADING: TEMPERATE HARDWOODS



COURSE OVERVIEW

A practical two-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 DETAILS

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 handheld 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 that is involved in the selection and supply of hardwoods for structural use.

COURSE PRE-REQUISITES

During the course, 3 metre lengths of timber will be handled daily.

All delegates must bring suitable clothing such as hi-vis vest/jacket and protective safety/footwear.

Delegates must also be aware of the correct manual handling techniques.

PLEASE NOTE

It is a legal requirement for all structural timber used in the UK to be strength graded, UKCA or CE marked and stamped in accordance with Annex ZA of BS EN 14081-1. In order to do this you will be required to join a certification scheme operated by a UK Approved Body such as BM TRADA or an EU Notified Body such as our sister company Element BV.

ENQUIRE ABOUT THIS COURSE:

Please contact us on info.training@bmtrada.com
+44 (0) 1494 569 750

View our scheduled dates on our website at
[BM TRADA Timber Training](#)

COURSE LOCATION:

The Horse Trust,
Speen, Buckinghamshire,
HP27 0PP

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



COURSE OVERVIEW

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

COURSE DETAILS

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 handheld samples
- Practical exercises to learn how to grade scaffold boards
- Formal practical-based exam

WHO SHOULD ATTEND

Anyone involved in grading, banding and issuing new scaffold boards.

COURSE PRE-REQUISITES

During the course, 3 metre lengths of timber will be handled daily.

All delegates must bring suitable clothing such as hi-vis vest/jacket and protective safety/footwear.

Delegates must also be aware of the correct manual handling techniques.

ENQUIRE ABOUT THIS COURSE:

Please contact us on info.training@bmtrada.com
+44 (0) 1494 569 750

View our scheduled dates on our website at
[BM TRADA Timber Training](#)

COURSE LOCATION:

BM TRADA Offices, Buckinghamshire,
HP14 4ND or bespoke in-house course
at a location to suit your organization

INSPECTION OF USED SCAFFOLD BOARDS



COURSE OVERVIEW

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 DETAILS

- Specifications including dimensions and tolerances
- Marking
- Comprehensive descriptions 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

WHO SHOULD ATTEND

Anyone that supplies, hires and/or uses old scaffold boards.

PLEASE NOTE

Completion of this course does not entitle the delegate to grade scaffold boards to the requirements of BS 2482.

ENQUIRE ABOUT THIS COURSE:

Please contact us on info.training@bmtrada.com
+44 (0) 1494 569 750

View our scheduled dates on our website at
[BM TRADA Timber Training](#)

COURSE LOCATION:

Bespoke in-house course at a location to suit your organization.

TIMBER FRAME CONSTRUCTION



COURSE OVERVIEW

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 robust understanding of the design, construction and use of timber frame buildings.

COURSE DETAILS

- 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
- Clerks of works

ENQUIRE ABOUT THIS COURSE:

Please contact us on info.training@bmtrada.com
+44 (0) 1494 569 750

View our scheduled dates on our website at
[BM TRADA Timber Training](#)

COURSE LOCATION:

BM TRADA Offices, Buckinghamshire,
HP14 4ND or bespoke in-house course
at a location to suit your organization

TIMBER FRAME FOR ENGINEERS



COURSE OVERVIEW

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 DETAILS

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
- Architects

ENQUIRE ABOUT THIS COURSE:

Please contact us on info.training@bmtrada.com
+44 (0) 1494 569 750

View our scheduled dates on our website at
[BM TRADA Timber Training](#)

COURSE LOCATION:

BM TRADA Offices,
Buckinghamshire,
HP14 4ND

EUROCODE 5: ESSENTIALS



COURSE OVERVIEW

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 DETAILS

- 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

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

ENQUIRE ABOUT THIS COURSE:

Please contact us on info.training@bmtrada.com
+44 (0) 1494 569 750

View our scheduled dates on our website at
[BM TRADA Timber Training](#)

COURSE LOCATION:

Online via MS Teams

EUROCODE 5: CONNECTIONS



COURSE OVERVIEW

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 DETAILS

- 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

ENQUIRE ABOUT THIS COURSE:

Please contact us on info.training@bmtrada.com
+44 (0) 1494 569 750

View our scheduled dates on our website at
[BM TRADA Timber Training](#)

COURSE LOCATION:

Online via MS Teams



COURSE OVERVIEW

The integration of management systems (ISO 9001, ISO 14001 and ISO 45001) 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, 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 DETAILS:

- Introduction to management systems
- Information on 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?

YOU SHOULD ATTEND IF:

- you have a responsibility for managing your organization's company's integrated management system
- you are nominated to implement and achieve certification of a company's integrated management system

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

info.training@bmtrada.com | +44 (0) 1494 569 750

ANNEX SL AUDITOR E-LEARNING WORKSHOP

CQI AND IRCA APPROVED



COURSE OVERVIEW

Module - Annex SL (A18005). Delegates can list this Module as seven hours CPD.

Annex SL fits within the management systems standard suite of training. It is a high level structure which ensures consistency and compatibility.

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

It is aimed at existing auditors who require the transition of their skills to the new Annex SL standard.

COURSE DETAILS

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. ISO 50001:2018).

HOW DO I ACCESS THIS TRAINING?

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

LEARNING OBJECTIVES:

- 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
- 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.

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

info.training@bmtrada.com | +44 (0) 1494 569 750



ISO 9001 2015 INTERNAL AUDITING



COURSE OVERVIEW

Our ISO 9001 internal auditing course will enable you to conduct effective internal audits of quality management systems. It will help you to understand quality management systems and the benefits they bring.

This course is based on the requirements of ISO 9001: 2015. Through reference to ISO 19011 (guidelines for quality and/or environmental management system auditing) you will be shown the role of internal auditors and their relationship with other management activities.

COURSE DETAILS

Delegate workshops, role play and other accelerated learning techniques help consolidate the tutorial elements of this course.

YOU SHOULD ATTEND THIS COURSE IF:

- You are preparing to implement a quality management system
- You are involved in preparing your organization for an assessment
- You have recently taken on a quality management role
- You are a member of an internal audit team

YOU WILL LEARN ABOUT:

- The definition of quality
- The Plan, Do, Check, Act cycle
- An introduction to audit planning
- An introduction to conducting the audit
- Reporting the audit and non-conformity reporting
- Audit follow-up and corrective action

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

info.training@bmtrada.com | +44 (0) 1494 569 750

ISO 9001 2015 LEAD AUDITOR

CQI AND IRCA APPROVED



COURSE OVERVIEW

This is a practical course that satisfies the structured training and examination requirements as the first step to achieving IRCA Registered Auditor status.

COURSE DETAILS

The course includes role-play, seminars, exercises, audit workshops and presentations. It concludes with a two hour written exam.

YOU SHOULD ATTEND THIS COURSE IF:

- You have some experience of quality management systems and are seeking registration as an auditor or lead auditor under the IRCA registration scheme rules
- You are involved in conducting supplier assessments or monitoring quality management systems
- You are a senior manager who manages auditors and/or an audit program
- You are a quality professional or consultant wishing to enhance or refresh your knowledge

YOU WILL LEARN ABOUT:

- Quality management principles and documentation
- Accreditation and certification of management systems
- Introduction to audits and audit preparation
- Performing an audit

COURSE PRE-REQUISITES

BEFORE THIS COURSE YOU WILL NEED EITHER KNOWLEDGE OF THE FOLLOWING QUALITY MANAGEMENT PRINCIPLES:

- The Plan, Do, Check, Act cycle
- The relationship between customer satisfaction and quality management
- Commonly used terms and definitions and the eight quality principles in ISO 9000
- The process approach and model of a process based quality management system
- The structure and content of ISO 9001 or knowledge of the requirements of ISO 9001 (gained by completing an IRCA certified QMS Foundation training course or equivalent)

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

info.training@bmtrada.com | +44 (0) 1494 569 750



14001: 2015 EMS INTERNAL AUDITING



COURSE OVERVIEW

This course will enable you to conduct effective internal audits of environmental management systems. It will help you to understand environmental management systems and the benefits they bring.

This course is based primarily on the requirements of ISO 14001: 2015.

Through reference to ISO 19011 (guidelines for quality and/or environmental management system auditing) you will be shown the role of internal auditors and their relationship with other management activities.

This is an interactive workshop which uses role play and other accelerated learning techniques to help consolidate the tutorial elements of this course.

COURSE DETAILS

YOU WILL LEARN ABOUT:

- Introduction to environmental management system
- Environmental legislation
- Overview of the standard
- Evaluation of significance
- Audit planning
- Conducting the audit
- Auditor characteristics
- Reporting the audit and non-conformity reporting
- Audit follow-up and corrective action

WHO SHOULD ATTEND?

YOU SHOULD ATTEND THIS COURSE IF:

- You are preparing to implement an environmental management system
- You are involved in preparing your organization for an environmental management system assessment
- You have recently taken on an environmental management role you are a member of an internal audit team

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

info.training@bmtrada.com | +44 (0) 1494 569 750

14001: 2015 EMS AUDITOR CONVERSION

CQI AND IRCA APPROVED



COURSE OVERVIEW

CQI IRCA certified training course. This course is designed to train auditors and lead auditors in the principles and practice of the assessment of environmental management systems for compliance with the ISO 14001 standard. This course is based on the requirements of ISO 14001: 2015.

You will learn to develop auditing skills specific to ISO 14001 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 1 hour 40 minutes examination.

COURSE DETAILS

YOU SHOULD ATTEND THIS COURSE IF:

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

YOU WILL LEARN ABOUT:

- 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

COURSE PRE-REQUISITES

Before this course you will need to have successfully completed an IRCA Lead Auditor course or equivalent, for example ISO 9001. You should be competent in auditing process based management systems. Previous experience within the environmental sector, or with environmental management is beneficial but not essential.

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

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COURSE OVERVIEW

ISO 22301: 2019 Business Continuity Management System (BCMS) is a framework for identifying an organization's risk of exposure to internal and external threats.

The goal of a BCMS is to provide an organization with the ability to effectively respond to threats such as natural disasters or data breaches and protect the business interests of the organization.

BCMS includes disaster recovery, business recovery, crisis management, incident management, emergency management and contingency planning.

COURSE DETAILS

YOU SHOULD ATTEND THIS COURSE IF:

- You are a manager responsible for developing and implementing BCMS in your organization
- You are a business owner or operator looking to implement business continuity
- You are investigating ISO 22301 certification to meet your organisations disaster recovery requirements

YOU WILL LEARN ABOUT:

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

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

info.training@bmtrada.com | +44 (0) 1494 569 750

22301: 2019 BCM AUDITOR CONVERSION

CQI AND IRCA APPROVED



COURSE OVERVIEW

CQI IRCA Accreditation PR364: BCMS Auditor Conversion

The ISO 22301 auditor conversion course is designed to train auditors and lead auditors in the principles and practice of the assessment of Business Continuity Management Systems (BCMS) for compliance with the ISO 22301 standard.

This course is based on the requirements of ISO 22301: 2019.

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 one hour 40 mins examination.

COURSE DETAILS

YOU SHOULD ATTEND THIS COURSE IF:

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

YOU WILL LEARN ABOUT:

- 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

COURSE PRE-REQUISITES

You will need to 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.

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

info.training@bmtrada.com | +44 (0) 1494 569 750



ISO 45001: 2018 OH&SM INTERNAL AUDITING



COURSE OVERVIEW

This course will enable you to conduct effective internal audits of occupational health & 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 presentation, exercises and syndicate work.

COURSE DETAILS

YOU SHOULD ATTEND THIS COURSE IF:

- You are preparing to implement an occupational health and safety management system
- You are involved in preparing your organization for an occupational health and safety management system assessment
- You have recently taken on an occupational health and safety management role you are a member of an internal audit team

YOU WILL LEARN ABOUT:

- 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

COURSE PRE-REQUISITES

Previous experience within the occupational health and safety sector is beneficial but not essential.

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

info.training@bmtrada.com | +44 (0) 1494 569 750

ISO 45001: 2018 OHS&MAUDITOR CONVERSION

CQI AND IRCA APPROVED



COURSE OVERVIEW

The ISO 45001 auditor conversion training 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.

During the training course you will learn to develop auditing skills specific to ISO 45001 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 1 hour 40 minute examination.

COURSE DETAILS

YOU WILL LEARN ABOUT:

- 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 & safety issues and impacts

YOU SHOULD ATTEND THIS COURSE IF:

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

COURSE PRE-REQUISITES

You will need to 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 the occupational health and safety sector is beneficial but not essential.

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

info.training@bmtrada.com | +44 (0) 1494 569 750



ISO 50001: 2018 ENMS AWARENESS WORKSHOP



COURSE OVERVIEW

Effective energy management is a priority for many organizations facing sharp rises in energy costs and the requirement to demonstrate compliance with recent legislation including the Energy Saving Opportunity Scheme (ESOS phase 3).

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 DETAILS

YOU SHOULD ATTEND THIS COURSE IF:

- You are a manager responsible for meeting your business's energy strategy
- You are a business owner or operator looking to reduce your energy costs
- You are investigating ISO 50001 certification to meet your organizations ESOS phase 3 obligations

YOU WILL LEARN ABOUT:

- 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 Energy Management System (EnMS) - what will be involved?
- The next steps towards EnMS certification

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

info.training@bmtrada.com | +44 (0) 1494 569 750

ISO 50001: 2018 ENMS AUDITOR CONVERSION

CQI AND IRCA APPROVED



COURSE OVERVIEW

Effective energy management is a priority for many organizations facing sharp rises in energy costs and pressure to reduce greenhouse gas emissions.

If you are already an auditor and wish to deliver ISO 50001 standard audits this IRCA approved three day conversion course is designed for you.

You will get the greatest benefit if you have already completed a five day lead auditor quality or environmental course.

You will be assessed throughout the course and sit a one hour 40 minutes closed-book exam on the final day.

COURSE DETAILS

YOU SHOULD ATTEND THIS COURSE IF:

- You are an auditor already and wish to audit to ISO 50001
- You are a manager responsible for meeting your business's energy strategy
- You are already involved in implementing or auditing ISO 50001
- You are a business owner or operator looking to reduce your energy costs

YOU WILL LEARN ABOUT:

- The energy management process
- The background to the ISO 50001 system
- The 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

COURSE PRE-REQUISITES

BEFORE THIS COURSE YOU WILL NEED:

- To have successfully completed an IRCA lead auditor course or equivalent, e.g. ISO 9001: 2008 or ISO 14001: 2004
- To be competent in auditing process based management systems
- To have previous experience in the energy sector or within energy management (not essential)

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

info.training@bmtrada.com | +44 (0) 1494 569 750



CHAIN OF CUSTODY INTERNAL AUDITING



COURSE OVERVIEW

BM TRADA offers a Chain of Custody internal auditing course that will give you a thorough understanding of the principles of chain of custody, the requirements of the standards and the audit process. It is ideal if you are involved in implementing or maintaining a chain of custody system.

This is a participate course which includes practical exercises to ensure you have fully understood the requirements of the chain of custody systems and are confident in putting the theory into practice.

COURSE DETAILS

YOU SHOULD ATTEND THIS COURSE IF:

- You are considering, or have started implementing a chain of custody scheme
- You are involved in preparing for an assessment
- You have recently taken on a chain of custody management role
- You are a member of an internal audit team

YOU WILL LEARN ABOUT:

- The background and history of certification
- An introduction to FSC®, PEFC and BM TRADA Forest Products schemes
- Requirements of the standards
- Non-certified inputs
- Conducting the audit
- Categorization of non-conformities

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

info.training@bmtrada.com | +44 (0) 1494 569 750

FSC CHAIN OF CUSTODY LEAD AUDITOR



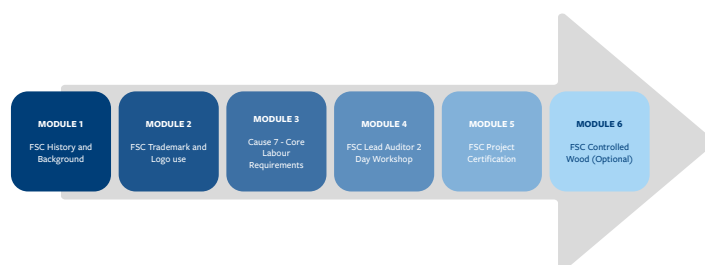
COURSE OVERVIEW

This ASI Approved course will equip sustainability professionals with the required knowledge to manage and/or audit an FSC sustainable forestry supply chain system. BM TRADA is an ASI Approved Training Provider. Click [here](#) for more details.

The course meets the requirements for the first stage in becoming a certified auditor for the FSC CoC system.

COURSE DETAILS

The course is a combination of 6 E-learning and classroom modules - Modules 1-5 are compulsory and Module 6 is optional.



Delegates are assessed throughout via one on one tests of understanding and a two hour open book examination takes place at the end of the Module 4 workshop.

The programme includes seminars, exercises, case studies and presentations. The course is conducted in English therefore competence in English, written and spoken is an essential requirement.

WHO SHOULD ATTEND THE FSC COURSE?

- 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

COURSE PRE-REQUISITES

Delegates should have attended a recognized lead auditor course prior to commencing the program.

Upon registration delegates will be given access to Modules 1 & 2. These should be completed prior to attending the workshop.

The BM TRADA book '[Getting Started with Chain of Custody](#)' will also be provided which should be read along with the appropriate standards prior to attendance.

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

info.training@bmtrada.com | +44 (0) 1494 569 750

RSPO LEAD AUDITOR



COURSE OVERVIEW

The RSPO Lead Auditor course is fully endorsed by Roundtable on Sustainable Palm Oil (RSPO), and satisfies the structured training and examination requirements as the first step to achieving RSPO Lead Auditor status. It has been approved to the new 2020 standard

The course includes group seminars, exercises and presentations. It concludes with a two-hour written exam.

COURSE DETAILS

YOU SHOULD ATTEND THIS COURSE IF:

- You are an IRCA 9001 Lead Auditor and wish to become an RSPO approved supply chain auditor
- Your organization is considering or has started the implementation of palm oil certification
- You are involved in preparing for an assessment
- You are a manager or member of an internal audit team

YOU WILL LEARN ABOUT:

- An introduction to palm oil
- RSPO governance, mission, membership and funding
- RSPO supply chain certification scheme and units of certification
- RSPO Palm Trace, RSPO Next
- RSPO trademark and corporate logo use
- The certification cycle of evaluation, surveillance and re-evaluation
- Corrective action reports (CARs)
- Audit scenarios/report writing

COURSE PRE-REQUISITES

BEFORE THIS COURSE YOU WILL NEED:

- Advanced, post-high school education degree, diploma or equivalent
- A minimum of three years field working experience in similar supply chains, or equivalent related to and as necessary for the certification process. Note: Field working experience refers to direct working experience or practical experience in auditing the palm oil sector
- Successful completion of internationally recognized ISO 9001 lead auditor course

ENQUIRE ABOUT THIS COURSE:

Please contact us on:

info.training@bmtrada.com | +44 (0) 1494 569 750



COURSE OVERVIEW

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 participation course including practical exercises to ensure you have fully understood the requirements and application of the scheme and are confident in putting the theory into practice.

As an Endorsed RSPO Lead Auditor Training Organization BM TRADA are offering this one-day RSPO internal auditing workshop.

Delegates will be introduced to the principles of RSPO Certification and will be equipped with the necessary understanding and application of the standard to enable the internal audit of an RSPO scheme.

COURSE DETAILS

YOU SHOULD ATTEND THIS COURSE IF:

- You are considering, or have started implementing of palm oil certification
- You are involved in preparing for an assessment
- You are a manager or member of an internal audit team

YOU WILL LEARN ABOUT:

- An introduction to palm oil and RSPO
- RSPO supply chain certification scheme
- RSPO PalmTrace
- RSPO trademark and corporate logo use
- The certification cycle of evaluation, surveillance and re-evaluation

ENQUIRE ABOUT THIS COURSE:

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RSPO ENDORSED LA TRANSITION AND REFRESHER E-LEARNING



COURSE OVERVIEW

RSPO published two revised standards on the 1 February 2020.

- RSPO supply chain certification standard
- RSPO supply chain certification systems standard

COURSE DETAILS

As is usual for any revision to a standard current lead auditors who wish to maintain their auditing currency must undergo a transition training course to update their knowledge and competence.

There is also a requirement that RSPO Lead Auditors must undergo a total of eight hours refresher training every three years which is delivered by an Endorsed Training Provider. This requirement is contained in RSPO-PRO-T05-009 which is the RSPO lead auditor training syllabus document.

Whilst all current RSPO Lead Auditors will be required to complete transition training we have structured this eLearning so that any auditor who has also NOT completed the requisite number of hours of ‘endorsed’ refresher training can use this course to do so.

The total course is made up of ten modules which have all been ‘endorsed’ by RSPO:

- Grey modules (modules 4-9) must be completed for BM TRADA to issue a “Certificate of Completion – RSPO Approved Transition Training”
- All modules must be completed for BM TRADA to issue a “Certificate of Completion – RSPO Approved Transition and Refresher Training”

In summary using this course a Lead Auditor can elect to:

- Complete ONLY the elements required for Transition (approx. three hours eLearning)
- Complete the Transition and Refresher elements (4.5 hours eLearning, which equates to a minimum of eight hours classroom training)

ENQUIRE ABOUT THIS COURSE:

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info.training@bmtrada.com | +44 (0) 1494 569 750

YOUR NOTES



bmtrada

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