



TAILORED TRAINING

Tailored courses are built to meet the specific needs of a particular client and are the preferred option if you need to train more than five of your staff or if you have some very specific product related issues which you'd like to examine in more depth.

Tailored training usually takes place at the client's site and we will ask you for examples of your specific product issues so we can ensure these are covered during the session.

Courses are based on a modular structure and clients can select the modules which cover their particular interests. We will also adjust the content of these modules on the basis of dialogue with you in advance of the course.

The following four overall course structures meet most client needs but please let us know if you think you need something different:

Example Course Structures

OPTION 1

Full day: Powerpoint presentation and assessment training based on a sample product

OPTION 2

Full day: Powerpoint presentation Q&A and factory tour

OPTION 3

Full day: Powerpoint presentation and discussions at Conformance Ltd offices

OPTION 4

Full day: Powerpoint presentation and exercises at client's site

View more details on each of these options on the following pages.

Module contents are described on pages 6-7

Modules:

- General Introduction to CE marking
- EMC Directive
- R&TTE Directive
- Low Voltage Directive
- Machinery Directive
- Medical Directive
- ATEX Equipment Directive
- Pressure Equipment Directive
- Construction Products Directive
- Noise Emissions of Outdoor Equipment Directive
- Toy Safety Directive
- General Product Safety Directive
- Environmental Directives (WEEE, RoHS, EUP)

More detail of what is contained within each module can be found on page 6 & 7 of this leaflet.

Modules are entirely flexible by arrangement and can be designed to emphasise specific aspects of your CE marking requirements.



Example Course Structures cont.

OPTION 1

Full day: Powerpoint presentation and assessment training based on a sample product

Morning: Powerpoint presentation

- General CE marking and detailed information on selected specific directives (see pages 4-5 for module content).
- Questions and answers from presentation and client specific issues.

Afternoon: Product assessment

- Assessment of a sample of client's product used as the basis of training client staff in the use of checklists and standards. Our trainer will assist candidates in selecting the important parts of the relevant standards and show how to make a record of the assessment which can be used as the basis for the product's technical file.

Follow-up report (extra-cost option)

- Detailed formal report of non compliances identified in sample product, including draft Declaration of Conformity and advice on technical file content.

(for module contents see pages 6-7)

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- Pressure Equipment Directive
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Example Course Structures cont.

OPTION 2

Full day: Powerpoint presentation Q&A and factory tour

Morning: Powerpoint presentation

- General CE marking and selected specific directives (see below for content).
- Questions and answers from presentation and client specific issues.

Afternoon: Factory tour and examination of client's specific equipment/procedures

- On-site visit to manufacturing and design facilities to discuss current practice and procedures and how this needs to be updated to reflect the requirements for CE marking, including discussion of likely resource requirements. Our trainer will help you to identify the procedures which you need to have in place in order to ensure that the full requirements of the directives are being met. They will also provide guidance on how to keep up to date with the requirements.

Follow-up report (extra-cost option)

- Detailed formal report to outline the requirements of the applicable directives and identify changes in practice (and resource implications) required to ensure client is properly fulfilling their obligations.

(for module contents see pages 6-7)

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Example Course Structures cont.

OPTION 3

Full day: Powerpoint presentation and discussions at Conformance Ltd offices

Morning: Powerpoint presentation

- General CE marking and selected specific directives (see below for content).
- Questions and answers from presentation and client specific issues.

Afternoon: Review/discussion of client documentation and procedures

- Review client's Declaration of Conformity, technical file and control of production procedures to ensure up-to-date references to standards and compliance with guidance, Recommendations for Use.

Our trainer will review your existing technical documentation and help you to identify anything which is missing, and whether the file contains more than it needs to. They will also help you to identify sources of information and guidance which will help you to successfully apply and keep up to date with the requirements for your products.

Follow-up report (extra-cost option)

- Detailed formal report to outline the requirements of the

(for module contents see pages 6-7)

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Example Course Structures cont.

OPTION 4

Full day: Powerpoint presentation and exercises at client's site

Morning: Powerpoint presentation

- General CE marking and selected specific directives (see below for content).
- Questions and answers from presentation and client specific issues.

Afternoon: Exercises based on client specific products/issues

- We will split the candidates up into small groups and give each group a different exercise to work on, based on specific products and issues which we will agree with you beforehand. Our trainer will circulate among the groups, guiding candidates through the exercise and stimulating discussion with relevant questions. The day will end with a group wash-up session at which candidates will discuss what they have learned and highlight any areas where they feel they need additional assistance or resources.

Follow-up report (extra-cost option)

- Detailed formal report containing reference materials and explanations on the application for the Directives to your products, as well as lists of standards, draft Declarations and checklists for future use.

(for module contents see pages 6-7)

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Module Contents (suggested)

General Introduction to CE marking

- European single market
- Legislative structure
- Enforcement and penalties
- New Approach Directives
- Responsibilities of various parties
 - Manufacturer
 - Importer/retailer
 - Users
- Common requirements
 - EHSRs
 - Documentation
 - Declaration
- Standards
 - Creation
 - Structure
 - Selection
 - Application
- Notified bodies
- Technical File
 - Content
 - Storage
 - Delivery
- Declaration of Conformity
 - Signatories
 - Liability
- Production control
- Foreseeable misuse
- Workplace safety vs. single market directives
 - Article 100a
 - PUWER
- Military exclusion
- Resources
- Questions and answers

Electromagnetic Compatibility EMC

- History/background
- Scope of application (equipment, systems, apparatus and components)
- Exclusions
- CE-mark, e-mark and E-mark
- Standards and EMC assessment
- EMC phenomena and environment
- Testing/Notified Body involvement
- Likely risk factors
- EMC assessment
- Functional EMC safety
- Fixed installations
- Technical documentation

R&TTE Directive

- History/background
- Scope of application (definition of TTE, broadcast receivers, aero/maritime applications)
- Exclusions
- Relationship with other directives
- Standards
- Notified Body involvement
- Operator licensing and non-harmonised frequency allocation

Low Voltage Directive

- Scope of application and exclusions
- Relationship with other directives
- Safety standards
- Testing and conformity assessment

Machinery Directive

- Scope of application and exclusions
- Relationship with other directives
- Standards
- EHSRs
- Principles of safety integration
- Control system reliability
- Declaration of Incorporation
- Global conformity assessment for combined machinery and installations
- Differences between the old and new Directives

Medical Devices Directive incl. Active Implantable and In Vitro Diagnostic Devices

- Scope of application, definitions of medical devices
- Exclusions
- Device classification
- Relationship with other directives
- Standards
- Self-certification, measuring and sterility
- Notified Body involvement
- Authorised Representative, registration with MHRA
- Product efficacy and clinical trials
- Vigilance procedure
- Product marking
- Declaration of Conformity
- Technical documentation
- Differences between the old and new Directives





Module Contents (suggested)

ATEX Equipment Directive

- Scope of application, definition of explosive atmosphere
- Exclusions
- Relationship with other directives including ATEX Worker Directive
- Equipment classification (gas, dust, mining)
- Hazardous area classification
- Standards
- Notified Body involvement
- Product marking
- Declaration of Conformity

Pressure Equipment Directive

- Scope of application, definition of equipment and accessories
- Exclusions
- Simple Pressure Vessels Directive
- Relationship with other directives
- Equipment classification
- Standards
- Attestation modules
- Notified Body involvement
- Written procedures, NDT, welding, final inspection/test
- Product marking

Construction Products Directive

- Scope of application
- Countries where the CPD applies
- Relationship with Building Regulations
- Standards
- Type testing and Notified Bodies
- Marking and declaration of performance
- Declaration of Conformity

Noise Emissions of Outdoor Equipment Directive

- Scope of application, list 1 and list 2 machines
- Noise marking and noise limits
- Noise measurement procedures
- Notified Body involvement
- Declaration of Conformity
- Conformity of Production and regular re-assessment

Toy Safety Directive

- Scope of application and exclusions
- Definition of a toy
- Relationship with other directives (esp. 'grey area' products)
- Safety standards
- Conformity assessment and Notified Body testing
- Technical File

General Product Safety Directive

- Scope of application and exclusions
- Relationship with other directives
- Enforcement and penalties
- 'Safety' and applicable standards
- Obligations for suppliers, producers, distributors
- Exchange of information

Environmental Directives (WEEE, RoHS, EUP)

- Scope of application and exclusions
- Relationship between directives
- Banned substances
- Documentation
- Testing for banned substances
- Obligations for suppliers, producers, distributors
- Producer registration
- Requirements in other member states
- Framework requirement and 'lots'
- Proposed developments and current activity