

Exova BM TRADA Personnel Certification System

Scheme Technical Document

STD 004/ 007/ 030/ 053 – Issue 7

Q-Mark Visual Strength Grading Schemes

Approved: 27 November 2017



<u>CONTENTS</u>	<u>PAGE</u>
1. Scope	3
2. Definitions & Abbreviations	3
3. Essential Requirements	3
3.1 Company.....	3
3.2 Grader	3
3.3 Initial Training Requirements	4
3.3.1 Translators.....	4
3.3.2 Invigilators.....	4
4. Factory Production Control	4
4.1 Technical Requirements	4
4.2 Management Responsibilities	4
4.3 Nonconforming product.....	4
5. Conformity Assessment Audits	5
5.1 Initial Conformity Assessment.....	5
5.2 Ongoing assessment requirements	5
6. Identification of Product	5
7. Use of “BMTRADA” and “Q-Mark” logos and marks.....	5
8. Scheme development and maintenance	5
9. Normative Reference	5
10. Document Approval	5
ANNEX 1 Supporting Documents.....	6

1. Scope

This certification scheme will be operated in accordance with Exova BM TRADA 'Personnel Certification System Document' reference OP 02. Please refer to OP 02 for all procedures not covered within this particular Scheme Technical Document.

Included within this STD is Visual Strength Grading of Timber for structural purposes in accordance with BS 4978, BS 5756, EAD 130012-00-0304 and INSTA 142 and Visual Strength Grading of Scaffold Boards to BS 2482.

A Company will hold the certification for this scheme. The Certified Grader is attributed to a particular Company.

2. Definitions & Abbreviations

The following definitions and abbreviations used throughout the document in addition to those shown in OP00. Other definitions are as given in the relevant standards.

Candidate Grader	The named person employed by a company registered within Exova BM TRADA schemes for Visual Strength Grading but not yet certified for carrying out grading activities covered by this scheme
Certified Grader	The named person employed by a company certified by Exova BM TRADA for Visual Strength Grading to carry out activities covered by this scheme
Company Registration Number	A unique 4 digit number issued to the Company to be certified upon registration for the scheme
Grader Registration Number	A unique 4 digit number issued to the Grader to be certified upon registration for the scheme

3. Essential Requirements

3.1 Company

The Company registered in the Visual Strength Grading scheme will have a suitable documented system in place for the control of the named Graders and the material to be graded. Exova BM TRADA may require evidence of the Company's control system.

The Company will employ suitably Certified Graders.

The Company shall, at a minimum, satisfy the grading requirements of the relevant standard and the Scheme requirements.

The Company will be issued with a unique registration number on registration under the scheme.

3.2 Grader

A Grader will be eligible for registration if they have completed a suitable strength grading training programme and passed the associated examination.

They must also satisfy one of the following:

- a) Evidence of the appropriate training within the previous 12 months.
- b) They have already been registered and examined within the scheme and not have been absent from it for longer than 12 months, or,
- c) They are examined prior to registration to assess if they are still competent to strength grade.

Only graders that are certified within the scheme will be eligible for marking of the product.

Inspections to assess the continued competence of each certified grader will be conducted during the certification cycle. The frequency of these visits may be increased if problems are found with graded material, or if the volume of the material graded is so large that an increased frequency is appropriate.

Candidate Graders are issued with a unique grader number when certified which is included on the Grader's Q-Mark certificate card. In order to grade timber each certified Grader will require a Grader Stamp bearing the company registration number, their grader number and the information required by the appropriate grading standard.

3.3 Initial Training Requirements

Candidate Graders must have evidence that they have completed a suitable training course to the appropriate standard prior to certification.

Candidate Graders must have successfully completed and passed an examination based upon the training course undertaken.

Any training courses and/ or examinations completed by a candidate grader shall be approved by Exova BM TRADA for them to be used to facilitate certification of a Candidate Grader. Any training courses for Visual Strength Grading will either be an accredited course or have been approved by Exova BM TRADA (see Annex 2 of this document) as listed below:

- Visual Strength Grading by the Exova BM TRADA Timber Technology Investigations Section.

3.3.1 Translators

Where a translator has been used as part of the training and/ or examination, this shall be identified within the training documentation and shall not compromise the integrity of the training or examination process.

3.3.2 Invigilators

An invigilator will be present during an examination process to ensure:

- The venue is suitable to undertake the examination process.
- Suitable space is provided to each candidate to minimise the risk of cheating.
- Exam papers are held securely by the invigilator prior to the exam process.
- Exam papers are clearly identified to each candidate. They will be collected and securely held until passed to the examiner for marking.
- Any measuring equipment used by the candidates shall be calibrated.

Competencies for an invigilator are defined by the training organisation. The invigilator will be identified for each examination process.

4. Factory Production Control

4.1 Technical Requirements

The requirements of the Company and the Certified Person shall be in accordance with the latest revision of the appropriate standard.

- BS 4978 – Visual Strength Grading of Softwood
- BS 5756 – Visual Grading of Hardwood
- BS 2482 – Specification for Timber Scaffold Boards
- INSTA 142 – Nordic Visual Strength Grading Rules for Timber
- EAD 130012-00-0304 - Strength graded structural timber — square edged logs with wane — chestnut

4.2 Management Responsibilities

The Company shall appoint a named person to be responsible for its operations within the Scheme. The named person will review the grading records and act as Exova BM TRADA's contact. Any proposed changes are to be requested to Exova BM TRADA for agreement prior to the changes taking effect.

4.3 Nonconforming product

The Company's FPC system shall maintain control of any nonconforming product to prevent its use.

STD 004 007 030 053 - Scheme Technical Document - Q-Mark Visual Strength Graders - Iss 7 - 271117

5. Conformity Assessment Audits

5.1 Initial Conformity Assessment

Only required if more than one year has lapsed since the exam.

5.2 Ongoing assessment requirements

A risk based approach will be taken to determine the audit frequency, which will be at least one per certification cycle and within 12 months prior to the recertification date.

If the Company has certification to the same scheme and schedule with another UKAS (or an equivalent body which is covered by the ILAC agreement) accredited body, Exova BM TRADA may agree at its discretion to accept a visit report from the other certification body in lieu of an annual audit visit every two years.

6. Identification of Product

The appropriate Q-Mark identification must be applied to each product that falls within the scope of the Company's certification. This is to maintain traceability and recognition that the product is certified.

All other marking requirements will be in accordance with the appropriate standard.

7. Use of "BMTRADA" and "Q-Mark" logos and marks

The use of the Q-Mark is detailed in the "Your Exova BM TRADA Certification Marks" document.

8. Scheme development and maintenance



Any development or maintenance of this STD shall be undertaken with consideration to interested parties and stakeholders, such as:

- Timber Trade Federation
- Exova BM TRADA approved VSG training course operators

9. Normative Reference

- BS 2482 – Specification for Timber Scaffold Boards
- BS 4978 – Visual Strength Grading of Softwood
- BS 5756 – Visual Grading of Hardwood
- EN 14081 – Timber Structures – Strength graded structural timber with rectangular cross section
- INSTA 142 – Nordic Visual Strength Grading Rules for Timber
- EAD 130012-00-0304 - Strength graded structural timber — square edged logs with wane — chestnut

10. Document Approval

Document creator/ modifier	Document verifier
Name: A. Sumner Date: 27 November 2017 Signature: 	Name: G. Faulkner Date: 27 November 2017 Signature: 

ANNEX 1

Supporting Documents

Documentation for the Company

A suitable documented FPC system shall be used by the Company. This document shall be maintained and formally controlled.

Exova BM TRADA Q-Mark scope of certification shall be available to appropriate Company employees.

Record of inspection sheets

Certified Grader registration card.

Documentation in accordance with the appropriate standard to which the Company is certified.

Documentation for Exova BM TRADA

The following documents shall be created and/ or maintained to facilitate the effective operation of this certification scheme:

- Application form
- Audit checklist
- Examination papers (held by the training provider and sample periodically reviewed by EBMT)
- Course attendance register.
- Auditor approval records
- Contract review checklist
- Certification decision checklist
- Certificate (Registered Grader Card)
- Scheme technical document

ANNEX 2

Non-accredited Training Facility Requirements

When a non-accredited training facility for visual strength grading is considered for approval by Exova BM TRADA for the purpose of certification, the training facility shall be initially audited and approved by Exova BM TRADA Certification prior to acceptance under this STD. Each approved training provider will subsequently be periodically audited within a three year maximum frequency period in order to maintain approval.

Each training provider shall demonstrate compliance with the following requirements:

1. Contract review procedure: To determine if the customer's requirements can be provided.
2. Conflict of interest: To ensure that impartiality is not compromised between training staff and candidates.
3. Factory production Control: To ensure that suitable documented procedures are available to appropriate staff members.
4. Training and competency: Records of staff competency to be available for all critical functions involved with the training process.
5. Calibration of measuring devices: Procedure to be maintained to control all measuring and test equipment used as part of the training process.
6. Training procedures: Procedures to include evidence of training premises, exam sites, equipment and resources.
7. Sub-contracted services: To be documented and controlled.
8. Reports/examinations:
 - a. Must clearly identify candidates.
 - b. Reports/exams to be formally completed and approved by a competent person.
 - c. Exams to remain secure and have procedure to deal with a security breach.
 - d. Candidates to sign non-disclosure agreement.
 - e. Periodic review of completed exams for correctness and consistency.
9. Training personnel: Trainer, invigilator and examiner to be identified for each candidate undertaking the training or examination process.