

## BPIF SPECIALIST SERVICES

### STANDARDS & CERTIFICATION

- ♦ ISO 14001 Environment Management Support
- ♦ FSC Chain of Custody Management Support
- ♦ ISO 45001 Occupational Health & Safety Support (previously OHSAS 18001)
- ♦ ISO 9001 Quality Management Support
- ♦ ISO 27001 Information Security Management
- ♦ ISO 12647 Colour Standard (UKAS Accredited)
- ♦ BPIF Colour Quality Management Certification Scheme
- ♦ ISO 37001 Anti-bribery Management System
- ♦ BRC Food Packaging for Packaging Materials

### TECHNICAL

- ♦ Data
  - ♦ General Data Protection Regulations (GDPR)
  - ♦ BPIF Cyber Essentials Scheme & Data Security
  - ♦ IT Penetration Testing
- ♦ Workflow and Pre-press Reviews
- ♦ Colour Management Support
- ♦ Digital Business Development
- ♦ Management Information Systems (MIS) Support
- ♦ Dispute Resolution & Expert Witness
- ♦ In-plant Design & Print Unit Reviews
- ♦ Colour Training

### BUSINESS DEVELOPMENT

- ♦ Strategic Planning
- ♦ Business Planning & Implementation
- ♦ Sales Support
  - ♦ OnLine Sales Healthcheck
  - ♦ On-site Sales Audit
  - ♦ Sales Mentoring
  - ♦ Bespoke Programmes
  - ♦ Online Sales Academy
  - ♦ Sales Leaders Workshop
  - ♦ Professional Selling Skills Workshop

- ♦ Marketing Support
  - ♦ Marketing Diagnostic
  - ♦ Marketing Plan
  - ♦ Marketing Management Support
  - ♦ Introduction to Marketing Workshop
  - ♦ Digital Marketing Workshop
  - ♦ Writing to Sell Workshop
- ♦ Client Management
- ♦ Tender Response Support Service
- ♦ Cost Rate Review Service
- ♦ Business Continuity/Disaster Recovery Planning
- ♦ Purchasing & Supply Chain Management Support
- ♦ Factory Planning & Layout Implementation
- ♦ Business Development Training & Short Courses
  - ♦ Introduction to Team Leader Training Workshop
  - ♦ Negotiation & Persuasion Workshop
  - ♦ Customer Services Workshop
  - ♦ Introduction to the Printing Industry Workshop

### PROCESS IMPROVEMENT

- ♦ Productivity Healthcheck
- ♦ Profit Improvement Planning (PIP)
- ♦ Operations Assessment
- ♦ Total Productive Maintenance (TPM)
- ♦ 5C/5S Workplace Operations
- ♦ Admin and Workflow (Process) Streamlining
- ♦ Materials Waste Reduction
- ♦ Press Productivity Improvement
- ♦ Lean Manufacturing Implementation
- ♦ Modular Improvement Programme
- ♦ Bespoke Continuous Improvement Programmes
- ♦ Process Improvement Training & Short Courses

## HEALTH, SAFETY & ENVIRONMENT

- ◆ Health & Safety Management Schemes
- ◆ Integrated Management Systems Support
- ◆ Interim Health, Safety & Environmental Managers
- ◆ Risk Assessment
- ◆ Accident Investigation
- ◆ Environmental Management Schemes
- ◆ Environmental Management Support
- ◆ Occupational Hygiene
  - ◆ COSHH Risk Assessment
  - ◆ Local Exhaust Ventilation (LEV)
  - ◆ COSHH Air Monitoring
  - ◆ Legionella Risk Assessment
  - ◆ Respiratory Protection Equipment (RPE) Face Fit Testing
  - ◆ Stack Emissions Monitoring (MCERTS)
  - ◆ Vibration Monitoring
  - ◆ Environment Noise Monitoring
  - ◆ Noise Surveys
- ◆ Health, Safety & Environment Training & Short Courses
  - ◆ Emergency First Aid
  - ◆ First Aid at Work
  - ◆ Fire Marshall Training
  - ◆ Fork Lift Truck Training Courses
  - ◆ Lift Truck Operator Manager & Supervisor Awareness Course
  - ◆ IOSH Managing Safely
  - ◆ Manual Handling in the Workplace
  - ◆ Manager/Supervisor Safety Awareness
  - ◆ Staff Workplace Safety Awareness

## HUMAN RESOURCES

- ◆ HR Documentation
- ◆ Contracts of Employment
- ◆ Employee Handbook
- ◆ HR Policies and Procedures
- ◆ Redundancy Handling
- ◆ Absence Management
- ◆ TUPE Transfers
- ◆ Disciplinary & Grievance & Appeal Handling
- ◆ Managing a specific Industrial relations problem
- ◆ Recruitment and Selection
- ◆ Performance Management
- ◆ Coaching
- ◆ Job Evaluation
- ◆ Occupational Health
  - ◆ Site Health Needs Assessment
  - ◆ Drug and Alcohol Screening
  - ◆ Hearing Tests
  - ◆ Skin Checks
  - ◆ Lung Function Tests
  - ◆ Urine Screening
  - ◆ Blood Screening
  - ◆ Telephone Health Assessments
  - ◆ Face to Face Health Assessments
  - ◆ Counselling
  - ◆ Physiotherapy
  - ◆ Occupational Health Management Referrals
  - ◆ Health Surveillance and Screening
  - ◆ Medical Assessment Reporting
  - ◆ BPIF Employee Wellness Scheme
- ◆ Human Resources Training & Short Courses
  - ◆ Managing Performance Workshop
  - ◆ HR Toolkit for Managers Workshop
  - ◆ Managing Discipline and Grievance Workshop
  - ◆ Bullying and Harassment Workshop
  - ◆ Absence Management Workshop
  - ◆ Performance Appraisal Training and Development
  - ◆ Understanding Self and Others Workshop
  - ◆ Effective Team Building Workshop

This list is not exhaustive – please contact us for any specialist support services you require.