

Syllabus for the BDMA Level 1 Commercial Technician Examination

Examination

The examination is based entirely a series of e-Learning modules published on the BDMA e-Academy. The modules have been specially developed and selected to reflect the requirements of anyone involved in on-site activities within the commercial damage management industry.

Part 1 – The BDMA Certificate in Site Health & Safety

Part 1 of the Commercial Technician syllabus consists of a series of Health & Safety modules selected for their relevance to the role of the Commercial damage management practitioner.

1. **Personal Protective Equipment (PPE):** - In this module, you will learn all about Personal Protective Equipment (PPE), you will learn about all the different types of protection and their functions. You will also learn about the responsibilities of employees as well as employers. This module also provides information about the benefits and limitations of PPE and will teach you how to correctly use and store equipment.
2. **Working at Height:** - There are many hazards that come with working at height. Being aware of your responsibilities and how you can manage the risks can help to avoid injury and damage.
3. **Asbestos Awareness:** - This asbestos training course will train your employees to recognise different types of asbestos, understand control measures and identify the associated risks.
4. **Confined Space Awareness:** - A confined space is any place, including any chamber, tank, vat, pit, pipe well or other similar place in which, by virtue of its enclosed nature, there arises a reasonably foreseeable unspecified risk. This course will help you identify the key dangers and risks of a confined space.
5. **Manual Handling:** - This module covers what manual handling is and how you can assess and reduce the risks that can occur when lifting and carrying. The aim is to help reduce the number of manual handling related illnesses and accidents in the workplace and to promote good attitudes amongst the staff.
6. **Accident Reporting:** - Accident Reporting will help make you aware of the different kinds of incidents which need to be reported at work, what procedures to follow, how to collect data and maintain proper RIDDOR records.
7. **Fire Safety:** - Every workplace is at risk of fire. Would your employees know the correct procedure should a fire start? This fire safety training e-Learning course will provide guidance on how fires start and how to prevent them. This is a must have training course for every company.
8. **Electrical Safety:** - Electricity is something we take for granted - until things go wrong. Not recognising the dangers associated with electricity can be fatal. This course reveals electrical hazards in the workplace, who is most vulnerable and how to successfully assess and reduce the risks.

9. **Risk Assessment:** - This course is to help provide understanding of risk assessments and why they are needed. Ideal for promoting the need for risk assessments in the workplace with simple and clear training.
10. **Noise Awareness:** - Many working environments present risks to workers hearing. With 1 in 6 people in the UK have some form of hearing loss - don't let your work be a cause of it.
11. **COSHH:** - Hazardous substances can threaten short or long-term health. There are thousands of accidents every year involving hazardous substances. This course is designed to raise awareness of the key points in the safe handling and use of hazardous substances that could harm you or your colleagues.

Examination Structure for Part 1 – The BDMA Certificate in Site Health & Safety

There is a short multiple-choice assessment at the end of each topic. To proceed to take the overall Certificate in Site Health & Safety exam you must successfully pass each of the previous assessments.

There is a selection of 55 Multiple choice or True / False statements with 5 from each of the following topics:

Personal Protective Equipment (PPE)

Working at Height

Asbestos Awareness

Confined Space Awareness

Manual Handling

Accident Reporting

Fire Safety

Electrical Safety

Risk Assessment

Noise Awareness

COSHH

There is only **one** correct answer to each question. When you have made your selection and advanced to the next question it is not then possible to go back and amend your answer.

You will be given your score at the end and need to answer 44 questions correctly to achieve a pass. Upon successful completion you will be awarded the BDMA Certificate in Site Health & Safety and be able to progress to the Part 2 in order to achieve the Commercial Technician accreditation.

Part 2 – The BDMA Commercial Damage Management Accreditation (BDMA ComTech)

Part 2 of the Commercial Technician syllabus consists of both Health & Safety and Damage Management modules selected for their relevance to the role of the Commercial damage management practitioner.

1. **Work Equipment:** - The work equipment course will explain what is required by the law in order to be compliant. Work equipment has a broad definition and this is explored with examples. The course identifies who has responsibility and we examine what the risks are and how these can be reduced.
2. **Use of Harnesses:** - The use of harnesses course will explain the key parts of a safety harness and how it is made. The course shows how to wear a harness and provides examples of damage which occurs in day to day use and what action should then be taken.
3. **Waste Awareness:** - The Waste Awareness course explains what waste is and why recycling is important. Reasons are given why landfill is no longer an acceptable or cost-effective method for waste disposal along with an explanation as to what 'WEEE' denotes. The Waste Hierarchy is explained and how typical wastes should be dealt with on site
4. **Fire Damage Principles:** - The Fire Damage Principles course explains what is needed for a fire to start and the products that are generated as a result of the combustion process. The different fire and smoke types are examined and how 'products' that are created during and after the combustion process, including water and corrosive contamination, are spread around a building.
5. **Water Damage Principles:** - The Water Damage Principles course explains how to establish the cause, extent and severity of the damage along with how to approach the stripping out process and carry out the drying by following a defined plan.
6. **Working at Height – Access Equipment:** - Ladders and stepladders can be a sensible and practical option for low-risk, short duration tasks, whilst Mobile Elevated Working Platforms – or 'MEWPs' - are designed to provide a safe work platform for temporary work at height. Therefore, it's essential that employees have the information necessary to enable them to plan and manage any job tasks they undertake that involve working at height with access equipment. This course will provide them with, and check their understanding of, that information.
7. **Working at Height – Scaffold & Scaffold Towers:** - There have been many news headlines over the years highlighting the dangers of working at height, particularly when working from scaffolding. The injuries and fatalities range from electrocution, scaffold collapse, unguarded scaffolding or tools and machinery falling from scaffolding and hitting people below. Therefore, it is essential that employees have the information necessary to enable them to plan and manage any job tasks they undertake that involve working at height with scaffold and scaffold towers. This course will provide them with, and check their understanding of, that information.
8. **Method Statements & Permit to Work:** - Aspects of damage restoration work can often be complex and hazardous. Method statements and permits to work are particularly helpful in these instances as they go into much more detail than the risk assessments. They will provide essential information and control measures about how the work should be done and the precautions to be taken.

Examination structure

There is a short multiple-choice assessment at the end of each individual topic. To proceed to take the Commercial Technician accreditation examination you must successfully pass the assessment for each topic.

There is a selection of 80 Multiple choice or True / False statements with 10 from each of the following topics:

Work Equipment

Use of Harnesses

Waste Awareness

Fire Damage Principles

Water Damage Principles

Working at Height – Access Equipment

Working at Height – Scaffold & Scaffold Towers

Method Statements & Permit to Work

Some of the questions require **more than one** answer and this will be indicated by the question when this is the case. When you have made your selection and advanced to the next question it is not then possible to go back and change your answer.

You will be given your score at the end and need to answer 72 questions correctly to achieve a pass. Upon successful completion of the course you will be contacted by the BDMA to upgrade your membership to BDMA Commercial Technician. If you haven't heard anything within 3 weeks of completing Part 2, please contact the BDMA Office on 01858 414278, info@bdma.org.uk.