



SEEKING A TOP-TIER QUALIFICATION AND
CREDENTIAL IN FACILITY MANAGEMENT?
LOOK NO FURTHER!
THIS CERTIFICATION IS YOUR
GATEWAY TO EXCELLENCE!

ISO 41001:2018

FACILITY MANAGEMENT (FM) MANAGEMENT SYSTEMS

5 DAYS LEAD IMPLEMENTER TRAINING AND CERTIFICATION PROGRAM



FACILITY MANAGEMENT

Facilities management helps to ensure the functionality, comfort, safety and efficiency of buildings and grounds, infrastructure, and real estate. Within the context of the built environment, it is performed in a strategic and systematic manner. It satisfies day to day delivery operative objectives so that the environment remains safe and efficient.

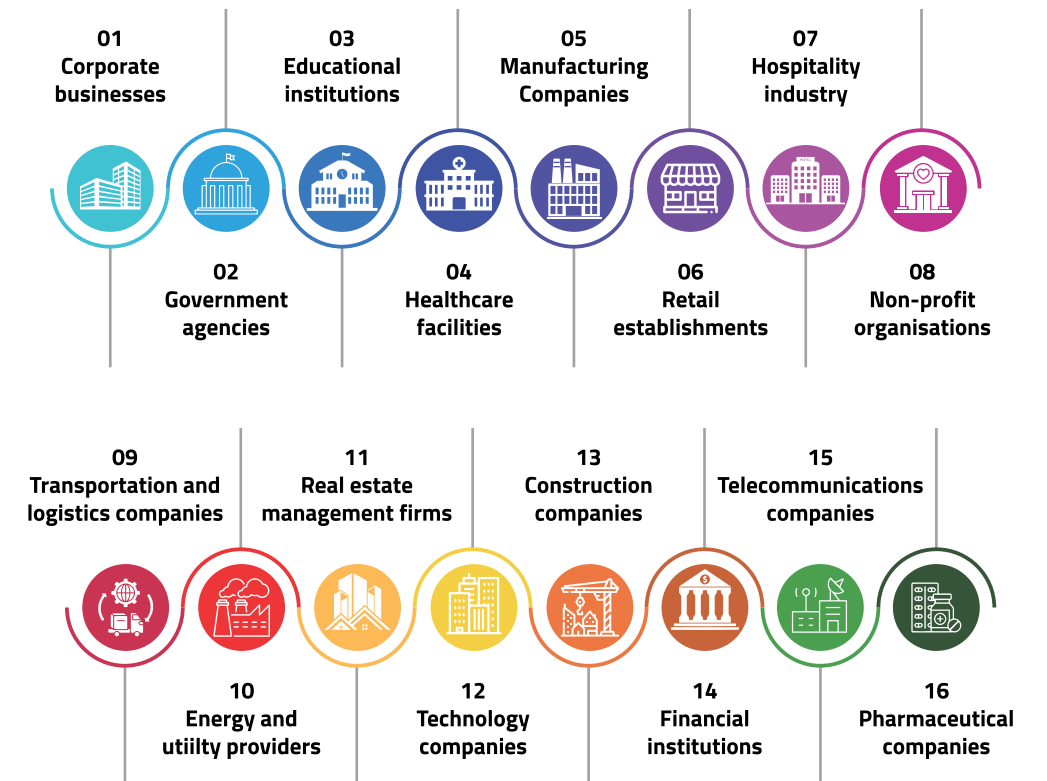
In a globally-competitive environment, Facility Management (FM) organizations and providers need to communicate among themselves and with interested parties using common principles, concepts and terms, including the assessment and measurement of performance. This is the primary driver for, and purpose of the standard ISO 41001:2018.

ISO 41001:2018 FACILITY MANAGEMENT (FM) MANAGEMENT SYSTEM

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COURSE OVERVIEW

This ISO 41001 implementer course will enable you to develop your ability to support a company in building, implementing, administering, and maintaining a Facility Management System based on ISO 41001. You will obtain a complete understanding of facility management system best practices throughout this training program. With this course, you will learn about how to reduce your organization's negative environmental impacts and boost its performance and efficiency.





TARGET AUDIENCES

- ▮ Project Managers
- ▮ Facility Managers
- ▮ Area Managers
- ▮ Operation or Site Manager
- ▮ Service Managers (Soft Services or Hard Services)
- ▮ Maintenance or Engineering Managers
- ▮ QHSE Professionals
- ▮ Infrastructure Managers
- ▮ Project Support Team
- ▮ Project and Program Office Personnel
- ▮ Operational line managers & supervisors

ISO 41001:2018 FACILITY MANAGEMENT (FM) MANAGEMENT SYSTEM

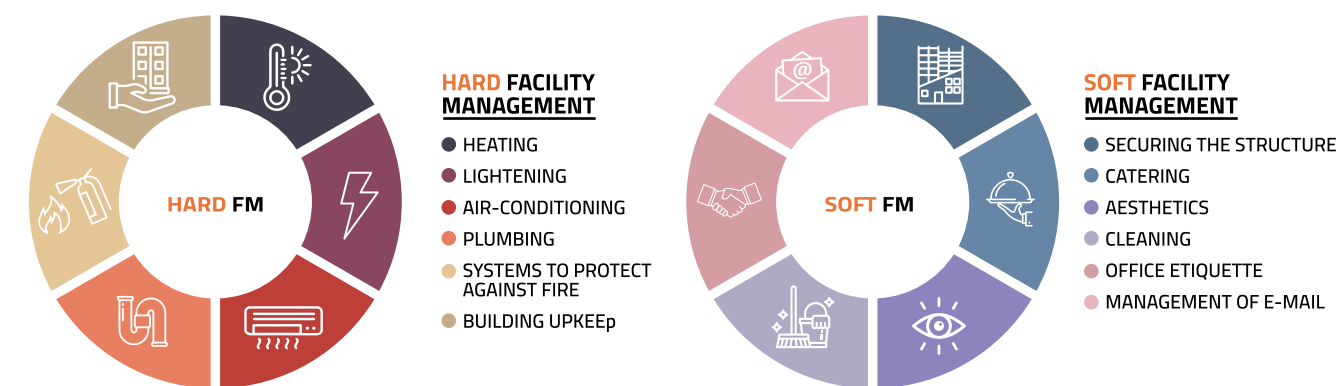
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COURSE SUMMARY

The ISO 41001:2018 Facilities Management (FM) Management System Lead Implementer certification against the global standard is the most demanding qualification by the Facility Management professional working in this any role and in size and type of Facility Management organization

The certification encompasses a range of disciplines and services to improve the quality of life for people and the efficiency of core processes within Facility Management organizations. Professional use this qualification and certification to achieve efficiency in running their facilities, saving cost, enhancing usage of assets, risk management, and improving staff productivity. The standard is employed across various sectors, such as construction, camp management, healthcare, hospitality, IT, education, airports, sports and recreation.

ISO 41001:2018 FACILITY MANAGEMENT





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SESSION INFO

Teaching Hours	 30	Number Of Exercises	 10
Total Hours	 40	Course Assessment	 1.5 Hours Writing Exam
Number Of Days	 5 FullDays	Question Type	 MCQs
Case Studies	 05	Qualification Criteria	 70% Exam Score
Number Of Attendees	 10-15	Certificate Type	 Digital Certificate

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COURSE CONTENTS

DAY 01 MODULES

1. INTRODUCTION TO FACILITIES MANAGEMENT (FM) AND ISO 41001:2018

1.1. OVERVIEW OF FACILITIES MANAGEMENT

- Definition and scope of Facility Management (FM)
- Importance and benefits of FM in organizations
- FM functions and responsibilities

1.2. INTRODUCTION TO ISO 41001:2018

- History and development of ISO 41001
- Key concepts and principles
- Structure and content of ISO 41001:2018
- Key concept and terminologies related to Facility Management

2. UNDERSTANDING THE ORGANIZATION AND ITS CONTEXT

- 2.1. Identifying internal and external issues
- 2.2. Understanding the needs and expectations of interested parties
- 2.3. Determining the scope of the Facilities Management (FM) Management System
- 2.4. Case studies and practical exercises

3. LEADERSHIP AND COMMITMENT

- 3.1. Role of top management in the Facility Management
- 3.2. Establishing and communicating a Facility Management policy
- 3.3. Assigning roles, responsibilities, and authorities
- 3.4. Ensuring leadership commitment and support
- 3.5. Planning for the Facility Management

DAY 02 MODULES

4. ADDRESSING RISKS AND OPPORTUNITIES

- 4.1. Setting Facility Management objectives and planning to achieve them
- 4.2. Planning actions to address significant environmental aspects and compliance obligations
- 4.3. Determining necessary resources
- 4.4. Developing and implementing an action plan

5. SUPPORT FOR THE FACILITY MANAGEMENT (FM) MANAGEMENT SYSTEM

- 5.1. Resource management: people, infrastructure, and environment
 - Identifying training needs
 - Developing and delivering training programs
 - Evaluating training effectiveness
- 5.2. Competence, training, and awareness
 - Identifying training needs
 - Developing and delivering training programs
 - Evaluating training effectiveness
- 5.3. Communication: internal and external
 - Establishing communication processes
 - Ensuring effective internal and external communication

DAY 03 MODULES

6. DOCUMENTED INFORMATION

- 6.1. Creating and updating documented information
- 6.2. Control of documented information
- 6.3. Ensuring the availability and adequacy of documentation
- 6.4. Protecting and controlling access to documentation

7. OPERATIONAL PLANNING AND CONTROL

- 7.1. Establishing operational controls to manage Facility Management processes
- 7.2. Managing suppliers and outsourced processes
- 7.3. Emergency preparedness and response
 - Developing and implementing emergency plans
 - Testing and reviewing emergency plans
- 7.4. Life cycle perspective: considering environmental aspects in product/service design, procurement, and end-of-life

8. PERFORMANCE EVALUATION

- 8.1. MONITORING, MEASUREMENT, ANALYSIS, AND EVALUATION OF FM PERFORMANCE
 - Selecting performance indicators
 - Collecting and analyzing performance data
 - Reporting performance results
- 8.2. INTERNAL AUDIT PROCESS
 - Planning and conducting internal audits
 - Reporting audit findings and follow-up actions
- 8.3. MANAGEMENT REVIEW
 - Inputs, process, and outputs of management review
 - Ensuring continual improvement through management review

DAY 04 MODULES

9. IMPROVEMENT

- 9.1. Handling nonconformities and taking corrective actions
- 9.2. Continual improvement of the Facility Management
 - Identifying opportunities for improvement
 - Implementing improvement actions
 - Monitoring and evaluating the effectiveness of improvement actions
- 9.3. Tools and techniques for continual improvement

10. CERTIFICATION PROCESS

- 10.1. Overview of the certification process for ISO 41001:2018
- 10.2. Preparing for certification audits
 - Pre-audit assessment
 - Selecting a certification body
- 10.3. Interaction with auditors
 - Conducting the certification audit
 - Addressing audit findings and observations
- 10.4. Maintaining certification and ensuring ongoing compliance

11. CASE STUDIES AND PRACTICAL EXERCISES

- 11.1. Real-world examples of Facility Management implementation and improvement
- 11.2. Group exercises and role-playing to reinforce learning

DAY 05 MODULES

12. REVIEW AND Q&A

- 12.1. Recap of key concepts and learning points
- 12.2. Open forum for questions and clarifications

13. CERTIFICATION EXAM PREPARATION

- 13.1. Exam format and structure
- 13.2. Tips for success in the certification exam
- 13.3. Sample exam questions and practice

14. CERTIFICATION EXAM

- 14.1. ISO 41001:2018 Lead Implementer certification exam

15. COURSE CONCLUSION

- 15.1. Feedback and evaluation of the training program
- 15.2. Distribution of certificates for course completion
- 15.3. Next steps and further resources





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HOW WILL I BENEFIT?

This course will help you:

1. Improve efficiency and effectiveness, thus improving cost benefits to organizations and service consistency
2. Operate using a recognized common platform for all types of organizations
3. Become familiar with a typical framework for implementing an FMS. This should form a sound basis for your implementation efforts and benefit your organization
4. Recognize where adjustments might need to be made, according to this framework, to accommodate your situation and progress to date
5. Increase your knowledge of the key concepts and requirements of ISO 41001, from an implementation perspective
6. Conduct your own baseline review of your organization's current position regarding ISO 41001, and implement key concepts and requirements relating to ISO 41001

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WHY INVEST IN TRAINING FROM BEMCON?

This course will help you:

1. We want to make sure you have the best learning experience possible. That's why we offer a range of training courses from beginner to expert. We create a positive learning environment so you retain the knowledge and acquire the skills that will continue to be of use beyond the course.
2. When you attend a BEMCON training course, our tutors are the best in the business. They're truly passionate about sharing their knowledge and ensuring you learn. Trusted experts with years of hands-on and business experience, they bring the subject matter to life with relevant and contemporary examples to enhance your learning.
3. Training delivered at your site could be a convenient and cost effective option, especially if you have multiple delegates. Talk to one of our experts to find out more.





BEMCON SAUDI ARABIA COMPETENCE PORTFOLIO TOP 12 MANAGEMENT SYSTEM AND STANDARDS

- | | |
|--|---|
| 1. ISO 9001:2015
Quality Management System | 8. ISO 44001:2017
Collaborative Business
Relationship Management
Systems |
| 2. ISO 14001:2015
Environmental Management System | 9. ISO 45001:2018
Occupational Health & Safety
Management System |
| 3. ISO 17025:2017
Laboratory Quality Management
System | 10. ISO 46001:2019
Water Efficiency Management
systems |
| 4. ISO 22000:2018
Food Safety Management System | 11. ISO 50001: 2018
Energy Management System |
| 5. ISO 22301:2019
Business Continuity Management
Systems | 12. ISO 55001:2024
Asset Management (AM)
Management System |
| 6. ISO 27001:2022
Information Security Management
Systems | |
| 7. ISO 41001:2018
Facility Management (FM)
Management System | |

BEMCON SAUDI ARABIA CONSULTING SERVICES PORTFOLIO THE WORLD OF MANAGEMENT SYSTEM & STANDARDS

1. GAP ANALYSIS AND ASSESSMENT

- Conducting initial assessments to identify gaps in compliance with specific ISO standards.
- Providing detailed reports outlining areas of non-compliance and recommendations for improvement.

2. IMPLEMENTATION ASSISTANCE

- Assisting in the development and implementation of ISO management systems (e.g., ISO 9001, ISO 14001, ISO 45001).
- Providing templates, tools, and guidance for creating necessary documentation and procedures.

3. TRAINING AND AWARENESS PROGRAMS

- Offering training sessions for employees and management on ISO standards and requirements.
- Developing customized training materials and conducting workshops to enhance understanding and competence.

4. INTERNAL AUDITS

- Performing internal audits to ensure compliance with ISO standards.
- Providing audit reports with findings, non-conformities, and corrective actions.

5. CERTIFICATION SUPPORT

- Guiding organizations through the certification process with accredited certification bodies.
- Assisting in preparation for external audits and certification assessments.

6. RISK MANAGEMENT AND ASSESSMENT

- Identifying and assessing risks related to quality, environmental, health and safety, and information security.
- Developing risk management plans and mitigation strategies.

7. PROCESS IMPROVEMENT

- Analyzing current processes and identifying opportunities for improvement and optimization.
- Implementing Lean, Six Sigma, and other process improvement methodologies.

8. DOCUMENTATION DEVELOPMENT

- Assisting in the creation of required documentation, including policies, procedures, manuals, and records.
- Ensuring all documentation meets the requirements of the relevant ISO standard.

9. CONTINUAL IMPROVEMENT PROGRAMS

- Developing and implementing continual improvement initiatives to enhance system performance.
- Monitoring and measuring the effectiveness of improvement activities.

10. SUPPLIER AND VENDOR MANAGEMENT

- Evaluating and auditing suppliers and vendors for compliance with ISO standards.
- Developing supplier management programs to ensure quality and compliance throughout the supply chain.

11. COMPLIANCE AND REGULATORY CONSULTING

- Providing guidance on regulatory requirements and ensuring alignment with ISO standards.
- Assisting with compliance to industry-specific regulations and standards.

12. CUSTOMER SATISFACTION AND FEEDBACK SYSTEMS

- Implementing systems to measure and improve customer satisfaction.
- Developing feedback mechanisms and conducting customer satisfaction surveys.

13. PERFORMANCE MEASUREMENT AND KPIS

- Developing key performance indicators (KPIs) aligned with ISO standards.
- Assisting with performance measurement and reporting frameworks.

14. SUSTAINABILITY REPORTING

- Assisting organizations in preparing sustainability reports in compliance with ISO and GRI standards.
- Providing guidance on sustainability metrics and performance indicators.

15. GREEN BUILDING CONSULTING

- Implementing ISO 21930 standards for sustainability in building construction.
- Assisting organizations in achieving green building certifications and improving environmental performance.

FURTHER PROGRESSION TO DEVELOP THE STAFF COMPETENCE FOR ORGANIZATIONAL IMPROVEMENT



ISO 41001:2018 FACILITY MANAGEMENT (FM) MANAGEMENT SYSTEM 5 DAYS LEAD IMPLEMENTER TRAINING AND CERTIFICATION PROGRAM





FOR FURTHER DETAIL AND REGISTRATION, PLEASE CALL
OR SEND PERSONAL DETAIL TO ANY OF
THE BELOW MENTIONED STAFF.

MADDY

Manager Operations
+966 59 23456 57
Maddy@BEMCON.co.uk

SADIA

Customer Success Strategist
+966 59 052 8438
sadia.quddus@BEMCON.CO.UK

BUSINESS EXCELLENCE & MANAGEMENT CONSORTIUM
3/3 AlSalem Corner, Prince Majed Bin Abdulaziz St. Al Khobar, Kingdom of Saudi Arabia



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DAMMAM

AUGUST 04-08, 2024
SUNDAY - MONDAY



RIYADH

AUGUST 11-15, 2024
SUNDAY - MONDAY



JEDDAH

AUGUST 18-22, 2024
SUNDAY - MONDAY



TABUK

AUGUST 25-29, 2024
SUNDAY - MONDAY



JIZAN

AUGUST 25-29, 2024
SUNDAY - MONDAY





www.BEMCON.co.uk

EGYPT



MOAMEN MABROUK
COUNTRY DIRECTOR
(+2) 0101103 9916
Moamen.Mabrouk@BEMCON.co.uk

JOR AN



WALAA EZAT SALEH
COUNTRY MANAGER
+962 79 298 4414
Walaa.Saleh@BEMCON.co.uk

SAUD
ARA



ENG. TABASSUM
MANAGER TECHNICAL
+966 59 052 8438
Tabassum@BEMCON.co.uk

BA



MADDY
MANAGER OPERATIONS
+973 340 23457
Maddy@BEMCON.co.uk

UAE



SUCHAL JUNAID
COUNTRY DIRECTOR
+971 507 410580
Suchal.Junaide@BEMCON.co.uk