



■ SAFEXPERT - ADMIN AND USER TRAINING COURSE (2 days)



AIM OF THE TRAINING COURSE

This training course is aimed at Safexpert administrators and users. To provide the participant with an in-depth understanding of the software Safexpert, its functions and how to use it correctly.

With **Safexpert** you will be able to...

- Set up customised template projects
- Install and update the standards company favourites according to the specific needs of your team
- Create your own print templates (modifying existing reports,...)
- Design special hazards lists for specific machine categories (e.g. according to C-standards)
- Store approved solutions
- ...

A well optimised Safexpert system combined with functional in-depth knowledge supports efficient CE-marking. As a result, your risk assessment will become faster, more efficient and safer. A goal of this course is to enable the participant to support other Safexpert users within his/her company (multipliers).

COURSE INSTRUCTOR



Raymond Puppen (Dipl. - Ing)

Specialist for CE-marking of plant and machinery / training courses for Safexpert.
Diploma thesis at the Porsche AG in the field machinery safety and implementation of Safexpert. University studies of Process and Environmental Engineering.

METHOD

- Each participant works with his own PC/laptop and a preloaded version of Safexpert
- Working with practical examples and supported by Q&A sessions which allow an opportunity to exchange personal experiences.

If requested, we are able to provide a one day training course tailored to your specific requirements. Please contact us for further details.



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DETAILED TRAINING PROGRAMME

Day 1

Morning: Setting up Safexpert as best suits your company requirements

The content is focused on the Safexpert administrator who will set up and maintain the software, ensuring that it is up to date, and providing advice to other users within the company.

- Basic settings: new user administration, manufacturer details, setting up the EC declaration signatories
- User authorization – define project team
- Installation and updating of the individual standard titles (company favorites)
- Design new hazards lists (e.g. according to C-standards)
- Create own report templates – inclusion of company logo etc.
- Store approved solutions in the measures library
- ...

Afternoon: Optimal use of Safexpert – instructing and training colleagues

Separating user from administrator is very useful as this enables the user to concentrate on his tasks. The user shall always be sure that the system is up to date. Therefore using Safexpert becomes a lot easier and the acceptance for documentation in terms of the Machinery Directive increases.

Therefore, the training in this afternoon session is aimed at the Safexpert user and multipliers (to support and train other users).

- CE marking with Safexpert – concept and structure
- Clear structuring and administration of projects – define template projects
- Search for relevant standard titles and then import them into the project
- Full text search across more than 50 European standards (with Acrobat Reader)
- Systematic risk assessment following EN ISO 12100 with cross references to relevant standards
- Selection of safety related parts of control systems according to EN ISO 13849-1 (EN 954-1)
- Selection of relevant pictograms and inclusion into risk assessment – set up pictogram list
- Displaying the risk assessment in four views

(enables a maximum overview)

- Interface risk assessment – instruction handbook: working with the instructions assistant

Day 2

Optimal use of Safexpert (continued)

- Compiling the technical construction files/ instruction handbook according to checklists
- Status check: Which points are still open?
- Is CE-marking possible? Can the conformity declaration or declaration of incorporation be signed?

Practice: company-specific test-project

- Optimal use of Safexpert within an actual example
- Using different functions of Safexpert shown in the training referring to your specific project
- Q&A session