Chemical Business Association

TRADE CONTROLS MASTERCLASS

SECURITY AWARENESS WORKSHOP

DATE:
12TH JULY 2018

VENUE:
GROUP HOUSE
SOUTHMERE COURT,
ELECTRA WAY
CREWE BUSINESS PARK
CREWE, CHESHIRE
CW1 6GU

DELEGATE COST:
MEMBER RATE
£110.00 + VAT

NON-MEMBER RATE
£250.00 + VAT

CHEMICAL BUSINESS ASSOCIATION
GROUP HOUSE
SOUTHMERE COURT
CREWE BUSINESS PARK
CREWE, CHESHIRE CW1 6GU

Phone: +44 01270 258200
Fax: +44 01270 258444
E-mail: cba@chemical.org.uk

Why attend?

In the current climate companies need to increase vigilance within the supply chain they service, to reduce potential risks to their reputation and/or prosecutions from the misuse of a chemical they supply.

This workshop is aimed at supporting existing or potential Compliance/Liaison Officers to implement the legal requirements detailed in the CBA **Code of Conduct** on trade controls for chemicals.

The seminar will explain the code, its rationale and provide the detail to guide participants through their obligations and requirements of the legislation.

Who should attend?

The seminar is suitable for personnel responsible for the security of the sales of chemicals.

It will be useful to Liaison officers and those specifically responsible for performing COC risk assessments.

The workshop provides a basic insight into aspects of including:

- *What to do in practice*
  - *Know Your Customer*
  - *Procedures*
  - *Records*
- *Legal Expectations*
  - *Chemical Weapons*
  - *Drug Precursors*
  - *Explosive precursors*
  - *Dual Use*
- *Sensitive Country List*
- *What security measures should be in place*
  - *Site security*
  - *Personnel security*

Appropriate Guiding Principles:

1, 2, 3, 5

12th July 2018

TRADE CONTROLS MASTERCLASS

PROPOSED OUTLINE AGENDA AND BOOKING

CONFIRMATION
Confirmation of booking will be issued by email, when the booking is processed. **DO NOT make any travel arrangements without confirmation**.
Joining instructions will be issued by email one week prior to the event.

PAYMENT/CANCELLATION
ALL PAYMENTS MUST BE RECEIVED BEFORE 25TH JUNE 2018 AND ANY CANCELLATIONS MADE AFTER THIS DATE ARE NON-REFUNABLE.
Payment may be made by Cheque, BACS, or Credit Card (Credit / Debit Card charges apply as follows; Debit Cards + 0.55% / Personal Credit Cards (Visa or Mastercard only) + 1.681% / Corporate Credit Cards (Visa or Mastercard only) +2.555%). Cheques and bankers drafts must be in Sterling and should be made payable to Chemical Business Association. Please ensure that the total amount includes VAT.

Chemical Business Association bank details:
NatWest Bank plc , Bishopsgate Branch,
PO Box 34, London EC2P 2AP
Sort Code: 50-00-00
Account No 00420034
Swift No: NWBK GB 2L
IBAN No: GB063 NWBK 5000 0000 4200 34
VAT No: 238409160

Under UK excise regulations delegates from all countries are required to pay VAT on any course taking place in the UK.

SUBSTITUTIONS
Substitutions at the same membership level can be accepted at any time.

CONTENT
There may be occasions when changes in programme content, speakers, timing and location have to be made for reasons outside our control. CBA accepts no responsibility for the opinions of speakers or any other persons expressed on its courses. In the event that CBA has to cancel a course a full refund will be given. CBA accepts no responsibility for any travel arrangements or cost due to cancellation.

ACCESS REQUIREMENTS
To help us ensure that all delegates attending the event are able to participate fully, please let us know about any requirements you have by contacting Vanessa.henshall@chemical.org.uk.

DIETARY REQUIREMENTS
Please inform us if you need us to cater for any specific dietary requirements.

DATA PROTECTION
CBA processes the information provided by its members and non-members to enable it to carry out its activities in accordance with its objectives and for its administrative purposes. We may use the information to tell you about our other products and services. We will not make it available to any other person without prior consent from you.

10:00	**COFFEE AND REGISTRATION**
	Why we need regulations and a Code of Conduct?
	CBA RC Security Code
	Legal obligations
12:40	**LUNCH**
	What to do in practice
	Practical security measures
	Potential future development
15:15	**Q&A**

COMPLETE IN BLOCK CAPITALS

BOOKING FORM

Company:			
Address (including Postal Code)			
Tel No.		Fax No.	
Booked by:			
Email Address:			
Membership Category	Member	Non-Member	
Purchase Order No.			

Delegate Details	
Name	Email Address
Any Special Dietary Requirements?	