

Consulting Services and Fees

December 23, 2024

Field	Course number	Overview of BCM/SMS Consulting Course	Price before tax (Unit USD)
BCM	21	Audit of BCM for Earthquakes and Tsunamis (BCP documents, training records, on-site surveys, evaluation of business impact analysis, etc.) [※] This is for universities that have already formulated a BCP for earthquakes and tsunamis. This involves evaluating whether the BCP formulated for earthquakes and tsunamis would work in practice through documents, interviews, and on-site surveys. The on-site audit takes two to three days. The results of the audit are reported to the university's top management and other relevant parties in writing and orally after the on-site survey is completed. If any problems are found in the BCM, the items to be reviewed will be clearly stated in writing, and measures for improvement will be provided. The fee for this course is quoted according to the client's needs.	8,940
	22	Implementation and Operation of BCM for Earthquakes and Tsunamis [※] This is for universities that have not yet formulated a BCP for earthquakes and tsunamis or want to revise their current BCP. Interviews will be conducted with administrative office personnel to determine the organizational structure of the BCP headquarters and each group and business impact analysis will be conducted, including hazard identification and risk analysis, to clarify the impact of the earthquakes and tsunamis on the university. The main text of the BCP will include a table of roles for the headquarters and each group, a disaster recovery schedule, priority tasks in an emergency, attendance criteria for faculty/staff/students, damage assessment procedures, preparation of alternate facilities in the event of building damage, response and preparation of laboratories in the event of earthquakes or tsunamis, and a roadmap for the university to resume education and research activities in a short period. After the BCP is formulated, training is conducted based on the BCP, which is a process of BCM, and problems are evaluated through actual operations and revised as necessary. Then, a BCP audit (see Course number 21) is conducted and the BCP is reviewed and improved. The fee for this course will be quoted according to the client's needs.	92,000
	23	Creation of BCP for Earthquakes and Tsunamis [※] This is for universities that have not yet formulated a BCP for earthquakes and tsunamis. This course does not include the on-site interview and survey with the administrative office staff etc. to be conducted under Course number 22. Instead of the on-site survey, the information needed to formulate the BCP, such as the organizational structure of the university and the roles of each department, the history of natural disasters, and the building structure, etc. will be obtained through e-mail. Based on this information, the BCP will be developed. The BCP will include a list of roles for headquarters and each group, a disaster recovery process chart, emergency priority tasks, attendance criteria for faculty/staff/students, damage assessment procedures, preparation of alternate facilities in the event of building damage, actions and preparations for laboratories in the event of an earthquake or tsunami, and a roadmap for the university to resume education and research activities in a short period. It is highly recommended that universities that choose this course also take Course number 21 (BCP Audit). Undergoing an audit will help to update and improve the effectiveness of the BCP. The price of this course will be quoted according to the client's needs.	8,940
	24	Implementing a BCM for Cyclones or Floods [※] This is for universities that have not yet formulated a BCP for cyclones or floods. Climate change is predicted to increase the frequency of severe cyclones and floods. Interviews are conducted with administrative office staff to determine the organizational structure of the BCP headquarters and each group, and a business impact analysis, including hazard identification and risk analysis, is conducted to clarify the impact of cyclones or floods on the university. The course includes the development of a roadmap that will enable the university to resume educational and research activities in a short period, including a disaster recovery plan, emergency priority tasks, attendance criteria for faculty/staff/students, damage assessment procedures, preparation of alternate facilities in the event of building damage, and actions to be taken by laboratories in the event of a disaster. The course supports the implementation of training based on the BCP and updates the BCP by incorporating improvements in the event of problems. The course fee will be quoted according to the client's needs.	35,500
SMS	25	Implementation of a Safety Management System that includes measures to prevent the recurrence of accidents and to proactively prevent the occurrence of accidents at universities [※] Universities experience a wide variety of accidents and near misses, including personal injury, fires, explosions, and traffic accidents during laboratory and field research experiments. To clarify the problems and solutions related to the safety management system, an on-site survey will be conducted, including interviews with administrative office staff (Environmental Health and Safety office, occupational physicians etc). The on-site survey will include an examination of the status of the safety management system in the laboratories and university. Based on these surveys, the issues and direction of the university's safety management system will be indicated in diagrams, and the implementation of a safety management system and safety culture will be carried out, including the introduction of accident prevention tools and the proposal of safety management system guidelines that best suit the university. The fee for this course will be quoted according to the client's needs.	35,500
Accident Analysis	26	Accident Data Analysis [※] We analyze the accident data that the client has collected and stored in Excel/Word documents using our company's accident model. The analysis using the accident model visualizes the factors that contribute to accidents and the processes in which errors that cause accidents frequently occur at the local workplace, and provides the client with measures to prevent the recurrence of accidents based on the data. Accident data is written in English or Japanese, and the minimum unit is 20 accidents.	8,870
Learning Course (Class room)	27	Training in Accident Investigation Analysis and Report Writing for Accident Prevention [※] This course covers a comprehensive and scientific overview of accident investigation, the reality and issues of accidents occurring in universities, the mechanisms of accident occurrence, accident models, the theory of accidents/incidents/near misses, human error, human factors, the SHEL model, the key points of risk management and safety management systems, accident investigation methods, interviewing methods, analysis methods, report writing, and so on. Finally, the course includes practical investigation, analysis, and report-writing training. The textbook will be <i>Accident Prevention and Investigation: A Systematic Guide for Professionals, Educators, Researchers, and Students</i> (Fukuoka 2025) published by Wiley in March 2025. The lecturer is the author Dr. Koji Fukuoka. Lecture duration: about 4 hours.	17,800
	28	Analysis of accidents that have occurred in university laboratories and during fieldwork, and methods for preventing accidents (theory and practice) [※] This course explains the mechanisms of accident occurrence by accident models, accident/incident/near miss theory, human error, human factors, etc and using real accidents to answer the questions, "Why do accidents keep happening?" and "How can we prevent accidents from happening?" It introduces the accident prevention theory, including risk management, safety management systems, the SHEL model, the RMQMP model derived from real accidents, and approaches to prevent accidents using these tools and how to use the lessons learned. The textbook will be <i>Accident Prevention and Investigation: A Systematic Guide for Professionals, Educators, Researchers, and Students</i> (Fukuoka 2025) published by Wiley in March 2025. The lecturer is the author Dr. Koji Fukuoka. Lecture duration: about 1.5 hours.	8,870
	29	BCM for Earthquakes and Tsunamis [※] This training will cover the following topics: an overview of BCM and methods for building BCM systems, how to conduct business impact analysis, formulating BCPs, creating priority tasks for emergencies and disaster recovery process charts, how to respond and prepare for disasters in laboratories, what to do when a laboratory is destroyed and cannot be used, and how to conduct training and audits. This training will use the Wiley publication <i>Accident Prevention and Investigation: A Systematic Guide for Professionals, Educators, Researchers, and Students</i> (Fukuoka 2025) as a reference text. The lecturer is the author Dr. Koji Fukuoka. Lecture duration: about 1.5 hours.	8,870
Learning Course (For individuals)	30	Why and how do accidents occur in universities, and how can we prevent them? (theory and practice) [※] You can learn from an E-Text (PDF format, author Fukuoka, K., English, 57 pages) created in response to the questions "Why do accidents keep occurring in universities?" and "How can we prevent accidents from occurring?" Clients can send questions to the author, former Professor Koji Fukuoka (PhD), by e-mail for a certain period (60 days) after purchasing the E-Text. The number of questions is limited to five. The E-Text explains the mechanisms of accident occurrence using accident models, accident/incident/near miss theory, human error, human factors, and other theories. It then introduces the accident prevention theory, including risk management, safety management systems, the SHEL model, the RMQMP model derived from real accidents, and approaches to prevent accidents using these tools and how to use the lessons learned. The service fee for this course includes the cost of the E-Text and five Q&A sessions. Questions may be asked in English or Japanese.	670

Important Information (Please check)

- ※ The BCM/SMS fees listed are standard rates and may vary depending on the size of the organization, the complexity of the organizational structure, and the geographic dispersion of the organization, such as a university campus. For each course fee, we will provide an estimate based on the client's needs. Please refer to the Flow of Consulting Services to learn more about the consulting services delivery process on our website.
- ※ All BCM and SMS consulting services are provided on-site by our company's President, Dr. Koji Fukuoka. The client is responsible for the travel expenses (including round-trip transportation from Tokyo, accommodation, and transportation from a hotel to the university/office) when he travels to the client's office or university campus.
- ※ This consulting services and fee list (Course numbers 21 through 30) are for countries other than Japan. We may not be able to provide the service due to various circumstances in each country.
- ※ In general, course numbers 27 through 29 (Classroom teaching) are conducted face-to-face. Clients are asked to prepare and set up the venue (providing a lecture room and equipment necessary for the training using Windows PowerPoint, Post-it, and whiteboards). Course numbers 27 through 29 begin in March 2025. Please prepare your own Wiley Publishing textbook.
- ※ Course number 30 (Learning course for individuals) uses a customized textbook (PDF format). Clients can email the author, former Professor Koji Fukuoka (PhD), with questions about the topics covered in the textbook. The Q&A period is from the date of purchase of the textbook to 60 days after purchase, and a maximum of five questions can be asked. Due to the nature of digital content (PDF document), returns are not accepted. However, the following exceptions will be made:
 1. For defective goods: If the downloaded file is damaged, a new download link will be provided.
 2. In case of an incorrect product: If the product received is different from the one ordered, the correct product will be provided again.
- ※ We will manage personal information appropriately and treat it in accordance with laws and regulations.