

Consulting Services and Fees

April 1, 2025

Field	Course number	Overview of BCM/SMS Consulting Courses and fees
BCM	21	<p>Audit of BCM for Earthquakes and Tsunamis</p> <p>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 various documents, including training records, interviews, and on-site surveys, as well as an evaluation of business impact analysis. The on-site audit takes one to two days. The results of the audit are reported to the university's top management and other relevant parties in both written and oral formats 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.</p>
	22	<p>Implementation and Operation of BCM for Earthquakes and Tsunamis</p> <p>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, 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. In the case of universities, since education and research activities take place in many different locations, the BCP will first include measures to protect life in laboratories, on beaches, in mountains, and on and under the sea. Next, it will include how to ensure the safety of faculty/staff/students, how to respond to disasters, and how to mitigate damage in laboratories. 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, the BCP audit (see Course number 21) is conducted and the BCP is reviewed and improved. The fee for this course is quoted according to the client's needs.</p>
	23	<p>Creation of BCP for Earthquakes and Tsunamis</p> <p>This is for universities that have not yet formulated a BCP for earthquakes and tsunamis. In contrast to Course number 22, this course does not include any on-site research at the universities or any interviews with the administrative staff. In lieu of an on-site survey, the information needed to formulate the BCP, such as the university's organizational structure and the roles of individual administrators, the history of natural disasters, and so on, is obtained via 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 fee for this course is quoted according to the client's needs.</p>
	24	<p>Implementing a BCM for Cyclones or Floods</p> <p>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.</p>
SMS	25	<p>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</p> <p>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 such as the 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 various accident prevention tools and the safety management system guidelines that best suit the university. The fee for this course is quoted according to the client's needs.</p>
Accident Analysis	26	<p>Accident Data Analysis</p> <p>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. The fee for this course is quoted according to the client's needs.</p>
Learning Course (Class lecture)	27	<p>Training in Accident Investigation Analysis and Report Writing for Accident Prevention at universities</p> <p>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 reference materials based on <i>Accident Prevention and Investigation: A Systematic Guide for Professionals, Educators, Researchers, and Students</i> (Fukuoka 2025) will be provided to participants. The lecturer is the author Dr. Koji Fukuoka. Lecture duration: about 4 hours. The fee for this course is quoted according to the client's needs.</p>
	28	<p>Analysis of accidents that have occurred at universities, and methods for preventing accidents</p> <p>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 reference materials based on <i>Accident Prevention and Investigation: A Systematic Guide for Professionals, Educators, Researchers, and Students</i> (Fukuoka 2025) will be provided to participants. The lecturer is the author Dr. Koji Fukuoka. Lecture duration: about 1.5 hours. The fee for this course is quoted according to the client's needs.</p>
Learning Course (Personalized lecture)	29	<p>Why and how do accidents occur at universities, and how can we prevent them?</p> <p>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 at universities?" and "How can we prevent accidents from occurring?" Clients can send questions to the author, Dr. Koji Fukuoka, by e-mail for 3 months after purchasing the E-Text. The number of questions is not limited. 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 Q&A sessions. Questions may be asked in English or Japanese. The fee is 77 USD including Tax. This course starts in July 2025.</p>

Important Information (Please check)

- ※ 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.
- ※ In general, course numbers 27 and 28 (Class lectures) are conducted in face-to-face or remote lectures. When face-to-face lectures, 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 number 29 (Personalized lecture) uses a customized textbook (PDF format). Clients can email the author of *Accident Prevention and Investigation* (Fukuoka 2025) with questions about the topics covered in the textbook. The Q&A period is from the date of purchase of the textbook up to 3 months after purchase. 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.
- ※ The process from inquiry to implementation of consulting services is based on the "Flow of Use" published in our Service section.
- ※ For more information, please contact us.
- ※ We will manage personal information appropriately and treat it in accordance with laws and regulations.