

## **INTRODUCTION**

- Company presentation
- Course objectives

## **LAWS AND REGULATIONS (MANUFACTURER'S OBLIGATIONS)**

- Door test reports
- Door certificates
- Approvals and approval extensions
- Declarations of conformity
- Identification plates
- Installation, use and maintenance log books

## **LAWS AND REGULATIONS (RETAILER'S OBLIGATIONS)**

- Approvals and approval extensions
- Declarations of conformity
- Installation, use and maintenance log books

## **INTRODUCTION TO THE PRODUCTS**

- Proget doors
- Fire resistance classes
- Types
- Applications
- Finishes (Paints and varnishes - NDD)
- Jambs
- Univer doors
- Fire resistance classes
- Types
- Applications
- Finishes (Paints and varnishes - NDD)
- Rever doors
- Types
- Applications
- Finishes (Paints and varnishes - NDD)
- Frames

- Accessories
- Handles
- Door closers
- Controllers
- Electric handles
- Electric locks
- Electromagnets

#### **ORDER MANAGEMENT (MEASUREMENT TAKING AND ORDER COPIES)**

- Selecting the support element
- Setting the fire resistance class
- Setting the order measurements
- Setting the opening measurements with the various examples of use
- Selecting the accessories
- Selecting the finishes
- Transport
- Packaging (crates-pallets-reference-batches)
- Compiling order copies

#### **INSTALLATION AND APPLICATIONS**

- Presentation of instructions for door installation using masonry
- Presentation of instructions for door installation using screws on a counter-frame
- Presentation of instructions for door installation using plugs
- Presentation of instructions for door installation on plasterboard walls
- Compiling order copies

#### **MAINTENANCE**

- Necessity and frequency
- Notes on maintenance procedures

#### **WORKING METHODS**

- On-screen presentation of all stages described
- Visual presentation of all products (doors and accessories)
- Hand-out of general catalogues and price lists (on paper and cd)
- Hand-out of certificate of attendance