

## 7 Action plan

A separate document in Microsoft Word has been forwarded with this Audit Report.

Area of Concern	Issue	Risk rating	Proposed Action	Target date for completion
3	1. IQ does not hold records on its external verifier's qualifications, occupational competence and continuing professional development.	Medium	<p>IQ will hold records of their current external verifiers qualifications, competence and CPD to ensure satisfaction of this principle 3 issue as stipulated in audit findings section 2.1</p> <p><b>Method:</b> Each EV (now and in the future) has been asked to submit their CV, relevant certificates and annual CPD information. IQ will also ensure that this information is annually updated through a 'CPD annual update request'</p> <p><b>Evidence:</b> IQ will issue a summary report to SQA on the 11<sup>th</sup> of January 2013 showing where the required records are held and what required records are held. <b>Signed off 10 January 2013</b></p>	11 January 2013
3	2. IQ does not hold declarations of interest for employees as required by its Conflict of Interest Policy.	Medium	<p>IQ will hold declarations of interest from members of the Quality assurance Group to ensure satisfaction of this principle 3 issue, as stipulated in audit findings section 2.1</p> <p><b>Method:</b> Each QAG member (now and in the future) has been asked to sign a Conflict of Interest declaration form. These declarations will then be updated in accordance with the Conflict of Interest policy</p> <p><b>Evidence:</b> IQ will issue a summary report to SQA on the 11<sup>th</sup> of January 2013 showing where the QAG members Declaration of Interests forms are held and which QAG members have signed their Declaration of Interests forms. <b>Signed off 10 January 2013</b></p>	11 January 2013

NB: IQ will also ensure that all recommendations (in audit findings 2.2) are addressed and incorporated into IQ Policies and Procedures before the end of Dec 2012 ( 31/12/2012)