



7 Action Plan

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

| Areas of concern | Requirement | Risk rating | Proposed action <small>(Please include a description of your intended methodology and details of the evidence that will be provided.)</small> | Target date for completion |
|------------------|--|-------------|---|----------------------------|
| Principle 21 | NEBOSH must put measures in place to ensure that blank certificates remain secure at all times and that only staff with the appropriate access have the authority to print certificates. | High | All unit and qualification certificate stock has been moved to a secure, lockable cabinet within the Assessment Delivery department. The Assessment Delivery Manager is the key holder and only Team Leaders are able to access the key in her absence. The cabinet will remain locked at all times except for accessing stock. In addition, all electronic certificate and parchment document templates have had access restricted to key members of the department. Closed out 12 May 2014. | Completed February 2014 |