

GLOBAL STANDARDS PTY LTD

RESUME OF SCOTT CHARLES DUNMORE

PERSONAL DETAILS

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EDUCATIONAL QUALIFICATIONS

RABQSA Lead Auditor in Quality Management Systems. (021803)
RABQSA Lead Auditor in Safety Management Systems. (021803)
RABQSA Lead Auditor in Environmental Management Systems. (021803)
Diploma of Business (Frontline Management).
Certificate IV in TAA Training.

Further Education

January 2007	Lead Auditor in Quality Management Systems-SAI-Global
January 2007	Certificate IV TAA Training Course – UNET Education
December 2006	Diploma of Business (Frontline Management) – UNET Education
May 2006	Environmental Management Systems, NCSI
September 2005	Conduct of OH&S Audit, NSCA
November 2002	AS/NZS ISO 9001:2000 Auditor Upgrade Training Course
May 2002	Aboriginal & Torres Strait Islander Cultural Awareness Facilitator Training
March 2002	Aboriginal & Torres Strait Islander Cultural Awareness Training
December 2001	IT Service Management Foundation Course (ITIL)
September 2001	Train the Peer Trainer (CPR 2000)
August 2001	Managing Projects in Queensland Health (Project Management)
July 2001	Learning Visio 2000 Professional (IT&T Education)
March 2001	Logical Framework Training (Project Management Solutions)

February 2001	Job Analysis (Mercer Cullen Egan Dell)
May 2000	Certificate 4 in Assessment and Workplace Training
August 1999	Quality Auditor/Lead Auditor Training Course (QAS)
July 1999	Occupational Health and Safety Auditor Training (NSCA)
June 1999	Environmental Auditor Training Course (NATA)
May 1999	Workplace Health and Safety Officer Stage 3 Advanced Skills (NSCA)
April 1999	Workplace Health and Safety Officer (All Industries) (NSCA)
March 1999	Working in trenches- (Queensland TAFE)
April 1998	Introduction to auditing Environmental Management Systems (NATA)
February 1998	Traffic Management Roadwork Signing (Main Roads)
June 1997	Category 2 Trainer Training and Development Program (Institute of Workplace Training and Development Woolloowin)
February 1997	Internal Auditing Training Course (Brisbane City Council)
March 1996	Hazardous Substance Management Certificate (Brisbane City Council)
Jan-Dec 1995	Biblical Studies Award (Jubilee International Christian College)
November 1994	Commercial Activities Course (Yeronga TAFE College)
March 1994	Customer Service Certificate (Growth Dynamics Spring Hill)
June 1994	Leadership Course (Department of Defence)
Jan-Dec 1987	Plumbing Business Principles Course (Miller TAFE College)
1985-1987	Plumbing and Gas Fitting (Army College of TAFE)

EMPLOYMENT HISTORY

July 2006 to Present

**Workplace
Position**

**Global Standards
Managing Director**

- * Consultancy, training & auditing services covering all aspects of business, quality, safety & environmental systems.
- * Training & development services covering all aspects of quality, safety & environmental systems.
- * Workplace Health & Safety Advisor.
- * Business improvement consultancy services.

Current Clients (excluding clients for listed Certification Bodies)

- SAI – Global , Lead Quality Auditing Services.
- SAI-Global Training Services, the delivery of nine training packages including Lead Quality, Safety & Environmental Auditing.
- SGS – Lead Quality, Safety & Environmental Auditing Services.
- BVQI –Lead Quality, Safety & Environment. Auditing Services.
- Compliance Australia Certification Services – Lead Quality Auditing Services.
- Girotto Pre-Cast – Quality Management Consultancy Services.
- Olimar Constructions- Quality Management Consultancy Services.
- FKP Constructions – Intergrated Management System Implemetation & Consultancy Services.
- Stocklands - Lead Quality, Safety & Environmental Auditing Services.
- WHSO's For Hire (Director) - Safety Management & Business Consultancy Services.

March 2004 to July 2006

**Workplace
Position**

**Sci-Qual International
Managing Director/Certification Manager –**

- * Day to day management of a JAS-ANZ Accredited Certification Body.
- * Certification Manager for Quality ISO 9001:2000 Safety ISO 4801:2001, Environmental ISO 14001:2004 and Product certification programs.
- * Training arrangements for all SQI personnel.

- * Ensuring procedures are in place for contracting services.
- * Production of a “Register of Certificated Companies”.
- * Planning of internal audits and periodic reviews of contractors and auditing staff.
- * Interview of assessors and review of their competence by way of witness auditing and interview for ANZIC and other code assessment.
- * Ensuring the regulations of SQI are strictly adhered to.
- * Undertaking Quality ISO 9001:2000 Safety ISO 4801:2001, Environmental ISO 14001:2004 and product certification audits
- * Processing of reports, sending certificates and maintenance of SQI Database.
- * Prepare Tender applications.
- * Maintenance of accounts.
- * Approving normal operating expenditure and capital expenditure.

Oct 2002 to Feb 2004

**Workplace
Position**

**WHSO’s For Hire (Part time consultant/auditor)
Regional Safety/Systems Manager**

- * Supervision of WHSO’S FOR HIRE employees.
- * Site visits and investigations for WHSO’S FOR HIRE.
- * Provision of advice and training in relation to WH&S Legislation, Industry Codes of Practice and Advisory Standards for WHSO’S FOR HIRE and their clients.
- * Conduct second party safety compliance audits to ISO4801:2001.
- * Conduct second party environmental audits to ISO14001:1996.
- * Conduct second party quality audits to ISO9001:2000.
- * Other services as instructed by WHSO’S FOR HIRE.

Oct 2002 to Feb 2004

**Workplace
Position**

**Bribie Christian Community Care – Potential Plus
Director of Operations/ Systems Manager**

- * Provide strategic leadership and management in all aspects of the operational activities.
- * Provide leadership and advice to all areas of Potential Plus’s operation in the development of more cost effective and flexible

approaches, product innovation, technological innovations and entrepreneurship.

- * Develop Strategic Business Plans for the Business and direct the implementation through the required areas.
- * Identify, negotiate and foster alliances with other education and training providers in the joint delivery of programs and the sharing of products and resources.
- * Accept responsibility for the overall operational budget by managing staff and resources allocated to projects, setting targets, preparing budgets, monitoring expenditure, evaluating outcomes and reporting on achievements.
- * Measure/benchmark client satisfaction and develop strategies for continuous improvement by liaising, consulting, negotiating, and networking with clients and develop systems to allow staff to anticipate, identify, and respond to satisfy the needs of those clients.
- * Conduct Quality, ISO 9001:2000, Safety, ISO 4801:2001 & ISO 14001:1994 compliance and project audits to satisfy government certification requirements.
- * Manage and develop individuals and teams through effective fostering of quality service practices and developing a business focus through effective performance management.
- * Provide research and business development to support the businesses training profile, the tendering processes, and other business initiatives.
- * Contribute to the achievement of Potential Plus's quality policies by encouraging an environment where high quality work is achieved and is supported by the adherence/development of quality system documentation.

January 2001- October 2002

Workplace

Information Services, Development Services, Department of Health

Position

System Improvement Officer

- * Manage, assist and provide advice on the development, implementation and maintenance of Management System functions, initiatives and documentation.
- * Identify, implement and review system and business improvement opportunities including the monitoring of trends, government directions and market conditions for Development Services.
- * Coordinate and/or conduct reviews and quality audits to ensure compliance with Management System documentation.
- * Coordinate and/or conduct reviews and environmental audits to ensure compliance with Management System documentation.

- * Coordinate and/or conduct training and awareness session in system improvement and management system philosophies and practices
- * Represent Development Services at the statewide Improvement Network.
- * Liaise and provide advice to clients and stakeholders in the development, promotion and monitoring of system improvement initiatives including management system documentation.
- * Initiate opportunities for improvement in order to achieve business goals and objectives.
- * Act as the Workplace Health & Safety Officer and conduct ISO 4801:2001 compliance audits and report to management the outcomes as required.
- * Assist the Manager Development Services in the development and review of Operational Plans, that link with Departmental and branch outcomes.

December 1997-December 2000

Workplace

**Newstead Water Supply
Brisbane City Council (Brisbane Water)**

Position

Business System Operations Auditor

- * Coordinate and conduct audits within the Operations branch incorporating the requirements of Quality ISO 9001:2000, Environmental ISO 14001:1996 issues and Safety ISO 4801:1999 HACCP and the Business System.
- * Develop and coordinate both short term and long term internal and external audit schedule for the entire Operations branch auditing requirements.
- * Conduct audits necessary to satisfy third party certification requirements of the Quality, Safety and Environmental Management Systems.
- * Ensure that Operations Branch complies with the requirements of the standards AS/NZS ISO 9002 and AS/NZS ISO 14001 and the requirements of Brisbane Waters Workplace Health and Safety and Rehabilitation Management System.
- * Work autonomously and collaboratively with the Business Manager to ensure effective Business System outcomes
- * Accountable for assessing, monitoring, implementing changes and evaluating the Business System
- * Promote recognition and awareness of legislation
- * Demonstrate entrepreneurial business improvement

February 1993- December 1997

Work Place

**Newstead Water Supply
Brisbane City Council (Brisbane Water)**

Position:

Leading Hand Plumber

Part Time Quality Auditor

Part Time Hazardous Substances Management Co-ordinator

- * Installation of new water services (20mm to 50mm)
- * Installation of new water services to bulk estates.
- * Change over of existing water services to new mains.
- * Relaying of poor supply, lead and galvanised iron water services.
- * Maintenance of water meters, stop cocks, broken, damaged water services, plugging existing ferrules, by-passing of water services
- * Substitution of meters and installation and repair of manifold meters.
- * Conduct quality audits of Sewerage Network Services
- * Manage Hazardous Substances for Newstead Water Supply

January 1989- December 1992

Workplace

Enoggera Army Base

Position

Licensed Plumber Drainer and Gasfitter / Soldier

- * Carried out site preparation prior to plumbing tasks.
- * Erection of scaffolding.
- * Laying and maintenance of storm water drainage.
- * Laying and maintenance of house drainage.
- * Installation and fabrication of water service pipes and fittings.
- * Installation and fabrication of storage facilities for water supplies.
- * Installation of roofing and plumbing.
- * Installation of gas services and appliances.
- * Organise trench excavation and timbering.
- * Installation and maintenance of sewage reticulation systems.
- * Installation of onsite waste water treatment plant units
- * Arc welding, concreting and carpentry.

January- December 1988

Workplace

Chief Engineers ACT Duntroon Military Base

Position

Licensed Plumber Drainer and Gasfitter/ Soldier

- * Construction and maintenance of new homes, shower and toilet blocks. Arc welding, concreting and carpentry.
- * Installation of onsite domestic waste water treatment plant units

January-December 1987

Workplace Position

Paul Noonan Plumbing
Apprentice Plumber Drainer and Gasfitter

- * Maintenance of Council plumbing infrastructure.
- * Extensions, roofing, and drainage.
- * New homes.
- * Stack work and septic tanks.
- * All aspects of domestic plumbing.
- * Instalation of waste water treatment plant units

December 1986

Passed all final practical and written, plumbing/gasfitting exams.

January 1985

Enlisted in the Army as Apprentice Plumber/Drainer/Gasfitter.

OTHER INFORMATION AND SKILLS

- Thorough knowledge of Quality, Workplace Health & Safety and Environmental Management Systems.
- Highly developed skills, knowledge and experience of the techniques and procedures of Quality, Safety and Environmental Audits.
- Interpersonal skills at a level necessary to lead audit projects which involve internal audit staff, external consultants and clients
- Preparation of written audit reports to a high standard
- Well-developed project management skills.
- Sound knowledge of risk assessment techniques
- The ability to contribute to and achieve as an empowered team member
- High-level skills in problem solving and decision-making.
- Advanced communication and presentation skills
- Extensive knowledge of operation and maintenance practices that applies to water and sewerage transportation systems.
- Able to maintain a high professional standard of work
- PC skills – including the use of MS Word, MS Excel, MS Access, MS Outlook, QDOS, MS Project, PowerPoint and Visio.
- Interpretation and application of by laws
- Staff development procedures
- Ability to liaison with in a multi skilled team