

Date 24 August 2021

To: Jim Bennett - NCC Chairperson

Cc: Linda Samways - National Office administrator

Jim,

I would like to submit an item for discussion at the OFNZ National AGM 28-08-2021.

Appointment of a Certification Manager - National

I submit that before a national certification manager is appointed, a review and alignment of the current regional certification processes and procedures should be undertaken by a sub committee of some regional CM's and Auditors, with the aim of alignment into a national system.

In reviewing past NCC AGM, NCC minutes and BOP Regional AGM meeting minutes, it is clear to me that member documentation submission, distribution and archive storage in digital format has been a requirement for several years now.

My discussions with other regional CM's indicate that most regions' CM's are using some form of digital storage, however they report some reluctance in the membership to utilize current documentation templates and to provide information in digital form. In many cases this results in additional CM workload re-digitising information and unnecessary postal costs.

My observations, and ideas from conversations with other CM's are that:

- Most CM's are prepared to continue in their current role.
- A standard document repository system would be beneficial.
- Membership documentation compliance would aid the certification process
- Consideration of existing local relationships between CM's and the membership should be considered in the future appointment of a national CM.
- Future expansion of OFNZ membership may require additional CM capacity, more easily achieved with a regional CM model.

Regards

Arthur Dixon

BOP Regional CM 2021