

WESSEX BRANCH



**MINUTES OF CQI WESSEX MEETING DATED 8/9/09 – HELD AT THE HUB,
VERWOOD**

1. Roy Mansell, standing in as Chairman in Jim Kirk's absence, welcomed members to the meeting and introduced John Moffat from Smart-ISO, who was going to give a presentation.
2. Members were asked to complete the attendance register and advised that a column had been added to this, for anyone to tick that needed a CPD certificate for this event.
3. A member was chosen to do a "3-minute hobby-horse" talk at the next meeting in October. Roy Mansell who had volunteered previously but was unable to do the talk, volunteered to do this for the next meeting.
4. Introduced John Moffat who spoke about his software Smart-ISO. He says that there is general consensus about the value of re-organizing to have one main Management System certification with specialized quality, safety, environment, food hygiene, information security etc. or specialist certification – reducing both preparation and certification workloads. The software finds any "gaps" in processes and documentation, and creates actions that need to be dealt with. The system evolves. There was an exercise that we all took part in using 3 A2 charts and small coloured & bordered cards. We were split into 3 groups and each group took it in turns to put the small cards where they thought the most appropriate section on the charts they belonged in.
5. Break taken for 10 minutes.
6. Attendees were asked if there were any questions and also John asked for input & feedback on the presentation and marks out of 10.
7. A list of events for the rest of 2009 were handed out to those present.
8. Asked if there was any other business, there was none.
9. Meeting closed at 9.45pm