

# QUANTAS SYSTEM TRAINING AND PERSONNEL CERTIFICATION LIMITED

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## QSTPCL Code of Conduct

1. To act in a strictly trustworthy and unbiased manner in relation to both the organization to which you are employed, contracted or otherwise formally engaged (the audit/consultancy organization) and any other organization involved in an audit performed by you or by personnel under your direct control.
2. To disclose to your employer any relationships you may have with the organization to be audited/consultancy before undertaking any audit/consultancy function in respect of that organization.
3. Not to accept any inducement, gift, commission, discount or any other profit from the organizations audited/consultancy, from their representatives, or from any other interested person nor knowingly allow personnel for whom you are responsible to do so.
4. Not to disclose the findings, or any part of them, of the audit team for which you are responsible or of which you are part of, or any other information gained in the course of the audit/consultancy to any third party, unless authorized in writing by both the auditor and the audit/consultancy organization to do so.
5. Not to act in any way prejudicial to the reputation or interest of the audit organization.
6. Not to act in any way prejudicial to the reputation, interests or credibility of QSTPCL.
7. In the event of any alleged breach of this code, to co-operate fully in any formal enquiry procedure.

## QST DECLARATION

**All Grades – please complete sections 1, 2 and 3 (continues overleaf) and return with your supporting documentation.**

### Section 1.

To: The Director, QSTPCL

1.  I confirm that since my last date of certification I have not received any complaints concerning my professional conduct whilst carrying out auditing activities.

Or

I confirm that since my last date of certification I have received a formal complaint concerning my professional conduct and details are attached for your examination. I also understand that these will be treated in the strictest confidence.

### Section 2.

2.  I confirm that I have complied with the *QSTPCL Code of Conduct*.

Name:

Certification No:

Grade:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 3.

Please tick the relevant box for your current grade. If you wish to regrade, please ensure you have read the criteria within the 'Requirements for Certification as a QST Auditor/Consultant (All Schemes) documents.'  
If you wish to regrade, please fill in the blank space accordingly, and ensure you attach the required documentation to demonstrate you meet the requirements of that grade.

#### Provisional Internal Auditors

- I am currently certified as a Provisional Internal Auditor and wish to apply for renewal of certification at Provisional Internal Auditor grade.
- I am currently certified as a Provisional Internal Auditor and I wish to apply for renewal of certification with regrade to grade.

#### Internal Auditors

- I am currently certified as an Internal Auditor and wish to apply for renewal of certification at Internal Auditor grade.
- I am currently certified as an Internal Auditor and I wish to apply for renewal of certification with regrade to grade.

#### Provisional Auditors

- I am currently certified as a Provisional Auditor and I wish to apply for renewal of certification at Provisional Auditor grade.
- I am currently certified as a Provisional Auditor and I wish to apply for renewal of certification with regrade to grade.

#### Auditors /Consultant

- I am currently certified as an Auditor/Consultant and I wish to apply for renewal of certification at Auditor/Consultant grade.
- I am currently certified as an Auditor/Consultant and I wish to apply for renewal of certification with regrade to grade.

#### Lead Auditors/ Senior Consultant

- I am currently certified as a Lead Auditor/ Senior Consultant and wish to apply for renewal of certification at Lead Auditor/ Senior Consultant grade.
- I am currently certified as a Lead Auditor/ Senior Consultant and I wish to apply for renewal of certification with regrade to grade.

#### Principal Auditors / Principal Consultant

- I am currently certified as a Principal Auditor/Principal Consultant and wish to apply for renewal of certification
- I am currently certified as a Principal Auditor/Principal Consultant and wish to apply for renewal of certification
- I am currently certified as a Principal Auditor/Principal Consultant and wish to apply for renewal of certification
- I am currently certified as a Principal Auditor/Principal Consultant and I wish to apply for renewal of certification with re-grade to grade.