

Geoff Cutler
HSEQ Consultant / Director – Q Tech Solutions Ltd

PROFILE

Business management and training consultant, drawing upon previous experience as an influential senior manager, who has accumulated a range of knowledge and specialist skills in HSEQ Management Systems, Occupational Health, Safety and Environmental Requirements, Dangerous Goods Transport and International Logistics, Facilities Management and Procurement at various organisational levels complemented by academic achievement and practical experience. This culminated with Geoff founding Q Tech Solutions Ltd in 2002 in response to growing customer demand.

SKILLS

Health, Safety and Environmental professional: Associate member of International Institute of Risk and Safety Management. Dangerous Goods Safety Adviser.

Manual Handling Trainer: City and Guilds qualified.

Risk assessment facilitator: Enabling processes containing significant risk to be accurately documented and hazard mitigation implemented to an acceptable level of risk.

Systems Auditor: ISO9001, ISO14001, OHSAS18001 management systems.

Training: Confident and effective delivery in a variety of HSEQ related subjects.

Computer skills: High degree of IT literacy in process mapping using the latest techniques.

CAREER HISTORY

Aug 2002 – present **Q Tech Solutions Ltd (HSEQ Consultancy and Training Provider)**
Managing Director / HSEQ Consultant

- **Providing HSEQ support to SME organisations**
 - **BS EN ISO 9001 (Quality)**
 - **BS EN ISO 14001 (Environmental)**
 - **OHSAS 18001 (Health & Safety)**
 - **BS EN ISO/IEC 17020 (Cylinder Examination)**
 - **BS EN ISO/IEC 17025 (Calibration /Testing Laboratories)**

- **Providing Training in: -**
 - **Risk Assessment**
 - **Accident Investigation and Reporting**
 - **Manual Handling**
 - **Workplace Safety**
 - **QHSE Management**

- **Auditor of HSEQ management systems**

- **Dangerous Goods Safety Adviser (legislative requirement for organisations who load, unload or transport dangerous goods)**

Jan 1996 – May 2002 Progenitive Services Ltd (PSL)

Redundant

Purchasing / Materials Manager

Support Services Manager

QHSE / Support Services Manager

- **QHSE Corporate Management role undertaken (March 2000),** controlling 18 personnel, **to include responsibilities for: -**
- QHSE Management Systems maintenance
- First Point Assessment & Achilles registrations
- DNV ISO 9001 / 14001 auditing
- Presentation of QHSE statistics to the Senior Management team
- **Support Services Manager (April 1999)** – controlling 15 personnel
- Formation of new department to incorporate additional responsibilities as follows: -
- Facilities Management of Portlethen base including Building Maintenance, Office Administration & Security, and Waste Management etc.
- I.T. Dept - Managing computing needs of PSL Group (100 user network & satellite bases)
- Training Dept including Investors in People certification retention
- **Purchasing & Materials Manager (to April 1999)** – controlling 5 personnel
- Cost effective management and progression of the department to improve efficiencies whilst fully complying with ISO procedural requirements.
- Overseeing of all Import & Export movements with specific focus on HM Customs and D.T.I. related matters.
- Overall responsibility for the Materials Group including Budgeting, Procurement, Computerised Inventory Management, Export & Import strategy including Freight Forwarder selection.
- Development and continuous improvement of customer focussed departmental procedures.
- Motivation of subordinates through appraisal, development and training to maintain an effective and productive work group.

Mar 1993 – Jan 1996 Baker Hughes Inteq

Customs / Shipping Supervisor

- Efficient and accurate management of Inventory Planning Systems & Procedures.
- Responsibilities included Compliance with HM Custom's requirements, Goods Receiving, Storage, Yard and International Shipping operations.
- Promotion of 'The Quality Advantage' and 'Continuous Improvement' throughout the Materials Handling Group
- Author of Departmental Systems & Procedures that enabled successful accreditation to ISO 9001 standard.

Jun 1982 – Mar 1993 Exlog (Services)

Import / Export Supervisor

- Joined Exlog in the position of Shipping Specialist to set up shipping department, responsible for logistical support of operations within Europe, Africa and the Middle East.
- Promoted to the position of Shipping Supervisor in 1985 when responsibilities were extended to encompass Stores/Inventory functions.
- Promoted to the position of Import/Export Supervisor in 1988, assuming full Purchasing responsibilities at this time.
- Key contributor in company achieving successful implementation of MRP systems.
- Exlog became known as Baker Hughes Inteq in March 1993 and offered relocation to Aberdeen based operation.

Previous career

1978 – 1982

Mitchell Cotts Airfreight (UK) Ltd

Special Services Supervisor

- Supervision of Export Department dealing with exporting requirements of 'Special' customers.
- Specialised in liaising with oil company expeditors, assisting in requisition call off with third party vendors and formulation of export shipments in accordance with client instructions.
- Meeting with clients to discuss shipment performance with primary focus on problem areas and realignment of shipping strategy.
- Contributor to 'out of hours' services to enhance 24-hour operation.

1976 – 1978

Cosmos Freightways Agency Ltd

Export Clerk

- Initial client contact, airfreight shipment documentation preparation and customer 'post shipment' liaison.

1975 – 1976

National Westminster Bank

Trainee Machine Room Clerk

- General office duties within customer services environment.

INTERESTS:

Family, Football, Local Community, History, Reading, Swimming, Walking.

REFERENCES:

Available on request