

Document VOP 18 Maintenance Building, Fabric and Infrastructure Revision ID31036

Suggested Upload Document Name: Risk Assessment For Updating Document ID31036

Completed by Derek Lamb 15 May 2023

Reason for Risk Assessment

Added objective and removed charts numbers and route map numbers

Document VOP 18 Maintenance Building, Fabric and Infrastructure Revision ID31036 Is linked to the Following Standards and processes

Risk Assessment ID31036	Question	Does Update Affect	Risk on Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q0	Does this Update warrant updating Any External Parties due to any Terms and Conditional Agreements E.G. Notified Body or is the update a Significate change to any ISO Certifications	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q1	Viamed Ltd ISO13485:2016 Section: 5.1 Management commitment Top management shall provide evidence of its commitment to the development and implementation of the quality management system and maintenance of its effectiveness by: a) communicating to the organization the importance of meeting customer as well as applicable regulatory requirements; b) establishing the quality policy; c) ensuring that quality objectives are established; d) conducting management reviews; e) ensuring the availability of resources.	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q2	Viamed Ltd ISO13485:2016 Section: 6.3 Infrastructure The organization shall document the requirements for the infrastructure needed to achieve conformity to product requirements, prevent product mix-up and ensure orderly handling of product. Infrastructure includes, as appropriate: a) buildings, workspace and associated utilities; b) process equipment (both hardware and software); c) supporting services (such as transport, communication, or information systems). The organization shall document requirements for the maintenance activities, including the interval of performing the maintenance activities, when such maintenance activities, or lack thereof, can affect product quality. As appropriate, the requirements shall apply to equipment used in production, the control of the work environment and monitoring and measurement. Records of such maintenance shall be maintained	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q3	Viamed Ltd ISO13485:2016 Section: 6.4.1 Work environment The organization shall document the requirements for the work environment needed to achieve conformity to product requirements. If the conditions for the work environment can have an adverse effect on product quality, the organization shall document the requirements for the work environment and the procedures to monitor and control the work environment. The organization shall: a) document requirements for health, cleanliness and clothing of personnel if contact between such personnel and the product or work environment could affect medical device safety or performance; b) ensure that all personnel who are required to work temporarily under special environmental conditions within the work environment are competent or supervised by a competent person. NOTE Further information can be found in ISO 14644 and ISO 14698	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q4	VST Ltd ISO9001:2015 Section: 5.1.1 General Top management shall demonstrate leadership and commitment with respect to the quality management system by: a) taking accountability for the effectiveness of the quality management system; b) ensuring that the quality policy and quality objectives are established for the quality management system and are compatible with the context and strategic direction of the organization; c) ensuring the integration of the quality management system requirements into the organization's business processes; d) promoting the use of the process approach and risk-based thinking; e) ensuring that the resources needed for the quality management system are available; f) communicating the importance of effective quality management and of conforming to the quality management system requirements; g) ensuring that the quality management system achieves its intended results; h) engaging, directing and supporting persons to contribute to the effectiveness of the quality management system;	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue

i) promoting improvement;
j) supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.
NOTE Reference to "business" in this International Standard can be interpreted broadly to mean those activities that are core to the purposes of the organization's existence, whether the organization is public, private, for profit or not for profit.

31036Q5	VST Ltd ISO9001:2015 Section: 7.1.3 Infrastructure The organization shall determine, provide and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services. NOTE Infrastructure can include: a) buildings and associated utilities; b) equipment, including hardware and software; c) transportation resources; d) information and communication technology.	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likely Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31036Q6	VST Ltd ISO9001:2015 Section: 7.1.4 Environment for the operation of processes The organization shall determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services. NOTE A suitable environment can be a combination of human and physical factors, such as: a) "social" (e.g. non-discriminatory, calm, non-confrontational); b) "psychological" (e.g. stress-reducing, burnout prevention, emotionally protective); c) "physical" (e.g. temperature, heat, humidity, light, airflow, hygiene, noise). These factors can differ substantially depending on the products and services provided.	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likely Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31036Q7	Process5906 Empty Paper Bins Emptying of the recycling and waste bins into external bin for refuge collectors	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likely Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31036Q8	Process54 Gents Toilets Bleech the Gents Toilets	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likely Due to Update <input type="button" value="3.Serious"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31036Q9	Process5907 Hoover Warehouse Cleaning of floors. Tidying so as to clean more effectively.	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likely Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31036Q10	Process5908 Sweep Warehouse Cleaning of floors. Tidying so as to clean more effectively.	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likely Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31036Q11	Process5909 Empty Warehouse Bins Emptying of the waste bins into external bin for refuge collectors	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likely Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31036Q12	Process5910 Clean Duckets Cleaning of duckets	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likely Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31036Q13	Process5911 Clear Cardboard To remove and dispose of the cardboard with in the company	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likely Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31036Q14	Process7698 Clean Toilets Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively.	Does Update <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/>	Notes On Risk / Benefits statement if required	Further Action Required on Issue <div></div>

		Affect? No ▾	Risk Likely Due to Update 1.Negligible ▾ Action Required: No Action Required		
31036Q15	🔗Process5856 Cleaning The Kitchen to clean the kitchen, work tops and floor. make sure it is safe for people to use	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 1.Negligible ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q16	🔗Process5900 Cleaning Of Office Windows Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively.	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 3.Serious ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q17	🔗Process5912 Main Recycle Bins To put the recycling bins out	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 3.Serious ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q18	🔗Process7706 Update Virus Software And Scan For Viruses Updating of anti-virus software and scanning computers for viruses	Does Update Affect? No ▾	Risk Frequency due to Update 2.Remote ▾ Risk Likely Due to Update 2.Minor ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q19	🔗Process7802 Clean Kitchen Sides Cleaning the kitchen surfaces to ensure they are fit for use	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 1.Negligible ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q20	🔗Process7803 Dishwashing To ensure crockery and cutlery is cleaned and fit for use	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 1.Negligible ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q21	🔗Process7804 Sweep Kitchen Floor To sweep the kitchen floor and clear and mess ready for mopping	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 1.Negligible ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q22	🔗Process7805 Empty Kitchen Bins Emptying of the recycling and waste bins into external bin for refuge collection Diasbled currently - have Global task on bins	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 1.Negligible ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q23	🔗Process7806 Watering Plants To water the plants and ensure their survival	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 1.Negligible ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q24	🔗Process5878 Empty Office Bins Emptying of the recycling and waste bins into external bin for refuge collectors	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 1.Negligible ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q25	🔗Process5853 Vacuuming Of The Office, Hall And Meeting Room Ensure customer facing areas are vacuumed	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to	Notes On Risk / Benefits statement if required	Further Action Required on Issue

			Update 1.Negligible Action Required: No Action Required		
31036Q26	Process7896 Tree In Car Park To Maintain the Tree in the Car Park	Does Update Affect? No	Risk Frequency due to Update 3.Occasional Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q27	ProcessProcess 22 Company Policies Ensure the company polycys are still current and upto date Current Known Risk Company shoots of in directions that are not laid out in its polycys or does not meet its objectives Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q28	ProcessProcess 23 Company Objectives Ensure the company Objects are still current and upto date Current Known Risk Company shots of in directions that are not laid out in its objectives Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q29	ProcessProcess 26 Company Resources Overview of the Company using various data Reporting Screens Current Known Risk Not enough resources to complete tasks Current Likly 3 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q30	ProcessProcess 27 Management Reviews And Quality Audits To review and close all automatic rolling Issues. Including all rolling tasks and audits Current Known Risk that the task is missed that follow ups are missed Current Likly 3 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q31	ProcessProcess 44 Secure Socket Level Certificate Encrypt data sent back and forth to Intrastats so it can be used off site Current Known Risk na if certificate fails you can bypass the warnings and continue and still have encryption. only risk would be a man in the middle attack, however as Intrastats is in constant use warnings would be given to all members of staff as it tries to update. risk is minimum Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q32	ProcessProcess 45 Main Server Status Check the status of the Main Server Current Known Risk If the Main server fills up it can stop all processes completely. Replacing the server requires technical knowledge of Linux, LAMP set up, and Samba settings Current Likly 3 Current Frequency 3	Does Update Affect? No	Risk Frequency due to Update 3.Occasional Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q33	ProcessProcess 46 Backup Server Status Check the status of the Backup Server, is done at same time as primary server Current Known Risk Replacing the server requires technical knowledge of Linux, LAMP set up, and Samba settings, Current Likly 1 Current Frequency 3	Does Update Affect? No	Risk Frequency due to Update 3.Occasional Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q34	ProcessProcess 49 Wifi Ensure Viamed Wifi is operational Current Known Risk Lose remote internet connection Loss of access to phone system on mobile devices Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q35	ProcessProcess 50 Guest Access Wifi Backup Internet Connection Current Known Risk Na as this is a backup to the main system Current Likly 3 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

			3.Serious Action Required: No Action Required		
31036Q36	↻ProcessProcess 52 Software Verification Clear Down Backup Emails Keeps a month or so backup emails Current Known Risk Mail box gets full and bounces emails back Current Likly 2 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q37	↻ProcessProcess 54 Gents Toilets Bleech the Gents Toilets Current Known Risk job not carried out Current Likly 3 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q38	↻ProcessProcess 56 Warehouse Outside Heating Guard Check the Boiler system before winter Current Known Risk working temperature incorrect / illegal Employee dissatisfaction Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q39	↻ProcessProcess 59 Out OfDate Documents Check the Document Index for any out of date documents, Current Known Risk Not performing task could relate to old out of date information being supplied out of the companies Current Likly 3 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q40	↻ProcessProcess 5851 Duplicate Documents Removal of Duplicate documents Current Known Risk no risk as such. how duplicates in the system can waste time by having to work out if one succeeds the other. Current Likly 3 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q41	↻ProcessProcess 5853 Vacuuming Of The Office, Hall And Meeting Room Ensure customer facing areas are vacuumed Current Known Risk Vacuum malfunction Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q42	↻ProcessProcess 5856 Cleaning The Kitchen to clean the kitchen, work tops and floor. make sure it is safe for people to use Current Known Risk that it wont be cleaned and so not safe or nice to eat in Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q43	↻ProcessProcess 5866 UPS Shipping Fuel Surcharge UPS surcharges change on a monthly basis. The internal system requires updating so the postage rates can be calculated by anyone correctly. *PROCESS REPLACED WITH WORLDSHIP Current Known Risk We pay more for shipping than we charge to the customer Current Likly 1 Current Frequency 2	Does Update Affect? No	Risk Frequency due to Update 2.Remote Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q44	↻ProcessProcess 5878 Empty Office Bins Emptying of the recycling and waste bins into external bin for refuge collectors Current Known Risk Waste is not removed or waste is not correctly placed in bins Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q45	↻ProcessProcess 5903 Weather Station To record the daily barometric pressure Current Known Risk Pi can fail, Weather station can Fail Data not logged. Data not crucial to Systems Current Likly 4 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 4.Critical Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q46	↻ProcessProcess 5905 Price Checking Check we have consistent pricing across the different databases.	Does Update	Risk Frequency due to Update 1.Improbable	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	<div><div></div><div>Current Known Risk Incorrect pricing can cause customer confusion Current Likly 3 Current Frequency 1</div></div>	<div><div>Affect?</div><div>No</div></div>	<div><div>Risk Likly Due to Update</div><div>3.Serious</div><div>Action Required: No Action Required</div></div>		
31036Q47	<div><div></div><div>ProcessProcess 5906 Empty Paper Bins Emptying of the recycling and waste bins into external bin for refuge collectors Current Known Risk Waste is not removed or waste is not correctly placed in bins Current Likly 1 Current Frequency 1</div></div>	<div><div>Does Update Affect?</div><div>No</div></div>	<div><div>Risk Frequency due to Update</div><div>1.Improbable</div><div>Risk Likly Due to Update</div><div>1.Negligible</div><div>Action Required: No Action Required</div></div>	<div><div>Notes On Risk / Benefits statement if required</div><div></div></div>	<div><div>Further Action Required on Issue</div><div></div></div>
31036Q48	<div><div></div><div>ProcessProcess 5907 Hoover Warehouse Cleaning of floors. Tidying so as to clean more effectively. Current Known Risk Dirty and unhygienic work space. Inadequate supply of cleaning products. Current Likly 1 Current Frequency 1</div></div>	<div><div>Does Update Affect?</div><div>No</div></div>	<div><div>Risk Frequency due to Update</div><div>1.Improbable</div><div>Risk Likly Due to Update</div><div>1.Negligible</div><div>Action Required: No Action Required</div></div>	<div><div>Notes On Risk / Benefits statement if required</div><div></div></div>	<div><div>Further Action Required on Issue</div><div></div></div>
31036Q49	<div><div></div><div>ProcessProcess 5908 Sweep Warehouse Cleaning of floors. Tidying so as to clean more effectively. Current Known Risk Dirty and unhygienic work space. Inadequate supply of cleaning products. Current Likly 1 Current Frequency 1</div></div>	<div><div>Does Update Affect?</div><div>No</div></div>	<div><div>Risk Frequency due to Update</div><div>1.Improbable</div><div>Risk Likly Due to Update</div><div>1.Negligible</div><div>Action Required: No Action Required</div></div>	<div><div>Notes On Risk / Benefits statement if required</div><div></div></div>	<div><div>Further Action Required on Issue</div><div></div></div>
31036Q50	<div><div></div><div>ProcessProcess 5909 Empty Warehouse Bins Emptying of the waste bins into external bin for refuge collectors Current Known Risk Waste is not removed or waste is not correctly placed in bins Current Likly 1 Current Frequency 1</div></div>	<div><div>Does Update Affect?</div><div>No</div></div>	<div><div>Risk Frequency due to Update</div><div>1.Improbable</div><div>Risk Likly Due to Update</div><div>1.Negligible</div><div>Action Required: No Action Required</div></div>	<div><div>Notes On Risk / Benefits statement if required</div><div></div></div>	<div><div>Further Action Required on Issue</div><div></div></div>
31036Q51	<div><div></div><div>ProcessProcess 5910 Clean Duckets Cleaning of duckets Current Known Risk Writing that is still left on the ducket mean that the new information may not be clear. Current Likly 1 Current Frequency 1</div></div>	<div><div>Does Update Affect?</div><div>No</div></div>	<div><div>Risk Frequency due to Update</div><div>1.Improbable</div><div>Risk Likly Due to Update</div><div>1.Negligible</div><div>Action Required: No Action Required</div></div>	<div><div>Notes On Risk / Benefits statement if required</div><div></div></div>	<div><div>Further Action Required on Issue</div><div></div></div>
31036Q52	<div><div></div><div>ProcessProcess 5911 Clear Cardboard To remove and dispose of the cardboard with in the company Current Known Risk That we will have too much and it will be a trip hazard. It will fill work spaces that we need to use. Current Likly 1 Current Frequency 1</div></div>	<div><div>Does Update Affect?</div><div>No</div></div>	<div><div>Risk Frequency due to Update</div><div>1.Improbable</div><div>Risk Likly Due to Update</div><div>1.Negligible</div><div>Action Required: No Action Required</div></div>	<div><div>Notes On Risk / Benefits statement if required</div><div></div></div>	<div><div>Further Action Required on Issue</div><div></div></div>
31036Q53	<div><div></div><div>ProcessProcess 5919 Check Out Side Drain Check outside drain is not BLocked Current Known Risk that we will have a flood Current Likly 2 Current Frequency 1</div></div>	<div><div>Does Update Affect?</div><div>No</div></div>	<div><div>Risk Frequency due to Update</div><div>1.Improbable</div><div>Risk Likly Due to Update</div><div>2.Minor</div><div>Action Required: No Action Required</div></div>	<div><div>Notes On Risk / Benefits statement if required</div><div></div></div>	<div><div>Further Action Required on Issue</div><div></div></div>
31036Q54	<div><div></div><div>ProcessProcess 5921 Clearing Water Downstairs Check the Archives for Signs of Water, ensure the pump is working Current Known Risk that we will have a flood Current Likly 2 Current Frequency 1</div></div>	<div><div>Does Update Affect?</div><div>No</div></div>	<div><div>Risk Frequency due to Update</div><div>1.Improbable</div><div>Risk Likly Due to Update</div><div>2.Minor</div><div>Action Required: No Action Required</div></div>	<div><div>Notes On Risk / Benefits statement if required</div><div></div></div>	<div><div>Further Action Required on Issue</div><div></div></div>
31036Q55	<div><div></div><div>ProcessProcess 5940 Thumb Nail Processor Generate the Thumbs nails for the document Index Current Known Risk No real risk as pocuments with out a thumbnail do not break the system, simply show a generic thumbnail required icon. Current Likly 2 Current Frequency 1</div></div>	<div><div>Does Update Affect?</div><div>No</div></div>	<div><div>Risk Frequency due to Update</div><div>1.Improbable</div><div>Risk Likly Due to Update</div><div>2.Minor</div><div>Action Required: No Action Required</div></div>	<div><div>Notes On Risk / Benefits statement if required</div><div></div></div>	<div><div>Further Action Required on Issue</div><div></div></div>
31036Q56	<div><div></div><div>ProcessProcess 6855 Risk Assessment HSE Update the Site HSE file. Ensure staff are aware of this and the location of HSE equipment Current Known Risk Issues not done in terms. Current Likly 1 Current Frequency 1</div></div>	<div><div>Does Update Affect?</div><div>No</div></div>	<div><div>Risk Frequency due to Update</div><div>1.Improbable</div><div>Risk Likly Due to Update</div><div>1.Negligible</div><div>Action Required: No Action Required</div></div>	<div><div>Notes On Risk / Benefits statement if required</div><div></div></div>	<div><div>Further Action Required on Issue</div><div></div></div>
31036Q57	<div><div></div><div>ProcessProcess 6856 Fire Alarms To ensure the fire alarms, MPC (manual call points), fire extinguishers and emergency lights are all in place, working and tested regularly. The log booked filled</div></div>	<div><div>Does Update Affect?</div><div>No</div></div>	<div><div>Risk Frequency due to Update</div><div>3.Occasional</div><div>Risk Likly Due to</div></div>	<div><div>Notes On Risk / Benefits statement if required</div><div></div></div>	<div><div>Further Action Required on Issue</div><div></div></div>

	<p>in.</p> <p>Tested by Keybury (alarms and emergency lights) annually and Airedale Fire protection (Fire extinguishers) annually.</p> <p>Evacuation Drills to check staff readiness.</p> <p>Current Known Risk If these checks are not carried out correctly and we have a fire then we are less prepared and this puts staff at risk.</p> <p>Current Likly 1 Current Frequency 3</p>		<p>Update</p> <p>1.Negligible</p> <p>Action Required:</p> <p>No Action Required</p>		
31036Q58	<p>Process 6931</p> <p>Customer Complaints</p> <p>Review the Customer Complaints Heading</p> <p>Current Known Risk things are not followed up in a timely manner or are missed</p> <p>Current Likly 1 Current Frequency 3</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>3.Occasional</p> <p>Risk Likly Due to Update</p> <p>1.Negligible</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q59	<p>Process 6972</p> <p>UPS Shipping Fuel Surcharge</p> <p>task no longer required, WE switched touns online WITH LIVE PRICES</p> <p>Update the UPS rates to ensure we charge the correct amount of carriage</p> <p>Current Known Risk Computer/network breakdown</p> <p>Current Likly 1 Current Frequency 2</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>2.Remote</p> <p>Risk Likly Due to Update</p> <p>1.Negligible</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q60	<p>Process 7070</p> <p>Management Review</p> <p>To discuss any problems, to assess work load and staffing.</p> <p>To review issues.</p> <p>Current Known Risk Meetings not carried out regularly.</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likly Due to Update</p> <p>2.Minor</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q61	<p>Process 7091</p> <p>Calibration Index</p> <p>To ensure that all equipment that requires calibration is done.</p> <p>In the correct timescale and manor.</p> <p>Current Known Risk That equipment we use to may not be calibrated when we need it.</p> <p>Current Likly 1 Current Frequency 2</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>2.Remote</p> <p>Risk Likly Due to Update</p> <p>1.Negligible</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q62	<p>Process 7093</p> <p>BSI Audits Calander</p> <p>Review of outstanding Audits</p> <p>Current Known Risk Audits dont get completed</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likly Due to Update</p> <p>1.Negligible</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q63	<p>Process 7120</p> <p>General Maintenance Requirements</p> <p>Review any General Maintenance required on the physical Site(s)</p> <p>Current Known Risk no risks</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likly Due to Update</p> <p>2.Minor</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q64	<p>Process 7126</p> <p>Intrastats Requested Page updates</p> <p>Fix general errors in intrastats</p> <p>such as Spelling errors or columns not lining up</p> <p>Current Known Risk no risks, simply a mechanism to fix internal typos and spelling errors on intrastat tables</p> <p>Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likly Due to Update</p> <p>3.Serious</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q65	<p>Process 7129</p> <p>Intrastats Cross Reference Database Tables Updates</p> <p>Update the online Cross reference guides with latest intrastats data.</p> <p>Current Known Risk n/a database maintenance</p> <p>Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likly Due to Update</p> <p>3.Serious</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q66	<p>Process 7199</p> <p>Non Conformities Review Viamed</p> <p>To review any non conformances created during the previous month, and produce a non conformance report.</p> <p>Review history of non conformances and see if there has been any improvement.</p> <p>Current Known Risk Non conformances go unfixed</p> <p>Current Likly 2 Current Frequency 2</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>2.Remote</p> <p>Risk Likly Due to Update</p> <p>2.Minor</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q67	<p>Process 7670</p> <p>Humanmed general Issues</p> <p>Review of Humanmed sales and orders and clear any duplicates or problems.</p> <p>Current Known Risk That there are duplicate orders o the system due to errors.</p> <p>Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likly Due to Update</p> <p>3.Serious</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q68	<p>Process 7672</p> <p>Off Site Backup</p>	<p>Does Update</p>	<p>Risk Frequency due to Update</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>

To take a copy of the important data off-site
thats not being automatically backup by the system,
Currently T Drive being the primary files to be backed up.
Changed routine to Monthly, as only T drive is now being backed up,
all other files automatically being backed up remotely

Affect?
No


2.Remote
Risk Likly Due to
Update
2.Minor
Action Required:
No Action Required











Current Known Risk now as its a backup process

Back is unrestorable
Current Likly 2 Current Frequency 2

31036Q69	<p>ProcessProcess 7686</p> <p>Thorough Checking Of Awaiting Action Tray - Priority 8s</p> <p>Check that outstanding orders with unresolved issues are being followed up and addressed</p> <p>Current Known Risk Computer/network breakdown</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likly Due to Update</p> <p>2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
31036Q70	<p>ProcessProcess 7687</p> <p>Vandagraph Duckets</p> <p>Collecting, cleaning and returning duckets to Vandagraph.</p> <p>Current Known Risk That they will be dirty and that Vandagraph will not have any when needed.</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likly Due to Update</p> <p>1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
31036Q71	<p>ProcessProcess 7697</p> <p>Yearly Pricing Review</p> <p>To review the current pricing and impact of increases</p> <p>Current Known Risk Getting this wrong can interfere with sales.</p> <p>Current Likly 1 Current Frequency 2</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>2.Remote</p> <p>Risk Likly Due to Update</p> <p>1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
31036Q72	<p>ProcessProcess 7698</p> <p>Clean Toilets</p> <p>Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively.</p> <p>Current Known Risk Dirty and unhygienic bathrooms. Inadequate supply of cleaning products.</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likly Due to Update</p> <p>1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
31036Q73	<p>ProcessProcess 7706</p> <p>Update Virus Software And Scan For Viruses</p> <p>Updating of anti-virus software and scanning computers for viruses</p> <p>Current Known Risk Computer/network breakdown</p> <p>Current Likly 2 Current Frequency 2</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>2.Remote</p> <p>Risk Likly Due to Update</p> <p>2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
31036Q74	<p>ProcessProcess 7711</p> <p>Import Bank CSV</p> <p>Download the most recent bank statement from the bank website</p> <p>Current Known Risk Computer/network breakdown</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likly Due to Update</p> <p>2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
31036Q75	<p>ProcessProcess 7713</p> <p>Review Roles And Responsibility</p> <p>Ensure All tasks allocated to active Members of staff,</p> <p>Current Known Risk That not all jobs will be allocated to a member of staff. That we may not share out jobs in a appropriate way. Risk of being over faced.</p> <p>Current Likly 2 Current Frequency 2</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>2.Remote</p> <p>Risk Likly Due to Update</p> <p>2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
31036Q76	<p>ProcessProcess 7739</p> <p>Intrastats Amendment Log</p> <p>Intrastat Changes updates.</p> <p>Logging system to enable roll back should anything break</p> <p>Current Known Risk None, The updates are automatically logged and stored for easy retrieval.</p> <p>This process is simply to add notes to new updates</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likly Due to Update</p> <p>2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
31036Q77	<p>ProcessProcess 7742</p> <p>Boiler Check</p> <p>Get Boiler / Heating Checked / Serviced before Winter</p> <p>Current Known Risk no risks</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likly Due to Update</p> <p>1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
31036Q78	<p>ProcessProcess 7743</p> <p>Customer Complaints Paper File</p> <p>Major Customer Complaints get escalated to Paper Customer Complaints file.</p> <p>Check the File is being Maintained and any relevant documentation is in the File.</p> <p>Current Known Risk Customer Complaints could be missed or not filed correctly</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likly Due to Update</p> <p>2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>

31036Q79	<p>ProcessProcess 7744 FDA Device Establishment Registration And Listing FDA registration and the CMDCAS products</p> <p>In order to sell in the USA / Canada Markets products need to be registered with the FDA.</p> <p>Current Known Risk Its harder to initially get on teh register than maintaining it.</p> <p>Inability to sell products in North America Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q80	<p>ProcessProcess 7745 UPS Invoices Viamed Go on to the UPS web site and download the unpaid invoices. Working from the accounts package to find the date that these need to go back to. These are then entered on to the accounts package and paid. Current Known Risk That invoices are missed or a payment is not made. The account is put on stop.</p> <p>Current Likly 1 Current Frequency 2</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 2.Remote Risk Likly Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q81	<p>ProcessProcess 7746 UPS Invoices VST Go on to the UPS web site and download the unpaid invoices. Working from the accounts package to find the date that these need to go back to. These are then entered on to the accounts package and paid. Current Known Risk That invoices are missed or a payment is not made. The account is put on stop.</p> <p>Current Likly 1 Current Frequency 2</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 2.Remote Risk Likly Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q82	<p>ProcessProcess 7747 UPS Invoices Vandagraph Go on to the UPS web site and download the unpaid invoices. Working from the accounts package to find the date that these need to go back to. These are then entered on to the accounts package and paid. Current Known Risk That invoices are missed or a payment is not made. The account is put on stop.</p> <p>Current Likly 1 Current Frequency 2</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 2.Remote Risk Likly Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q83	<p>ProcessProcess 7750 Meeting With Management Meeting between management and office team leader to discuss improvement of systems and address any issues Current Known Risk Staff being unavailable Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 3.Serious Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q84	<p>ProcessProcess 7753 Management Meeting Warehouse To discuss any problems, to assess work load and staffing. To review issues with regard the Warehouse. Current Known Risk Meetings not carried out regularly. Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 3.Serious Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q85	<p>ProcessProcess 7755 Fast Hosts Invoice To Send Invoice for online services to Helen Current Known Risk No risks to system. Accounting excersise Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 3.Serious Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q86	<p>ProcessProcess 7756 Carbon Monoxide Alarm Check Carbon Monoxide Alarm is working Current Known Risk alarm does not work and kills staff Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 2.Minor Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q87	<p>ProcessProcess 7791 Price List Check Changing of the prices lists. Issue to check these are current</p> <p>*Vandagraph is not an ISO company Current Known Risk That people will quote the wrong price to the customer.</p> <p>Current Likly 1 Current Frequency 2</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 2.Remote Risk Likly Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31036Q88	<p>ProcessProcess 7802 Clean Kitchen Sides Cleaning the kitchen surfaces to ensure they are fit for use Current Known Risk Inadequate cleaning supplies Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>

31036Q89	 Process 7803 Dishwashing To ensure crockery and cutlery is cleaned and fit for use Current Known Risk Dishwasher breakdown Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q90	 Process 7804 Sweep Kitchen Floor To sweep the kitchen floor and clear and mess ready for mopping Current Known Risk Broom breakage Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q91	 Process 7805 Empty Kitchen Bins Emptying of the recycling and waste bins into external bin for refuge collection Diasbled currently - have Global task on bins Current Known Risk Waste is not removed or waste is not correctly placed in bins Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q92	 Process 7806 Watering Plants To water the plants and ensure their survival Current Known Risk Dead plants. Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q93	 Process 7820 North Yorkshire Council Waste Tranfer The renewal of our waste transfer agreement with North Yorkshire County Cououncil Current Known Risk That we cannot get rid of waste or we have a supplier that takes waste but does not dispose of it in the correct legal manor. Current Likly 1 Current Frequency 2	Does Update Affect? No	Risk Frequency due to Update 2.Remote Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q94	 Process 7821 Controlled Waste Description And Transfer The renewal of our waste transfer agreement with our waste disposal companies Current Known Risk That we cannot get rid of waste or we have a supplier that takes waste but does not dispose of it in the correct legal manor. Current Likly 1 Current Frequency 2	Does Update Affect? No	Risk Frequency due to Update 2.Remote Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q95	 Process 7823 Saftey Tester Data Backup the Fluke ESA615 Safety tester CE Copy any files to the Z Drive - safety tester backupdata Current Known Risk That this will not be carried out. Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q96	 Process 7827 Review The Quality Policy VST To review the Quality policy and check it is still valid and upto date. Current Known Risk that policy will go out of date Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q97	 Process 7828 Review The Quality Policy Viamed To review the Quality policy and check it is still valid and upto date. Current Known Risk That the policy will go out of date Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q98	 Process 7832 Cleardown Emailed Invoices Backup of all Sent Emails sent to External Address for Verification Current Known Risk that we may loose some emails Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q99	 Process 7833 Importance Of Effective Quality Management To Remind Staff of the Importance of the ISO systems and they should be following the procedures Current Known Risk people may become careless Current Likly 2 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue

31036Q100	 Process 7834 Financial Review The review the Financial requirements Current Known Risk Non Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q101	 Process 7835 Electrics Need Checking To get the Electrics checked by External Electricition, so certificate can be provided for Employee Safety Current Known Risk Not carried out in a timely manner Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q102	 Process 7836 Central Heating For Winter Reset the Heating for Winter Current Known Risk Building too hot / cold Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q103	 Process 7845 7.1.4 Environment Of Operations Determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services. Merged into 7729 can close the tasks Current Known Risk no risk. to the process, however risk maybe some problems may be brought up that are better left un-brought up, which may result in loss of staff while dealing with a problem that is suddenly brought to light that was better not addressed. Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q104	 Process 7848 Review ISO Scopes To Review the Scope of the ISO 9001 / ISO 13485 Standards Current Known Risk No risks Rolling issue to perform task Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q105	 Process 7850 Software Validation Scan Incorrect Product Test the Goods out process disabling picking of items not relating to an order Current Known Risk system allows incorrect items to be picked to customer orders Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q106	 Process 7851 Software Validation Scan Un-QA Product To Order To test intrastats does not allow picking of unprocessed products to live customer orders Current Known Risk Unprocessed product gets out into the field, resulting in recalls Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required Likelihood is Improbable as this process tests the actual system of preventing UN-QA stock getting past QA, This process itself is to reduce the risk of UN-QA product getting past goods out	Further Action Required on Issue
31036Q107	 Process 7852 Software Validation Expired Stock To attempt to Scan a product that has gone past its expire date. Current Known Risk Expired product leaves the building and unusable products get to customers Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q108	 Process 7853 Software Validation Non Sell Able Shelf Warehouse shelves can be tagged as sellable stock / unsellable stock. Either for quarantine purposes or holding items for other customer orders. Test that Order picking cannot pick unsellable stock locations to an Order Current Known Risk quarantine stock leaves the building to a customer order, or stock on hold for a customer gets shipped to another customer. Current Likly 1 Current Frequency 3	Does Update Affect? No	Risk Frequency due to Update 3.Occasional Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q109	 Process 7854 Software Validation In Production List Software Validation of the production lists. By confirming no extra production jobs are stuck in the system, and all listed production jobs are found. the production tracking is validated Current Known Risk Software tracking of production jobs fails. Current Likly 2 Current Frequency 2	Does Update Affect? No	Risk Frequency due to Update 2.Remote Risk Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required 	Further Action Required on Issue
31036Q110	 Process 7855 Software Validation - Production Lists Software Validation - Production Lists Review the current active production lists inintrastats to the actual in progress production lists	Does Update Affect? No	Risk Frequency due to Update 2.Remote Risk Likly Due to Update	Notes On Risk / Benefits statement if required 	Further Action Required on Issue

Current Known Risk Software inaccuracys in production Current Likly 2 Current Frequency 2		Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 2.Minor Action Required: No Action Required		
31036Q111	ProcessProcess 7856 Software Validation Unchecked Orders To check order picking cannot pick against an unchecked order Current Known Risk Customer receives incorrect items due to order not being checked. Current Likly 2 Current Frequency 2	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 2.Remote Risk Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q112	ProcessProcess 7857 Software Validation Stock Tracking Check To confirm Software Validation Stock Tracking Check, is functioning as expected Current Known Risk Stock gets mislaid in the warehouse Current Likly 2 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q113	ProcessProcess 7858 Software Validation Attempt To QA Some Stock Test the QA System that Staff not trained for QA are unable to QA a Product. Current Known Risk Untrained staff QA/Processing Product Current Likly 1 Current Frequency 3	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 3.Occasional Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q114	ProcessProcess 7861 Software Validation Of Training Documents Forced Reading Software Validating Of Training Documents via Forced Required Reading Current Known Risk required reading not read. Current Likly 1 Current Frequency 2	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 2.Remote Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q115	ProcessProcess 7864 ESD Work Stations Check the workshop benches ESD equipment is in place Current Known Risk can damage equipment if not used or suitable Current Likly 2 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q116	ProcessProcess 7865 Software Validation Conflicting Audits Software Validation of the system: To check all process(s) tasks and audits are not clashed with the same person doing the Task as the Audit. Current Known Risk non Automatic Current Likly 1 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q117	ProcessProcess 7866 Oxygen Cylinder Check Ensure we do not run out of oxygen Current Known Risk run out of oxygen Current Likly 2 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q118	ProcessProcess 7867 Bandsaw Checklist This is a check list to ensure safe use of the bandsaw BANDSAW HAS BEEN REMOVED, PROCESS CAN BE CLOSED / TASKS CLOSED Current Known Risk That injury will occur Current Likly 1 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q119	ProcessProcess 7868 Pillar Drill Checklist This is a check list to ensure safe use of the Pillar Drill Current Known Risk That injury will occur Current Likly 1 Current Frequency 3	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 3.Occasional Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q120	ProcessProcess 7869 Hand Drill Checklist This is a check list to ensure safe use of the Hand Drill Current Known Risk That injury will occur Current Likly 1 Current Frequency 3	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 3.Occasional Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31036Q121	ProcessProcess 7870 Software Validation Non Conformance Product Risk Feedback Loop Scope to check the automatic system of tagging product non conformance and other	Does Update	Risk Frequency due to Update 1.Improbable	Notes On Risk / Benefits statement if required	Further Action Required on Issue

issues to the post market surveillance review report.
Current Known Risk issues not carried out
Current Likly 1 Current Frequency 1

Affect?
No

Risk Likly Due to
Update
1.Negligible
Action Required:
No Action Required

31036Q122 ProcessProcess 7873
On Site Environment Review
Review the Highs and Lows in Temperature of stored stock and products.
Current Known Risk Building temperature could affect stock
Current Likly 2 Current Frequency 2

Does
Update
Affect?
No

Risk Frequency due to
Update
2.Remote
Risk Likly Due to
Update
2.Minor
Action Required:
No Action Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

31036Q123 ProcessProcess 7896
Tree In Car Park
To Maintain the Tree in the Car Park
Current Known Risk the tree may become unsafe
Current Likly 1 Current Frequency 3

Does
Update
Affect?
No

Risk Frequency due to
Update
3.Occasional
Risk Likly Due to
Update
1.Negligible
Action Required:
No Action Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

31036Q124 ProcessProcess 7961
R D Room - Tidy, Empty Bins, Remove Cups. Caution Around Oxygen Supply
To Clean Tidy the research and development rooms
Current Known Risk staff absent so job is not carried out
job not carried out well
Current Likly 1 Current Frequency 1

Does
Update
Affect?
No

Risk Frequency due to
Update
1.Improbable
Risk Likly Due to
Update
1.Negligible
Action Required:
No Action Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

31036Q125 Does Generic CE File Attached to All Technical file #2
Of type 5 require any Notificaions and/or Risk assesment updates due to this update

Does
Update
Affect?
No

Risk Frequency due to
Update
1.Improbable
Risk Likly Due to
Update
1.Negligible
Action Required:
No Action Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

31036Q126 Final Notes
No ISO Procedures or Process
are negativly affected by updating this document with the new document proposed

SAVE FORM Only saves your progress in filling in above Questions - No feed back to pressing save form button

Once Form Complete Print Page to PDF (Landscape mode preferable), go back to document upload page and upload to risk assesment button