

Document Audit 01 Picking packing Revision ID109281

Suggested Upload Document Name: **Risk Assesment For Updating Document ID109281**
Completed by [Helen Lamb](#) 26 Jun 2023

Reason for Risk Assesment

Updated this audit to reflect the new system and the removal of the old accounts package.

Document Audit 01 Picking packing Revision ID109281 Is linked to the Following Standards and processes

Risk Assesment ID109281	Question	Does Update Affect	Risk on Update	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q0	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 Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q1	Viamed Ltd ISO13485:2016 Section: 4.1 Quality management system	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 Issue
109281Q2	Viamed Ltd ISO13485:2016 Section: 7.2.1 Determination of requirements related to product The organization shall determine: a) requirements specified by the customer, including the requirements for delivery and postdelivery activities; b) requirements not stated by the customer but necessary for specified or intended use, as known; c) applicable regulatory requirements related to the product; d) any user training needed to ensure specified performance and safe use of the medical device; e) any additional requirements determined by the organization	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 Issue
109281Q3	Viamed Ltd ISO13485:2016 Section: 7.2.3 Communication The organization shall plan and document arrangements for communicating with customers in relation to: a) product information; b) enquiries, contracts or order handling, including amendments; c) customer feedback, including complaints; d) advisory notices. The organization shall communicate with regulatory authorities in accordance with applicable regulatory requirements.	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 Issue
109281Q4	Viamed Ltd ISO13485:2016 Section: 7.5.1 Control of production and service provision Production and service provision shall be planned, carried out, monitored and controlled to ensure that product conforms to specification. As appropriate, production controls shall include but are not limited to: a) documentation of procedures and methods for the control of production (see 4.2.4); b) qualification of infrastructure; c) implementation of monitoring and measurement of process parameters and product characteristics; d) availability and use of monitoring and measuring equipment; e) implementation of defined operations for labelling and packaging; f) implementation of product release, delivery and post-delivery activities. The organization shall establish and maintain a record (see 4.2.5) for each medical device or batch of medical devices that provides traceability to the extent specified in 7.5.9 and identifies the amount manufactured and amount approved for distribution. The record shall be verified and approved.	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 Issue
109281Q5	Viamed Ltd ISO13485:2016 Section: 7.5.11 Preservation of product	Does Update	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required Issue

The organization shall document procedures for preserving the conformity of product to requirements during processing, storage, handling, and distribution. Preservation shall apply to the constituent parts of a medical device. The organization shall protect product from alteration, contamination or damage when exposed to expected conditions and hazards during processing, storage, handling, and distribution by:

- a) designing and constructing suitable packaging and shipping containers;
- b) documenting requirements for special conditions needed if packaging alone cannot provide preservation.

If special conditions are required, they shall be controlled and recorded (see 4.2.5).

Affect? Risk Likely Due to Update Action Required: No Action Required

109281Q6 Viamed Ltd ISO13485:2016 Section: 8.2.4

Internal audit

The organization shall conduct internal audits at planned intervals to determine whether the quality management system:

- a) conforms to planned and documented arrangements, requirements of this International Standard, quality management system requirements established by the organization, and applicable regulatory requirements;
- b) is effectively implemented and maintained.

The organization shall document a procedure to describe the responsibilities and requirements for planning and conducting audits and recording and reporting audit results. An audit program shall be planned, taking into consideration the status and importance of the processes and area to be audited, as well as the results of previous audits. The audit criteria, scope, interval and methods shall be defined and recorded (see 4.2.5). The selection of auditors and conduct of audits shall ensure objectivity and impartiality of the audit process. Auditors shall not audit their own work. Records of the audits and their results, including identification of the processes and areas audited and the conclusions, shall be maintained (see 4.2.5). The management responsible for the area being audited shall ensure that any necessary corrections and corrective actions are taken without undue delay to eliminate detected nonconformities and their causes. Follow-up activities shall include the verification of the actions taken and the reporting of verification results.

NOTE Further information can be found in ISO 19011.

Does Update Affect? Risk Frequency due to Update Risk Likely Due to Update Action Required: No Action Required

Notes On Risk / Benefits statement if required
updated section from opera to new system

Further Action Required Issue

109281Q7 VST Ltd ISO9001:2015 Section: 5.1.2

Customer focus

5.1.2 Customer focus

Top management shall demonstrate leadership and commitment with respect to customer focus by ensuring that:

- a) customer and applicable statutory and regulatory requirements are determined, understood and consistently met;
- b) the risks and opportunities that can affect conformity of products and services and the ability to enhance customer satisfaction are determined and addressed;
- c) the focus on enhancing customer satisfaction is maintained.

Does Update Affect? Risk Frequency due to Update Risk Likely Due to Update Action Required: No Action Required

Notes On Risk / Benefits statement if required

Further Action Required Issue

109281Q8 VST Ltd ISO9001:2015 Section: 8.5.1

Control of production and service provision

The organization shall implement production and service provision under controlled conditions.

Controlled conditions shall include, as applicable:

a) the availability of documented information that defines:

- 1) the characteristics of the products to be produced, the services to be provided, or the activities to be performed;
- 2) the results to be achieved;

b) the availability and use of suitable monitoring and measuring resources;

c) the implementation of monitoring and measurement activities at appropriate stages to verify that criteria for control of processes or outputs, and acceptance criteria for products and services, have been met;

d) the use of suitable infrastructure and environment for the operation of processes;

e) the appointment of competent persons, including any required qualification;

f) the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement;

Does Update Affect? Risk Frequency due to Update Risk Likely Due to Update Action Required: No Action Required

Notes On Risk / Benefits statement if required

Further Action Required Issue

- g) the implementation of actions to prevent human error;
- h) the implementation of release, delivery and post-delivery activities

109281Q9	5859 Review Un-shipped Parcels audit and snap shot - this is an audit of a part of goods out, listing of the parcels that are sat waiting on a customer response	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 2.Minor ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q10	7691 Ship Sale Or Returns Review the sale or return shelf and ship those items.	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 2.Minor ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q11	7796 Review Franking Label Errors To collate all the franking slips that have errors on them and so where not useable. These are returned to Royal mail for a refund of the carriage.	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 2.Minor ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q12	7797 Check Order Are Being Picked In Priority Order Check order are being picked in order of priority and date.	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 2.Minor ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q13	7798 Orders And Items Shipped Per Month Review the orders and items shipped per month	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 Issue
109281Q14	8027 Update Pricing For Viamed Shopify To make sure the pricing on the Shopify web shop is updated when the prices are updated in the companies. Regular checks to ensure all prices are correct.	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 Issue
109281Q15	Process 9 Distribution Of Faxes Distribute recieved faxes Current Known Risk lost faxes 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 Issue
109281Q16	Process 11 Distribution Of Post Distributing incoming post to correct person Current Known Risk Royal Mail fail to deliver post 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 Issue
109281Q17	Process 14 Fax Paper	Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required Issue

	<p>Ensuring that fax reports have been generated for both sent and received faxes and ensuring there is paper in the fax machine</p> <p>Current Known Risk Phone lines go down</p> <p>The paper tray is empty</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Affect? <input type="button" value="No"/> <input type="button" value="1.Improbable"/></p> <p>Risk Likely Due to Update</p> <p><input type="button" value="1.Negligible"/></p> <p>Action Required: No Action Required</p>		
109281Q18	<p>Process 15</p> <p>Filing and Archiving</p> <p>Paperwork to be filed in the correct order</p> <p>Current Known Risk Paperwork is filed incorrectly</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/> <input type="button" value="1.Improbable"/></p> <p>Risk Likely Due to Update</p> <p><input type="button" value="1.Negligible"/></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q19	<p>Process 21</p> <p>Office Sales Projects</p> <p>Ensuring office job list is being updated and completed</p> <p>Current Known Risk Office is short staffed or over worked</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/> <input type="button" value="1.Improbable"/></p> <p>Risk Likely Due to Update</p> <p><input type="button" value="2.Minor"/></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q20	<p>Process 36</p> <p>Emailing Of Invoices</p> <p>Invoices are emailed to customers</p> <p>Current Known Risk Computer or network failure</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/> <input type="button" value="1.Improbable"/></p> <p>Risk Likely Due to Update</p> <p><input type="button" value="2.Minor"/></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q21	<p>Process 5850</p> <p>Purchase Order Log</p> <p>Check the PO log is up to date with confirmations and expected shipping dates</p> <p>Current Known Risk The order is not checked and the supplier has not received it ergo we do not receive the order</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/> <input type="button" value="1.Improbable"/></p> <p>Risk Likely Due to Update</p> <p><input type="button" value="2.Minor"/></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q22	<p>Process 5857</p> <p>Customer Service Logs</p> <p>Ensuring customer onsite service visits are completed</p> <p>Current Known Risk Engineer or equipment is unavailable</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/> <input type="button" value="1.Improbable"/></p> <p>Risk Likely Due to Update</p> <p><input type="button" value="2.Minor"/></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q23	<p>Process 5858</p> <p>Opera Stock Adjustments</p> <p>Opera Counts bulk stock in and issues stock out against orders.</p> <p>Multiple processes cause stock to be used internally,</p> <p>Opera requires a weekly update to bring the stock count into line with whats been used outside the invoicing systems</p> <p>NO LONGER REQUIRED, New system live counts these now</p> <p>Current Known Risk Stock valuations will get inaccurate if the process is not performed.</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/> <input type="button" value="1.Improbable"/></p> <p>Risk Likely Due to Update</p> <p><input type="button" value="2.Minor"/></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q24	<p>Process 5859</p> <p>Review Un-shipped Parcels</p> <p>audit and snap shot - this is an audit of a part of goods out, listing of the parcels that are sat waiting on a customer response</p> <p>Current Known Risk Customer forgets to come back to us and parcels stay ready for shipping.</p> <p>As the package is already pick pack and ready to leave the building all computer traces will show as shipped.</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/> <input type="button" value="1.Improbable"/></p> <p>Risk Likely Due to Update</p> <p><input type="button" value="2.Minor"/></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q25	<p>Process 5871</p> <p>Check Sale Or Returns</p> <p>Review the Sale or Return list in intrastats. Ensure it is up to date.</p> <p>Current Known Risk That goods could be sent to a customer or goods</p>	<p>Does Update Affect? <input type="button" value="No"/> <input type="button" value="1.Improbable"/></p> <p>Risk Likely Due to</p>	Notes On Risk / Benefits statement if required	Further Action Required Issue

	<p>returned but the list is not updated Current Likly 2 Current Frequency 1</p>	<p>Update 2.Minor ▾ Action Required: No Action Required</p>		
109281Q26	<p>Process 5872 Check Sale Or Returns Export Review the Sale or Return list in intrastats. Ensure it is up to date. Current Known Risk That goods could be sent to a customer or goods returned but the list is not updated Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? No ▾ Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 2.Minor ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
109281Q27	<p>Process 5875 Check Paypal For Orders Checking the PayPal website for payments from customers that may have been missed or not emailed to the main inbox Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? No ▾ Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 2.Minor ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
109281Q28	<p>Process 5876 E.Commerce Cardea And Multiquote To Collect E.Commerce Cardea And Multiquote Orders Current Known Risk Orders go unnoticed Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? No ▾ Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 1.Negligible ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
109281Q29	<p>Process 5882 Send Post To Humanmed Humanedmed post is received, it needs to be forwarded to Humanmed UK Sales Manager HumanMed has Gone, tasks no longer required Current Known Risk Post is not sent Current Likly 4 Current Frequency 1</p>	<p>Does Update Affect? No ▾ Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 4.Critical ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
109281Q30	<p>Process 5892 Checking EBay And Amazon For Orders And Messages Checking the eBay and Amazon accounts for orders that have not been emailed to the main inbox and checking to see if there are messages or questions. Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 2</p>	<p>Does Update Affect? No ▾ Risk Frequency due to Update 2.Remote ▾ Risk Likely Due to Update 2.Minor ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
109281Q31	<p>Process 5893 Answering Website Questions Answering any questions that are asked via the website from within Intrastats PROCESS NO LONGER REQUIRED Web QUESTIONS NOW COME IN VIA shopify, and Email Current Known Risk Computer/network breakdown Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? No ▾ Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 1.Negligible ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
109281Q32	<p>Process 5894 Checking Of Active List Check the Active Back orders ensure no orders get missed Current Known Risk List is not reviewed and orders do not get shipped Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? No ▾ Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 1.Negligible ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
109281Q33	<p>Process 5895 Completing Office Job List Ensuring that the allocated tasks are being completed Current Known Risk Office staff are too busy Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? No ▾ Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 3.Serious ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>

109281Q34	Process 5899 Proforma And Quote Chasing Chase outstanding Quotes and Proformas Current Known Risk Computer/network breakdown Not chased up. 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 Issue
109281Q35	Process 5901 Link Call Log Contacts To The CRM To link new calls to Contacts in the CRM Current Known Risk Computer/network breakdown 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 Issue
109281Q36	Process 5913 Check For Humanmed Orders In Logistics Mailbox Checking the logistics mailbox from within and the main inbox for outstanding Humanmed orders. NO LONGER REQUIRED HUMANEMD STOPPED Current Known Risk Computer/network breakdown 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 Issue
109281Q37	Process 5935 Stock Allocations To allocate stock that has not automatically be linked to a repair or invoice. Current Known Risk Items that should be linked to a invoice are not in the allocations list. That items are allocated incorrectly on the list. 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 Issue
109281Q38	Process 5943 Check Cardea And Multiquote Checking the Cardea and Multiquote websites for outstanding orders or requests Current Known Risk Computer/network breakdown 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 Issue
109281Q39	Process 5949 Filling Credit Card Slips Inputting the accurate data on to our pre-printed credit card slips for processing on dispatch of good. Secure storing and processing Current Known Risk incorrect information slips left unsecured 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 Issue
109281Q40	Process 6838 Opera Negative Stock To find and correct opera when it reads Negative stock values. NOT REQUIRED ANYMORE Opera Current Known Risk Damage Opera. 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 Issue
109281Q41	Process 6850 Current Stock Levels Review current stock levels Current Known Risk If the levels are incorrect or we have a shortages then customers will not receive their goods in a timely manor. 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 Issue
109281Q42	Process 6898 GHX Web Pricing To review the GHX Web Pricing Current Known Risk That the prices are in correct and we may have to let	Does Update Affect? No	Risk Frequency due to Update 2.Remote Risk Likly Due to	Notes On Risk / Benefits statement if required	Further Action Required Issue

them have the old price if we have not up dated them
Current Likly 1 Current Frequency 2

Update
1.Negligible
Action Required:
No Action
Required

109281Q43 Process 6945

Missing Stock or Adjustments
To synchronise Opera stock Count against Intrastats internal movement of stock,
E.G. Items that wont uniquely appear on an opera order - such as production parts.

TASK IS NO LONGER REQUIRED
Current Known Risk Opera and Intrastats go out of sync
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
Issue

109281Q44 Process 6954

Back Orders Review - By Customer
To check the back orders in the tray in goods out and check the active list
back orders has been reviewed
Current Known Risk goods not shipped in a timely manner
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
Issue

109281Q45 Process 6955

Production Requirements
To set production job for any stock item that is needed for customer back
order, warehouse requests or marketing
Current Known Risk that jobs will not be added and customers orders will be
delayed
Current Likly 2 Current Frequency 1

Does
Update
Affect?
No

Risk Frequency
due to Update
1.Improbable
Risk Likely Due to
Update
2.Minor
Action Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
Issue

109281Q46 Process 7048

Control of monitoring and measuring devices
Control of monitoring and measuring devices
Current Known Risk that equipment will be missed
Current Likly 1 Current Frequency 2

Does
Update
Affect?
No

Risk Frequency
due to Update
2.Remote
Risk Likely Due to
Update
1.Negligible
Action Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
Issue

109281Q47 Process 7670

Humanmed general Issues
Review of Humanmed sales and orders and clear any duplicates or problems.
Current Known Risk That there are duplicate orders o the system due to
errors.
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
Issue

109281Q48 Process 7673

Check Expiry Dated Stock
To check that all the stock on the selves are within their use by dates.
Current Known Risk Stock being dispatched that is pasts its date.
Current Likly 1 Current Frequency 2

Does
Update
Affect?
No

Risk Frequency
due to Update
2.Remote
Risk Likely Due to
Update
1.Negligible
Action Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
Issue

109281Q49 Process 7674

Check Repairs Ready For Invoice List
Review the repairs ready For invoice List in intrastats.
Current Known Risk That repairs will be missed.
Current Likly 2 Current Frequency 1

Does
Update
Affect?
No

Risk Frequency
due to Update
1.Improbable
Risk Likely Due to
Update
2.Minor
Action Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
Issue

109281Q50 Process 7676

PDFing Of Invoices Viamed
Process of PDF ing Invoices into the system for easy of use in the future and
the Emailing of Invoices to customers

NO LONGER REQUIRED AS DONE BY THE SYSTEM
AUTOMATICALLY

Current Known Risk Incorrect name given to Invoice when saving the PDF.

Does
Update
Affect?
No

Risk Frequency
due to Update
1.Improbable
Risk Likely Due to
Update
2.Minor
Action Required:

Notes On Risk / Benefits statement if
required

Further Action Required
Issue

	customer gets incorrect invoice. Current Likly 2 Current Frequency 1		No Action Required		
109281Q51	Process 7678 Check Catalog 360 Circle For Quotes And Orders Checking the Catalog 360 Circle website for outstanding orders or requests SYSTEM NO LONGER USED Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 2.Minor ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q52	Process 7679 Check Stock Requirements Supplier Teledyne To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered. Current Known Risk That a customer is told we have stock and then we are unable to ship. Current Likly 2 Current Frequency 1	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 2.Minor ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q53	Process 7680 Check Stock Requirements Supplier Envitec To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered. Current Known Risk That a customer is told we have stock and then we are unable to ship. Current Likly 2 Current Frequency 1	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 2.Minor ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q54	Process 7681 Check Stock Requirements Supplier Posey To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered. Current Known Risk That a customer is told we have stock and then we are unable to ship. Current Likly 2 Current Frequency 1	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 2.Minor ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q55	Process 7682 Check Stock Requirements Supplier Bluepoint To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered. Current Known Risk That a customer is told we have stock and then we are unable to ship. Current Likly 2 Current Frequency 1	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 2.Minor ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q56	Process 7683 Check Stock For Proforma To check that we have stock in for customer proformas. Or review if any stock needs to be ordered. Current Known Risk That a customer is told we have stock and then we are unable to ship. Current Likly 2 Current Frequency 1	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likely Due to Update 2.Minor ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q57	Process 7684 Repairs Ready For Quote Process Repairs Ready For Quote Current Known Risk If process does not get performed, we likly to loose customers, get complaints over not responding to customers returned goods 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 Issue
109281Q58	Process 7685 Repairs Ready For Invoice Process Invoice for completed repairs. Current Known Risk repair has errors on it 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 Issue
109281Q59	Process 7686 Thorough Checking Of Awaiting Action Tray - Priority 8s	Does Update	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required Issue

	<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>Affect? No ▾</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>		
109281Q60	<p>Process 7689</p> <p>Move Stock From QA Shelf To Stock Shelf Monday</p> <p>Move Stock From QA Shelf To Stock Shelf</p> <p>Current Known Risk That stock is not replaced so it will take longer to pick goods for orders.</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
109281Q61	<p>Process 7690</p> <p>Ship Repairs</p> <p>Review the Repairs completed shelf and ship those items that are ready for return to the customer.</p> <p>Current Known Risk That a repair will be missed</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
109281Q62	<p>Process 7691</p> <p>Ship Sale Or Returns</p> <p>Review the sale or return shelf and ship those items.</p> <p>Current Known Risk Goods will be missed</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
109281Q63	<p>Process 7693</p> <p>Collect Repair Filing From Warehouse</p> <p>Collect the filing form the warehouse</p> <p>Current Known Risk paperwork has been missed</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
109281Q64	<p>Process 7694</p> <p>Move Stock From QA Shelf To Stock Shelf Tuesday</p> <p>Move Stock From QA Shelf To Stock Shelf</p> <p>Current Known Risk That stock is not replaced so it will take longer to pick goods for orders. The stock is not on the correct shelf.</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
109281Q65	<p>Process 7695</p> <p>Top Up Quick Shipping Shelves</p> <p>Move Stock From QA Shelf To Quick Shipping Shelves</p> <p>Current Known Risk That stock is not replaced so it will take longer to pick goods for orders.</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
109281Q66	<p>Process 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? No ▾</p> <p>Risk Frequency due to Update</p> <p>2.Remote ▾</p> <p>Risk Likely Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
109281Q67	<p>Process 7699</p> <p>Shred Sensitive Paperwork In JL Office</p> <p>Shredding of sensitive information</p> <p>Current Known Risk Broken shredder</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>

		No Action Required			
109281Q68	Process 7709 Delivered not Invoiced Ensure invoices are generated for shipped orders Current Known Risk Computer/network breakdown delivery is missed and remains un invoiced. Current Likly 2 Current Frequency 2	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 Issue
109281Q69	Process 7712 Review Inward Payments Review the payments received to ensure proformas can be shipped Current Known Risk Computer network breakdown 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 Issue
109281Q70	Process 7735 Ensure SOR's Are Followed Up Ensure samples and Sale or Return items are followed up after 4 weeks for feedback and the item(s) is returned as appropriate Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q71	Process 7736 Production Start Job List When a new production is needed we the production job to the list of procedures. Check to make sure that every new job has a procedure linked to it. Current Known Risk That a job will be carried out without a procedure. Current Likly 2 Current Frequency 2	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 Issue
109281Q72	Process 7737 Production In Production List Review the Production List, check and list those items that were started more than 30 days ago have not been through QA. Audit is carried out and production is reviewed and chased at this point. Current Known Risk Production jobs is finished but not been QA, may get lost in the system Current Likly 2 Current Frequency 2	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 Issue
109281Q73	Process 7743 Customer Complaints Paper File Major Customer Complaints get escalated to Paper Customer Complaints file. Check the File is being Maintained and any relevant documentation is in the File. Current Known Risk Customer Complaints could be missed or not filed correctly Current Likly 2 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required Issue
109281Q74	Process 7748 Check Repair Orders Check the orders against the customer paperwork, that we have generated, for the repair we have received in. Current Known Risk That details will be incorrect and it will affect the customer. That mistakes may be missed. Current Likly 2 Current Frequency 2	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 Issue
109281Q75	Process 7749 Check Repair Quotes Check the quotes that we send out for the repairs we have received in. Current Known Risk That mistakes may be missed. That details will be incorrect and it will affect the customer. Current Likly 2 Current Frequency 2	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 Issue

109281Q76	Process 7752 SRS Folder Ensure all outstanding repairs are being dealt with Current Known Risk repairs get stuck in the system 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 Issue
109281Q77	Process 7758 Check For GHX Orders Check the emails for orders from GHX Current Known Risk Computer/network breakdown 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 Issue
109281Q78	Process 7760 Send Service Offers Send letters to existing customers to remind them that a service is due on their equipment Current Known Risk Computer/network 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 Issue
109281Q79	Process 7761 Send VST Delivery Notifications Emailing Notifications of shipments Current Known Risk Limited risks, and if the email fails to get delivered the customer will still receive their shipment. 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 Issue
109281Q80	Process 7782 Remove Started But Not Used Order Numbers Remove Started But Not Used Order Numbers from intrastats. Current Known Risk not clear regularly, accidental usage of an old ORDER number generated by mistake 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 Issue
109281Q81	Process 7783 PDF VST Invoices And Purchase Orders Process of PDF ing Invoices into the system for easy of use in the future and the Emailing of Invoices to customers NOW DONE AUTOMATICALLY Current Known Risk Incorrect name given to Invoice when saving the PDF. customer gets incorrect invoice. 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 Issue
109281Q82	Process 7791 Price List Check Changing of the prices lists. Issue to check these are current *Vandagraph is not an ISO company Current Known Risk That people will quote the wrong price 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 Issue
109281Q83	Process 7792 Shipped Order Success Report A report is generated from figures in Intrastats to display how many orders have been shipped without errors Current Known Risk Computer/network breakdown 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 Issue
109281Q84	Process 7795 Answering UK Web Questions Answering any questions that are asked via the website from within Intrastats	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to	Notes On Risk / Benefits statement if required	Further Action Required Issue

<p>Current Known Risk Computer/network breakdown Current Likly 1 Current Frequency 1</p>	<p>Update 1.Negligible Action Required: No Action Required</p>		
<p>109281Q85 Process 7797 Check Order Are Being Picked In Priority Order Check order are being picked in order of priority and date. Current Known Risk Orders going at before more urgent ones Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? No Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 2.Minor Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
<p>109281Q86 Process 7798 Orders And Items Shipped Per Month Review the orders and items shipped per month Current Known Risk Problem with report Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? No Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
<p>109281Q87 Process 7801 VST Price Review To review the current pricing and impact of increases Current Known Risk Getting this wrong can interfere with sales. Current Likly 1 Current Frequency 2</p>	<p>Does Update Affect? No Risk Frequency due to Update 2.Remote Risk Likely Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
<p>109281Q88 Process 7822 Review Oxylink Stock To check we have the stock available to supply our customer Oxylink. NOTE THIS PROCESS HAS BEEN STOPPED. Part number has been superseded Current Known Risk The we do not have the stock needed to satisfy the orders for this customer. Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? No Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
<p>109281Q89 Process 7830 Review Q.A. Failures Report To review the Quantities of Failed product per Stock reference Passing through the Q.A. system Current Known Risk No risk Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? No Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
<p>109281Q90 Process 7838 Review VIAMED Feedback - Customer Feedback Negative Review Customer Feedback Negative Current Known Risk Rolling Issues No risk to process Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? No Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
<p>109281Q91 Process 7839 Review VIAMED Feedback - Customer Complaints To Review Viamed Customer Complaints Current Known Risk Rolling Issue No Risk Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? No Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>
<p>109281Q92 Process 7840 Review VST Feedback - Customer Feedback Negative To review Negative feedback form Products see if Non Conformance or customer Complaints need to be raised Current Known Risk Rolling ISsue, No Risk Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? No Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required:</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required Issue</p>

No Action
Required

109281Q93	Process 7841 Review VST Feedback - Customer Complaints To review Customer Complaints see if Non Conformance need to be raised Current Known Risk Rolling ISsue, No Risk 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 Issue
109281Q94	Process 7842 Review VIAMED Product Feedback Negative To review Negative feedback form Products see if Non Conformance or customer Complaints need to be raised Current Known Risk Rolling ISsue, No Risk 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 Issue
109281Q95	Process 7843 Review VST Product Feedback Negative To review Negative feedback form Products see if Non Conformance or customer Complaints need to be raise Current Known Risk Issues could be 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 Issue
109281Q96	Process 7872 Embargo Countries NOT Allowed To Sell To To review with the banks any embargo countries Current Known Risk Selling to an Embargo countries can get bank account frozen and loss of facilities 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 Issue
109281Q97	Process 7953 Vandagraph Delivery Notifications To Send Vandagraph Delivery notifications Current Known Risk task not carried out 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 Issue
109281Q98	Process 7957 Warehouse Requests Warehouse requests for stock to be reviewed, any shortages to be ordered or produced with a production Job Current Known Risk Stock requirements fulfilled 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 Issue
109281Q99	Final Notes No ISO Procedures or Process are negatively affected by updating this document with the new document proposed				

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