

Document VOP 06 Measurement Control Viamed VST, Calibration, QA Stock Revision ID53615

Suggested Upload Document Name: **Risk Assessment For Updating Document ID53615**Completed by [Derek Lamb](#) 22 Nov 2024**Reason for Risk Assessment**

See Issue 345531
BSI NON Conformance,
placing stickers on tested equipment

Document VOP 06 Measurement Control Viamed VST, Calibration, QA Stock Revision ID53615 Is linked to the Following Standards and processes

Risk Assessment ID53615	Question	Does Update Affect	Risk On Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q0	Does this Update warrant updating Any External Parties due to any Terms and Conditional Agreements E.G. Notified Body or is the update a Significant 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 on Issue
53615Q1	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 Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q2	Viamed Ltd ISO13485:2016 Section: 7.4.3 Verification of purchased product The organization shall establish and implement the inspection or other activities necessary for ensuring that purchased product meets specified purchasing requirements. The extent of verification activities shall be based on the supplier evaluation results and proportionate to the risks associated with the purchased product. When the organization becomes aware of any changes to the purchased product, the organization shall determine whether these changes affect the product realization process or the medical device. When the organization or its customer intends to perform verification at the supplier's premises, the organization shall state the intended verification activities and method of product release in the purchasing information. Records of the verification shall be maintained (see 4.2.5).	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
53615Q3	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 on Issue
53615Q4	Viamed Ltd ISO13485:2016 Section: 7.6 Control of monitoring and measuring equipment The organization shall determine the monitoring and measurement to be undertaken and the monitoring and measuring equipment needed to provide evidence of conformity of product to determined requirements. The organization shall document procedures to ensure that monitoring and measurement can be carried out and are carried out in a manner that is consistent with the monitoring and measurement requirements. As necessary to ensure valid results, measuring equipment shall: a) be calibrated or verified, or both, at specified intervals, or prior to use, against	Does Update Affect? Yes	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 No risk, additional sticker used	Further Action Required on Issue

measurement standards traceable to international or national measurement standards; when no such standards exist, the basis used for calibration or verification shall be recorded (see 4.2.5);

b) be adjusted or re-adjusted as necessary: such adjustments or re-adjustments shall be recorded (see 4.2.5);

c) have identification in order to determine its calibration status;

d) be safeguarded from adjustments that would invalidate the measurement result;

e) be protected from damage and deterioration during handling, maintenance and storage.

The organization shall perform calibration or verification in accordance with documented procedures.

In addition, the organization shall assess and record the validity of the previous measuring results when the equipment is found not to conform to requirements. The organization shall take appropriate action in regard to the equipment and any product affected.

Records of the results of calibration and verification shall be maintained (see 4.2.5). The organization shall document procedures for the validation of the application of computer software used for the monitoring and measurement of requirements. Such software applications shall be validated prior to initial use and, as appropriate, after changes to such software or its application.

The specific approach and activities associated with software validation and revalidation shall be proportionate to the risk associated with the use of the software including the effect on the ability of the product to conform to specifications.

Records of the results and conclusion of validation and necessary actions from the validation shall be maintained (see 4.2.4 and 4.2.5).

NOTE Further information can be found in ISO 10012.

53615Q5	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? 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
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53615Q6	VST Ltd ISO9001:2015 Section: 7.1.5.1 General 7.1.5.1 General The organization shall determine and provide the resources needed to ensure valid and reliable results when monitoring or measuring is used to verify the conformity of products and services to requirements. The organization shall ensure that the resources provided: a) are suitable for the specific type of monitoring and measurement activities being undertaken; b) are maintained to ensure their continuing fitness for their purpose. The organization shall retain appropriate documented information as evidence of fitness for purpose of the monitoring and measurement resources.	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
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53615Q7	VST Ltd ISO9001:2015 Section: 7.1.5.2 Measurement traceability When measurement traceability is a requirement, or is considered by the organization to be an essential part of providing confidence in the validity of measurement results, measuring equipment shall be: a) calibrated or verified, or both, at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; when no such standards exist, the basis used for calibration or verification shall be retained as documented information; b) identified in order to determine their status; c) safeguarded from adjustments, damage or deterioration that would invalidate the calibration status and subsequent measurement results. The organization shall determine if the validity of previous measurement results has been adversely affected when measuring equipment is found to be unfit for its intended purpose, and shall take appropriate action as necessary	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
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






53615Q8	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	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
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monitoring or measurement;
g) the implementation of actions to prevent human error;
h) the implementation of release, delivery and post-delivery activities

53615Q9	VST Ltd ISO9001:2015 Section: 8.7.1 The organization shall ensure that outputs that do not conform to their requirements are identified and controlled to prevent their unintended use or delivery. The organization shall take appropriate action based on the nature of the nonconformity and its effect on the conformity of products and services. This shall also apply to nonconforming products and services detected after delivery of products, during or after the provision of services. The organization shall deal with nonconforming outputs in one or more of the following ways: a) correction; b) segregation, containment, return or suspension of provision of products and services; c) informing the customer; d) obtaining authorization for acceptance under concession. Conformity to the requirements shall be verified when nonconforming outputs are corrected.	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
53615Q10	Process7091 Calibration Index To ensure that all equipment that requires calibration is done. In the correct timescale and manor. Make sure all equipment has a date of calibration on it	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 on Issue
53615Q11	Process7998 Verification Calibrated Equipment Verify Equipment used is logged and up to date in the ISO calibration Index and that they have a date of calibration sticker on it.	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
53615Q12	Process8044 PAT Test Carry out global PAT testing	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
53615Q13	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 Likely 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
53615Q14	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 in. Tested by Keybury (alarms and emergency lights) annually and Airedale Fire protection (Fire extinguishers) annually. Evacuation Drills to check staff readiness. 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. Current Likely 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
53615Q15	ProcessProcess 54 Gents Toilets Bleech the Gents Toilets Process no longer required no urinal Current Known Risk job not carried out Current Likely 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
53615Q16	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 Likely 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
53615Q17	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 Likely 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
53615Q18	ProcessProcess 5909 Empty Warehouse Bins	Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	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	Affect? No	1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required		
53615Q19	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	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
53615Q20	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
53615Q21	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	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
53615Q22	ProcessProcess 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
53615Q23	ProcessProcess 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
53615Q24	ProcessProcess 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
53615Q25	ProcessProcess 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
53615Q26	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
53615Q27	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	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
53615Q28	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	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
53615Q29	ProcessProcess 7120 General Maintenance Requirements Review any General Maintenance required on the physical Site(s)	Does Update	Risk Frequency due to Update 1.Improbable	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	<p>Current Known Risk That a general Maintenance requirement may been missed. Current Likly 2 Current Frequency 1</p>	<p>Affect? No</p>	<p>Risk Likly Due to Update 2.Minor Action Required: No Action Required</p>		
53615Q30	<p>Process 7742 Boiler Check Get the gas Boilers and Hive thermostat Serviced and the Heating Checked before Winter. Current Known Risk that the heating will not work or that the boiler is not safe to use. 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>
53615Q31	<p>Process 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>
53615Q32	<p>Process 7820 North Yorkshire Council Waste Tranfer The renewal of our waste transfer agreement with North Yorkshire County Council 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</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>
53615Q33	<p>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</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>
53615Q34	<p>Process 7835 Electrics Need Checking To get the Electrics checked by External Electricrtion, so certificate can be provided for Employee Safety Current Known Risk Not carried out in a timely manner 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>
53615Q35	<p>Process 7836 Central Heating For Winter Reset the Heating for Winter Current Known Risk Building too hot / cold 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>
53615Q36	<p>Process 7713 Review Roles And Responsibilitys Ensure All tasks allocated to active Members of staff, 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. Current Likly 2 Current Frequency 2</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 2.Remote 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>
53615Q37	<p>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</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>
53615Q38	<p>Process 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</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 3.Occasional 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>
53615Q39	<p>Process 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</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>

53615Q40	 Process 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
53615Q41	 Process 7129 Intrastats Cross Reference Database Tables Updates Update the online Cross reference guides with latest intrastats data. Current Known Risk The online Cross reference guide not updated 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
53615Q42	 Process 7672 Off Site Backup 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 Current Known Risk now as its a backup process Back is unrestorable 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
53615Q43	 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
53615Q44	 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
53615Q45	 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
53615Q46	 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
53615Q47	 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
53615Q48	 Process 7855 Software Validation - Production Lists Software Validation - Production Lists Review the current active production lists inintrastats to the actual in progress production lists Current Known Risk Software inaccuracys in production 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
53615Q49	 Process 7856 Software Validation Unchecked Orders To check order picking cannot pick against an unchecked order Current Known Risk Customer recieves incorrect items due to order not being checked. 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
53615Q50	 Process 7857 Software Validation Stock Tracking Check To confirm Software Validation Stock Tracking Check, is functioning as expected	Does Update 	Risk Frequency due to Update 1.Improbable	Notes On Risk / Benefits statement if required	Further Action Required on Issue







	Current Known Risk Stock gets mislaid in the warehouse Current Likly 2 Current Frequency 1	Affect? No	Risk Likely Due to Update 2.Minor Action Required: No Action Required		
53615Q51	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? 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
53615Q52	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? 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 on Issue
53615Q53	ProcessProcess 7091 Calibration Index To ensure that all equipment that requires calibration is done. In the correct timescale and manor. Make sure all equipment has a date of calibration on it Current Known Risk That equipment we use to may not be calibrated when we need it. Or the date may not be attached. 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 on Issue
53615Q54	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. 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 on Issue
53615Q55	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. 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 on Issue
53615Q56	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. 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 on Issue
53615Q57	ProcessProcess 5940 Thumb Nail Processor Generate the Thumbs nails for the document Index Current Known Risk No real risk as pocoments with out a thumbnail do not break the system, simply show a generic thumbnail required icon. 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 on Issue
53615Q58	ProcessProcess 7739 Intrastats Amendment Log Intrastat Changes updates. Logging system to enable roll back should anything break Current Known Risk None, The updates are automatically logged and stored for easy retrieval. This process is simply to add notes to new updates 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 on Issue
53615Q59	ProcessProcess 7126 Intrastats Requested Page updates Fix general errors in intrastats such as Spelling errors or columns not lining up Current Known Risk that a fix is missed or a page does not work 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 on Issue
53615Q60	ProcessProcess 5905 Price Checking Check we have consistent pricing across the different databases. Current Known Risk Incorrect pricing can cause customer confusion 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

53615Q61	<p>Process 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</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>
53615Q62	<p>Process 6972 UPS Shipping Fuel Surcharge 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 Current Known Risk Computer/network breakdown 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>
53615Q63	<p>Process 7711 Import Bank CSV Download the most recent bank statement from the bank website Current Known Risk Computer/network breakdown 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>
53615Q64	<p>Process 7706 Update Virus Software And Scan For Viruses Updating of anti-virus software and scanning computers for viruses Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 2</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 2.Remote 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>
53615Q65	<p>Process 46 Backup Server Status Check the status of the Backup Server,</p> <p>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</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 3.Occasional 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>
53615Q66	<p>Process 44 Secure Socket Level Certificate Encrypt data sent back and forth to Intrastats so it can be used off site</p> <p>Current Known Risk If certificate fails you can bypass the warnings and continue and still have encryption.</p> <p>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.</p> <p>risk is minimum 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>
53615Q67	<p>Process 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</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>
53615Q68	<p>Process 50 Guest Access Wifi Backup Internet Connection Current Known Risk Wifi might go down 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>
53615Q69	<p>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</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>
53615Q70	<p>Process 7823 Saftey Tester Data Backup the Fluke ESA615 Safety tester CE</p> <p>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</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>
53615Q71	<p>Process 7698 Clean Toilets Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively. Current Known Risk Dirty and unhygienic bathrooms. Inadequate supply of cleaning</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 1.Improbable Risk Likly Due to</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>





https://vmserver10.thevault.me.uk/intranet/databases/iso documents/risk asses docid.php?zz=1&A=&vui=2&user=Derek La... 9/13

	<p>NO LONGER REQUIRED AS DONE BY THE SYSTEM AUTOMATICALLY Current Known Risk Incorrect name given to Invoice when saving the PDF. customer gets incorrect invoice. Current Likly 2 Current Frequency 1</p>	<p>Update 2.Minor Action Required: No Action Required</p>		
53615Q83	<p>🔍ProcessProcess 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</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>
53615Q84	<p>🔍ProcessProcess 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</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>
53615Q85	<p>🔍ProcessProcess 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</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>
53615Q86	<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>
53615Q87	<p>🔍ProcessProcess 7693 Collect Repair Filing From Warehouse Collect the filing form the warehouse Current Known Risk paperwork has been missed 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>
53615Q88	<p>🔍ProcessProcess 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.</p> <p>Audit is carried out and production is reviewed and chased at this point.</p> <p>Current Known Risk Production jobs is finished but not been QA, may get lost in the system Current Likly 2 Current Frequency 2</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 2.Remote 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>
53615Q89	<p>🔍ProcessProcess 7736 Production Start Job List When a new production is needed we the production job to the list of procedures.</p> <p>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</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 2.Remote 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>
53615Q90	<p>🔍ProcessProcess 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</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>
53615Q91	<p>🔍ProcessProcess 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</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>
53615Q92	<p>🔍ProcessProcess 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</p>	<p>Does Update Affect? No</p>	<p>Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 2.Minor Action Required:</p>	<p>Notes On Risk / Benefits statement if required</p> <p>Further Action Required on Issue</p>

No Action Required

53615Q93	 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 Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q94	 Process 7826 Goods In Processes To Receive Goods from Suppliers Current Known Risk incorrectly booked in not booked in 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
53615Q95	 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 on Issue
53615Q96	 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 Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q97	 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 Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q98	 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 Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q99	 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 Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q100	 Process 7671 Humanmed Non Conformances Humanmed Non Conformances Current Known Risk non conformations not logged. 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
53615Q101	 Process 7870 Software Validation Non Conformance Product Risk Feedback Loop Scope to check the automatic system of tagging product non conformance and other issues to the post market surveillance review report. Current Known Risk issues not 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
53615Q102	 Process 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? 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
53615Q103	 Process 7868 Pillar Drill Checklist This is a check list to ensure safe use of the Pillar Drill	Does Update Affect? No	Risk Frequency due to Update 3.Occasional Risk Likly Due to	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	<p>Current Known Risk That injury will occur Current Likly 1 Current Frequency 3</p>	<p>Update 1.Negligible Action Required: No Action Required</p>		
53615Q104	<p>ProcessProcess 7867 Bandsaw Checklist This is a check list to ensure safe use of the bandsaw</p> <p>BANDSAW HAS BEEN REMOVED, PROCESS CAN BE CLOSED / TASKS CLOSED Current Known Risk That injury will occur 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>
53615Q105	<p>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</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>
53615Q106	<p>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.</p> <p>Current Known Risk non Automatic 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>
53615Q107	<p>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</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>
53615Q108	<p>ProcessProcess 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</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>
53615Q109	<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>
53615Q110	<p>ProcessProcess 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</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>
53615Q111	<p>ProcessProcess 6838 Opera Negative Stock To find and correct opera when it reads Negative stock values.</p> <p>NOT REQUIRED ANYMORE Opera Current Known Risk Damage Opera. 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>
53615Q112	<p>ProcessProcess 5858 Opera Stock Adjustments Opera Counts bulk stock in and issues stock out against orders. Multiple processes cause stock to be used internally. 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 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? 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>
53615Q113	<p>ProcessProcess 5935 Stock Allocations To allocate stock that has not automatically be linked to a repair or invoice.</p> <p>No longer required with replacement order system 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</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>

53615Q114	 ProcessProcess 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? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q115	 ProcessProcess 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? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="2.Minor"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q116	 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? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q117	 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? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q118	 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	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q119	 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	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q120	 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? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q121	 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? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="3.Occasional"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q122	 ProcessProcess 8030 Purchase Order Invoice Review Confirm the Price on our purchase order matches the price charged by the supplier Current Known Risk We over pay for products or services Current Likly 1 Current Frequency 2	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="2.Remote"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q123	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? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
53615Q124	Final Notes No ISO Procedures or Process are negatively affected by updating this document with the new document proposed				

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