

Document VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment Revision ID31008

Suggested Upload Document Name: **Risk Assessment For Updating Document ID31008**

Completed by [Derek Lamb](#) 29 Jan 2025

Reason for Risk Assessment

Removed Viamed from title and expanded to include maintenance and disposal of equipment. Also reference calibrated equipment.

Document VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment Revision ID31008 Is linked to the Following Standards and processes

Risk Assessment ID31008	Question	Does Update Affect?	Risk on Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31008Q0	Does this Update warrant updating Any External Parties due to any Terms and Conditional Agreements E.G. Notified Body or is the update a Significate change to any ISO Certifications	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31008Q1	Viamed Ltd ISO13485:2016 Section: 6.3 Infrastructure The organization shall document the requirements for the infrastructure needed to achieve conformity to product requirements, prevent product mix-up and ensure orderly handling of product. Infrastructure includes, as appropriate: a) buildings, workspace and associated utilities; b) process equipment (both hardware and software); c) supporting services (such as transport, communication, or information systems). The organization shall document requirements for the maintenance activities, including the interval of performing the maintenance activities, when such maintenance activities, or lack thereof, can affect product quality. As appropriate, the requirements shall apply to equipment used in production, the control of the work environment and monitoring and measurement. Records of such maintenance shall be maintained	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31008Q2	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 Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31008Q3	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 Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31008Q4	Process44 Secure Socket Level Certificate Encrypt data sent back and forth to Intrastats so it can be used off site	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
31008Q5	Process45 Main Server Status Check the status of the Main Server	Does Update Affect? No	Risk Frequency due to Update 3.Occasional Risk Likly Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31008Q6	Process46 Backup Server Status Check the status of the Backup Server,	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

	is done at same time as primary server	Update 1.Negligible Action Required: No Action Required			
31008Q7	Process49 Wifi Ensure Viamed Wifi is operational	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
31008Q8	Process50 Guest Access Wifi Backup Internet Connection	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
31008Q9	Process52 Software Verification Clear Down Backup Emails Keeps a month or so backup emails	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
31008Q10	Process5903 Weather Station To record the daily barometric pressure	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 4.Critical Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31008Q11	Process6813 Management Meeting Turnover Report Ensure the turnover report is accurate	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
31008Q12	Process6838 Opera Negative Stock To find and correct opera when it reads Negative stock values. NOT REQUIRED ANYMORE Opera	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
31008Q13	Process7126 Intrastats Requested Page updates Fix general errors in intrastats such as Spelling errors or columns not lining up	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
31008Q14	Process7129 Intrastats Cross Reference Database Tables Updates Update the online Cross reference guides with latest intrastats data.	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
31008Q15	Process7672 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	Does Update Affect? No	Risk Frequency due to Update 2.Remote Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31008Q16	Process7700 Domain Name Management Maintain Domains for websites	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
31008Q17	Process7701 AWS Amazon Web Services Amazon Web Services, is an online service, which basically simply provides a Linux PC out on the Web.	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to	Notes On Risk / Benefits statement if required	Further Action Required on Issue

Viamed uses this, for Web development of Websites:
It hosts a working backup of many websites.
Viamed / vst / vandagraph etc..











Update
3.Serious
Action Required:
No Action Required








31008Q18	 Process7739 Intrastats Amendment Log Intrastat Changes updates. Logging system to enable roll back should anything break	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
31008Q19	 Process7755 Fast Hosts Invoice To Send Invoice for online services to Helen	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
31008Q20	 Process7832 Cleardown Emailed Invoices Backup of all Sent Emails sent to External Address for Verification	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
31008Q21	 Process7823 Saftey Tester Data Backup the Fluke ESA615 Safety tester CE Copy any files to the Z Drive - safety tester backupdata	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
31008Q22	 Process8038 Defrost Fridge / Freezer Defrost Fridge / Freezer	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
31008Q23	 Process8043 Turn Off Outside Tap On The Warehouse Turn off outside tap on the warehouse for winter	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
31008Q24	 Process8045 Radiators - Bleed Radiators In Vandagraph Room In Warehouse And Loft In Offices Radiators - Bleed radiators in Vandagraph Room in Warehouse and loft in offices. Check they are heating up fully	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
31008Q25	 Process8047 Electric Testing Electric Testing - 5 yearly electric testing due on Warehouse and main office	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
31008Q26	 Process8048 Workshop Toilet Is To Be Cleaned And Rubbish To Be Binned Workshop toilet is to be cleaned and rubbish to be binned	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
31008Q27	 Process8044 PAT Test Carry out global PAT testing	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	Further Action Required on Issue
31008Q28	 ProcessProcess 6855 Risk Assessment HSE Update the Site HSE file. Ensure staff are aware of this and the location of HSE equipment	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to	Notes On Risk / Benefits statement if required	Further Action Required on Issue












Current Known Risk Issues not done in terms.
Current Likly 1 Current Frequency 1

Update
1.Negligible
Action Required:
No Action Required

31008Q29	<div><div>Process</div><div>Process 6856</div></div> <div>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 Likly 1 Current Frequency 3</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>3.Occasional</div> <div>Risk Likely Due to Update</div> <div>1.Negligible</div> <div>Action Required:</div> <div>No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
31008Q30	<div><div>Process</div><div>Process 54</div></div> <div>Gents Toilets Bleech the Gents Toilets Process no longer required no urinal Current Known Risk job not carried out Current Likly 3 Current Frequency 1</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely Due to Update</div> <div>3.Serious</div> <div>Action Required:</div> <div>No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
31008Q31	<div><div>Process</div><div>Process 5907</div></div> <div>Hoover Warehouse Cleaning of floors. Tidying so as to clean more effectively. Current Known Risk Dirty and unhygienic work space. Inadequate supply of cleaning products. Current Likly 1 Current Frequency 1</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely Due to Update</div> <div>1.Negligible</div> <div>Action Required:</div> <div>No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
31008Q32	<div><div>Process</div><div>Process 5908</div></div> <div>Sweep Warehouse Cleaning of floors. Tidying so as to clean more effectively. Current Known Risk Dirty and unhygienic work space. Inadequate supply of cleaning products. Current Likly 1 Current Frequency 1</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely Due to Update</div> <div>1.Negligible</div> <div>Action Required:</div> <div>No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
31008Q33	<div><div>Process</div><div>Process 5909</div></div> <div>Empty Warehouse Bins Emptying of the waste bins into external bin for refuse collectors Current Known Risk Waste is not removed or waste is not correctly placed in bins Current Likly 1 Current Frequency 1</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely Due to Update</div> <div>1.Negligible</div> <div>Action Required:</div> <div>No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
31008Q34	<div><div>Process</div><div>Process 5911</div></div> <div>Clear Cardboard To remove and dispose of the cardboard with in the company Current Known Risk That we will have too much and it will be a trip hazard. It will fill work spaces that we need to use. Current Likly 1 Current Frequency 1</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely Due to Update</div> <div>1.Negligible</div> <div>Action Required:</div> <div>No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
31008Q35	<div><div>Process</div><div>Process 5856</div></div> <div>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</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely Due to Update</div> <div>1.Negligible</div> <div>Action Required:</div> <div>No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
31008Q36	<div><div>Process</div><div>Process 7802</div></div> <div>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</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely Due to Update</div> <div>1.Negligible</div> <div>Action Required:</div> <div>No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
31008Q37	<div><div>Process</div><div>Process 7803</div></div> <div>Dishwashing To ensure crockery and cutlery is cleaned and fit for use Current Known Risk Dishwasher breakdown Current Likly 1 Current Frequency 1</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely Due to Update</div> <div>1.Negligible</div> <div>Action Required:</div> <div>No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
31008Q38	<div><div>Process</div><div>Process 7804</div></div> <div>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</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely Due to Update</div> <div>1.Negligible</div> <div>Action Required:</div> <div>No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>

31008Q39	 Process 7805 Empty Kitchen Bins Emptying of the recycling and waste bins into external bin for refuse collection Disabled 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? <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 <div></div>	Further Action Required on Issue <div></div>
31008Q40	 Process 7806 Watering Plants To water the plants and ensure their survival Current Known Risk Dead plants. Current Likly 1 Current Frequency 1	Does Update Affect? <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 <div></div>	Further Action Required on Issue <div></div>
31008Q41	 Process 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? <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 <div></div>	Further Action Required on Issue <div></div>
31008Q42	 Process 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? <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 <div></div>	Further Action Required on Issue <div></div>
31008Q43	 Process 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? <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 <div></div>	Further Action Required on Issue <div></div>
31008Q44	 Process 7120 General Maintenance Requirements Review any General Maintenance required on the physical Site(s) Current Known Risk That a general Maintenance requirement may been missed. 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 <div></div>	Further Action Required on Issue <div></div>
31008Q45	 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	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 <div></div>	Further Action Required on Issue <div></div>
31008Q46	 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	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 <div></div>	Further Action Required on Issue <div></div>
31008Q47	 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	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 <div></div>	Further Action Required on Issue <div></div>
31008Q48	 Process 7821 Controlled Waste Description And Transfer The renewal of our waste transfer agreement with our waste disposal companies Current Known Risk That we cannot get rid of waste or we have a supplier that takes waste but does not dispose of it in the correct legal manor. Current Likly 1 Current Frequency 2	Does Update Affect? <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 <div></div>	Further Action Required on Issue <div></div>
31008Q49	 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	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 <div></div>	Further Action Required on Issue <div></div>

31008Q50	 Process 7836 Central Heating For Winter Reset the Heating for Winter Current Known Risk Building too hot / cold Current Likly 1 Current Frequency 1	Does Update Affect? <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 <div></div>	Further Action Required on Issue <div></div>
31008Q51	 Process 7713 Review Roles And Responsibilities 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	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="2.Minor"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31008Q52	 Process 7845 7.1.4 Environment Of Operations Determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services. Merged into 7729 can close the tasks Current Known Risk no risk. to the process, however risk maybe some problems may be brought up that are better left un-brought up, which may result in loss of staff while dealing with a problem that is suddenly brought to light that was better not addressed. Current Likly 1 Current Frequency 1	Does Update Affect? <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 <div></div>	Further Action Required on Issue <div></div>
31008Q53	 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	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="3.Serious"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31008Q54	 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	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 <div></div>	Further Action Required on Issue <div></div>
31008Q55	 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? <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="4.Critical"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31008Q56	 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? <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="3.Serious"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31008Q57	 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? <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="2.Minor"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31008Q58	 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? <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 <div></div>	Further Action Required on Issue <div></div>
31008Q59	 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? <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 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 <div></div>

31008Q60	 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
31008Q61	 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
31008Q62	 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
31008Q63	 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
31008Q64	 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
31008Q65	 Process 7857 Software Validation Stock Tracking Check To confirm Software Validation Stock Tracking Check, is functioning as expected Current Known Risk Stock gets mislaid in the warehouse Current Likly 2 Current Frequency 1	Does Update Affect? 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
31008Q66	 Process 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 Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31008Q67	 Process 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 Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31008Q68	 Process 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? Yes	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 no changes	Further Action Required on Issue
31008Q69	 Process 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 Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31008Q70	 Process 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	Does Update Affect? No	Risk Frequency due to Update 2.Remote Risk Likly Due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

is put on stop.

Current Likly 1 Current Frequency 2

1.Negligible
Action Required:
No Action Required

31008Q71	<p>ProcessProcess 7747 UPS Invoices Vandagraph Go on to the UPS web site and download the unpaid invoices. Working from the accounts package to find the date that these need to go back to. These are then entered on to the accounts package and paid. Current Known Risk That invoices are missed or a payment is not made. The account is put on stop. 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>
31008Q72	<p>ProcessProcess 5940 Thumb Nail Processor Generate the Thumbs nails for the document Index Current Known Risk No real risk as pocuments with out a thumbail do not break the system, simply show a generic thumbnail required icon. 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>
31008Q73	<p>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</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>
31008Q74	<p>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</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>
31008Q75	<p>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</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>
31008Q76	<p>ProcessProcess 5866 UPS Shipping Fuel Surcharge UPS surcharges change on a monthly basis. The internal system requires updating so the postage rates can be calculated by anyone correctly. *PROCESS REPLACED WITH WORLDSHIP Current Known Risk We pay more for shipping than we charge to the customer Current Likly 1 Current Frequency 2</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>
31008Q77	<p>ProcessProcess 6972 UPS Shipping Fuel Surcharge task no longer required, WE switched toups online WITH LIVE PRICES 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>
31008Q78	<p>ProcessProcess 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>
31008Q79	<p>ProcessProcess 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>
31008Q80	<p>ProcessProcess 46 Backup Server Status Check the status of the Backup Server, is done at same time as primary server Current Known Risk Replacing the server requires technical knowledge of Linux, LAMP set up, and Samba settings, Current Likly 1 Current Frequency 3</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>
31008Q81	<p>ProcessProcess 44 Secure Socket Level Certificate</p>	<p>Does Update</p>	<p>Risk Frequency due to Update</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>

Encrypt data sent back and forth to Intrastats so it can be used off site

Affect?

1.Improbable

No

Risk Likely Due to Update

1.Negligible

Action Required:

No Action Required


Current Known Risk If certificate fails you can bypass the warnings and continue and still have encryption.

only risk would be a man in the middle attack, however as Intrastats is in constant use warnings would be given to all members of staff as it tries to update.

risk is minimum

Current Likly 1 Current Frequency 1

31008Q82	<p>ProcessProcess 49</p> <p>Wifi</p> <p>Ensure Viamed Wifi is operational</p> <p>Current Known Risk Lose remote internet connection</p> <p>Loss of access to phone system on mobile devices</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likely Due to Update</p> <p>1.Negligible</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31008Q83	<p>ProcessProcess 50</p> <p>Guest Access Wifi</p> <p>Backup Internet Connection</p> <p>Current Known Risk Wifi might go down</p> <p>Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likely Due to Update</p> <p>3.Serious</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31008Q84	<p>ProcessProcess 7832</p> <p>Cleardown Emailed Invoices</p> <p>Backup of all Sent Emails sent to External Address for Verification</p> <p>Current Known Risk That we may loose some emails</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likely Due to Update</p> <p>1.Negligible</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31008Q85	<p>ProcessProcess 7823</p> <p>Saftey Tester Data</p> <p>Backup the Fluke ESA615 Safety tester CE</p> <p>Copy any files to the Z Drive - safety tester backupdata</p> <p>Current Known Risk That this will not be carried out.</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likely Due to Update</p> <p>1.Negligible</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31008Q86	<p>ProcessProcess 7698</p> <p>Clean Toilets</p> <p>Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively.</p> <p>Current Known Risk Dirty and unhygienic bathrooms. Inadequate supply of cleaning products.</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likely Due to Update</p> <p>1.Negligible</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31008Q87	<p>ProcessProcess 7687</p> <p>Vandagraph Duckets</p> <p>Collecting, cleaning and returning duckets to Vandagraph.</p> <p>Current Known Risk That they will be dirty and that Vandagraph will not have any when needed.</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likely Due to Update</p> <p>1.Negligible</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31008Q88	<p>ProcessProcess 5851</p> <p>Duplicate Documents</p> <p>Removal of Duplicate documents</p> <p>Current Known Risk no risk as such.</p> <p>how duplicates in the system can waste time by having to work out if one succeeds the other.</p> <p>Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likely Due to Update</p> <p>3.Serious</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31008Q89	<p>ProcessProcess 59</p> <p>Out Of Date Documents</p> <p>Check the Document Index for any out of date documents,</p> <p>Current Known Risk Not performing task could relate to old out of date information being supplied out of the companies</p> <p>Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likely Due to Update</p> <p>3.Serious</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31008Q90	<p>ProcessProcess 7830</p> <p>Review Q.A. Failures Report</p> <p>To review the Quantities of Failed product per Stock reference Passing through the Q.A. system</p> <p>Current Known Risk That a high proportion of a product might fail QA and not be flagged</p> <p>Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likely Due to Update</p> <p>3.Serious</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31008Q91	<p>ProcessProcess 7798</p> <p>Orders And Items Shipped Per Month</p> <p>Review the orders and items shipped per month</p> <p>Current Known Risk Problem with report</p> <p>Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect?</p> <p>No</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable</p> <p>Risk Likely Due to Update</p> <p>3.Serious</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>

31008Q92	 Process 7744 FDA Device Establishment Registration And Listing FDA registration and the CMDCAS products In order to sell in the USA / Canada Markets products need to be registered with the FDA. Current Known Risk Its harder to initially get on teh register than maintaining it. Inability to sell products in North America 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 <div></div>	Further Action Required on Issue <div></div>
31008Q93	 Process 7705 Checking For Uploaded Files Checking if a customer has uploaded an order directly to our website Current Known Risk Computer/network breakdown Current Likly 2 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="2.Minor"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31008Q94	 Process 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	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 <div></div>	Further Action Required on Issue <div></div>
31008Q95	 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? <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 <div></div>	Further Action Required on Issue <div></div>
31008Q96	 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? <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="3.Serious"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31008Q97	 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? <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 <div></div>	Further Action Required on Issue <div></div>
31008Q98	 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? <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 <div></div>	Further Action Required on Issue <div></div>
31008Q99	 Process 7868 Pillar Drill Checklist This is a check list to ensure safe use of the Pillar Drill Current Known Risk That injury will occur Current Likly 1 Current Frequency 3	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <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 <div></div>	Further Action Required on Issue <div></div>
31008Q100	 Process 7867 Bandsaw Checklist This is a check list to ensure safe use of the bandsaw BANDSAW HAS BEEN REMOVED, PROCESS CAN BE CLOSED / TASKS CLOSED Current Known Risk That injury will occur Current Likly 1 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <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 <div></div>	Further Action Required on Issue <div></div>
31008Q101	 Process 7866 Oxygen Cylinder Check Ensure we do not run out of oxygen Current Known Risk run out of oxygen Current Likly 2 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <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 <div></div>	Further Action Required on Issue <div></div>
31008Q102	 Process 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.	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

Current Known Risk non Automatic Current Likly 1 Current Frequency 1		1.Negligible Action Required: No Action Required			
31008Q103	Process 7864 ESD Work Stations Check the workshop benches ESD equipment is in place Current Known Risk can damage equipment if not used or suitable Current Likly 2 Current Frequency 1	Does Update Affect? 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
31008Q104	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 on Issue
31008Q105	Process 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	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
31008Q106	Process 5853 Vacuuming Of The Office, Hall And Meeting Room Ensure customer facing areas are vacuumed Current Known Risk Vacuum malfunction Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31008Q107	Process 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? 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 recycling. Or be added to the WEE waste pallet that is in the warehouse that is collected by an authorised WEE Waste collection company when it is full.	Further Action Required on Issue
31008Q108	Process 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? 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 recycling. Or be added to the WEE waste pallet that is in the warehouse that is collected by an authorised WEE Waste collection company when it is full.	Further Action Required on Issue
31008Q109	Process 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? 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
31008Q110	Process 7961 R D Room - Tidy, Empty Bins, Remove Cups. Caution Around Oxygen Supply To Clean Tidy the research and development rooms Current Known Risk staff absent so job is not carried out job not carried out well Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required recycling. Or be added to the WEE waste pallet that is in the warehouse that is collected by an authorised WEE Waste collection company when it is full.	Further Action Required on Issue
31008Q111	Process 7896 Tree In Car Park To Maintain the Tree in the Car Park Current Known Risk the tree may become unsafe Current Likly 1 Current Frequency 3	Does Update Affect? No	Risk Frequency due to Update 3.Occasional Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31008Q112	Does Generic CE File Attached to All Technical file #2 Of type 5 require any Notificaions and/or Risk assesment updates due to this update	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue

31008Q113 Final Notes

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

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