

Document VOP 18 Maintenance Building, Fabric and Infrastructure Revision ID119029

Suggested Upload Document Name: Risk Assessment For Updating Document ID119029

Completed by [Derek Lamb](#) 29 May 2026

Reason for Risk Assessment

Document VOP 18 Maintenance Building, Fabric and Infrastructure Revision ID119029 Is linked to the Following Standards and processes

Risk Assessment ID119029	Question	Does Update Affect	Risk Frequency due to Update	Notes On Risk / Benefits statement if req
119029Q0	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	No	1.Improbable Risk Likly Due to Update 1.Negligible	Update is administrative and clar The revision expands the document responsibilities between Viamed L Ltd and Vandagraph Sensor Technol references existing inter-company have been made to certified proce obligations, product realisation system controls. No external noti
119029Q1	Viamed Ltd ISO13485:2016 Section: 5.1 Management commitment Top management shall provide evidence of its commitment to the development and implementation of the quality management system and maintenance of its effectiveness by: a) communicating to the organization the importance of meeting customer as well as applicable regulatory requirements; b) establishing the quality policy; c) ensuring that quality objectives are established; d) conducting management reviews; e) ensuring the availability of resources.	No	1.Improbable Risk Likly Due to Update 1.Negligible	The update improves clarity regar and responsibility for infrastruc maintenance activities. Managemer responsibilities remain unchanged to support the effectiveness of t Management System. No additional identified.
119029Q2	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	No	1.Improbable Risk Likly Due to Update 1.Negligible	The update provides additional de equipment, infrastructure ownersh responsibilities, including refer calibrated and non-calibrated equ maintenance controls remain uncha improves understanding of infrast and reduces the risk of ambiguity responsibility.
119029Q3	Viamed Ltd ISO13485:2016 Section: 6.4.1 Work environment The organization shall document the requirements for the work environment needed to achieve conformity to product requirements. If the conditions for the work environment can have an adverse effect on product quality, the organization shall document the requirements for the work environment and the procedures to monitor and control the work environment. The organization shall: a) document requirements for health, cleanliness and clothing of personnel if contact between such personnel and the product or work environment could affect medical device safety or performance; b) ensure that all personnel who are required to work temporarily under special environmental conditions within the work environment are competent or supervised by a competent	No	1.Improbable Risk Likly Due to Update 1.Negligible	No changes have been made to envi controls, working conditions, cle requirements or personnel require controls remain effective. No add identified.

person.
NOTE Further information can be found in ISO 14644 and ISO 14698

119029Q4	<p>VST Ltd ISO9001:2015+A1 Section: 5.1.1 General Top management shall demonstrate leadership and commitment with respect to the quality management system by:</p> <ul style="list-style-type: none"> a) taking accountability for the effectiveness of the quality management system; b) ensuring that the quality policy and quality objectives are established for the quality management system and are compatible with the context and strategic direction of the organization; c) ensuring the integration of the quality management system requirements into the organization's business processes; d) promoting the use of the process approach and risk-based thinking; e) ensuring that the resources needed for the quality management system are available; f) communicating the importance of effective quality management and of conforming to the quality management system requirements; g) ensuring that the quality management system achieves its intended results; h) engaging, directing and supporting persons to contribute to the effectiveness of the quality management system; i) promoting improvement; j) supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility. <p>NOTE Reference to "business" in this International Standard can be interpreted broadly to mean those activities that are core to the purposes of the organization's existence, whether the organization is public, private, for profit or not for profit.</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk Frequency due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likly Due to Update <input type="checkbox"/> 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req</p> <p>The update strengthens documented responsibilities by clearly defir organisational ownership of maint infrastructure activities. No cha operational controls or managemer requirements. Positive clarificat</p>
119029Q5	<p>VST Ltd ISO9001:2015+A1 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:</p> <ul style="list-style-type: none"> a) buildings and associated utilities; b) equipment, including hardware and software; c) transportation resources; d) information and communication technology. 	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk Frequency due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likly Due to Update <input type="checkbox"/> 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req</p> <p>Additional information has been i responsibility for buildings, equ printers, computers and supportir Existing maintenance arrangements The update improves clarity and s infrastructure control.</p>
119029Q6	<p>VST Ltd ISO9001:2015+A1 Section: 7.1.4 Environment for the operation of processes The organization shall determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services. NOTE A suitable environment can be a combination of human and physical factors, such as:</p> <ul style="list-style-type: none"> a) social (e.g. non-discriminatory, calm, non-confrontational); b) psychological (e.g. stress-reducing, burnout prevention, emotionally protective); c) physical (e.g. temperature, heat, humidity, light, airflow, hygiene, noise). <p>These factors can differ substantially depending on the products and services provided.</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk Frequency due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likly Due to Update <input type="checkbox"/> 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req</p> <p>No changes have been made to workplace environmental controls. Existing arrangements for maintaining suitable working conditions remain unchanged. No additional risks identified.</p>
119029Q7	<p>Process5906 Empty Paper Bins Emptying of the recycling and waste bins into external bin for refuge collectors</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk Frequency due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likly Due to Update <input type="checkbox"/> 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req</p> <p>No Action
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119029Q8	<p>Process54 Gents Toilets Bleech the Gents Toilets</p> <p>Process no longer required no urinal</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk Frequency due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likly Due to Update <input type="checkbox"/> 3.Serious</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req</p>

119029Q9	<p>Process5907 Hoover Warehouse Cleaning of floors. Tidying so as to clean more effectively.</p>	<p>Does Update Affect? <input type="checkbox"/> No 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 req No Action
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119029Q10	<p>Process5908 Sweep Warehouse Cleaning of floors. Tidying so as to clean more effectively.</p>	<p>Does Update Affect? <input type="checkbox"/> No 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 req No Action
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119029Q11	<p>Process5909 Empty Warehouse Bins Emptying of the waste bins into external bin for refuge collectors</p>	<p>Does Update Affect? <input type="checkbox"/> No 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 req No Action
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119029Q12	<p>Process5910 Clean Duckets Cleaning of duckets</p>	<p>Does Update Affect? <input type="checkbox"/> No 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 req No Action
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119029Q13	<p>Process5911 Clear Cardboard To remove and dispose of the cardboard with in the company</p>	<p>Does Update Affect? <input type="checkbox"/> No 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 req No Action
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119029Q14	<p>Process7698 Clean Toilets Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively.</p>	<p>Does Update Affect? <input type="checkbox"/> No 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 req No Action
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119029Q15	<p>Process5856 Cleaning The Kitchen to clean the kitchen, work tops and floor. make sure it is safe for people to use</p>	<p>Does Update Affect? <input type="checkbox"/> No 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 req</p>

119029Q16	Process5900 Cleaning Of Office Windows Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively.	Does Update Affect? <input type="checkbox"/> No Risk due to Update <input type="checkbox"/> 1.Improbable Risk Likely Due to Update <input type="checkbox"/> 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q17	Process5912 Main Recycle Bins To put the recycling bins out	Does Update Affect? <input type="checkbox"/> No Risk due to Update <input type="checkbox"/> 1.Improbable Risk Likely Due to Update <input type="checkbox"/> 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q18	Process7706 Update Virus Software And Scan For Viruses Updating of anti-virus software and scanning computers for viruses	Does Update Affect? <input type="checkbox"/> No Risk due to Update <input type="checkbox"/> 2.Remote Risk Likely Due to Update <input type="checkbox"/> 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q19	Process7802 Clean Kitchen Sides Cleaning the kitchen surfaces to ensure they are fit for use	Does Update Affect? <input type="checkbox"/> No Risk due to Update <input type="checkbox"/> 1.Improbable Risk Likely Due to Update <input type="checkbox"/> 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q20	Process7803 Dishwashing To ensure crockery and cutlery is cleaned and fit for use	Does Update Affect? <input type="checkbox"/> No Risk due to Update <input type="checkbox"/> 1.Improbable Risk Likely Due to Update <input type="checkbox"/> 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q21	Process7804 Sweep Kitchen Floor To sweep the kitchen floor and clear and mess ready for mopping	Does Update Affect? <input type="checkbox"/> No Risk due to Update <input type="checkbox"/> 1.Improbable Risk Likely Due to Update <input type="checkbox"/> 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q22	Process7805 Empty Kitchen Bins Emptying of the recycling and waste bins into external bin for refuse collection Diasbled currently - have Global task on bins	Does Update Affect? <input type="checkbox"/> No Risk due to Update <input type="checkbox"/> 1.Improbable Risk Likely Due to Update <input type="checkbox"/> 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if req

119029Q23	Process7806 Watering Plants To water the plants and ensure their survival	Does Update Affect? <input type="checkbox"/> No Risk Frequency due to Update <input type="checkbox"/> 1.Improbable Risk Likly Due to Update <input type="checkbox"/> 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q24	Process5878 Empty Office Bins Emptying of the recycling and waste bins into external bin for refuge collectors	Does Update Affect? <input type="checkbox"/> No Risk Frequency due to Update <input type="checkbox"/> 1.Improbable Risk Likly Due to Update <input type="checkbox"/> 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q25	Process5853 Vacuuming Of The Office, Hall And Meeting Room Ensure customer facing areas are vacuumed	Does Update Affect? <input type="checkbox"/> No Risk Frequency due to Update <input type="checkbox"/> 1.Improbable Risk Likly Due to Update <input type="checkbox"/> 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q26	Process7896 Tree In Car Park To Maintain the Tree in the Car Park	Does Update Affect? <input type="checkbox"/> No Risk Frequency due to Update <input type="checkbox"/> 3.Occasional Risk Likly Due to Update <input type="checkbox"/> 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q27	ProcessProcess 7833 Importance Of Effective Quality Management To Remind Staff of the Importance of the ISO systems and they should be following the procedures Current Known Risk people may become careless Current Likly 2 Current Frequency 1	Does Update Affect? <input type="checkbox"/> No Risk Frequency due to Update <input type="checkbox"/> 1.Improbable Risk Likly Due to Update <input type="checkbox"/> 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q28	ProcessProcess 27 Management Reviews And Quality Audits To review and close all automatic rolling Issues. Including all rolling tasks and audits Current Known Risk that the task is missed that follow ups are missed Current Likly 3 Current Frequency 1	Does Update Affect? <input type="checkbox"/> No Risk Frequency due to Update <input type="checkbox"/> 1.Improbable Risk Likly Due to Update <input type="checkbox"/> 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q29	ProcessProcess 7070 Management Review To discuss any problems, to assess work load and staffing. To review issues. Current Known Risk Meetings not carried out regularly. Current Likly 2 Current Frequency 1	Does Update Affect? <input type="checkbox"/> No Risk Frequency due to Update <input type="checkbox"/> 1.Improbable Risk Likly Due to Update <input type="checkbox"/> 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action

119029Q30	<p>Process 7848 Review ISO Scopes To Review the Scope of the ISO 9001 / ISO 13485 Standards Current Known Risk No risks Rolling issue to perform task Current Likly 1 Current Frequency 1</p>	<p>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"/></p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
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119029Q31	<p>Process 23 Company Objectives Ensure the company Objects are still current and upto date Current Known Risk Company shots of in directions that are not laid out in its objectives Current Likly 1 Current Frequency 1</p>	<p>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"/></p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req</p>
119029Q32	<p>Process 6855 Risk Assessment HSE Update the Site HSE file. Ensure staff are aware of this and the location of HSE equipment Current Known Risk Issues not done in terms. Current Likly 1 Current Frequency 1</p>	<p>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"/></p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
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119029Q33	<p>Process 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 Likly 1 Current Frequency 3</p>	<p>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"/></p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
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119029Q34	<p>Process 54 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</p>	<p>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"/></p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req</p>
119029Q35	<p>Process 5907 Hoover Warehouse Cleaning of floors. Tidying so as to clean more effectively. Current Known Risk Dirty and unhygienic work space. Inadequate supply of cleaning products. Current Likly 1 Current Frequency 1</p>	<p>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"/></p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
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119029Q36	<p>Process 5908 Sweep Warehouse Cleaning of floors. Tidying so as to clean more effectively. Current Known Risk Dirty and unhygienic work space. Inadequate supply of cleaning products. Current Likly 1 Current Frequency 1</p>	<p>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"/></p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
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119029Q37	<p>Process 5909 Empty Warehouse Bins Emptying of the waste bins into external bin for refuge collectors Current Known Risk Waste is not removed or waste is not correctly placed in bins Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q38	<p>Process 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</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q39	<p>Process 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</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req</p>
119029Q40	<p>Process 7802 Clean Kitchen Sides Cleaning the kitchen surfaces to ensure they are fit for use Current Known Risk Inadequate cleaning supplies Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q41	<p>Process 7803 Dishwashing To ensure crockery and cutlery is cleaned and fit for use Current Known Risk Dishwasher breakdown Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q42	<p>Process 7804 Sweep Kitchen Floor To sweep the kitchen floor and clear and mess ready for mopping Current Known Risk Broom breakage Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q43	<p>Process 7805 Empty Kitchen Bins Emptying of the recycling and waste bins into external bin for refuge collection Diasbled currently - have Global task on bins Current Known Risk Waste is not removed or waste is not correctly placed in bins Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req</p>

119029Q44	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="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q45	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="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q46	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="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q47	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="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q48	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="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q49	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="checkbox"/> No Risk due to Update 2.Remote Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action
119029Q50	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="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if req No Action

ID	Description	Does Update Affect?	Risk Likelihood	Frequency	Notes On Risk / Benefits statement if req
119029Q51	<p>Process 7820 North Yorkshire Council Waste Transfer 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>	No	Risk Likly Due to Update	2.Remote	No Action
119029Q52	<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>	No	Risk Likly Due to Update	2.Remote	No Action
119029Q53	<p>Process 7835 Electrics Need Checking To get the Electrics checked by External Electricition, so certificate can be provided for Employee Safety Current Known Risk Not carried out in a timely manner Current Likly 1 Current Frequency 1</p>	No	Risk Likly Due to Update	1.Improbable	No Action
119029Q54	<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>	No	Risk Likly Due to Update	1.Improbable	
119029Q55	<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>	No	Risk Likly Due to Update	2.Remote	No Action
119029Q56	<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>	No	Risk Likly Due to Update	1.Improbable	
119029Q57	<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>	No	Risk Likly Due to Update	3.Occasional	No Action

ID	Description	Does Update Affect?	Risk Likelihood	Frequency	Action Required	Notes
119029Q58	<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>	No	Risk Likely Due to Update	1.Improbable	No Action Required	
119029Q59	<p>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</p>	No	Risk Likely Due to Update	4.Critical	No Action Required	
119029Q60	<p>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</p>	No	Risk Likely Due to Update	3.Serious	No Action Required	
119029Q61	<p>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</p>	No	Risk Likely Due to Update	2.Minor	No Action Required	
119029Q62	<p>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</p>	No	Risk Likely Due to Update	1.Negligible	No Action Required	
119029Q63	<p>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</p>	No	Risk Likely Due to Update	1.Negligible	No Action 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
119029Q64	<p>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</p>	No	Risk Likely Due to Update	1.Negligible	No Action Required	

119029Q65	<p>ProcessProcess 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.</p> <p>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</p>	<p>Does Update Affect? <input type="button" value="No"/> Risk Likly Due to Update</p> <p>Risk Frequency due to Update 3.Occasional 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action</p>
119029Q66	<p>ProcessProcess 7854 Software Validation In Production List Software Validation of the production lists.</p> <p>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</p>	<p>Does Update Affect? <input type="button" value="No"/> Risk Likly Due to Update</p> <p>Risk Frequency due to Update 2.Remote 2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action</p>
119029Q67	<p>ProcessProcess 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</p>	<p>Does Update Affect? <input type="button" value="No"/> Risk Likly Due to Update</p> <p>Risk Frequency due to Update 2.Remote 2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req</p>
119029Q68	<p>ProcessProcess 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</p>	<p>Does Update Affect? <input type="button" value="No"/> Risk Likly Due to Update</p> <p>Risk Frequency due to Update 2.Remote 2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action</p>
119029Q69	<p>ProcessProcess 7857 Software Validation Stock Tracking Check To confirm Software Validation Stock Tracking Check, is functioning as expected Current Known Risk Stock gets mislaid in the warehouse Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/> Risk Likly Due to Update</p> <p>Risk Frequency due to Update 1.Improbable 2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q70	<p>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</p>	<p>Does Update Affect? <input type="button" value="No"/> Risk Likly Due to Update</p> <p>Risk Frequency due to Update 3.Occasional 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q71	<p>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</p>	<p>Does Update Affect? <input type="button" value="No"/> Risk Likly Due to Update</p> <p>Risk Frequency due to Update 2.Remote 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action</p>

119029Q72	<p>Process 22 Company Polycys Ensure the company polycys are still current and upto date Current Known Risk Company shoots of in directions that are not laid out in its polycys or does not meet its objectives Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No 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 req No Action</p>
119029Q73	<p>Process 26 Company Resources Overview of the Company using various data Reporting Screens Current Known Risk Not enough resources to complete tasks Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No 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 req No Action</p>
119029Q74	<p>Process 7834 Financial Review The review the Financial requirements Current Known Risk Non Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No 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 req No Action</p>
119029Q75	<p>Process 7750 Meeting With Management Meeting between management and office team leader to discuss improvement of systems and address any issues Current Known Risk Staff being unavailable Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No 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 req No Action</p>
119029Q76	<p>Process 7753 Management Meeting Warehouse To discuss any problems, to assess work load and staffing. To review issues with regard the Warehouse. Current Known Risk Meetings not carried out regularly. Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No 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 req No Action</p>
119029Q77	<p>Process 7093 BSI Audits Calander Review of outstanding Audits Current Known Risk Audits dont get completed Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No 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 req No Action</p>
119029Q78	<p>Process 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? <input type="checkbox"/> No 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 req No Action</p>

119029Q79	<p>Process 7743 Customer Complaints Paper File Major Customer Complaints get escalated to Paper Customer Complaints file.</p> <p>Check the File is being Maintained and any relevant documentation is in the File. Current Known Risk Customer Complaints could be missed or not filed correctly Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likly Due to Update <input type="checkbox"/> 2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q80	<p>Process 6931 Customer Complaints Review the Customer Complaints Heading Current Known Risk things are not followed up in a timely manner or are missed Current Likly 1 Current Frequency 3</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk due to Update <input type="checkbox"/> 3.Occasional</p> <p>Risk Likly Due to Update <input type="checkbox"/> 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q81	<p>Process 7199 Non Conformities Review Viamed To review any non conformances created during the previous month, and produce a non conformance report.</p> <p>Review history of non conformances and see if there has been any improvement. Current Known Risk Non conformances go unfixed Current Likly 2 Current Frequency 2</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk due to Update <input type="checkbox"/> 2.Remote</p> <p>Risk Likly Due to Update <input type="checkbox"/> 2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q82	<p>Process 7828 Review The Quality Policy Viamed To review the Quality policy and check it is still valid and upto date. Current Known Risk That the policy will go out of date Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likly Due to Update <input type="checkbox"/> 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q83	<p>Process 7827 Review The Quality Policy VST To review the Quality policy and check it is still valid and upto date. Current Known Risk that policy will go out of date Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likly Due to Update <input type="checkbox"/> 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q84	<p>Process 7791 Price List Check Changing of the prices lists. Issue to check these are current</p> <p>*Vandagraph is not an ISO company Current Known Risk That people will quote the wrong price to the customer.</p> <p>Current Likly 1 Current Frequency 2</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk due to Update <input type="checkbox"/> 2.Remote</p> <p>Risk Likly Due to Update <input type="checkbox"/> 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q85	<p>Process 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? <input type="checkbox"/> No</p> <p>Risk due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likly Due to Update <input type="checkbox"/> 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>

119029Q86	<p>Process 7697 Yearly Pricing Review To review the current pricing and impact of increases Current Known Risk Getting this wrong can interfere with sales. Current Likly 1 Current Frequency 2</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk due to Update 2.Remote Risk Likely Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q87	<p>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</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req</p>
119029Q88	<p>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</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk due to Update 2.Remote Risk Likely Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q89	<p>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</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk due to Update 2.Remote Risk Likely Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q90	<p>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 is put on stop. Current Likly 1 Current Frequency 2</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk due to Update 2.Remote Risk Likely Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q91	<p>Process 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? <input type="checkbox"/> No Risk due to Update 2.Remote Risk Likely Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
119029Q92	<p>Process 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 thumbnaill required icon. Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk due to Update 1.Improbable Risk Likely Due to Update 2.Minor Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>

119029Q93	<p>Process 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? <input type="checkbox"/> No Risk Frequency due to Update <input type="checkbox"/> 1.Improbable Risk Likly Due to Update <input type="checkbox"/> 2.Minor Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action</p>
119029Q94	<p>Process 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? <input type="checkbox"/> No Risk Frequency due to Update <input type="checkbox"/> 1.Improbable Risk Likly Due to Update <input type="checkbox"/> 3.Serious Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action</p>
119029Q95	<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? <input type="checkbox"/> No Risk Frequency due to Update <input type="checkbox"/> 2.Remote Risk Likly Due to Update <input type="checkbox"/> 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req</p>
119029Q96	<p>Process 6972 UPS Shipping Fuel Surcharge task no longer required, WE switched touns 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? <input type="checkbox"/> No Risk Frequency due to Update <input type="checkbox"/> 2.Remote Risk Likly Due to Update <input type="checkbox"/> 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req</p>
119029Q97	<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? <input type="checkbox"/> No Risk Frequency due to Update <input type="checkbox"/> 1.Improbable Risk Likly Due to Update <input type="checkbox"/> 2.Minor Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action</p>
119029Q98	<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? <input type="checkbox"/> No Risk Frequency due to Update <input type="checkbox"/> 2.Remote Risk Likly Due to Update <input type="checkbox"/> 2.Minor Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action</p>
119029Q99	<p>Process 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? <input type="checkbox"/> No Risk Frequency due to Update <input type="checkbox"/> 3.Occasional Risk Likly Due to Update <input type="checkbox"/> 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action</p>

<p>119029Q100 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? <input type="button" value="No"/> Risk Likly Due to Update</p> <p>Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action</p>
<p>119029Q101 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? <input type="button" value="No"/> Risk Likly Due to Update</p> <p>Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action</p>
<p>119029Q102 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? <input type="button" value="No"/> Risk Likly Due to Update</p> <p>Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 3.Serious</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req</p>
<p>119029Q103 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? <input type="button" value="No"/> Risk Likly Due to Update</p> <p>Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action</p>
<p>119029Q104 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? <input type="button" value="No"/> Risk Likly Due to Update</p> <p>Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
<p>119029Q105 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 products. Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/> Risk Likly Due to Update</p> <p>Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
<p>119029Q106 Process 7687 Vandagraph Duckets Collecting, cleaning and returning duckets to Vandagraph. Current Known Risk That they will be dirty and that Vandagraph will not have any when needed. Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/> Risk Likly Due to Update</p> <p>Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>

<p>119029Q107 ProcessProcess 5851 Duplicate Documents Removal of Duplicate documents Current Known Risk no risk as such. how duplicates in the system can waste time by having to work out if one succeeds the other. Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk 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 req No Action
</p>
<p>119029Q108 ProcessProcess 59 Out Of Date Documents Check the Document Index for any out of date documents, Current Known Risk Not performing task could relate to old out of date information being supplied out of the companies Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk 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 req No Action
</p>
<p>119029Q109 ProcessProcess 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</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk 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 req No Action</p>
<p>119029Q110 ProcessProcess 7869 Hand Drill Checklist This is a check list to ensure safe use of the Hand Drill Current Known Risk That injury will occur Current Likly 1 Current Frequency 3</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk 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 req No Action
</p>
<p>119029Q111 ProcessProcess 7868 Pillar Drill Checklist This is a check list to ensure safe use of the Pillar Drill Current Known Risk That injury will occur Current Likly 1 Current Frequency 3</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk 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 req No Action
</p>
<p>119029Q112 ProcessProcess 7867 Bandsaw Checklist This is a check list to ensure safe use of the bandsaw BANDSAW HAS BEEN REMOVED, PROCESS CAN BE CLOSED / TASKS CLOSED Current Known Risk That injury will occur Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk 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 req</p>
<p>119029Q113 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? <input type="checkbox"/> No Risk 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 req No Action
</p>

<p>119029Q114 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? <input type="checkbox"/> No</p> <p>Risk due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likely Due to Update <input type="checkbox"/> 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action</p>
<p>119029Q115 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? <input type="checkbox"/> No</p> <p>Risk due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likely Due to Update <input type="checkbox"/> 2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
<p>119029Q116 ProcessProcess 7873 On Site Environment Review Review the Highs and Lows in Temperature of stored stock and products. The temperature range can be found on the temperature page. Current Known Risk Building temperature could affect stock Current Likly 2 Current Frequency 2</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk due to Update <input type="checkbox"/> 2.Remote</p> <p>Risk Likely Due to Update <input type="checkbox"/> 2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
<p>119029Q117 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</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likely Due to Update <input type="checkbox"/> 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
<p>119029Q118 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</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likely Due to Update <input type="checkbox"/> 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
<p>119029Q119 ProcessProcess 7686 Thorough Checking Of Awaiting Action Tray - Priority 8s Check that outstanding orders with unresolved issues are being followed up and addressed Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likely Due to Update <input type="checkbox"/> 2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action
</p>
<p>119029Q120 ProcessProcess 7755 Fast Hosts Invoice To Send Invoices for online services to Helen every 12 months on the issue Current Known Risk No risks to system. Accounting excersise Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No</p> <p>Risk due to Update <input type="checkbox"/> 1.Improbable</p> <p>Risk Likely Due to Update <input type="checkbox"/> 3.Serious</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if req No Action</p>

<p>119029Q121 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</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk 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 req No Action
</p>
<p>119029Q122 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</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk 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 req No Action
</p>
<p>119029Q123 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</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk 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 req No Action
</p>
<p>119029Q124 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</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk 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 req No Action
</p>
<p>119029Q125 ProcessProcess 7919 Send Debtors Overview To Derek send a report to the managing director of what is happening with the debtors from the last month, include problems and payments due. Can add to issue and redirect Current Known Risk report not done Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk 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 req No Action
</p>
<p>119029Q126 ProcessProcess 8080 Review Back To Stock Report On Shopify To manage subscribers who have signed up to be notified when an out-of-stock product becomes available on the Shopify store. Current Known Risk - Delay in notifying customers when stock becomes available - Miscommunication about stock levels or restock dates. - Loss of customer trust if notifications are not managed effectively. Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk 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 req No Action
</p>
<p>119029Q127 ProcessProcess 8094 Meeting With DL Just a heading to enable a rolling Task for Issues to link to a Meeting With DL Current Known Risk we might miss a issue Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <input type="checkbox"/> No Risk 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 req No Action
</p>

119029Q128 Process Process 8099

Add Bank Holidays To The New Years Holidays
 To add the bank holidays to the holiday system before the beginning of the new year.
 As per the HMRC bank holidays in England

Does Update Affect? Risk Likly Due to Update

Risk Frequency due to Update

Notes On Risk / Benefits statement if req
 No Action Required

Current Known Risk we might miss putting them in and staff may book holidays in these systems.
 Current Likly 1 Current Frequency 1

Action Required:
 No Action Required

119029Q129 Process Process 8100

Login In To The Bank To Keep It Active
 Login to the Barclays Iportal system to keep it active
 Current Known Risk That the app with become inactive and have to be re registered and re authorised.
 Current Likly 1 Current Frequency 1

Does Update Affect? Risk Likly Due to Update

Risk Frequency due to Update

Notes On Risk / Benefits statement if req
 No Action Required

Action Required:
 No Action Required

119029Q130 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? Risk Likly Due to Update

Risk Frequency due to Update

Notes On Risk / Benefits statement if req

Action Required:
 No Action Required

119029Q131 Final Notes

This document revision has been reviewed and assessed as a low-risk administrative update. The changes primarily improve c responsibilities, infrastructure ownership, maintenance arrangements and links to existing inter-company agreements. No ch controls, regulatory compliance requirements, maintenance frequencies, infrastructure processes or Quality Management Syst beneficial as it reduces ambiguity regarding responsibilities between Viamed Ltd, Viamed Properties Ltd and Vandagraph Ser training, validation activities or external notifications are required. Residual risk remains negligible and acceptable.

Only saves your progress in filling in above Questions - No feed back to pressing save form button
 Once Form Complete Print Page to PDF (Landscape mode prefereable), go back to document upload page and upload to risk assesment button