

Employee Roles, Titles, Responsibility's, Processes and Repeating Tasks Monitoring.

Rolling Issue 290 Weekly Task Management review.

“System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues. “

Scope to review all completed rolling tasks / Mini Audits and File to History. Raise a non-conformance directly linked to the rolling task if required for further review after the main task.

Rolling Issue 114 Review Company Data

“Sales Menu -> Analysis of Data ->

Search for any potential problems in the Graphs provided

Employee Menu Check Audit of Audits in Employee Roles and Titles. Search the Outstanding Jobs column for potential problems”

Scope to review Graphs on throughput of various sections / departments within the organisations, e.g. Number Invoices, SRS generated, Items Picked per day, Items Booked in per day, Purchase Orders, Items passing through QA, Barcodes generated.

Gives indication of potential bottle necks within the organisations

To review the Audit of Audits Screen of employee roles, Processes and Tasks on a global level,

Areas with High outstanding Issues highlights indicate potential problem areas where tasks are not getting completed, and may need review for either efficiency, or task re-allocation.

In the Case of employees away from work or left work, indications of task reallocation, and actual outstanding tasks re-allocations to get the tasks completed.

See Documents:Employee Roles , Employee roles Example Process , Employee Roles Individual Processes, Explanation Employee Roles and Titles.

For further understanding of the Employee Roles, Titles, Responsibility's, Processes and Repeating Tasks Monitoring and risk management.

Timings of the Tasks and Audits, can be adjusted based of the scope, risk and likely hood of risk occurring.

