

Internal Audit Check list			
HEALTH & SAFETY			
Created:	17/May 1995	Audit No 19	
Revised:	12 June 2017		Page 1 of 19
Audit Date		Auditor	

Ed spacing and layout

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 7.1.3	<b>Infrastructure</b> 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.	
VST Ltd ISO9001:2015 7.1.4	<b>Environment for the operation of processes</b> 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: 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). These factors can differ substantially depending on the products and services provided.	
VST Ltd ISO9001:2015 7.2	<b>Competence</b> 7.2 Competence The organization shall: a) determine the necessary competence of person(s) doing work under its control that affects the performance and effectiveness of the quality management system; b) ensure that these persons are competent on the basis of appropriate education, training, or experience; c) where applicable, take actions to acquire the necessary competence, and evaluate the	

	<p>effectiveness of the actions taken;</p> <p>d) retain appropriate documented information as evidence of competence.</p> <p>NOTE Applicable actions can include, for example, the provision of training to, the mentoring of, or the reassignment of currently employed persons; or the hiring or contracting of competent persons.</p>	
VST Ltd ISO9001:2015 7.3	<p><b>Awareness</b></p> <p>The organization shall ensure that persons doing work under the organization's control are aware of:</p> <p>a) the quality policy;</p> <p>b) relevant quality objectives;</p> <p>c) their contribution to the effectiveness of the quality management system, including the benefits of improved performance;</p> <p>d) the implications of not conforming with the quality management system requirements.</p>	
Viamed Ltd ISO13485:2016 5.5.1	<p><b>Responsibility and authority</b></p> <p>Top management shall ensure that responsibilities and authorities are defined, documented and communicated within the organization.</p> <p>Top management shall document the interrelation of all personnel who manage, perform and verify work affecting quality and shall ensure the independence and authority necessary to perform these tasks.</p>	
Viamed Ltd ISO13485:2016 6.2	<p><b>Human resources</b></p> <p>Personnel performing work affecting product quality shall be competent on the basis of appropriate education, training, skills and experience.</p> <p>The organization shall document the process(es) for establishing competence, providing needed training, and ensuring awareness of personnel.</p> <p>The organization shall:</p> <p>a) determine the necessary competence for personnel performing work affecting product quality;</p> <p>b) provide training or take other actions to achieve or maintain the necessary competence;</p> <p>c) evaluate the effectiveness of the actions taken;</p> <p>d) ensure that its personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives;</p>	

	<p>e) maintain appropriate records of education, training, skills and experience (see 4.2.5).  NOTE The methodology used to check effectiveness is proportionate to the risk associated with the work for which the training or other action is being provided.</p>	
<p>Viamed Ltd  ISO13485:2016  6.3</p>	<p><b>Infrastructure</b>  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</p>	
<p>Viamed Ltd  ISO13485:2016  6.4.1</p>	<p><b>Work environment</b>  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 person.  NOTE Further information can be found in ISO 14644 and ISO 14698</p>	

<p>Viamed Ltd ISO13485:2016 6.4.2</p>	<p><b>Contamination control</b> As appropriate, the organization shall plan and document arrangements for the control of contaminated or potentially contaminated product in order to prevent contamination of the work environment, personnel, or product. For sterile medical devices, the organization shall document requirements for control of contamination with microorganisms or particulate matter and maintain the required cleanliness during assembly or packaging processes.</p>	
<p>Viamed Ltd ISO13485:2016 8.2.4</p>	<p><b>Internal audit</b> The organization shall conduct internal audits at planned intervals to determine whether the quality management system: a) conforms to planned and documented arrangements, requirements of this International Standard, quality management system requirements established by the organization, and applicable regulatory requirements; b) is effectively implemented and maintained. The organization shall document a procedure to describe the responsibilities and requirements for planning and conducting audits and recording and reporting audit results. An audit program shall be planned, taking into consideration the status and importance of the processes and area to be audited, as well as the results of previous audits. The audit criteria, scope, interval and methods shall be defined and recorded (see 4.2.5). The selection of auditors and conduct of audits shall ensure objectivity and impartiality of the audit process. Auditors shall not audit their own work. Records of the audits and their results, including identification of the processes and areas audited and the conclusions, shall be maintained (see 4.2.5). The management responsible for the area being audited shall ensure that any necessary corrections and corrective actions are taken without undue delay to eliminate detected nonconformities and their causes. Follow-up activities shall include the verification of the actions taken and the reporting of verification results. NOTE Further information can be found in ISO 19011.</p>	

Do HSE Audit

Audit No 19.

Send out HSE Personnel Questionnaire, and the

HSE DSE Personnel Questionnaire

and reissue message of the day reminding users all HSE Documents are available in Intrastats

Review Last years Audit see if its still suitable

Before Proceeding you need to update the Processes attached to the Audit

Search the Document in the Index.

View the Admin Page

Copy and Paste the Attached Processes, replacing them in the current audit

Any non Conformances from the Audit:

Create a follow up / related Issue

With a time for Completion

Immediate Action Plan

Corrective Action Plan

Corrective Action

Confirmation of Resolution

if its a major / critical non conformance complete form QC 18.

	<b><u>QUESTION:</u></b>	<b><u>RESPONSE:</u></b>	<b><u>Y/N</u></b>
1	Check that personnel are aware of the company's H & S policy.		
2	Is the policy readily accessible?	Intrastats	N/A
3	Check that new personnel have undergone induction checklist.		
4	Verify that existing personnel are still aware of locations for First aid and Fire extinguishers & exit routes. (Task 12)		

5	Check that documentation, data sheets and specs etc. for our new products / services equipment are reviewed for H & S implications. This relates to Medical Products only. See Technical controller for the list	See Technical controller for the list	
6	Check that personnel know where to retrieve information from the company manual.	Intrastats	N/A
7	Check that the First aid accident book is reviewed and any action required is taken and recorded. Task 287		
8	Verify that risk assessments are being carried out in a timely manner. Task 12	Intrastats	N/A
9	Check that the Risk Assessment / Health and Safety report produced, details all corrective actions required. Task 12	Audit 13	
10	Verify that the corrective actions are completed on time.		
11	Verify that these sheets are filed accordingly	Intrastats and Audit file	
12	Verify that any hazardous products are safely contained in storage. Check Chemicals cupboard, R+D room and workshop.		

### Sub Processes Linked to Audit

Review the below processes tasks and audits and ensure they are completed in a timely manner.

### Managing Director

Process Scope	Brief Description	Responsibility/Procedure/T raining	Measurable Objective	Task	Audit Freq	Risk	Overall	Action
<b>39 - History/Details</b> Ensure our Viamed Environment and	Enviromental Policy Document	17472 Viamed Environment Policy Inc WEEE 17474 Vandagraph	Reviewed within the last 12 months	46 Managing Director	1	0		Task 12M

WEEE Polycys are upto date and suitable for current legislation	Review	Enviroment Policy 17851 VST Environmental and Recycling Policy 27244 VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks						
<b>7741 - History/Details</b>	Review	14272 Viamed Ethical Policy	47	1	1	1	Task	
Review the current Ethical Policy in intrastats	Ethical Policy	27337 VST Ethical Policy Vandagraph VST Sensors Ethics Ethical Policy 27244 VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks	Managing Director				12M	
		reviewed within the last year						

## Health And Safety Controller

Process Scope	Brief Description	Responsibility/Procedure/Training	Measurable Objective	Task	Audit Freq	Risk	Overall	Action
<b>6849 - History/Details</b> To make sure we have a qualified member of staff trained in First Aid at Work. With the training up to date. Review the accident book. Check that there were no health and safety issues flagged up from these.	First Aid	23316 VOP 16 Health and Safety, Company Personnel Manual	check the issues - first aider training still valid, accident book review has been carried out and any health and safety issue that have been put on the system in last 12 month or since last review	712 Company Secretary	1	3	3	Task 12M

<b>6855 - History/Details</b>	Risk Assessment	23316 VOP 16 Health and Safety, Company Personnel Manual 21800 VM3COP19 Health and Safety 27118 HSE Review Premises 27116 Fire risk assessment 15/17 Station Road	12 Managing Director	1	1	1	Task 12M
<b>6856 - History/Details</b>	Fire Alarms	23316 VOP 16 Health and Safety, Company Personnel Manual  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.	52 Company Secretary	2	4	8	Task 6M
<b>7867 - History/Details</b>	Bandsaw Checklist	23316 VOP 16 Health and Safety, Company Personnel Manual	786 Production Processes	1	4	4	Task 6M
check the issues and the manual log book to verify these have been carried out.							



<b>7868 - History/Details</b> This is a check list to ensure safe use of the Pillar Drill	Pillar Drill Checklist	23316 VOP 16 Health and Safety, Company Personnel Manual	787 Production Processes	1	4	4	Task 6M
<b>7869 - History/Details</b> This is a check list to ensure safe use of the Hand Drill	Hand Drill Checklist	23316 VOP 16 Health and Safety, Company Personnel Manual	788 Production Processes	1	3	3	Task 6M
<b>7891 - History/Details</b> To test the evacuation of the buildings in case of fire	Fire Alarm Evacuation Drill	27244 VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks	141 Company Secretary	1	4	4	Task 3M

## IT Controller

Process Scope	Brief Description	Responsibility/Procedure/Training	Measurable Objective	Task	Audit Freq	Risk	Overall	Action
45 Check the status of the Main Server	Main Server Status	16432 VM3COP60.05 Viamed Server Review 6294 VM3COP26.00 Changing MAIN Linux Server VMSEVERx 23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment		139 Managing Director	3	3	9	Task 1M
46 Check the status of the Backup Server,  is done at same time as primary server	Backup Server Status	20193 VM3COP60.00 Viamed Server Backup System 16432 VM3COP60.05 Viamed Server Review 23322 VOP 11 Equipment Control, Office, Warehouse,	Check task history is being completed.	454 Managing Director	455 Comp any Secre tary	4	3	12  Task 2W Audit 12M

48	Internet	Pcs and Equipment 23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment			2	1	2		
Internet Access for building(s)									
49	Wifi	23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment		415 Managing Director	416 Comp any Secre tary	1	1	1	Task 1M Audit 3M
Ensure Viamed Wifi is operational									
50	Guest Access Wifi	23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment		415 Managing Director	416 Comp any Secre tary	3	1	3	Task 1M Audit 3M
Backup Internet Connection									
51	Printers	23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment							
Maintain working printers									
5903	Weather Station	23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment	Live date on the weather station should be the correct date	413 Managing Director	414 UK Sales Contr oller	4	1	4	Task 1W Audit 1M
To record the daily barometric pressure									
5941	Replace Main Server	6294 VM3COP26.00 Changing MAIN Linux Server VMSERVERx 23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment							
To replace an ageing and or faulty Main server									
7121	General Computer Maintenance	23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment							

7178	Systems Innovation	23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment				
7704	Computer Failure Diagnostics	6724 VM3COP60.02 Computer/System Failure Diagnostics 8446 VM3COP60.03 Computer Issues affecting all Clients 8444 VM3COP60.01 Computer Issues affecting Single Client 23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment	3	1	3	
<p>To Keep The computer systems running within the organisation.</p> <p>This is a reactionary process so there is no rolling tasks associated</p>						

## Maintenance Controller

Process Scope	Brief Description	Responsibility/Procedure/T raining	Measurable Objective	Task	Audit Freq	Risk	Overall	Action
<b>56 - History/Details</b> Check the Boiler system before winter	Warehouse Outside Heating Guard	23316 VOP 16 Health and Safety, Company Personnel Manual	the gas man will check this when they come in to do a boiler safety check	85 Company Secretary	1	1	1	Task 12M
<b>5919 - History/Details</b> Check outside drain is not BLocked	Check Out Side Drain	23316 VOP 16 Health and Safety, Company Personnel Manual	have a look at the drains outside	431 Company Secretary	2	1	2	Task 3M
<b>5921 - History/Details</b> Check the Archives for Signs of Water,	Clearing Water Downstairs	23316 VOP 16 Health and Safety, Company Personnel Manual	have a look in archiving	433 Company Secretary	3	1	3	Task 1M

ensure the pump is working

<b>7120 - History/Details</b>	General Maintenance required on the physical Site(s)	23316 VOP 16 Health and Safety, Company Personnel Manual	look at the meeting General Maintenance and check they are up to date and reviewed	602 Company Secretary	2	1	2	Task 3M
<b>7742 - History/Details</b>	Boiler Check Get Boiler / Heating Checked / Serviced before Winter	23316 VOP 16 Health and Safety, Company Personnel Manual	the gas man comes in every 12 months, there is a sticker on the boiler where they sign and date this	7 Company Secretary	1	1	1	Task 12M
<b>7756 - History/Details</b>	Check Carbon Monoxide Alarm is working	Carbon Monoxide Alarm 23316 VOP 16 Health and Safety, Company Personnel Manual	this is now a 8 year battery so we can review the purchase date. Or the button on them can be tested	117 Company Secretary	2	1	2	Task 6M
<b>7820 - History/Details</b>	The renewal of our waste transfer agreement with North Yorkshire County Couoncil	North Yorkshire Council Waste Tranfer 20608 North Yorkshire Council waste tranfer note 23316 VOP 16 Health and Safety, Company Personnel Manual	this is initiated by the council, check the box file for most up to date waste transfer notice	702 Company Secretary	1	2	2	Task 12M
<b>7821 - History/Details</b>	The renewal of our waste transfer agreement with our waste disposal	Controlled Waste Description And Transfer 20606 Biffa Controlled waste description and transfer note 23316 VOP 16 Health and Safety, Company Personnel Manual		701 Company Secretary	1	2	2	Task 12M

companies

<b>7835 - History/Details</b>	Electrics To get the Electrics checked by External Electrician, so certificate can be provided for Employee Safety	Need Checking	23316 VOP 16 Health and Safety, Company Personnel Manual		164 Managing Director	1	1	1	Task 48M
<b>7836 - History/Details</b>	Reset the Heating for Winter	Central Heating For Winter	23316 VOP 16 Health and Safety, Company Personnel Manual	none - this is initiated by the external temperature and done when required	211	1	1	1	
<b>7864 - History/Details</b>	Check the workshop benches ESD equipment is in place	ESD Work Stations	23615 VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement		94 Production Mana Processes ging Director	95 2	1	2	Task 6M Audit 12M
<b>7896 - History/Details</b>	To Maintain the Tree in the Car Park	Tree In Car Park	23326 VOP 18 Maintenance Building, Fabric and Infrastructure	None	829 Company Secretary	1	1	1	Task 3M

## Warehouse Team Leader

Process Scope	Brief Description	Responsibility/Procedure/T raining	Measurable Objective	Task	Audit Freq	Risk	Overall	Action
54 Bleech the Gents Toilets	Gents Toilets	23326 VOP 18 Maintenance Building, Fabric and Infrastructure	none	125 Goods In	373 Comp any	3 1	3	Task 1M Audit

					Secre tary				1M
<b>5906 - History/Details</b>	Empty Paper Bins	23241 VM3COP20.38 Waste Removal / Bin Emptying	Office recycle bins should be empty.	541	424	4	1	4	Task
Emptying of the recycling and waste bins into external bin for refuge collectors		23326 VOP 18 Maintenance Building, Fabric and Infrastructure		Goods In	Mana ging Direc tor				1W Audit 1M
<b>5907 - History/Details</b>	Hoover Warehouse	23326 VOP 18 Maintenance Building, Fabric and Infrastructure	Floors should be reasonably clean	543	424	4	1	4	Task
Cleaning of floors. Tidying so as to clean more effectively.				Goods In	Mana ging Direc tor				1W Audit 1M
<b>5908 - History/Details</b>	Sweep Warehouse	23326 VOP 18 Maintenance Building, Fabric and Infrastructure	Floors should be reasonably clean	423	424	4	1	4	Task
Cleaning of floors. Tidying so as to clean more effectively.				Goods In	Mana ging Direc tor				1W Audit 1M
<b>5909 - History/Details</b>	Empty Warehouse Bins	23241 VM3COP20.38 Waste Removal / Bin Emptying	Waste bins should be empty	542	424	4	1	4	Task
Emptying of the waste bins into external bin for refuge collectors		23326 VOP 18 Maintenance Building, Fabric and Infrastructure		Goods In	Mana ging Direc tor				1W Audit 1M
<b>5910 - History/Details</b>	Clean Duckets	23326 VOP 18 Maintenance Building, Fabric and Infrastructure	duckets should be clean	426	424	4	1	4	Task
Cleaning of duckets				Goods In	Mana ging Direc tor				1W Audit 1M
<b>5911 - History/Details</b>	Clear Cardboard	23326 VOP 18 Maintenance Building, Fabric and Infrastructure	Cardboard should be in the recycling	427	424	4	1	4	Task
To remove and dispose of the cardboard with in the				Goods In	Mana ging Direc				2W Audit 1M

company

<b>7687 - History/Details</b>	Vandagraph Duckets	23615 VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement	488 Goods In	tor	4	1	4	Task 1W
<b>7698 - History/Details</b>	Clean Toilets	23326 VOP 18 Maintenance Building, Fabric and Infrastructure	503 Goods In		4	1	4	Task 3W
Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively.								

## Audits

Process Scope	Brief Description	Responsibility/Procedure/T raining	Measurable Objective	Task	Audit Freq	Risk	Overall	Action	
<b>7729 - History/Details</b>	Audit 19	27178 VOP 13 Process			13	1	2	2	Audit
To carry out Audit 19	Health And	Monitoring, System Reviews,			Comp				12M
Health And Safety	Saftey	Audits, Management Review,			any				
Viamed	Viamed	Analysis Data			Secre				
					tary				
<b>7777 - History/Details</b>	Audit 19	27178 VOP 13 Process			186	1	2	2	Audit
To carry out Audit 19	Health And	Monitoring, System Reviews,			Comp				12M
Health And Safety	Saftey VST	Audits, Management Review,			any				
VST		Analysis Data			Secre				
					tary				

## Office Processes

Process Scope	Brief Description	Responsibility/Procedure/T raining	Measurable Objective	Task	Audit Freq	Risk	Overall	Action	
5853 - History/Details	Vacuuming Of The	18337 VM3COP20.44 Cleaning the Office.		243 Office	373 Comp	4	1	4	Task 1W

facing areas are vacuumed	Office, Hall And Meeting Room	23326 VOP 18 Maintenance Building, Fabric and Infrastructure	Processes	any Secretary					Audit 1M
<b>5856 - History/Details</b>	Cleaning The Kitchen	18333 VM3COP20.45 Cleaning the Kitchen 23326 VOP 18 Maintenance Building, Fabric and Infrastructure	227	373 Company Secretary					Audit 1M
<b>5878 - History/Details</b>	Empty Office Bins	23241 VM3COP20.38 Waste Removal / Bin Emptying 23326 VOP 18 Maintenance Building, Fabric and Infrastructure	428	532	4	1	4		
Emptying of the recycling and waste bins into external bin for refuge collectors									
disabled for time being as covered by a global emptying of bins									
<b>5900 - History/Details</b>	Cleaning Of Office Windows	18337 VM3COP20.44 Cleaning the Office. 23326 VOP 18 Maintenance Building, Fabric and Infrastructure	393 Office Processes	394 Company Secretary	3	1	3		Task 1M Audit 1M
Tidying so as to clean more effectively.									
5912 To put the bins out	Main Recycle Bins	23241 VM3COP20.38 Waste Removal / Bin Emptying 23326 VOP 18 Maintenance Building, Fabric and Infrastructure	107 Company Secretary		3	1	3		Task 1M
<b>7706 - History/Details</b>	Update Virus Software And Scan For	23326 VOP 18 Maintenance Building, Fabric and Infrastructure	519 Office Processes		4	1	4		Task 1W
Updating of anti-virus software and scanning									



computers for viruses	Viruses	24710 VM3COP20.61 Scanning for Viruses and Malware							
<b>7802 - History/Details</b>	Clean	23326 VOP 18 Maintenance	655	656	5	1	5	Task	
Cleaning the kitchen surfaces to ensure they are fit for use	Kitchen Sides	Building, Fabric and Infrastructure	Office Processes	Office Processes				1W Audit	2W
<b>7803 - History/Details</b>	Dishwashing	23326 VOP 18 Maintenance	657	658	5	1	5	Task	
To ensure crockery and cutlery is cleaned and fit for use		Building, Fabric and Infrastructure	Office Processes	Office Processes				1D Audit	1W
									Check the Task is being Completed off.
<b>7804 - History/Details</b>	Sweep	23326 VOP 18 Maintenance	659	662	4	1	4	Task	
To sweep the kitchen floor and clear and mess ready for mopping	Kitchen Floor	Building, Fabric and Infrastructure	Office Processes	Comp any Secre tary				1W Audit	1W
<b>7805 - History/Details</b>	Empty	23241 VM3COP20.38 Waste	660	661	4	1	4		
Emptying of the recycling and waste bins into external bin for refuge collection	Kitchen Bins	Removal / Bin Emptying							
		23326 VOP 18 Maintenance							
		Building, Fabric and Infrastructure							
		18333 VM3COP20.45							
		Cleaning the Kitchen							
Diasbled currently - have Global task on bins									
<b>7806 - History/Details</b>	Watering	23326 VOP 18 Maintenance	663	664	4	1	4	Task	
To water the plants and ensure their survival	Plants	Building, Fabric and Infrastructure	Office Processes					1W	

## Human Resources

Process Scope	Brief Description	Responsibility/Procedure/Training	Measurable Objective	Task	Audit Freq	Risk	Overall	Action
7042	Work Environment	27244 VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks						
<b>7847 - History/Details</b>	Health And Safety Review	23316 VOP 16 Health and Safety, Company Personnel Manual		12 Managing Director	1	1	1	Task 12M

ReIssue Meesage of the Day with regard to Employees being aware of HSE documentation / policy. and Location of Fire Exits and First Aid Kits..

Send new Issue to Projects Asking if New HSE implications have arisen from new products.

Review Online the  
Local Community  
Risk Register.

Check the Viamed  
Overall Risk Analysis  
Program Document in  
the Index to check its  
still current.