

Covid 19 or Other Extreme National or International Crisis Plan

By its definition it will be hard to define when this will be needed. At the time of writing we are in a Global Pandemic, other possible uses of this document could include but are not limited to War, environmental disaster, other pandemics etc.

This plan is in place to attempt to define changes we may need to make in the running of the companies Viamed Ltd, Vandagraph Ltd, Vandagraph Sensor Technologies Ltd, HumanMed Ltd and Viamed Properties Ltd in case of an Extreme National or International Crisis.

These changes will only be implemented in emergency situations and could include:

Working from home – where it is not safe for certain staff to come to work this could be due to risks at work or in the travelling to work. This does not include the usual issues from weather. In the current pandemic – those who can work from home are doing and those who have been told to shield, as they are vulnerable, are having work taken to them by a member of staff who is insured to drive for work. This stock is tracked by the system but the usual tight controls have had to be relaxed to enable labelling and QA of certain product. Regular checking is taking place that no stock is being missed or lost. The company will and has provided equipment to enable staff to work remotely and the systems have been updated to reflect this. We reserve the right to update procedures as we go along in an Extreme National or International Crisis to facilitate the flexible working of staff.

Protecting the Staff while in work – at present this includes wearing a mask and keeping 2 meters apart. Reducing staff present in work and moving areas where people work to keep people distanced. This also included having other areas in the company and in peoples homes where stock is processed. We have areas in the companies that stock is being stored away from the usual areas to make it safe for it to be worked on or tested and labelled. We reserve the right to have times where stock is not on the shelf it is scanned to we endeavour to make this happen but in the event of an Extreme National or International Crisis we cannot guarantee this will be fully controlled.

Changes to QA and labelling – during Extreme National or International Crisis we may have to receive in and ship out unusually large quantities of stock. Our system has different levels of QA required on our incoming stock, depending on the supplier and type of stock.

There could be a need for stock shipping urgently to save lives. Since we are not required to QA any of the stock we buy in, to sell, as the stock is fully CE from the Supplier. We reserve the right to batch QA some of the stock that would normally be fully QA when needed during these times. We will endeavour to update procedures and systems to reflect this but this may happen after the fact, when the emergency has passed.

Auditing – we currently have two types of internal auditing, the rolling tasks and mini audits, these can be carried out at home when the job is on the computer. The jobs that cannot be done will have a statement in the task and audit area reflecting this. We also carry out audits of the systems with tick lists and the need to check work and paperwork of staff, this cannot always be carried out in and Extreme National or International Crisis. We reserve the right to do these when we can or delay them until it is safe to have the auditor in the buildings again.

Visitors to the companies – In the current pandemic we do not want the staff that have to be in the buildings, to come in to any unnecessary contact with people. Any requests to visit will have to be assessed on a case by case basis. These could include servicing of equipment including fire alarms and fire extinguishers. Visits such as these, we will try and accommodate, as soon as it is safe to do

so. As the health and safety in the company has to be a top priority but it has to be assessed against protecting staff. Visits from Standard people also have to be assessed for safety and if alternate methods can be used they should be. We reserve the right to refused to have people in to the company, who may compromise the safety of staff.

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Changes to VOPs and procedures to accommodate the above – these will be done as soon as possible after a change but not at the cost of shipping emergency goods out to hospitals or putting staff at risk.

* Note any changes to this document need applying to
VM3COP24.00 Viamed Overall Risk Analysis program