

Document VOP 01 Documentation and Records, Control, Creation, Storage, Retrieval, Revision Control and Online Records Revision ID75305

Suggested Upload Document Name: **Risk Assesment For Updating Document ID75305**

Completed by [Derek Lamb](#) 17 Nov 2021

Reason for Risk Assesment

2128198-202111-N9

VOP 01 Documentation and Records, to state that we will review and monitor any documents to be uploaded or updated online.

Issue 241922

Document VOP 01 Documentation and Records, Control, Creation, Storage, Retrieval, Revision Control and Online Records Revision ID75305 Is linked to the Following Standards and processes

Risk Assesment ID75305	Question	Does Update Affect	Risk on Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q0	Does this Update warrant updating Any External Parties due to any Terms and Conditional Agreements E.G. Notified Body or is the update a Significate change to any ISO Certifications	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q1	Viamed Ltd ISO13485:2016 Section: 4.1.1 Quality management system The organization shall document a quality management system and maintain its effectiveness in accordance with the requirements of this International Standard and applicable regulatory requirements. The organization shall establish, implement and maintain any requirement, procedure, activity or arrangement required to be documented by this International Standard or applicable regulatory requirements. The organization shall document the role(s) undertaken by the organization	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue

under the applicable regulatory requirements.
NOTE Roles undertaken by the organization can include manufacturer, authorized representative, importer or distributor.

75305Q2	<p>Viamed Ltd ISO13485:2016 Section: 4.1.4</p> <p>Quality management system</p> <p>For each quality management system process, the organization shall:</p> <p>The organization shall manage these quality management system processes in accordance with the requirements of this International Standard and applicable regulatory requirements. Changes to be made to these processes shall be:</p> <p>a) evaluated for their impact on the quality management system;</p> <p>b) evaluated for their impact on the medical devices produced under this quality management system</p> <p>c) controlled in accordance with the requirements of this International Standard and applicable regulatory requirements.</p>	<p>Does Update Affect? <input type="button" value="No"/></p>	<p>Risk Frequency due to Update <input type="button" value="1.Improbable"/></p> <p>Risk Likely Due to Update <input type="button" value="1.Negligible"/></p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
75305Q3	<p>Viamed Ltd ISO13485:2016 Section: 4.2</p> <p>Documentation requirements</p>	<p>Does Update Affect? <input type="button" value="No"/></p>	<p>Risk Frequency due to Update <input type="button" value="1.Improbable"/></p> <p>Risk Likely Due to Update <input type="button" value="1.Negligible"/></p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
75305Q4	<p>Viamed Ltd ISO13485:2016 Section: 4.2.1 General</p> <p>Documentation requirements</p> <p>The quality management system documentation (see 4.2.4) shall include:</p> <p>a) documented statements of a quality policy and quality objectives;</p> <p>b) a quality manual;</p> <p>c) documented procedures and records required by this International Standard;</p> <p>d) documents, including records, determined by the organization to be necessary to ensure the effective planning, operation, and control of its processes;</p> <p>e) other documentation specified by applicable regulatory requirements.</p>	<p>Does Update Affect? <input type="button" value="No"/></p>	<p>Risk Frequency due to Update <input type="button" value="1.Improbable"/></p> <p>Risk Likely Due to Update <input type="button" value="1.Negligible"/></p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
75305Q5	<p>Viamed Ltd ISO13485:2016 Section: 4.2.4 Control of documents</p>	<p>Does</p>	<p>Risk Frequency</p>	<p>Notes On Risk / Benefits statement if</p>	<p>Further Action Required</p>

Documentation requirements

Documents required by the quality management system shall be controlled. Records are a special type of document and shall be controlled according to the requirements given in 4.2.5.

A documented procedure shall define the controls needed to:

- a) review and approve documents for adequacy prior to issue;
- b) review, update as necessary and re-approve documents;
- c) ensure that the current revision status of and changes to documents are identified;
- d) ensure that relevant versions of applicable documents are available at points of use;
- e) ensure that documents remain legible and readily identifiable;
- f) ensure that documents of external origin, determined by the organization to be necessary for the planning and operation of the quality management system, are identified and their distribution controlled;
- g) prevent deterioration or loss of documents;
- h) prevent the unintended use of obsolete documents and apply suitable identification to them.

The organization shall ensure that changes to documents are reviewed and approved either by the original approving function or another designated function that has access to pertinent background information upon which to base its decisions.

The organization shall define the period for which at least one copy of obsolete documents shall be retained. This period shall ensure that documents to which medical devices have been manufactured and tested are available for at least the lifetime of the medical device as defined by the organization, but not less than the retention period of any resulting record (see 4.2.5), or as specified by applicable

Update due to Update
Affect? 1.Improbable
Yes Risk Likely Due
to Update
1.Negligible
Action
Required:
No Action
Required

required
Improvement adding checkes to
online documentation and records.
No risk to current ISO system


on Issue

75305Q6	<p>Viamed Ltd ISO13485:2016 Section: 4.2.5 Control of records</p> <p>Documentation requirements</p> <p>Records shall be maintained to provide evidence of conformity to requirements and of the effective operation of the quality management system.</p> <p>The organization shall document procedures to define the controls needed for the identification, storage, security and integrity, retrieval, retention time and disposition of records.</p> <p>The organization shall define and implement methods for protecting</p>	<p>Does Update Affect? Yes</p> <p>Risk Frequency 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 required</p> <p>Improvement adding checkes to online documentation and records. No risk to current ISO system</p>	<p>Further Action Required on Issue</p>
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confidential health information
 contained in records in accordance with the applicable regulatory requirements.
 Records shall remain legible, readily identifiable and retrievable. Changes to a
 record shall remain
 identifiable.
 The organization shall retain the records for at least the lifetime of the medical
 device as defined by the
 organization, or as specified by applicable regulatory requirements, but not less
 than two years from
 the medical device release by the organization.

75305Q7	<p>VST Ltd ISO9001:2015 Section: 4.3</p> <p>Determining the scope of the quality management system</p> <p>The organization shall determine the boundaries and applicability of the quality management system to establish its scope.</p> <p>When determining this scope, the organization shall consider:</p> <p>a) the external and internal issues referred to in 4.1;</p> <p>b) the requirements of relevant interested parties referred to in 4.2;</p> <p>c) the products and services of the organization.</p> <p>The organization shall apply all the requirements of this International Standard if they are applicable within the determined scope of its quality management system.</p> <p>The scope of the organization's quality management system shall be available and be maintained as documented information. The scope shall state the types of products and services covered, and provide justification for any requirement of this International Standard that the organization determines is not applicable to the scope of its quality management system.</p> <p>Conformity to this International Standard may only be claimed if the requirements determined as not being applicable do not affect the organization's ability or responsibility to ensure the conformity of its products and services and the enhancement of customer satisfaction.</p>	<p>Does Update Affect?</p> <p>No ▾</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
75305Q8	<p>VST Ltd ISO9001:2015 Section: 4.4.2</p> <p>Quality management system and its processes</p> <p>To the extent necessary, the organization shall:</p> <p>a) maintain documented information to support the operation of its processes;</p> <p>b) retain documented information to have confidence that the processes are being carried out as planned.</p>	<p>Does Update Affect?</p> <p>Yes ▾</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p>	<p>Notes On Risk / Benefits statement if required</p> <p>Improvement adding checks to online documentation and records.</p> <p>No risk to current ISO system</p>	<p>Further Action Required on Issue</p> <div></div>

		No Action Required			
75305Q9	VST Ltd ISO9001:2015 Section: 5.2.2 Communicating the quality policy The quality policy shall: a) be available and be maintained as documented information; b) be communicated, understood and applied within the organization; c) be available to relevant interested parties, as appropriate.	Does Update Affect? <div>No</div>	Risk Frequency due to Update <div>1.Improbable</div> Risk Likly Due to Update <div>1.Negligible</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q10	VST Ltd ISO9001:2015 Section: 6.3 Planning of changes When the organization determines the need for changes to the quality management system, the changes shall be carried out in a planned manner (see 4.4). The organization shall consider: a) the purpose of the changes and their potential consequences; b) the integrity of the quality management system; c) the availability of resources; d) the allocation or reallocation of responsibilities and authorities.	Does Update Affect? <div>No</div>	Risk Frequency due to Update <div>1.Improbable</div> Risk Likly Due to Update <div>1.Negligible</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q11	VST Ltd ISO9001:2015 Section: 7.5.1 General 7.5.1 General The organization's quality management system shall include: a) documented information required by this International Standard; b) documented information determined by the organization as being necessary for the effectiveness of the quality management system. NOTE The extent of documented information for a quality management system can differ from one organization to another due to: the size of organization and its type of activities, processes, products and services; the complexity of processes and their interactions; the competence of persons.	Does Update Affect? <div>No</div>	Risk Frequency due to Update <div>1.Improbable</div> Risk Likly Due to Update <div>1.Negligible</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q12	VST Ltd ISO9001:2015 Section: 7.5.2 Creating and updating	Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

<p>7.5.2 Creating and updating</p> <p>When creating and updating documented information, the organization shall ensure appropriate:</p> <p>a) identification and description (e.g. a title, date, author, or reference number);</p> <p>b) format (e.g. language, software version, graphics) and media (e.g. paper, electronic);</p> <p>c) review and approval for suitability and adequacy.</p>	<p>Affect? 1.Improbable ▾</p> <p>Yes ▾ Risk Likly Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Improvement adding checkes to online documentation and records.</p> <p>No risk to current ISO system</p>	
<p>75305Q13 VST Ltd ISO9001:2015 Section: 7.5.3</p> <p>Control of documented information</p>	<p>Does Update</p> <p>Affect? 1.Improbable ▾</p> <p>Yes ▾ Risk Likly Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <p>Improvement adding checkes to online documentation and records.</p> <p>No risk to current ISO system</p>	<p>Further Action Required on Issue</p>
<p>75305Q14 VST Ltd ISO9001:2015 Section: 8.2.3.2</p> <p>The organization shall retain documented information, as applicable:</p> <p>a) on the results of the review;</p> <p>b) on any new requirements for the products and services.</p>	<p>Does Update</p> <p>Affect? 1.Improbable ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
<p>75305Q15 VST Ltd ISO9001:2015 Section: 8.2.4</p> <p>Changes to requirements for products and services</p> <p>The organization shall ensure that relevant documented information is amended, and that relevant persons are made aware of the changed requirements, when the requirements for products and services are changed.</p>	<p>Does Update</p> <p>Affect? 1.Improbable ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
<p>75305Q16  Process59</p> <p>Out Of Date Documents</p>	<p>Does Update</p> <p>Risk Frequency due to Update</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>

Check the Document Index for any out of date documents,

Affect? 1.Improbable
No Risk Likly Due
to Update
3.Serious
Action
Required:
No Action
Required

75305Q17 Process5851
Duplicate Documents
Removal of Duplicate documents

Does
Update
Affect? 1.Improbable
No Risk Likly Due
to Update
3.Serious
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

75305Q18 Process5940
Thumb Nail Processor
Generate the Thumbs nails for the document Index

Does
Update
Affect? 1.Improbable
No Risk Likly Due
to Update
2.Minor
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

75305Q19 Process7130
Intrastats Information for Intrastats and L Drive
To Review the L Drive Library is in sync with Intrastats Documentation

TASK DISCONTIUNED, L Drive has been replaced with Intrastats

Does
Update
Affect? 1.Improbable
No Risk Likly Due
to Update
3.Serious
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

75305Q20 Process5890
Check Website ISO Documents

Does
Update
Risk Frequency
due to Update

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

Ensure the online available copies of our ISO standards are upto date

Affect? 1.Improbable
No Risk Likly Due
to Update
3.Serious
Action
Required:
No Action
Required

75305Q21 Process7744
FDA Device Establishment Registration And Listing
FDA registration and the CMDCAS products

In order to sell in the USA / Canada Markets products need to be registered
with the FDA.

Does Risk Frequency
Update due to Update
Affect? 1.Improbable
No Risk Likly Due
to Update
1.Negligible
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

75305Q22 Process7827
Review The Quality Policy VST
To review the Quality policy and check it is still valid and upto date.

Does Risk Frequency
Update due to Update
Affect? 1.Improbable
No Risk Likly Due
to Update
1.Negligible
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

75305Q23 Process7828
Review The Quality Policy Viamed
To review the Quality policy and check it is still valid and upto date.

Does Risk Frequency
Update due to Update
Affect? 1.Improbable
No Risk Likly Due
to Update
1.Negligible
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

75305Q24 Process5934
Staff Training

Does Risk Frequency
Update due to Update

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

To check that any training that has been done is valid and then checked off the training record. Including enough detail to describe what has been covered in the training and any material used.

Affect? 1.Improbable
No Risk Likely Due to Update
4.Critical
Action Required:
No Action Required


75305Q25	<div><div>Process7941</div><div>Check Leaflets, Letterhead And Other Paperwork To See If The Correct BSI Logo Is In Use. Remove All Old If Found. Check Leaflets, Letterhead and other paperwork to see if the correct BSI logo is in use. Remove and dispose of all old items if found. Ask Catrin to review the website for old leaflets.</div></div>	<div>Does Update</div> <div>Affect? No</div>	<div>Risk Frequency due to Update</div> <div>3.Occasional</div> <div>Risk Likely Due to Update</div> <div>1.Negligible</div> <div>Action Required: No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
75305Q26	<div><div>ProcessProcess 9</div><div>Distribution Of Faxes Distribute recieved faxes Current Known Risk lost faxes Current Likly 1 Current Frequency 1</div></div>	<div>Does Update</div> <div>Affect? No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely Due to Update</div> <div>1.Negligible</div> <div>Action Required: No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
75305Q27	<div><div>ProcessProcess 11</div><div>Distribution Of Mail Distributing incoming post to correct person Current Known Risk Royal Mail fail to deliver post Current Likly 3 Current Frequency 1</div></div>	<div>Does Update</div> <div>Affect? No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely Due to Update</div> <div>3.Serious</div> <div>Action Required: No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
75305Q28	<div><div>ProcessProcess 14</div><div>Fax Paper</div></div>	<div>Does Update</div>	<div>Risk Frequency due to Update</div>	<div>Notes On Risk / Benefits statement if required</div>	<div>Further Action Required on Issue</div>

	Ensuring that fax reports have been generated for both sent and received faxes and ensuring there is paper in the fax machine Current Known Risk Phone lines go down The paper tray is empty Current Likly 1 Current Frequency 1	Affect? No ▾	1.Improbable ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required		
75305Q29	🔍ProcessProcess 15 Filing and Archiving Paperwork to be filed in the correct order Current Known Risk Paperwork is filed incorrectly Current Likly 1 Current Frequency 1	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q30	🔍ProcessProcess 21 Office Sales Projects Ensuring office job list is being updated and completed Current Known Risk Office is short staffed or over worked Current Likly 2 Current Frequency 1	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likly Due to Update 2.Minor ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q31	🔍ProcessProcess 22 Company Policys Ensure the company policys are still current and upto date Current Known Risk Company shoots of in directions that are not laid out in its policys or does not meet its objectives Current Likly 1 Current Frequency 1	Does Update Affect? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q32	🔍ProcessProcess 23 Company Objectives	Does Update	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	<p>Ensure the company Objects are still current and upto date</p> <p>Current Known Risk Company shots of in directions that are not laid out in its objectives</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Affect? 1.Improbable ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p> <p>No Action Required</p>		
75305Q33	<p>🔗ProcessProcess 27</p> <p>Management Reviews And Quality Audits</p> <p>To review and close all automatic rolling Issues.</p> <p>Including all rolling tasks and audits</p> <p>Current Known Risk that the task is missed that follow ups are missed</p> <p>Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likly Due to Update</p> <p>3.Serious ▾</p> <p>Action Required:</p> <p>No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q34	<p>🔗ProcessProcess 28</p> <p>Supplier Review</p> <p>Check our supplier are still certified to ISO 9001 or ISO 13485, and do a review of their internal grading.</p> <p>Current Known Risk Supplier certificates go out of date, or they lose ISO standards and we're unaware</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likly Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p> <p>No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q35	<p>🔗ProcessProcess 36</p> <p>Emailing Of Invoices</p> <p>Invoices are emailed to customers</p> <p>Current Known Risk Computer or network failure</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likly Due to Update</p> <p>2.Minor ▾</p> <p>Action Required:</p> <p>No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q36	<p>🔗ProcessProcess 57</p> <p>Temporary Stock Notices</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likly Due to Update</p> <p>2.Minor ▾</p> <p>Action Required:</p> <p>No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue

To Review Memos on Stock references tagged as Temporary
Current Known Risk That an out of date memo is left on the account
Current Likly 2 Current Frequency 1


Affect? 1.Improbable ▼
No ▼ Risk Likly Due
to Update
2.Minor ▼
Action
Required:
No Action
Required

75305Q37  ProcessProcess 5859
Review Un-shipped Parcels
audit and snap shot - this is an audit of a part of goods out, listing of the parcels
that are sat waiting on a customer response
Current Known Risk Customer forgets to come back to us and parcels stay
ready for shipping.
As the package is already pick pack and ready to leave the building all
computer traces will show as shipped.
Current Likly 2 Current Frequency 1

Does
Update
Affect? 1.Improbable ▼
No ▼ Risk Likly Due
to Update
2.Minor ▼
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required


Further Action Required
on Issue

75305Q38  ProcessProcess 5871
Check Sale Or Returns
Review the Sale or Return list in intrastats. Ensure it is up to date.
Current Known Risk That goods could be sent to a customer or goods returned
but the list is not updated
Current Likly 2 Current Frequency 1

Does
Update
Affect? 1.Improbable ▼
No ▼ Risk Likly Due
to Update
2.Minor ▼
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required


Further Action Required
on Issue

75305Q39  ProcessProcess 5872
Check Sale Or Returns Export
Review the Sale or Return list in intrastats. Ensure it is up to date.
Current Known Risk That goods could be sent to a customer or goods returned
but the list is not updated
Current Likly 2 Current Frequency 1

Does
Update
Affect? 1.Improbable ▼
No ▼ Risk Likly Due
to Update
2.Minor ▼
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

75305Q40  ProcessProcess 5875
Check Paypal For Orders

Does
Update
Risk Frequency
due to Update

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

Checking the PayPal website for payments from customers that may have been missed or not emailed to the main inbox
Current Known Risk Computer/network breakdown

Current Likly 2 Current Frequency 1

Affect? 1.Improbable
No Risk Likly Due to Update
2.Minor
Action Required:
No Action Required

75305Q41 ProcessProcess 5876
E.Commerce Cardea And Multiquote
To Collect E.Commerce Cardea And Multiquote Orders
Current Known Risk Orders go unnoticed
Current Likly 1 Current Frequency 1

Does Update
Affect? 1.Improbable
No Risk Likly Due to Update
1.Negligible
Action Required:
No Action Required

Notes On Risk / Benefits statement if required

Further Action Required on Issue

75305Q42 ProcessProcess 5877
Review Company Data
To review the numbers of various departments.
Showing increasing / reducing staff requirements
Current Known Risk incorrect staff levels
Current Likly 3 Current Frequency 1

Does Update
Affect? 1.Improbable
No Risk Likly Due to Update
3.Serious
Action Required:
No Action Required

Notes On Risk / Benefits statement if required

Further Action Required on Issue

75305Q43 ProcessProcess 5882
Send Post To Humanmed
Humanmed post is received, it needs to be forwarded to Humanmed UK Sales Manager
Current Known Risk Post is not sent
Current Likly 4 Current Frequency 1

Does Update
Affect? 1.Improbable
No Risk Likly Due to Update
4.Critical
Action Required:
No Action Required

Notes On Risk / Benefits statement if required

Further Action Required on Issue

75305Q44 ProcessProcess 5887
Review ISO/EN Documents


Does Update
Affect? 1.Improbable
No Risk Likly Due to Update
4.Critical
Action Required:
No Action Required

Notes On Risk / Benefits statement if required

Further Action Required on Issue

To Keep Products and Services up-to date with current regulations and standards
Current Known Risk Shipping products and or services with below regulations and or standards
Current Likly 2 Current Frequency 2


Affect? 2.Remote
No Risk Likly Due to Update
2.Minor
Action Required:
No Action Required

75305Q45  ProcessProcess 5889
Audit And Task - Audit
To Review the Rolling Tasks and Mini Audits,
Look for High number outstanding tasks and audits.
Locate the reason for High number outstanding tasks and audits.
Decide on course of action to reduce / redistribute the tasks and audits
Current Known Risk non risk to process,
Risk of not completing is Jobs / tasks can go not done
Current Likly 4 Current Frequency 1

Does Update
Affect? 1.Improbable
No Risk Likly Due to Update
4.Critical
Action Required:
No Action Required

Notes On Risk / Benefits statement if required

Further Action Required on Issue


75305Q46  ProcessProcess 5892
Checking EBay And Amazon For Orders And Messages
Checking the eBay and Amazon accounts for orders that have not been emailed to the main inbox and checking to see if there are messages or questions.
Current Known Risk Computer/network breakdown

Current Likly 2 Current Frequency 2

Does Update
Affect? 2.Remote
No Risk Likly Due to Update
2.Minor
Action Required:
No Action Required

Notes On Risk / Benefits statement if required

Further Action Required on Issue


75305Q47  ProcessProcess 5893
Answering Website Questions
Answering any questions that are asked via the website from within Intrastats
Current Known Risk Computer/network breakdown

Current Likly 1 Current Frequency 1

Does Update
Affect? 1.Improbable
No Risk Likly Due to Update
1.Negligible
Action Required:
No Action Required

Notes On Risk / Benefits statement if required

Further Action Required on Issue

75305Q48  ProcessProcess 5894
Checking Of Active List

Does Update
Risk Frequency due to Update

Notes On Risk / Benefits statement if required

Further Action Required on Issue

Check the Active Back orders ensure no orders get missed
Current Known Risk List is not reviewed and orders do not get shipped
Current Likly 1 Current Frequency 1

Affect? 1.Improbable
No Risk Likly Due
to Update
1.Negligible
Action
Required:
No Action
Required

75305Q49 ProcessProcess 5895
Completing Office Job List
Ensuring that the allocated tasks are being completed
Current Known Risk Office staff are too busy
Current Likly 3 Current Frequency 1

Does Risk Frequency
Update due to Update
Affect? 1.Improbable
No Risk Likly Due
to Update
3.Serious
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

75305Q50 ProcessProcess 5899
Proforma And Quote Chasing
Chase outstanding Quotes and Proformas
Current Known Risk Computer/network breakdown
Not chased up.
Current Likly 3 Current Frequency 1

Does Risk Frequency
Update due to Update
Affect? 1.Improbable
No Risk Likly Due
to Update
3.Serious
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

75305Q51 ProcessProcess 5901
Link Call Log Contacts To The CRM
To link new calls to Contacts in the CRM
Current Known Risk Computer/network breakdown
Current Likly 2 Current Frequency 1

Does Risk Frequency
Update due to Update
Affect? 1.Improbable
No Risk Likly Due
to Update
2.Minor
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

75305Q52 ProcessProcess 5913
Check For Humanmed Orders In Logistics Mailbox

Does Risk Frequency
Update due to Update

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

	Checking the logistics mailbox from within and the main inbox for outstanding Humanmed orders. Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1	Affect? <input type="button" value="No"/> 1.Improbable <input type="button" value="1.Improbable"/> Risk Likly Due to Update 2.Minor <input type="button" value="2.Minor"/> Action Required: No Action Required		
75305Q53	ProcessProcess 5943 Check Cardea And Multiquote Checking the Cardea and Multiquote websites for outstanding orders or requests Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1	Does Update Affect? <input type="button" value="No"/> Risk Frequency due to Update 1.Improbable <input type="button" value="1.Improbable"/> Risk Likly Due to Update 2.Minor <input type="button" value="2.Minor"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q54	ProcessProcess 5949 Filling Credit Card Slips Inputting the accurate data on to our pre-printed credit card slips for processing on dispatch of good. Secure storing and processing Current Known Risk incorrect information slips left unsecured Current Likly 1 Current Frequency 3	Does Update Affect? <input type="button" value="No"/> Risk Frequency due to Update 3.Occasional <input type="button" value="3.Occasional"/> Risk Likly Due to Update 1.Negligible <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q55	ProcessProcess 6861 Management Meeting Review Weekly Meeting Non Minuted Management discussions on issues Current Known Risk the meeting wont be held Current Likly 2 Current Frequency 1	Does Update Affect? <input type="button" value="No"/> Risk Frequency due to Update 1.Improbable <input type="button" value="1.Improbable"/> Risk Likly Due to Update 2.Minor <input type="button" value="2.Minor"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q56	ProcessProcess 6866 Internal Process Verification Complete Systems Review	Does Update Affect? <input type="button" value="No"/> Risk Frequency due to Update 1.Improbable <input type="button" value="1.Improbable"/> Risk Likly Due to Update 2.Minor <input type="button" value="2.Minor"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	<p>Review the Internal Process and Verification's are suitable for the current standards</p> <p>PROCESS NOW CANCELLED AS REPEAT OF AUDIT 20</p> <p>Current Known Risk Review not carried out</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Affect? 1.Improbable ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p> <p>No Action Required</p>		
75305Q57	<p>🔍ProcessProcess 6898</p> <p>GHX Web Pricing</p> <p>To review the GHX Web Pricing</p> <p>Current Known Risk That the prices are in correct and we may have to let them have the old price if we have not up dated them</p> <p>Current Likly 1 Current Frequency 2</p>	<p>Does Update</p> <p>Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>2.Remote ▾</p> <p>Risk Likly Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p> <p>No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q58	<p>🔍ProcessProcess 6954</p> <p>Back Orders Review - By Customer</p> <p>To check the back orders in the tray in goods out and check the active list back orders has been reviewed</p> <p>Current Known Risk goods not shipped in a timely manner</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update</p> <p>Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likly Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p> <p>No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q59	<p>🔍ProcessProcess 7070</p> <p>Management Review</p> <p>To discuss any problems, to assess work load and staffing.</p> <p>To review issues.</p> <p>Current Known Risk Meetings not carried out regularly.</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update</p> <p>Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likly Due to Update</p> <p>2.Minor ▾</p> <p>Action Required:</p> <p>No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q60	<p>🔍ProcessProcess 7120</p> <p>General Maintenance Requirements</p>	<p>Does Update</p> <p>Risk Frequency due to Update</p> <p>Notes On Risk / Benefits statement if required</p> <p>Further Action Required on Issue</p>		

	<p>Review any General Maintenance required on the physical Site(s)</p> <p>Current Known Risk no risks</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Affect? 1.Improbable ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>		
75305Q61	<p>🔗ProcessProcess 7199</p> <p>Non Conformities Review Viamed</p> <p>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.</p> <p>Current Known Risk Non comformances go unfixed</p> <p>Current Likly 2 Current Frequency 2</p>	<p>Does Update</p> <p>Risk Frequency due to Update</p> <p>Affect? 2.Remote ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q62	<p>🔗ProcessProcess 7674</p> <p>Check Repairs Ready For Invoice List</p> <p>Review the repairs ready For invoice List in intrastats.</p> <p>Current Known Risk That repairs will be missed.</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update</p> <p>Risk Frequency due to Update</p> <p>Affect? 1.Improbable ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q63	<p>🔗ProcessProcess 7676</p> <p>PDFing Of Invoices Viamed</p> <p>Process of PDF ing Invoices into the system for easy of use in the future and the Emailing of Invoices to customers</p> <p>NO LONGER REQUIRED AS DONE BY THE SYSTEM AUTOMATICALLY</p> <p>Current Known Risk Incorrect name given to Invoice when saving the PDF. customer gets incorrect invoice.</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update</p> <p>Risk Frequency due to Update</p> <p>Affect? 1.Improbable ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q64	<p>🔗ProcessProcess 7678</p> <p>Check Catalog 360 Circle For Quotes And Orders</p>	<p>Does Update</p> <p>Risk Frequency due to Update</p> <p>Notes On Risk / Benefits statement if required</p> <p>Further Action Required on Issue</p>		

Checking the Catalog 360 Circle website for outstanding orders or requests Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1	Affect? <div>1.Improbable ▾</div> <div>No ▾</div> Risk Likly Due to Update <div>2.Minor ▾</div> Action Required: No Action Required		
75305Q65 🔍ProcessProcess 7683 Check Stock For Proforma To check that we have stock in for customer proformas. Or review if any stock needs to be ordered. Current Known Risk That a customer is told we have stock and then we are unable to ship. Current Likly 2 Current Frequency 1	Does Update Risk Frequency due to Update Affect? <div>1.Improbable ▾</div> <div>No ▾</div> Risk Likly Due to Update <div>2.Minor ▾</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q66 🔍ProcessProcess 7684 Repairs Ready For Quote Process Repairs Ready For Quote Current Known Risk If process does not get performed, we likly to loose customers, get complaints over not responding to customers returned goods Current Likly 1 Current Frequency 1	Does Update Risk Frequency due to Update Affect? <div>1.Improbable ▾</div> <div>No ▾</div> Risk Likly Due to Update <div>1.Negligible ▾</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q67 🔍ProcessProcess 7685 Repairs Ready For Invoice Process Invoice for completed repairs. Current Known Risk repair has errors on it Current Likly 1 Current Frequency 1	Does Update Risk Frequency due to Update Affect? <div>1.Improbable ▾</div> <div>No ▾</div> Risk Likly Due to Update <div>1.Negligible ▾</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q68 🔍ProcessProcess 7686 Thorough Checking Of Awaiting Action Tray	Does Update Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

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

Affect? 1.Improbable
No Risk Likly Due to Update
2.Minor
Action Required:
No Action Required

75305Q69 ProcessProcess 7690
Ship Repairs
Review the Repairs completed shelf and ship those items that are ready for return to the customer.
Current Known Risk That a repair will be missed
Current Likly 2 Current Frequency 1

Does Update Affect? 1.Improbable
No Risk Likly Due to Update
2.Minor
Action Required:
No Action Required

Notes On Risk / Benefits statement if required

Further Action Required on Issue

75305Q70 ProcessProcess 7693
Collect Repair Filing From Warehouse
Collect the filing form the warehouse
Current Known Risk paperwork has been missed
Current Likly 1 Current Frequency 1

Does Update Affect? 1.Improbable
No Risk Likly Due to Update
1.Negligible
Action Required:
No Action Required

Notes On Risk / Benefits statement if required

Further Action Required on Issue

75305Q71 ProcessProcess 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

Does Update Affect? 2.Remote
No Risk Likly Due to Update
1.Negligible
Action Required:
No Action Required

Notes On Risk / Benefits statement if required

Further Action Required on Issue

75305Q72 ProcessProcess 7699
Shred Sensitive Paperwork In JL Office

Does Update Affect? 1.Improbable
No Risk Likly Due to Update
2.Minor
Action Required:
No Action Required

Notes On Risk / Benefits statement if required

Further Action Required on Issue

Shredding of sensitive information
Current Known Risk Broken shredder
Current Likly 1 Current Frequency 1

Affect? 1.Improbable
No Risk Likly Due
to Update
1.Negligible
Action
Required:
No Action
Required

75305Q73 ProcessProcess 7705
Checking For Uploaded Files
Checking if a customer has uploaded an order directly to our website
Current Known Risk Computer/network breakdown
Current Likly 2 Current Frequency 2

Does Risk Frequency
Update due to Update
Affect? 2.Remote
No Risk Likly Due
to Update
2.Minor
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if required

Further Action Required on Issue

75305Q74 ProcessProcess 7709
Delivered not Invoiced
Ensure invoices are generated for shipped orders
Current Known Risk Computer/network breakdown
delivery is missed and remains un invoiced.
Current Likly 2 Current Frequency 2

Does Risk Frequency
Update due to Update
Affect? 2.Remote
No Risk Likly Due
to Update
2.Minor
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if required

Further Action Required on Issue

75305Q75 ProcessProcess 7712
Review Inward Payments
Review the payments received to ensure proformas can be shipped
Current Known Risk Computer network breakdown
Current Likly 3 Current Frequency 1

Does Risk Frequency
Update due to Update
Affect? 1.Improbable
No Risk Likly Due
to Update
3.Serious
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if required

Further Action Required on Issue

75305Q76 ProcessProcess 7713
Review Roles And Responsibilitys

Does Risk Frequency
Update due to Update

Notes On Risk / Benefits statement if required



Further Action Required on Issue





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





Affect? 2.Remote
No Risk Likly Due
to Update
2.Minor
Action
Required:
No Action
Required

75305Q77	<p>ProcessProcess 7735</p> <p>Ensure SOR's Are Followed Up</p> <p>Ensure samples and Sale or Return items are followed up after 4 weeks for feedback and the item(s) is returned as appropriate</p> <p>Current Known Risk Computer/network breakdown</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? No</p> <p>Risk Frequency due to Update 1.Improbable</p> <p>Risk Likly Due to Update 2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
75305Q78	<p>ProcessProcess 7744</p> <p>FDA Device Establishment Registration And Listing</p> <p>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</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? No</p> <p>Risk Frequency due to Update 1.Improbable</p> <p>Risk Likly Due to Update 1.Negligible</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
75305Q79	<p>ProcessProcess 7748</p> <p>Check Repair Orders</p> <p>Check the orders against the customer paperwork, that we have generated, for the repair we have received in.</p> <p>Current Known Risk That details will be incorrect and it will affect the customer.</p> <p>That mistakes may be missed.</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? No</p> <p>Risk Frequency due to Update 1.Improbable</p> <p>Risk Likly Due to Update 2.Minor</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>

75305Q80	 Process 7749 Check Repair Quotes Check the quotes that we send out for the repairs we have received in. Current Known Risk That mistakes may be missed. That details will be incorrect and it will affect the customer. Current Likly 2 Current Frequency 2	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 2.Remote Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q81	 Process 7752 SRS Folder Ensure all outstanding repairs are being dealt with Current Known Risk repairs get stuck in the system Current Likly 2 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q82	 Process 7758 Check For GHX Orders Check the emails for orders from GHX Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
75305Q83	 Process 7760 Send Service Offers Send letters to existing customers to remind them that a service is due on their equipment Current Known Risk Computer/network breakdown Current Likly 1 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue





75305Q84	 ProcessProcess 7761 Send VST Delivery Notifications Emailing Notifications of shipments Current Known Risk Limited risks, and if the email fails to get delivered the customer will still receive their shipment. Current Likly 2 Current Frequency 1	Does Update Affect? <input type="button" value="No"/> Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="2.Minor"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q85	 ProcessProcess 7782 Remove Started But Not Used Order Numbers Remove Started But Not Used Order Numbers from intrastats. Current Known Risk not clear regularly, accidental usage of an old ORDER number generated by mistake Current Likly 2 Current Frequency 1	Does Update Affect? <input type="button" value="No"/> Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="2.Minor"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q86	 ProcessProcess 7783 PDF VST Invoices And Purchase Orders Process of PDF ing Invoices into the system for easy of use in the future and the Emailing of Invoices to customers NOW DONE AUTOMATICALLY Current Known Risk Incorrect name given to Invoice when saving the PDF. customer gets incorrect invoice. Current Likly 2 Current Frequency 1	Does Update Affect? <input type="button" value="No"/> Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="2.Minor"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q87	 ProcessProcess 7788 Petty Cash Reconciliation This is done annually, a report for the accountant. It shows the currency and amount that we have in the building at the last day of the year. Current Known Risk That the report is not done and therefore an accurate figure for the petty cash is not inputted into the system. Current Likly 1 Current Frequency 1	Does Update Affect? <input type="button" value="No"/> Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

75305Q88	 Process 7795 Answering UK Web Questions Answering any questions that are asked via the website from within Intrastats Current Known Risk Computer/network breakdown Current Likly 1 Current Frequency 1	Does Update Affect? No <input type="button" value="v"/> Risk Frequency due to Update 1.Improbable <input type="button" value="v"/> Risk Likly Due to Update 1.Negligible <input type="button" value="v"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q89	 Process 7822 Review Oxylink Stock To check we have the stock available to supply our customer Oxylink. NOTE THIS PROCESS HAS BEEN STOPPED. Part number has been superseded Current Known Risk The we do not have the stock needed to satisfy the orders for this customer. Current Likly 3 Current Frequency 1	Does Update Affect? No <input type="button" value="v"/> Risk Frequency due to Update 1.Improbable <input type="button" value="v"/> Risk Likly Due to Update 3.Serious <input type="button" value="v"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q90	 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	Does Update Affect? No <input type="button" value="v"/> Risk Frequency due to Update 1.Improbable <input type="button" value="v"/> Risk Likly Due to Update 1.Negligible <input type="button" value="v"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q91	 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	Does Update Affect? No <input type="button" value="v"/> Risk Frequency due to Update 1.Improbable <input type="button" value="v"/> Risk Likly Due to Update 1.Negligible <input type="button" value="v"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>



75305Q92	 Process 7830 Review Q.A. Failures Report To review the Quantities of Failed product per Stock reference Passing through the Q.A. system Current Known Risk No risk Current Likly 3 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> <input type="button" value="2.Minor"/> <input type="button" value="3.Serious"/>	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q93	 Process 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="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> <input type="button" value="2.Minor"/> <input type="button" value="3.Serious"/>	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q94	 Process 7834 Financial Review The review the Financial requirements Current Known Risk Non Current Likly 1 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> <input type="button" value="1.Negligible"/> <input type="button" value="2.Minor"/> <input type="button" value="3.Serious"/>	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q95	 Process 7837 Review External Parties Influencing The QMS VST / Viamed To Review the External Parties Influencing The QMS VST / Viamed Checked the Scopes and Risks, Review the Underlining Processes and Tasks Current Known Risk External party has un-reviewed expectations Current Likly 1 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> <input type="button" value="1.Negligible"/> <input type="button" value="2.Minor"/> <input type="button" value="3.Serious"/>	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

75305Q96	Process 7838 Review VIAMED Feedback - Customer Feedback Negative Review Customer Feedback Negative Current Known Risk Rolling Issues No risk to process Current Likly 3 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="3.Serious"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q97	Process 7839 Review VIAMED Feedback - Customer Complaints To Review Viamed Customer Complaints Current Known Risk Rolling Issue No Risk Current Likly 3 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="3.Serious"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q98	Process 7842 Review VIAMED Product Feedback Negative To review Negative feedback form Products see if Non Conformance or customer Complaints need to be raised Current Known Risk Rolling ISSue, No Risk Current Likly 3 Current Frequency 1	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="3.Serious"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q99	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.	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

Current Likly 1 Current Frequency 1

75305Q100	 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	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update <div>1.Improbable ▾</div> Risk Likely Due to Update <div>1.Negligible ▾</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q101	 Process 7849 Review Product Failures New Codes Review the Customer Returns and Review Product Failures New Codes Current Known Risk Product failures / returns do not get reviewed and a new Risk may occur Current Likly 1 Current Frequency 3	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update <div>3.Occasional ▾</div> Risk Likely Due to Update <div>1.Negligible ▾</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q102	 Process 7857 Software Validation Stock Tracking Check To confirm Software Validation Stock Tracking Check, is functioning as expected Current Known Risk Stock gets mislaid in the warehouse Current Likly 2 Current Frequency 1	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update <div>1.Improbable ▾</div> Risk Likely Due to Update <div>2.Minor ▾</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q103	 Process 7871 Review Exclusion From Viamed 13485:2016 And VST 9001:2015 To review the Exclusions / boundaries to ISO 13485:2016 for Viamed Current Known Risk Something is missed. Current Likly 1 Current Frequency 1	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update <div>1.Improbable ▾</div> Risk Likely Due to Update <div>1.Negligible ▾</div> Action Required:	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

No Action
Required

75305Q104	 ProcessProcess 7878 Review Possible Upcoming Regulation Changes Review possible legal / regulator changes that might affect Viamed / VST Current Known Risk Legal / Regulatory changes stop us being able to carry out our processes as per QMS Current Likly 1 Current Frequency 3	Does Update Affect? <div>No</div>	Risk Frequency due to Update <div>3.Occasional</div> Risk Likly Due to Update <div>1.Negligible</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q105	 ProcessProcess 7953 Vandagraph Delivery Notifications To Send Vandagraph Delivery notifications Current Known Risk task not carried out Current Likly 1 Current Frequency 1	Does Update Affect? <div>No</div>	Risk Frequency due to Update <div>1.Improbable</div> Risk Likly Due to Update <div>1.Negligible</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q106	Document ID22062 VM3COP00.00 VST Quality Statement policy and objectives Is Related to this document	Does Update Affect? <div>No</div>	Risk Frequency due to Update <div>1.Improbable</div> Risk Likly Due to Update <div>1.Negligible</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q107	Document ID22155 VM3COP01.1 Procedure Revisions Is Related to this document	Does Update Affect? <div>No</div>	Risk Frequency due to Update <div>1.Improbable</div> Risk Likly Due to Update <div>1.Negligible</div> Action Required:	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

No Action
Required

75305Q108 Document ID23105 VM3COP01.2 Sub Process / Task or Mini Audits updates or additions Is Related to this document	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update <div>1.Improbable ▾</div> <div>Risk Likly Due to Update</div> <div>1.Negligible ▾</div> <div>Action Required: No Action Required</div>	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q109 Document ID25568 VM3COP01.3 Historic Documents and Records Is Related to this document	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update <div>1.Improbable ▾</div> <div>Risk Likly Due to Update</div> <div>1.Negligible ▾</div> <div>Action Required: No Action Required</div>	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q110 Document ID15464 VM3COP14.01 Disposition of Documents / Records. Is Related to this document	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update <div>1.Improbable ▾</div> <div>Risk Likly Due to Update</div> <div>1.Negligible ▾</div> <div>Action Required: No Action Required</div>	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
75305Q111 Document ID15030 VM3COP20.19 Intrastats Document Index Thumbnail Generation Is Related to this document	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update <div>1.Improbable ▾</div> <div>Risk Likly Due to Update</div> <div>1.Negligible ▾</div> <div>Action Required:</div>	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

No Action
Required

75305Q112 Document ID75310 VM3COP24.02 Document Change Performing a Risk Assessment Is Related to this document

Does
Update
Affect?

No ▾

Risk Frequency
due to Update

1.Improbable ▾

Risk Likly Due
to Update

1.Negligible ▾

Action

Required:

No Action

Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

75305Q113 Document ID28873 VM3COP27.41 Reporting a Data Breach The right to be informed GDPR Is Related to this document

Does
Update
Affect?

No ▾

Risk Frequency
due to Update

1.Improbable ▾

Risk Likly Due
to Update

1.Negligible ▾

Action

Required:

No Action

Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

75305Q114 Document ID27058 VM3COP27.42 Security of the data held within Viamed digital and physical. Is Related to this document

Does
Update
Affect?

No ▾

Risk Frequency
due to Update

1.Improbable ▾

Risk Likly Due
to Update

1.Negligible ▾

Action

Required:

No Action

Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

75305Q115 Does Generic CE File Attached to All Technical file #2
Of type 5 require any Notificaions and/or Risk assesment updates

Does
Update
Affect?

No ▾

Risk Frequency
due to Update

1.Improbable ▾

Risk Likly Due
to Update

1.Negligible ▾

Action

Required:

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

No Action
Required

75305Q116 Final Notes

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

SAVE FORM