

Document VOP 09 Repairs and Servicing Revision ID68239

Suggested Upload Document Name: **Risk Assesment For Updating Document ID68239**

Completed by [Derek Lamb](#) 24 Nov 2021

Reason for Risk Assesment

added contamination control and ref to VM3C0p27.51
added a objectives header

Document VOP 09 Repairs and Servicing Revision ID68239 Is linked to the Following Standards and processes

Risk Assesment ID68239	Question	Does Update Affect	Risk on Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
68239Q0	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
68239Q1	Viamed Ltd ISO13485:2016 Section: 6.4.2 Contamination control 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.	Does Update Affect? Yes ▾	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 added contamination control and ref to VM3C0p27.51	Further Action Required on Issue
68239Q2	Viamed Ltd ISO13485:2016 Section: 7.5.4 Servicing activities	Does Update	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue





	<p>If servicing of the medical device is a specified requirement, the organization shall document servicing procedures, reference materials, and reference measurements, as necessary, for performing servicing activities and verifying that product requirements are met.</p> <p>The organization shall analyse records of servicing activities carried out by the organization or its supplier:</p> <p>a) to determine if the information is to be handled as a complaint;</p> <p>b) as appropriate, for input to the improvement process.</p> <p>Records of servicing activities carried out by the organization or its supplier shall be maintained (see 4.2.5).</p>	<p>Affect?</p> <p>No</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>		
68239Q3	<p>Viamed Ltd ISO13485:2016 Section: 7.5.10</p> <p>Customer property</p> <p>The organization shall identify, verify, protect, and safeguard customer property provided for use or incorporation into the product while it is under the organization's control or being used by the organization. If any customer property is lost, damaged or otherwise found to be unsuitable for use, the organization shall report this to the customer and maintain records (see 4.2.5).</p>	<p>Does Update Affect?</p> <p>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>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
68239Q4	<p>Viamed Ltd ISO13485:2016 Section: 7.5.11</p> <p>Preservation of product</p> <p>The organization shall document procedures for preserving the conformity of product to requirements during processing, storage, handling, and distribution. Preservation shall apply to the constituent parts of a medical device.</p> <p>The organization shall protect product from alteration, contamination or damage when exposed to expected conditions and hazards during processing, storage, handling, and distribution by:</p> <p>a) designing and constructing suitable packaging and shipping containers;</p> <p>b) documenting requirements for special conditions needed if packaging alone cannot provide preservation.</p> <p>If special conditions are required, they shall be controlled and recorded (see 4.2.5).</p>	<p>Does Update Affect?</p> <p>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>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
68239Q5	<p>Viamed Ltd ISO13485:2016 Section: 8.3.4</p>	<p>Does</p>	<p>Risk Frequency</p>	<p>Notes On Risk / Benefits statement if</p>	<p>Further Action Required</p>

	<p>Rework</p> <p>The organization shall perform rework in accordance with documented procedures that takes into account the potential adverse effect of the rework on the product. These procedures shall undergo the same review and approval as the original procedure.</p> <p>After the completion of rework, product shall be verified to ensure that it meets applicable acceptance criteria and regulatory requirements.</p> <p>Records of rework shall be maintained (see 4.2.5).</p>	<p>Update due to Update required</p> <p>Affect? 1.Improbable ▼</p> <p>No ▼ Risk Likely Due to Update</p> <p>1.Negligible ▼</p> <p>Action Required:</p> <p>No Action Required</p>	<p>on Issue</p>
68239Q6	<p>VST Ltd ISO9001:2015 Section: 8.2.1</p> <p>Customer communication</p> <p>Communication with customers shall include:</p> <p>a) providing information relating to products and services;</p> <p>b) handling enquiries, contracts or orders, including changes;</p> <p>c) obtaining customer feedback relating to products and services, including customer complaints;</p> <p>d) handling or controlling customer property;</p> <p>e) establishing specific requirements for contingency actions, when relevant.</p>	<p>Does Update Affect? 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> <p>Further Action Required on Issue</p>
68239Q7	<p>VST Ltd ISO9001:2015 Section: 8.5.2</p> <p>Identification and traceability</p> <p>The organization shall use suitable means to identify outputs when it is necessary to ensure the conformity of products and services.</p> <p>The organization shall identify the status of outputs with respect to monitoring and measurement requirements throughout production and service provision.</p> <p>The organization shall control the unique identification of the outputs when traceability is a requirement, and shall retain the documented information necessary to enable traceability.</p>	<p>Does Update Affect? 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> <p>Further Action Required on Issue</p>
68239Q8	<p>VST Ltd ISO9001:2015 Section: 8.5.3</p> <p>Property belonging to customers or external providers</p> <p>The organization shall exercise care with property belonging to customers or external providers while it is under the organization's control or being used by the organization.</p> <p>The organization shall identify, verify, protect and safeguard customers' or external providers' property provided for use or incorporation into the products and services.</p> <p>When the property of a customer or external provider is lost, damaged or</p>	<p>Does Update Affect? 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>Notes On Risk / Benefits statement if required</p> <p>Further Action Required on Issue</p>

otherwise found to be unsuitable for use, the organization shall report this to the customer or external provider and retain documented information on what has occurred.

NOTE A customer's or external provider's property can include materials, components, tools and equipment, premises, intellectual property and personal data.

No Action
Required

68239Q9	 Process7684 Repairs Ready For Quote Process Repairs Ready For Quote	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>
68239Q10	 Process7685 Repairs Ready For Invoice Process Invoice for completed repairs.	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>
68239Q11	 Process6862 Current Repairs The repairs that are currently in the building. Confirm the Stage and Location of repairs	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update <div>1.Improbable ▾</div> <div>Risk Likly Due to Update</div> <div>2.Minor ▾</div> <div>Action Required: No Action Required</div>	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
68239Q12	 Process7048 Control of monitoring and measuring devices Control of monitoring and measuring devices	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update <div>2.Remote ▾</div>	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

		Affect? <input type="button" value="No"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required		
68239Q13	🔍Process7674 Check Repairs Ready For Invoice List Review the repairs ready For invoice List in intrastats.	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	Further Action Required on Issue
68239Q14	🔍Process7752 SRS Folder Ensure all outstanding repairs are being dealt with	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	Further Action Required on Issue
68239Q15	🔍Process7690 Ship Repairs Review the Repairs completed shelf and ship those items that are ready for return to the customer.	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	Further Action Required on Issue
68239Q16	🔍Process7942 Do We Have Service Manual / QA For All Our Stock Coming In. To make sure we have a QA procedure or service manual in place for all our	Does Update Affect? <input type="button" value="No"/> Risk Frequency due to Update <input type="button" value="3.Occasional"/>	Notes On Risk / Benefits statement if required	Further Action Required on Issue

stock coming through Viamed and VST.

Some may just say check packaging and barcode and other may need to go further in depth. With testing procedures.
Those who do not require testing should state this in the procedure.

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

68239Q17	<div><div>Process7940</div><div>Review The Tom Thumb Grease Date To check the date of the grease used in the production and servicing of the Tom Thumb. To see if it needs to be removed. Look at date purchased then add 4 years to the date. Dispose of this when it goes beyond this date.</div></div>	<div>Does Update</div> <div>Affect? No <input type="button" value="v"/></div>	<div>Risk Frequency due to Update</div> <div>1.Improbable <input type="button" value="v"/></div> <div>Risk Likely Due to Update</div> <div>1.Negligible <input type="button" value="v"/></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>
68239Q18	<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 <input type="button" value="v"/></div>	<div>Risk Frequency due to Update</div> <div>1.Improbable <input type="button" value="v"/></div> <div>Risk Likely Due to Update</div> <div>1.Negligible <input type="button" value="v"/></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>
68239Q19	<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 <input type="button" value="v"/></div>	<div>Risk Frequency due to Update</div> <div>1.Improbable <input type="button" value="v"/></div> <div>Risk Likely Due to Update</div> <div>3.Serious <input type="button" value="v"/></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>
68239Q20	<div><div>ProcessProcess 14</div><div>Fax Paper Ensuring that fax reports have been generated for both sent and received faxes</div></div>	<div>Does Update</div> <div>Affect? No <input type="button" value="v"/></div>	<div>Risk Frequency due to Update</div> <div>1.Improbable <input type="button" value="v"/></div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>

	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 ▾ Risk Likely Due to Update 1.Negligible ▾ Action Required: No Action Required		
68239Q21	🔍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 Likely Due to Update 1.Negligible ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
68239Q22	🔍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 Likely Due to Update 2.Minor ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
68239Q23	🔍ProcessProcess 36 Emailing Of Invoices Invoices are emailed to customers Current Known Risk Computer or network failure Current Likly 2 Current Frequency 1	Does Update Affect? 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
68239Q24	🔍ProcessProcess 39 Enviromental Policy Document Review Ensure our Viamed Environment and WEEE Policys are upto date and suitable	Does Update Risk Frequency due to Update 2.Remote ▾	Notes On Risk / Benefits statement if required	Further Action Required on Issue


	<p>for current legislation</p> <p>Current Known Risk Potential to break the Law of the land with unsuitable policys</p> <p>Current Likly 1 Current Frequency 2</p>	<p>Affect? <input type="button" value="No"/> ▼</p> <p>Risk Likly Due to Update</p> <p><input type="button" value="1.Negligible"/> ▼</p> <p>Action Required:</p> <p>No Action Required</p>		
68239Q25	<p>🔍ProcessProcess 5857</p> <p>Customer Service Logs</p> <p>Ensuring customer onsite service visits are completed</p> <p>Current Known Risk Engineer or equipment is unavailable</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/> ▼</p> <p>Risk Frequency due to Update</p> <p><input type="button" value="1.Improbable"/> ▼</p> <p>Risk Likly Due to Update</p> <p><input type="button" value="2.Minor"/> ▼</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>
68239Q26	<p>🔍ProcessProcess 5859</p> <p>Review Un-shipped Parcels</p> <p>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</p> <p>Current Known Risk Customer forgets to come back to us and parcels stay ready for shipping.</p> <p>As the package is already pick pack and ready to leave the building all computer traces will show as shipped.</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/> ▼</p> <p>Risk Frequency due to Update</p> <p><input type="button" value="1.Improbable"/> ▼</p> <p>Risk Likly Due to Update</p> <p><input type="button" value="2.Minor"/> ▼</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>
68239Q27	<p>🔍ProcessProcess 5871</p> <p>Check Sale Or Returns</p> <p>Review the Sale or Return list in intrastats. Ensure it is up to date.</p> <p>Current Known Risk That goods could be sent to a customer or goods returned but the list is not updated</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/> ▼</p> <p>Risk Frequency due to Update</p> <p><input type="button" value="1.Improbable"/> ▼</p> <p>Risk Likly Due to Update</p> <p><input type="button" value="2.Minor"/> ▼</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>
68239Q28	<p>🔍ProcessProcess 5872</p> <p>Check Sale Or Returns Export</p> <p>Review the Sale or Return list in intrastats. Ensure it is up to date.</p>	<p>Does Update</p> <p>Risk Frequency due to Update</p> <p><input type="button" value="1.Improbable"/> ▼</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>

	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	Affect? No ▾	Risk Likly Due to Update 2.Minor ▾		
68239Q29	🔍ProcessProcess 5875 Check Paypal For Orders 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	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
68239Q30	🔍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? 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
68239Q31	🔍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? No ▾	Risk Frequency due to Update 1.Improbable ▾ Risk Likly Due to Update 4.Critical ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
68239Q32	🔍ProcessProcess 5892 Checking EBay And Amazon For Orders And Messages Checking the eBay and Amazon accounts for orders that have not been emailed	Does Update Affect? No ▾	Risk Frequency due to Update 2.Remote ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue

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

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


68239Q33  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 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

68239Q34  ProcessProcess 5894
Checking Of Active List
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

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

68239Q35  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

68239Q36  ProcessProcess 5899
Proforma And Quote Chasing
Chase outstanding Quotes and Proformas





Does Risk Frequency
Update due to Update
1.Improbable

Notes On Risk / Benefits statement if required

Further Action Required on Issue

<p>Current Known Risk Computer/network breakdown Not chased up. Current Likly 3 Current Frequency 1</p>	<p>Affect? Risk Likly Due No ▾ to Update 3.Serious ▾ Action Required: No Action Required</p>		
<p>68239Q37 🔍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</p>	<p>Does Risk Frequency Update due to Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 2.Minor ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
<p>68239Q38 🔍ProcessProcess 5913 Check For Humanmed Orders In Logistics Mailbox 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</p>	<p>Does Risk Frequency Update due to Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 2.Minor ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
<p>68239Q39 🔍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</p>	<p>Does Risk Frequency Update due to Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 2.Minor ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
<p>68239Q40 🔍ProcessProcess 5949 Filling Credit Card Slips Inputting the accurate data on to our pre-printed credit card slips for processing</p>	<p>Does Risk Frequency Update due to Update 3.Occasional ▾</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>

	<p>on dispatch of good. Secure storing and processing</p> <p>Current Known Risk incorrect information slips left unsecured</p> <p>Current Likly 1 Current Frequency 3</p>	<p>Affect? No ▾</p> <p>Risk Likely Due to Update 1.Negligible ▾</p> <p>Action Required: No Action Required</p>		
68239Q41	<p>🔗ProcessProcess 6862</p> <p>Current Repairs</p> <p>The repairs that are currently in the building. Confirm the Stage and Location of repairs</p> <p>Current Known Risk Repairs not being worked on in a timely manor. Repairs being processed with out authorisation from customer.</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 Likely Due to Update 2.Minor ▾</p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
68239Q42	<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 Affect? No ▾</p> <p>Risk Frequency due to Update 2.Remote ▾</p> <p>Risk Likely Due to Update 1.Negligible ▾</p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
68239Q43	<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 Affect? No ▾</p> <p>Risk Frequency due to Update 1.Improbable ▾</p> <p>Risk Likely Due to Update 1.Negligible ▾</p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
68239Q44	<p>🔗ProcessProcess 7673</p> <p>Check Expiry Dated Stock</p> <p>To check that all the stock on the selves are within their use by dates.</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update 2.Remote ▾</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	Current Known Risk Stock being dispatched that is past its date. Current Likly 1 Current Frequency 2	Affect? Risk Likly Due No <input type="button" value="v"/> to Update 1.Negligible <input type="button" value="v"/> Action Required: No Action Required		
68239Q45	 ProcessProcess 7674 Check Repairs Ready For Invoice List Review the repairs ready For invoice List in intrastats. Current Known Risk That repairs will be missed. Current Likly 2 Current Frequency 1	Does Update Affect? Risk Frequency No <input type="button" value="v"/> due to Update 1.Improbable <input type="button" value="v"/> Risk Likly Due 2.Minor <input type="button" value="v"/> to Update Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
68239Q46	 ProcessProcess 7676 PDFing Of Invoices Viamed Process of PDF ing Invoices into the system for easy of use in the future and the Emailing of Invoices to customers NO LONGER REQUIRED AS DONE BY THE SYSTEM 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? Risk Frequency No <input type="button" value="v"/> due to Update 1.Improbable <input type="button" value="v"/> Risk Likly Due 2.Minor <input type="button" value="v"/> to Update Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
68239Q47	 ProcessProcess 7678 Check Catalog 360 Circle For Quotes And Orders Checking the Catalog 360 Circle website for outstanding orders or requests SYSTEM NO LONGER USED Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1	Does Update Affect? Risk Frequency No <input type="button" value="v"/> due to Update 1.Improbable <input type="button" value="v"/> Risk Likly Due 2.Minor <input type="button" value="v"/> to Update Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
68239Q48	 ProcessProcess 7679 Check Stock Requirements Supplier Teledyne To check that we have stock in for customer proformas and orders. Or review if	Does Update Affect? Risk Frequency 1.Improbable <input type="button" value="v"/> due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

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


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

68239Q49	<p>🔗ProcessProcess 7680</p> <p>Check Stock Requirements Supplier Envitec</p> <p>To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.</p> <p>Current Known Risk That a customer is told we have stock and then we are unable to ship.</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: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
68239Q50	<p>🔗ProcessProcess 7681</p> <p>Check Stock Requirements Supplier Posey</p> <p>To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.</p> <p>Current Known Risk That a customer is told we have stock and then we are unable to ship.</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: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
68239Q51	<p>🔗ProcessProcess 7682</p> <p>Check Stock Requirements Supplier Bluepoint</p> <p>To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.</p> <p>Current Known Risk That a customer is told we have stock and then we are unable to ship.</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: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
68239Q52	<p>🔗ProcessProcess 7683</p> <p>Check Stock For Proforma</p> <p>To check that we have stock in for customer proformas. Or review if any stock</p>	<p>Does Update</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable ▼</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>

	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	Affect? No ▾	Risk Likely Due to Update 2.Minor ▾		
68239Q53	<a>Process Process 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 Affect? 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
68239Q54	<a>Process Process 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 Affect? 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
68239Q55	<a>Process Process 7686 Thorough Checking Of Awaiting Action Tray 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	Does Update Affect? 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
68239Q56	<a>Process Process 7690 Ship Repairs Review the Repairs completed shelf and ship those items that are ready for	Does Update	Risk Frequency due to Update 1.Improbable ▾	Notes On Risk / Benefits statement if required	Further Action Required on Issue

return to the customer.
Current Known Risk That a repair will be missed
Current Likly 2 Current Frequency 1


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

68239Q57  ProcessProcess 7691
Ship Sale Or Returns
Review the sale or return shelf and ship those items.
Current Known Risk Goods will be missed
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

68239Q58  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 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

68239Q59  ProcessProcess 7703
Vandagraph Pay Pal Retrieve Funds
To remove money from the Pay Pal system into Vandagraph Bank account
Current Known Risk No risk to the process as such as its paypal driven,
Can only withdraw funds to allocated bank account
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

68239Q60  ProcessProcess 7708
Acorn 0014904
Acorn Distribution ac 12906 - 0014904 Disposable sensor stock levels

Does Risk Frequency
Update due to Update
1.Improbable

Notes On Risk / Benefits statement if required

Further Action Required on Issue

	Current Known Risk That we not have stock available when needed. Current Likly 3 Current Frequency 1	Affect? <div>No ▾</div>	Risk Likly Due to Update <div>3.Serious ▾</div>		
68239Q61	<a>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 Update Affect? <div>No ▾</div>	Risk Frequency due to Update <div>2.Remote ▾</div> Risk Likly Due to Update <div>2.Minor ▾</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
68239Q62	<a>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 Update Affect? <div>No ▾</div>	Risk Frequency due to Update <div>1.Improbable ▾</div> Risk Likly Due to Update <div>3.Serious ▾</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
68239Q63	<a>ProcessProcess 7735 Ensure SOR's Are Followed Up Ensure samples and Sale or Return items are followed up after 4 weeks for feedback and the item(s) is returned as appropriate Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update <div>1.Improbable ▾</div> Risk Likly Due to Update <div>2.Minor ▾</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
68239Q64	<a>ProcessProcess 7737 Production In Production List Review the Production List, check and list those items that were started more	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update <div>2.Remote ▾</div> Risk Likly Due to Update <div>2.Remote ▾</div> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue

than 30 days ago have not been through QA.

Audit is carried out and production is reviewed and chased at this point.

Current Known Risk Production jobs is finished but not been QA, may get lost in the system

Current Likly 2 Current Frequency 2

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

68239Q65	<div><div>ProcessProcess 7748</div><div>Check Repair Orders</div><div>Check the orders against the customer paperwork, that we have generated, for the repair we have received in.</div><div>Current Known Risk That details will be incorrect and it will affect the customer.</div><div>That mistakes may be missed.</div><div>Current Likly 2 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 Likly Due to Update</div> <div>2.Minor ▼</div> <div>Action Required:</div> <div>No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
68239Q66	<div><div>ProcessProcess 7749</div><div>Check Repair Quotes</div><div>Check the quotes that we send out for the repairs we have received in.</div><div>Current Known Risk That mistakes may be missed.</div><div>That details will be incorrect and it will affect the customer.</div><div>Current Likly 2 Current Frequency 2</div></div>	<div>Does Update</div> <div>Affect? No ▼</div>	<div>Risk Frequency due to Update</div> <div>2.Remote ▼</div> <div>Risk Likly Due to Update</div> <div>2.Minor ▼</div> <div>Action Required:</div> <div>No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
68239Q67	<div><div>ProcessProcess 7752</div><div>SRS Folder</div><div>Ensure all outstanding repairs are being dealt with</div><div>Current Known Risk repairs get stuck in the system</div><div>Current Likly 2 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 Likly Due to Update</div> <div>2.Minor ▼</div> <div>Action Required:</div> <div>No Action Required</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>
68239Q68	<div><div>ProcessProcess 7758</div><div>Check For GHX Orders</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>

Check the emails for orders from GHX
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

68239Q69 ProcessProcess 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? 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

68239Q70 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? 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

68239Q71 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? 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

68239Q72 ProcessProcess 7789
Withdraw Funds From Paypal

Does Update
Risk Frequency due to Update

Notes On Risk / Benefits statement if required

Further Action Required on Issue

To remove the receipts that have come into Paypal over the month. So they can be entered in to accounts sales.
Current Known Risk That a payment is not entered accounts , or onto the correct sales account.
Current Likly 1 Current Frequency 1

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

68239Q73 ProcessProcess 7790
Humanmed Invoice them For Previous Month
A invoice is generate at the end of each month to charges Humanmed for the admin fee, carriage charges and any special carriage charges.
Current Known Risk That this invoice is not produced.
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

68239Q74 ProcessProcess 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? 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

68239Q75 ProcessProcess 7800
Opera Nominal Ledger Close
The closing down of the previous months nominal ledger for accounts purposes.
Current Known Risk The system crashes.
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

68239Q76 ProcessProcess 7808
Ensure All Invoice Correctly Tagged

Does Update
Risk Frequency due to Update

Notes On Risk / Benefits statement if required

Further Action Required on Issue

To find and Tag any sales that are removed from commissions, as they are break even products for relationships purposes
Current Known Risk Pay a Sales rep for special sales in the relevant area. and make a loss on the sale
Current Likly 3 Current Frequency 1

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

68239Q77 ProcessProcess 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? 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

68239Q78 ProcessProcess 7823
Saftey Tester Data
Backup the Fluke ESA615 Safety tester CE

Copy any files to the Z Drive - safety tester backupdata
Current Known Risk That this will not be carried out.
Current Likly 1 Current Frequency 1

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

68239Q79 ProcessProcess 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? 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

68239Q80 ProcessProcess 7838
Review VIAMED Feedback - Customer Feedback Negative

Does Update
Risk Frequency due to Update

Notes On Risk / Benefits statement if required

Further Action Required on Issue

	Review Customer Feedback Negative Current Known Risk Rolling Issues No risk to process Current Likly 3 Current Frequency 1	Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 3.Serious ▾ Action Required: No Action Required		
68239Q81	🔍ProcessProcess 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? 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
68239Q82	🔍ProcessProcess 7840 Review VST Feedback - Customer 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? 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
68239Q83	🔍ProcessProcess 7841 Review VST Feedback - Customer Complaints To review Customer Complaints see if Non Conformance need to be raised Current Known Risk Rolling ISSue, No Risk 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
68239Q84	🔍ProcessProcess 7842 Review VIAMED Product Feedback Negative	Does Update Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	<p>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</p>	<p>Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 3.Serious ▾ Action Required: No Action Required</p>		
68239Q85	<p>🔍ProcessProcess 7843 Review VST Product Feedback Negative To review Negative feedback form Products see if Non Conformance or customer Complaints need to be raise Current Known Risk Rolling Issue, No Risk Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 3.Serious ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
68239Q86	<p>🔍ProcessProcess 7863 Maintain Repair Codes List To confirm the current repairs codes for various products in the system are up to date and available to office members of staff. Current Known Risk use of incorrect repair codes Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
68239Q87	<p>🔍ProcessProcess 7897 Daily O2 Sensors Returns To check the daily returns for any that are oxygen sensors only, so they can be fast tracked through the system Current Known Risk worst case scenario is sensor returns goes through the system normally Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
68239Q88	<p>🔍ProcessProcess 7944 Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production,</p>	<p>Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>

	<p>Service And Repairs For Viamed And VST To check the use by date or manufacturers life span, of any Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST. To see if it needs to be disposed of.</p> <p>Dispose of and where needed re order new, when it goes beyond this date. Current Known Risk Sealant, Glues, Greases, Sprays, Gases And Tapes will go beyond the date we say it should be disposed of Current Likly 1 Current Frequency 1</p>	<p>Affect? <div>No</div></p> <p>Risk Frequency due to Update <div>1.Improbable</div><div>1.Negligible</div><p>Action Required: No Action Required</p></p>			
68239Q89	<p>ProcessProcess 7953 Vandagraph Delivery Notifications To Send Vandagraph Delivery notifications Current Known Risk task not carried out Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <div>No</div></p> <p>Risk Frequency due to Update <div>1.Improbable</div><div>1.Negligible</div><p>Action Required: No Action Required</p></p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>	
68239Q90	<p>Document ID13046 AX300 & MX300 Case Upgrade Procedure Rev 2. Is Related to this document</p>	<p>Does Update Affect? <div>No</div></p> <p>Risk Frequency due to Update <div>1.Improbable</div><div>1.Negligible</div><p>Action Required: No Action Required</p></p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>	
68239Q91	<p>Document ID14716 CPM 01 Absence from Work Is Related to this document</p>	<p>Does Update Affect? <div>No</div></p> <p>Risk Frequency due to Update <div>1.Improbable</div><div>1.Negligible</div><p>Action Required: No Action Required</p></p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>	
68239Q92	<p>Document ID8760 CPM 02 Absence Care for Dependants Is Related to this</p>	<p>Does</p>	<p>Risk Frequency</p>	<p>Notes On Risk / Benefits statement if</p>	<p>Further Action Required</p>

	document	<div>Update due to Update required on Issue</div> <div> <div>Affect? 1.Improbable ▾</div> <div>No ▾ Risk Likly Due to Update</div> <div>1.Negligible ▾</div> <div>Action Required: No Action Required</div> </div> <div></div>	
68239Q93	Document ID8320 CPM 03 Absence due to Sickness Is Related to this document	<div>Does Update due to Update</div> <div> <div>Affect? 1.Improbable ▾</div> <div>No ▾ Risk Likly Due to Update</div> <div>1.Negligible ▾</div> <div>Action Required: No Action Required</div> </div> <div>Notes On Risk / Benefits statement if required</div> <div>Further Action Required on Issue</div>	
68239Q94	Document ID14718 CPM 04 Absence Holiday Entitlement Is Related to this document	<div>Does Update due to Update</div> <div> <div>Affect? 1.Improbable ▾</div> <div>No ▾ Risk Likly Due to Update</div> <div>1.Negligible ▾</div> <div>Action Required: No Action Required</div> </div> <div>Notes On Risk / Benefits statement if required</div> <div>Further Action Required on Issue</div>	
68239Q95	Document ID21611 CPM 05 Absence Maternity Rights Is Related to this document	<div>Does Update due to Update</div> <div> <div>Affect? 1.Improbable ▾</div> <div>No ▾ Risk Likly Due to Update</div> <div>1.Negligible ▾</div> <div>Action Required: No Action Required</div> </div> <div>Notes On Risk / Benefits statement if required</div> <div>Further Action Required on Issue</div>	
68239Q96	Document ID14726 CPM 06 Absence Parental Leave Is Related to this	<div>Does</div> <div>Risk Frequency</div> <div>Notes On Risk / Benefits statement if</div> <div>Further Action Required</div>	

document		<div>Update due to Update</div> <div>Affect? <div>1.Improbable ▾</div></div> <div>No ▾ Risk Likly Due to Update</div> <div><div>1.Negligible ▾</div></div> <div>Action Required:</div> <div>No Action Required</div>	required		on Issue
68239Q97 Document ID14728 CPM 07 Absence Paternity Leave Is Related to this document	<div>Does Update</div> <div>Affect? <div>1.Improbable ▾</div></div> <div>No ▾ Risk Likly Due to Update</div> <div><div>1.Negligible ▾</div></div> <div>Action Required:</div> <div>No Action Required</div>	<div>Risk Frequency due to Update</div> <div><div>1.Improbable ▾</div></div> <div>Risk Likly Due to Update</div> <div><div>1.Negligible ▾</div></div> <div>Action Required:</div> <div>No Action Required</div>	Notes On Risk / Benefits statement if required		Further Action Required on Issue
68239Q98 Document ID8764 CPM 08 Alcohol and Drugs Is Related to this document	<div>Does Update</div> <div>Affect? <div>1.Improbable ▾</div></div> <div>No ▾ Risk Likly Due to Update</div> <div><div>1.Negligible ▾</div></div> <div>Action Required:</div> <div>No Action Required</div>	<div>Risk Frequency due to Update</div> <div><div>1.Improbable ▾</div></div> <div>Risk Likly Due to Update</div> <div><div>1.Negligible ▾</div></div> <div>Action Required:</div> <div>No Action Required</div>	Notes On Risk / Benefits statement if required		Further Action Required on Issue
68239Q99 Document ID14740 CPM 09 Appraisals Is Related to this document	<div>Does Update</div> <div>Affect? <div>1.Improbable ▾</div></div> <div>No ▾ Risk Likly Due to Update</div> <div><div>1.Negligible ▾</div></div> <div>Action Required:</div> <div>No Action Required</div>	<div>Risk Frequency due to Update</div> <div><div>1.Improbable ▾</div></div> <div>Risk Likly Due to Update</div> <div><div>1.Negligible ▾</div></div> <div>Action Required:</div> <div>No Action Required</div>	Notes On Risk / Benefits statement if required		Further Action Required on Issue
68239Q100 Document ID27182 CPM 14 Data Protection Is Related to this document	Does	Risk Frequency	Notes On Risk / Benefits statement if		Further Action Required

Update due to Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	required	on Issue
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68239Q101 Document ID25502 CPM 15 Disciplinary Procedures Is Related to this document

Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
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68239Q102 Document ID7055 CPM 16 Dress Code Is Related to this document

Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
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68239Q103 Document ID8768 CPM 17 Equal Opportunities Is Related to this document

Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
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68239Q104 Document ID14304 CPM 18 Exclusive Employment Is Related to this

Does	Risk Frequency	Notes On Risk / Benefits statement if	Further Action Required
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document

Update due to Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	required	on Issue
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68239Q105 Document ID15022 CPM 19 Anti-Bullying policy 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
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68239Q106 Document ID6312 CPM 20 Eye Examinations / Test HSE 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
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68239Q107 Document ID21892 CPM 21 Fire Exit / Escape Route Procedures 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
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68239Q108 Document ID8770 CPM 22 First Aid Is Related to this document	Does	Risk Frequency	Notes On Risk / Benefits statement if	Further Action Required
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Update due to Update	required	on Issue
Affect? 1.Improbable ▼	<div></div>	<div></div>
No ▼ Risk Likly Due to Update		
1.Negligible ▼		
Action Required: No Action Required		

68239Q109 Document ID8771 CPM 23 Grievance Procedure Is Related to this document	Does Update Affect? No ▼	Risk Frequency due to Update 1.Improbable ▼ Risk Likly Due to Update 1.Negligible ▼	Notes On Risk / Benefits statement if required	Further Action Required on Issue
			<div></div>	<div></div>
	Action Required: No Action Required			

68239Q110 Document ID8772 CPM 24 Health and Safety Information Is Related to this document	Does Update Affect? No ▼	Risk Frequency due to Update 1.Improbable ▼ Risk Likly Due to Update 1.Negligible ▼	Notes On Risk / Benefits statement if required	Further Action Required on Issue
			<div></div>	<div></div>
	Action Required: No Action Required			

68239Q111 Document ID14273 CPM 24.01 HSE Health and Safety Information flowchart of responsibilitys Is Related to this document	Does Update Affect? No ▼	Risk Frequency due to Update 1.Improbable ▼ Risk Likly Due to Update 1.Negligible ▼	Notes On Risk / Benefits statement if required	Further Action Required on Issue
			<div></div>	<div></div>
	Action Required: No Action Required			

68239Q112 Document ID14332 CPM 25 Health and Safety Policy Viamed Is Related to	Does	Risk Frequency	Notes On Risk / Benefits statement if	Further Action Required
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this document

Update due to Update	required	on Issue
Affect? 1.Improbable		
No Risk Likly Due to Update		
1.Negligible		
Action Required:		
No Action Required		

68239Q113 Document ID21657 CPM 25 Health and Safety Policy VST Is Related to this document

Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
No 1.Improbable			
No Risk Likly Due to Update			
1.Negligible			
Action Required:			
No Action Required			

68239Q114 Document ID14730 CPM 27 Housekeeping Is Related to this document

Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
No 1.Improbable			
No Risk Likly Due to Update			
1.Negligible			
Action Required:			
No Action Required			

68239Q115 Document ID14732 CPM 28 Hygiene Is Related to this document

Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
No 1.Improbable			
No Risk Likly Due to Update			
1.Negligible			
Action Required:			
No Action Required			

68239Q116 Document ID14302 CPM 29 Medical Certificates Is Related to this document

Does	Risk Frequency	Notes On Risk / Benefits statement if	Further Action Required
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Update due to Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	required	on Issue

68239Q117 Document ID8778 CPM 30 PAYE Tax Is Related to this document

Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

68239Q118 Document ID14724 CPM 31 Pensions Is Related to this document

Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

68239Q119 Document ID30753 CPM 38 Security Is Related to this document

Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

68239Q120 Document ID6782 CPM 39 Smoking Policy Is Related to this document

Does	Risk Frequency	Notes On Risk / Benefits statement if	Further Action Required
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Update due to Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	required	on Issue
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68239Q121 Document ID6707 CPM 39.1 Official Smoking Policy Is Related to this document

Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
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68239Q122 Document ID14734 CPM 41 Statutory Sick Pay Is Related to this document

Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
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68239Q123 Document ID14250 CPM 42 Telephone Fax Emails Internet Systems Is Related to this document

Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
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68239Q124 Document ID14347 CPM 43 Temperature of Environment Is Related to this

Does	Risk Frequency	Notes On Risk / Benefits statement if	Further Action Required
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document

Update due to Update Affect? 1.Improbable No Risk Likly Due to Update 1.Negligible Action Required: No Action Required	required	on Issue
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68239Q125 Document ID14736 CPM 46 Training Is Related to this document

Does Update Affect? 1.Improbable No Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
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68239Q126 Document ID9432 Dive Dynamics R-22ADD sensor replacement Is Related to this document

Does Update Affect? 1.Improbable No Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
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68239Q127 Document ID9088 Risk Report Form HSE Is Related to this document

Does Update Affect? 1.Improbable No Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
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68239Q128 Document ID70404 Vandagraph Environment Policy Inc WEEE Is Related to

Does	Risk Frequency	Notes On Risk / Benefits statement if	Further Action Required
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this document

Update due to Update	required	on Issue
Affect? 1.Improbable		
No Risk Likly Due to Update		
1.Negligible		
Action Required:		
No Action Required		

68239Q129 Document ID14272 Viamed Ethical Policy Is Related to this document

Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
No 1.Improbable			
No Risk Likly Due to Update			
1.Negligible			
Action Required:			
No Action Required			

68239Q130 Document ID21470 VM3COP..... Tom Thumb Infant Resuscitator Calibration Certificate Template Is Related to this document

Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
No 1.Improbable			
No Risk Likly Due to Update			
1.Negligible			
Action Required:			
No Action Required			

68239Q131 Document ID24759 VM3COP29.13 Returns Repair Admin Is Related to this document

Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
No 1.Improbable			
No Risk Likly Due to Update			
1.Negligible			
Action Required:			
No Action Required			

68239Q132 Document ID4971 VM3COP38.06 TED200 Front Panel Mod (New panel to

Does	Risk Frequency	Notes On Risk / Benefits statement if	Further Action Required
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old Unit) Is Related to this document

Update due to Update Affect? No	1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	required	on Issue

68239Q133 Document ID8913 VM3COP48.01 S4000 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

68239Q134 Document ID8916 VM3COP53.05 Radiant Warmer Damper Kit Fit 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

68239Q135 Does Generic CE File Attached to All Technical file #2
Of type 5 require any Notificaions and/or Risk assesment updates due to this
update

Does Update Affect? 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

68239Q136 Final Notes

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

SAVE FORM