

# Document VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement

## Revision ID31076

Suggested Upload Document Name: **Risk Assesment For Updating Document ID31076**

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

### Reason for Risk Assesment

fixed the scope label,  
added reference to expired stock.  
Added detailed de contamination procedure re handling.  
Added section of labelling.  
Reviewed document  
No risk as these recommendations have been given to us by BSI.

Document VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement Revision ID31076 Is linked to the Following Standards and processes

Risk Assesment	Question	Does Update Affect	Risk on Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q0	Does this Update warrant updating Any External Parties due to any <b>Terms and Conditional Agreements</b> 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
31076Q1	Viamed Ltd ISO13485:2016 Section: 5.2 Customer focus Top management shall ensure that customer requirements and applicable regulatory requirements are determined and met.	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
31076Q2	Viamed Ltd ISO13485:2016 Section: 5.4.1	Does	Risk Frequency	Notes On Risk / Benefits statement if	Further Action Required

	<p>Quality objectives</p> <p>Top management shall ensure that quality objectives, including those needed to meet applicable regulatory requirements and requirements for product, are established at relevant functions and levels within the organization. The quality objectives shall be measurable and consistent with the quality policy.</p>	<div>Update due to Update required</div> <div> <div>Affect? 1.Improbable ▼</div> <div>No ▼</div> <div>Risk Likly Due to Update</div> <div>1.Negligible ▼</div> <div>Action Required: No Action Required</div> </div> <div></div> <div>on Issue</div>
31076Q3	<p>Viamed Ltd ISO13485:2016 Section: 7.4.3</p> <p>Verification of purchased product</p> <p>The organization shall establish and implement the inspection or other activities necessary for ensuring that purchased product meets specified purchasing requirements. The extent of verification activities shall be based on the supplier evaluation results and proportionate to the risks associated with the purchased product.</p> <p>When the organization becomes aware of any changes to the purchased product, the organization shall determine whether these changes affect the product realization process or the medical device.</p> <p>When the organization or its customer intends to perform verification at the supplier's premises, the organization shall state the intended verification activities and method of product release in the purchasing information.</p> <p>Records of the verification shall be maintained (see 4.2.5).</p>	<div>Does Risk Frequency</div> <div>Update due to Update</div> <div>Affect? 1.Improbable ▼</div> <div>No ▼</div> <div>Risk Likly 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>Further Action Required on Issue</div>
31076Q4	<p>Viamed Ltd ISO13485:2016 Section: 7.5.1</p> <p>Control of production and service provision</p> <p>Production and service provision shall be planned, carried out, monitored and controlled to ensure that product conforms to specification. As appropriate, production controls shall include but are not limited to:</p> <p>a) documentation of procedures and methods for the control of production (see 4.2.4);</p> <p>b) qualification of infrastructure;</p> <p>c) implementation of monitoring and measurement of process parameters and product characteristics;</p> <p>d) availability and use of monitoring and measuring equipment;</p> <p>e) implementation of defined operations for labelling and packaging;</p> <p>f) implementation of product release, delivery and post-delivery activities.</p> <p>The organization shall establish and maintain a record (see 4.2.5) for each</p>	<div>Does Risk Frequency</div> <div>Update due to Update</div> <div>Affect? 1.Improbable ▼</div> <div>No ▼</div> <div>Risk Likly 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>Further Action Required on Issue</div>

medical device or batch of  
medical devices that provides traceability to the extent specified in 7.5.9 and  
identifies the amount  
manufactured and amount approved for distribution. The record shall be  
verified and approved.

31076Q5	<p>Viamed Ltd ISO13485:2016 Section: 7.5.8</p> <p>Identification</p> <p>The organization shall document procedures for product identification and identify product by suitable means throughout product realization.</p> <p>The organization shall identify product status with respect to monitoring and measurement requirements throughout product realization. Identification of product status shall be maintained throughout production, storage, installation and servicing of product to ensure that only product that has passed the required inspections and tests or released under an authorized concession is dispatched, used or installed.</p> <p>If required by applicable regulatory requirements, the organization shall document a system to assign unique device identification to the medical device.</p> <p>The organization shall document procedures to ensure that medical devices returned to the organization are identified and distinguished from conforming product.</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>
31076Q6	<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; 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? <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>





31076Q7	<p>VST Ltd ISO9001:2015 Section: 5.1.2</p> <p>Customer focus</p> <p>5.1.2 Customer focus</p> <p>Top management shall demonstrate leadership and commitment with respect to customer focus by ensuring that:</p> <p>a) customer and applicable statutory and regulatory requirements are determined, understood and consistently met;</p> <p>b) the risks and opportunities that can affect conformity of products and services and the ability to enhance customer satisfaction are determined and addressed;</p> <p>c) the focus on enhancing customer satisfaction is maintained.</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>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31076Q8	<p>VST Ltd ISO9001:2015 Section: 7.1.5.2</p> <p>Measurement traceability</p> <p>When measurement traceability is a requirement, or is considered by the organization to be an essential part of providing confidence in the validity of measurement results, measuring equipment shall be:</p> <p>a) calibrated or verified, or both, at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; when no such standards exist, the basis used for calibration or verification shall be retained as documented information;</p> <p>b) identified in order to determine their status;</p> <p>c) safeguarded from adjustments, damage or deterioration that would invalidate the calibration status and subsequent measurement results.</p> <p>The organization shall determine if the validity of previous measurement results has been adversely affected when measuring equipment is found to be unfit for its intended purpose, and shall take appropriate action as necessary</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>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31076Q9	<p>VST Ltd ISO9001:2015 Section: 8.5.1</p> <p>Control of production and service provision</p> <p>The organization shall implement production and service provision under controlled conditions.</p> <p>Controlled conditions shall include, as applicable:</p> <p>a) the availability of documented information that defines:</p> <p>1) the characteristics of the products to be produced, the services to be provided, or the activities to be performed;</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:</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>

- 2) the results to be achieved;
- b) the availability and use of suitable monitoring and measuring resources;
- c) the implementation of monitoring and measurement activities at appropriate stages to verify that criteria for control of processes or outputs, and acceptance criteria for products and services, have been met;
- d) the use of suitable infrastructure and environment for the operation of processes;
- e) the appointment of competent persons, including any required qualification;
- f) the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement;
- g) the implementation of actions to prevent human error;
- h) the implementation of release, delivery and post-delivery activities





No Action  
Required

31076Q10	<p>VST Ltd ISO9001:2015 Section: 8.5.4</p> <p>Preservation</p> <p>The organization shall preserve the outputs during production and service provision, to the extent necessary to ensure conformity to requirements.</p> <p>NOTE Preservation can include identification, handling, contamination control, packaging, storage, transmission or transportation, and protection.</p>	<p>Does Update Affect? <input type="button" value="Yes"/></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> <p>no risk to this section</p>	<p>Further Action Required on Issue</p> <input type="text"/>
31076Q11	<p>VST Ltd ISO9001:2015 Section: 8.7.1</p> <p>The organization shall ensure that outputs that do not conform to their requirements are identified and controlled to prevent their unintended use or delivery. The organization shall take appropriate action based on the nature of the nonconformity and its effect on the conformity of products and services. This shall also apply to nonconforming products and services detected after delivery of products, during or after the provision of services.</p> <p>The organization shall deal with nonconforming outputs in one or more of the following ways:</p> <ul style="list-style-type: none"> <li>a) correction;</li> <li>b) segregation, containment, return or suspension of provision of products and services;</li> </ul>	<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>	<p>Further Action Required on Issue</p> <input type="text"/>

c) informing the customer;  
d) obtaining authorization for acceptance under concession.  
Conformity to the requirements shall be verified when nonconforming outputs are corrected.

31076Q12	 Process5855 Purchase Order Requirements Teledyne To contact Teledyne and confirm the purchase orders we have outstanding for them	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q13	 Process5858 Opera Stock Adjustments Opera Counts bulk stock in and issues stock out against orders. Multiple processes cause stock to be used internally, Opera requires a weekly update to bring the stock count into line with whats been used outside the invoicing systems  NO LONGER REQUIRED, New system live counts these now	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q14	 Process5868 Return Goods To Suppliers To get Returns numbers from suppliers with return shipments pending.	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q15	 Process5935 Stock Allocations To allocate stock that has not automatically be linked to a repair or invoice.	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update 1.Improbable ▾ Risk Likly Due to Update 2.Minor ▾	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

Action  
Required:  
No Action  
Required

- 31076Q16  Process6829  
Supplier Review - Outstanding orders  
Orders that have not been supplied in the time scale provided.
- 31076Q17  Process6832  
Supplier Review Future orders  
Orders that will be placed in the future.
- 31076Q18  Process6850  
Current Stock Levels  
Review current stock levels
- 31076Q19  Process6945  
Missing Stock or Adjustments  
To synchronise Opera stock Count against Intrastats internal movement of stock,

Does  
Update  
Affect?  
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

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

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

Does  
Update  
Affect?  
No

Risk Frequency  
due to Update  
1.Improbable

Risk Likely Due

Notes On Risk / Benefits statement if  
required

Further Action Required  
on Issue

E.G. Items that wont uniquely appear on an opera order - such as production parts.

TASK IS NO LONGER REQUIRED

to Update

1.Negligible

Action

Required:

No Action

Required

31076Q20	<div><div>Process6955</div><div>Production Requirements</div><div>To set production job for any stock item that is needed for customer back order, warehouse requests or marketing</div></div>	<div>Does Update Affect?</div> <div>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>
31076Q21	<div><div>Process7673</div><div>Check Expiry Dated Stock</div><div>To check that all the stock on the selves are within their use by dates.</div></div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>2.Remote</div> <div>Risk Likly Due to Update</div> <div>1.Negligible</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>
31076Q22	<div><div>Process7679</div><div>Check Stock Requirements Supplier Teledyne</div><div>To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.</div></div>	<div>Does Update Affect?</div> <div>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>
31076Q23	<div><div>Process7680</div><div>Check Stock Requirements Supplier Envitec</div><div>To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.</div></div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likly Due</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>



to Update	
2.Minor	
Action	
Required:	
No Action	
Required	

31076Q24	<div>🔍Process7681</div> <div>Check Stock Requirements Supplier Posey</div> <div>To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely 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>
31076Q25	<div>🔍Process7682</div> <div>Check Stock Requirements Supplier Blueprint</div> <div>To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely 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>
31076Q26	<div>🔍Process7683</div> <div>Check Stock For Proforma</div> <div>To check that we have stock in for customer proformas. Or review if any stock needs to be ordered.</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely 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>
31076Q27	<div>🔍Process7687</div> <div>Vandagraph Duckets</div> <div>Collecting, cleaning and returning duckets to Vandagraph.</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely Due</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>

to Update	
1.Negligible	
Action	
Required:	
No Action	
Required	

31076Q28	<div>Process7689</div> <div>Move Stock From QA Shelf To Stock Shelf Monday</div> <div>Move Stock From QA Shelf To Stock Shelf</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely 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>
31076Q29	<div>Process7694</div> <div>Move Stock From QA Shelf To Stock Shelf Tuesday</div> <div>Move Stock From QA Shelf To Stock Shelf</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely 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>
31076Q30	<div>Process7695</div> <div>Top Up Quick Shipping Shelves</div> <div>Move Stock From QA Shelf To Quick Shipping Shelves</div>	<div>Does Update Affect?</div> <div>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:</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>
31076Q31	<div>Process7708</div> <div>Acorn 0014904</div> <div>Acorn Distribution ac 12906 - 0014904 Disposable sensor stock levels</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely Due</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>

to Update	
3.Serious	
Action	
Required:	
No Action	
Required	

31076Q32	<div>🔍Process7798</div> <div>Orders And Items Shipped Per Month</div> <div>Review the orders and items shipped per month</div>	<div>Does Update Affect?</div> <div>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:</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>
31076Q33	<div>🔍Process5871</div> <div>Check Sale Or Returns</div> <div>Review the Sale or Return list in intrastats. Ensure it is up to date.</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely 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>
31076Q34	<div>🔍Process5872</div> <div>Check Sale Or Returns Export</div> <div>Review the Sale or Return list in intrastats. Ensure it is up to date.</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely 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>
31076Q35	<div>🔍Process7830</div> <div>Review Q.A. Failures Report</div> <div>To review the Quantities of Failed product per Stock reference Passing through the Q.A. system</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likely Due</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>

to Update

3.Serious ▼

Action

Required:

No Action

Required

31076Q36	<div>🔍Process7864</div> <div>ESD Work Stations</div> <div>Check the workshop benches ESD equipment is in place</div>	<div>Does Update Affect?</div> <div>No ▼</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable ▼</div> <div>Risk Likely 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>
31076Q37	<div>🔍Process7873</div> <div>On Site Environment Review</div> <div>Review the Highs and Lows in Temperature of stored stock and products.</div>	<div>Does Update Affect?</div> <div>No ▼</div>	<div>Risk Frequency due to Update</div> <div>2.Remote ▼</div> <div>Risk Likely 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>
31076Q38	<div>🔍Process7866</div> <div>Oxygen Cylinder Check</div> <div>Ensure we do not run out of oxygen</div>	<div>Does Update Affect?</div> <div>No ▼</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable ▼</div> <div>Risk Likely 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>
31076Q39	<div>🔍Process7897</div> <div>Daily O2 Sensors Returns</div> <div>To check the daily returns for any that are oxygen sensors only, so they can be fast tracked through the system</div>	<div>Does Update Affect?</div> <div>No ▼</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable ▼</div> <div>Risk Likely Due</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>

to Update	
1.Negligible	
Action	
Required:	
No Action	
Required	

31076Q40	<a href="#">Process7909</a> EAN GTIN Online Database To update the online GTIN / EAN13 databases of stock descriptions for peppol use	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
31076Q41	<a href="#">Process7943</a> Review Stocks Of 8000004 To review stock levels of 8000004	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
31076Q42	<a href="#">Process7944</a> Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, 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.  Dispose of and where needed re order new, when it goes beyond this date.	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
31076Q43	<a href="#">Process7962</a> VST Supplier QA Results To upload any supplier qa results to the PO update log	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due	Notes On Risk / Benefits statement if required	Further Action Required on Issue

to Update	
1.Negligible	
Action	
Required:	
No Action	
Required	

31076Q44	<div>Process7967</div> <div>VST Stock Count For End April</div> <div>To count the final year end stock for VST</div>	<div>Does Update Affect?</div> <div>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>
31076Q45	<div>Process7969</div> <div>Weee Waste Reporting</div> <div>To report official weee waste Weights we have placed in the Markets</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>3.Occasional</div> <div>Risk Likly Due to Update</div> <div>1.Negligible</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>
31076Q46	<div>ProcessProcess 9</div> <div>Distribution Of Faxes</div> <div>Distribute recieved faxes</div> <div>Current Known Risk lost faxes</div> <div>Current Likly 1 Current Frequency 1</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likly Due to Update</div> <div>1.Negligible</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>
31076Q47	<div>ProcessProcess 11</div> <div>Distribution Of Mail</div> <div>Distributing incoming post to correct person</div>	<div>Does Update Affect?</div> <div>No</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable</div> <div>Risk Likly Due</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>

Current Known Risk Royal Mail fail to deliver post  
Current Likly 3 Current Frequency 1

to Update

3.Serious ▼





Action

Required:

No Action

Required

31076Q48	<div><div>ProcessProcess 14</div><div>Fax Paper</div><div>Ensuring that fax reports have been generated for both sent and received faxes and ensuring there is paper in the fax machine</div><div>Current Known Risk Phone lines go down</div><div>The paper tray is empty</div><div>Current Likly 1 Current Frequency 1</div></div>	<div>Does Update Affect?</div> <div>No ▼</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable ▼</div> <div>Risk Likly Due to Update</div> <div>1.Negligible ▼</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>
31076Q49	<div><div>ProcessProcess 15</div><div>Filing and Archiving</div><div>Paperwork to be filed in the correct order</div><div>Current Known Risk Paperwork is filed incorrectly</div><div>Current Likly 1 Current Frequency 1</div></div>	<div>Does Update Affect?</div> <div>No ▼</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable ▼</div> <div>Risk Likly Due to Update</div> <div>1.Negligible ▼</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>
31076Q50	<div><div>ProcessProcess 19</div><div>Maintaining Leaflet Stocks</div><div>Ensure required leaflets are in stock</div><div>Current Known Risk Stock is not checked</div><div>Current Likly 2 Current Frequency 1</div></div>	<div>Does Update Affect?</div> <div>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>
31076Q51	<div><div>ProcessProcess 21</div><div>Office Sales Projects</div><div>Ensuring office job list is being updated and completed</div></div>	<div>Does Update Affect?</div> <div>No ▼</div>	<div>Risk Frequency due to Update</div> <div>1.Improbable ▼</div> <div>Risk Likly Due</div>	<div>Notes On Risk / Benefits statement if required</div> <div></div>	<div>Further Action Required on Issue</div> <div></div>

<p>Current Known Risk Office is short staffed or over worked Current Likly 2 Current Frequency 1</p>	<p>to Update 2.Minor Action Required: No Action Required</p>		
<p>31076Q52  Process 26 Company Resources Overview of the Company using various data Reporting Screens Current Known Risk Not enough resources to complete tasks Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? No Risk Frequency due to Update 1.Improbable 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>
<p>31076Q53  Process 36 Emailing Of Invoices Invoices are emailed to customers Current Known Risk Computer or network failure Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? No Risk Frequency due to Update 1.Improbable 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>31076Q54  Process 5858 Opera Stock Adjustments Opera Counts bulk stock in and issues stock out against orders. Multiple processes cause stock to be used internally, Opera requires a weekly update to bring the stock count into line with whats been used outside the invoicing systems  NO LONGER REQUIRED, New system live counts these now Current Known Risk Stock valuations will get inaccurate if the process is not performed.  Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? No Risk Frequency due to Update 1.Improbable 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>31076Q55  Process 5859 Review Un-shipped Parcels</p>	<p>Does Update Risk Frequency due to Update</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</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>Affect? <span>1.Improbable ▾</span></p> <p><span>No ▾</span> Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></p> <p>Action Required: No Action Required</p>		
31076Q56	<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? <span>No ▾</span></p> <p>Risk Frequency due to Update</p> <p><span>1.Improbable ▾</span></p> <p>Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q57	<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>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? <span>No ▾</span></p> <p>Risk Frequency due to Update</p> <p><span>1.Improbable ▾</span></p> <p>Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q58	<p>🔍ProcessProcess 5875</p> <p>Check Paypal For Orders</p> <p>Checking the PayPal website for payments from customers that may have been missed or not emailed to the main inbox</p> <p>Current Known Risk Computer/network breakdown</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <span>No ▾</span></p> <p>Risk Frequency due to Update</p> <p><span>1.Improbable ▾</span></p> <p>Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q59	<p>🔍ProcessProcess 5876</p> <p>E.Commerce Cardea And Multiquote</p>	<p>Does Update Affect? <span>No ▾</span></p> <p>Risk Frequency due to Update</p> <p><span>1.Improbable ▾</span></p> <p>Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	<p>To Collect E.Commerce Cardea And Multiquote Orders</p> <p>Current Known Risk Orders go unnoticed</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Affect? <span>1.Improbable ▾</span></p> <p><span>No ▾</span> Risk Likly Due to Update</p> <p><span>1.Negligible ▾</span></p> <p>Action Required:</p> <p>No Action Required</p>		
31076Q60	<p>🔗ProcessProcess 5877</p> <p>Review Company Data</p> <p>To review the numbers of various departments.</p> <p>Showing increasing / reducing staff requirements</p> <p>Current Known Risk incorrect staff levels</p> <p>Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? <span>No ▾</span></p> <p>Risk Frequency due to Update</p> <p><span>1.Improbable ▾</span></p> <p>Risk Likly Due to Update</p> <p><span>3.Serious ▾</span></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>
31076Q61	<p>🔗ProcessProcess 5882</p> <p>Send Post To Humanmed</p> <p>Humanmed post is received, it needs to be forwarded to Humanmed UK Sales Manager</p> <p>Current Known Risk Post is not sent</p> <p>Current Likly 4 Current Frequency 1</p>	<p>Does Update Affect? <span>No ▾</span></p> <p>Risk Frequency due to Update</p> <p><span>1.Improbable ▾</span></p> <p>Risk Likly Due to Update</p> <p><span>4.Critical ▾</span></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>
31076Q62	<p>🔗ProcessProcess 5892</p> <p>Checking EBay And Amazon For Orders And Messages</p> <p>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.</p> <p>Current Known Risk Computer/network breakdown</p> <p>Current Likly 2 Current Frequency 2</p>	<p>Does Update Affect? <span>No ▾</span></p> <p>Risk Frequency due to Update</p> <p><span>2.Remote ▾</span></p> <p>Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></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>
31076Q63	<p>🔗ProcessProcess 5893</p> <p>Answering Website Questions</p>	<p>Does Update Affect? <span>No ▾</span></p> <p>Risk Frequency due to Update</p> <p><span>2.Remote ▾</span></p> <p>Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></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>

Answering any questions that are asked via the website from within Intrastats  
Current Known Risk Computer/network breakdown

Current Likly 1 Current Frequency 1


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

31076Q64  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

31076Q65  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

31076Q66  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

31076Q67  ProcessProcess 5901  
Link Call Log Contacts To The CRM

Does Risk Frequency  
Update due to Update

Notes On Risk / Benefits statement if  
required

Further Action Required  
on Issue

To link new calls to Contacts in the CRM  
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

31076Q68 🔍 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

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

31076Q69 🔍 ProcessProcess 5935  
Stock Allocations  
To allocate stock that has not automatically be linked to a repair or invoice.  
Current Known Risk Items that should be linked to a invoice are not in the  
allocations list.  
That items are allocated incorrectly on the list.  
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

31076Q70 🔍 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? 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

31076Q71 🔍 ProcessProcess 5949  
Filling Credit Card Slips

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

	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	Affect? <input type="button" value="No"/> <input type="button" value="3.Occasional"/> <input type="button" value="1.Negligible"/>	<input type="text"/>	<input type="text"/>
31076Q72	<a href="#">ProcessProcess 6838</a> Opera Negative Stock To find and correct opera when it reads Negative stock values.  Current Known Risk Damage Opera. Current Likly 1 Current Frequency 1	Does Update Affect? <input type="button" value="No"/> <input type="button" value="1.Improbable"/> <input type="button" value="1.Negligible"/> Risk Frequency due to Update Risk Likely Due to Update Action Required: No Action Required	Notes On Risk / Benefits statement if required <input type="text"/>	Further Action Required on Issue <input type="text"/>
31076Q73	<a href="#">ProcessProcess 6850</a> Current Stock Levels Review current stock levels Current Known Risk If the levels are incorrect or we have a shortages then customers will not receive their goods in a timely manor. Current Likly 2 Current Frequency 1	Does Update Affect? <input type="button" value="No"/> <input type="button" value="1.Improbable"/> <input type="button" value="2.Minor"/> Risk Frequency due to Update Risk Likely Due to Update Action Required: No Action Required	Notes On Risk / Benefits statement if required <input type="text"/>	Further Action Required on Issue <input type="text"/>
31076Q74	<a href="#">ProcessProcess 6898</a> GHX Web Pricing To review the GHX Web Pricing 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 Current Likly 1 Current Frequency 2	Does Update Affect? <input type="button" value="No"/> <input type="button" value="2.Remote"/> <input type="button" value="1.Negligible"/> Risk Frequency due to Update Risk Likely Due to Update Action Required: No Action Required	Notes On Risk / Benefits statement if required <input type="text"/>	Further Action Required on Issue <input type="text"/>
31076Q75	<a href="#">ProcessProcess 6945</a> Missing Stock or Adjustments	Does Update Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	<p>To synchronise Opera stock Count against Intrastats internal movement of stock, E.G. Items that wont uniquely appear on an opera order - such as production parts.</p> <p>TASK IS NO LONGER REQUIRED Current Known Risk Opera and Intrastats go out of sync Current Likly 1 Current Frequency 1</p>	<p>Affect? <span>1.Improbable ▾</span>  <span>No ▾</span> Risk Likly Due to Update  <span>1.Negligible ▾</span>            Action Required:            No Action Required</p>		
31076Q76	<p>🔗ProcessProcess 6954 Back Orders Review - By Customer To check the back orders in the tray in goods out and check the active list back orders has been reviewed Current Known Risk goods not shipped in a timely manner Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <span>1.Improbable ▾</span>  <span>No ▾</span> Risk Likly Due to Update  <span>1.Negligible ▾</span>            Action Required:            No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q77	<p>🔗ProcessProcess 6955 Production Requirements To set production job for any stock item that is needed for customer back order, warehouse requests or marketing Current Known Risk that jobs will not be added and customers orders will be delayed Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <span>1.Improbable ▾</span>  <span>No ▾</span> Risk Likly Due to Update  <span>2.Minor ▾</span>            Action Required:            No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q78	<p>🔗ProcessProcess 7048 Control of monitoring and measuring devices Control of monitoring and measuring devices Current Known Risk that equipment will be missed Current Likly 1 Current Frequency 2</p>	<p>Does Update Affect? <span>2.Remote ▾</span>  <span>No ▾</span> Risk Likly Due to Update  <span>1.Negligible ▾</span>            Action Required:            No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q79	<p>🔗ProcessProcess 7670 Humanmed general Issues</p>	<p>Does Update Affect? <span>2.Remote ▾</span>  <span>No ▾</span> Risk Likly Due to Update  <span>1.Negligible ▾</span>            Action Required:            No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	<p>Review of Humanmed sales and orders and clear any duplicates or problems.  Current Known Risk That there are duplicate orders o the system due to errors.  Current Likly 3 Current Frequency 1</p>	<p>Affect? <span>1.Improbable ▾</span>  <span>No ▾</span> Risk Likly Due to Update  <span>3.Serious ▾</span>  Action Required:  No Action Required</p>		
31076Q80	<p>🔍ProcessProcess 7671  Humanmed Non Conformances  Humanmed Non Conformances</p> <p>Current Known Risk non conformations not logged.  Current Likly 2 Current Frequency 2</p>	<p>Does Update Affect? <span>No ▾</span>  Risk Frequency due to Update  <span>2.Remote ▾</span>  Risk Likly Due to Update  <span>2.Minor ▾</span>  Action Required:  No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31076Q81	<p>🔍ProcessProcess 7673  Check Expiry Dated Stock  To check that all the stock on the selves are within their use by dates.  Current Known Risk Stock being dispatched that is pasts its date.  Current Likly 1 Current Frequency 2</p>	<p>Does Update Affect? <span>No ▾</span>  Risk Frequency due to Update  <span>2.Remote ▾</span>  Risk Likly Due to Update  <span>1.Negligible ▾</span>  Action Required:  No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31076Q82	<p>🔍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</p>	<p>Does Update Affect? <span>No ▾</span>  Risk Frequency due to Update  <span>1.Improbable ▾</span>  Risk Likly Due to Update  <span>2.Minor ▾</span>  Action Required:  No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
31076Q83	<p>🔍ProcessProcess 7676  PDFing Of Invoices Viamed</p>	<p>Does Update  Risk Frequency due to Update  Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</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>Affect? <span>1.Improbable ▾</span></p> <p><span>No ▾</span> Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></p> <p>Action Required:</p> <p>No Action Required</p>		
31076Q84	<p>🔗ProcessProcess 7678</p> <p>Check Catalog 360 Circle For Quotes And Orders</p> <p>Checking the Catalog 360 Circle website for outstanding orders or requests</p> <p>SYSTEM NO LONGER USED</p> <p>Current Known Risk Computer/network breakdown</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update</p> <p>Affect? <span>1.Improbable ▾</span></p> <p><span>No ▾</span> Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></p> <p>Action Required:</p> <p>No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q85	<p>🔗ProcessProcess 7679</p> <p>Check Stock Requirements Supplier Teledyne</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? <span>1.Improbable ▾</span></p> <p><span>No ▾</span> Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></p> <p>Action Required:</p> <p>No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q86	<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? <span>1.Improbable ▾</span></p> <p><span>No ▾</span> Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></p> <p>Action Required:</p> <p>No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q87	<p>🔗ProcessProcess 7681</p> <p>Check Stock Requirements Supplier Posey</p>	<p>Does Update</p> <p>Affect? <span>1.Improbable ▾</span></p> <p><span>No ▾</span> Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></p> <p>Action Required:</p> <p>No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue



	<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>Affect? <span>1.Improbable ▾</span></p> <p><span>No ▾</span> Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></p> <p>Action Required: No Action Required</p>		
31076Q88	<p>🔍ProcessProcess 7682</p> <p>Check Stock Requirements Supplier Blueprint</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 Affect? <span>1.Improbable ▾</span></p> <p><span>No ▾</span> Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q89	<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 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 Affect? <span>1.Improbable ▾</span></p> <p><span>No ▾</span> Risk Likly Due to Update</p> <p><span>2.Minor ▾</span></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q90	<p>🔍ProcessProcess 7684</p> <p>Repairs Ready For Quote</p> <p>Process Repairs Ready For Quote</p> <p>Current Known Risk If process does not get performed, we likly to loose customers, get complaints over not responding to customers returned goods</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? <span>1.Improbable ▾</span></p> <p><span>No ▾</span> Risk Likly Due to Update</p> <p><span>1.Negligible ▾</span></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q91	<p>🔍ProcessProcess 7685</p> <p>Repairs Ready For Invoice</p>	<p>Does Update Affect? <span>1.Improbable ▾</span></p> <p><span>No ▾</span> Risk Likly Due to Update</p> <p><span>1.Negligible ▾</span></p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	Process Invoice for completed repairs. Current Known Risk repair has errors on it  Current Likly 1 Current Frequency 1	Affect? No ▾	1.Improbable ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required		
31076Q92	<a>🔍</a> ProcessProcess 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 Likly Due to Update 2.Minor ▾ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q93	<a>🔍</a> ProcessProcess 7689 Move Stock From QA Shelf To Stock Shelf Monday Move Stock From QA Shelf To Stock Shelf Current Known Risk That stock is not replaced so it will take longer to pick goods for orders. 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
31076Q94	<a>🔍</a> 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? 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
31076Q95	<a>🔍</a> ProcessProcess 7691 Ship Sale Or Returns	Does Update	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

	Review the sale or return shelf and ship those items. Current Known Risk Goods will be missed Current Likly 2 Current Frequency 1	<div>Affect? <div>1.Improbable</div></div> <div>No <div></div></div> <div>Risk Likly Due to Update</div> <div>2.Minor <div></div></div> <div>Action Required:</div> <div>No Action Required</div>		
31076Q96	Process 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	<div>Does Update Affect? <div>No</div></div> <div>Risk Frequency due to Update</div> <div>1.Improbable <div></div></div> <div>Risk Likly Due to Update</div> <div>1.Negligible <div></div></div> <div>Action Required:</div> <div>No Action Required</div>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q97	Process 7694 Move Stock From QA Shelf To Stock Shelf Tuesday Move Stock From QA Shelf To Stock Shelf Current Known Risk That stock is not replaced so it will take longer to pick goods for orders. The stock is not on the correct shelf. Current Likly 2 Current Frequency 1	<div>Does Update Affect? <div>No</div></div> <div>Risk Frequency due to Update</div> <div>1.Improbable <div></div></div> <div>Risk Likly Due to Update</div> <div>2.Minor <div></div></div> <div>Action Required:</div> <div>No Action Required</div>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q98	Process 7695 Top Up Quick Shipping Shelves Move Stock From QA Shelf To Quick Shipping Shelves Current Known Risk That stock is not replaced so it will take longer to pick goods for orders. Current Likly 1 Current Frequency 1	<div>Does Update Affect? <div>No</div></div> <div>Risk Frequency due to Update</div> <div>1.Improbable <div></div></div> <div>Risk Likly Due to Update</div> <div>1.Negligible <div></div></div> <div>Action Required:</div> <div>No Action Required</div>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
31076Q99	Process 7696 Send VIAMED Delivery Notifications	<div>Does Update Affect? <div>No</div></div> <div>Risk Frequency due to Update</div> <div>1.Improbable <div></div></div> <div>Risk Likly Due to Update</div> <div>1.Negligible <div></div></div> <div>Action Required:</div> <div>No Action Required</div>	Notes On Risk / Benefits statement if required	Further Action Required on Issue

Emailing Notifications of shipments  
Current Known Risk limited risks, and if email fails to get delivered the customer will still receive their shipment.

Current Likly 2 Current Frequency 1

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

31076Q100 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 Risk Frequency  
Update due to 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

31076Q101 ProcessProcess 7699  
Shred Sensitive Paperwork In JL Office  
Shredding of sensitive information  
Current Known Risk Broken shredder  
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

31076Q102 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

31076Q103 ProcessProcess 7709  
Delivered not Invoiced

Does Risk Frequency  
Update due to Update

Notes On Risk / Benefits statement if required

Further Action Required on Issue

<p>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</p>	<p>Affect? 2.Remote No Risk Likly Due to Update 2.Minor Action Required: No Action Required</p>		
<p>31076Q104 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</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>
<p>31076Q105 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</p>	<p>Does 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>31076Q106 ProcessProcess 7736 Production Start Job List When a new production is needed we the production job to the list of procedures.  Check to make sure that every new job has a procedure linked to it. Current Known Risk That a job will be carried out without a procedure. Current Likly 2 Current Frequency 2</p>	<p>Does Update Affect? 2.Remote 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>31076Q107 ProcessProcess 7737 Production In Production List</p>	<p>Does Update Risk Frequency due to Update</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>

Review the Production List, check and list those items that were started more 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? 2.Remote  
No Risk Likly Due to Update  
2.Minor  
Action Required:  
No Action Required

31076Q108 ProcessProcess 7743  
Customer Complaints Paper File  
Major Customer Complaints get escalated to Paper Customer Complaints file.  
  
Check the File is being Maintained and any relevant documentation is in the File.  
Current Known Risk Customer Complaints could be missed or not filed correctly  
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

31076Q109 ProcessProcess 7744  
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.  
  
Current Known Risk Its harder to initially get on teh register than maintaining it.  
  
Inability to sell products in North America  
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





31076Q110 ProcessProcess 7748  
Check Repair Orders  
Check the orders against the customer paperwork, that we have generated, for the repair we have received in.  
Current Known Risk That details will be incorrect and it will affect the customer.  
That mistakes may be missed.  
Current Likly 2 Current Frequency 1

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

Notes On Risk / Benefits statement if required

Further Action Required on Issue





No Action  
Required

31076Q111	 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? <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 <div></div>	Further Action Required on Issue <div></div>
31076Q112	 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? <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 <div></div>	Further Action Required on Issue <div></div>
31076Q113	 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? <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 <div></div>	Further Action Required on Issue <div></div>
31076Q114	 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? <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		
31076Q115	<p>ProcessProcess 7761</p> <p>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</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>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>
31076Q116	<p>ProcessProcess 7783</p> <p>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</p> <p>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</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>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>
31076Q117	<p>ProcessProcess 7791</p> <p>Price List Check Changing of the prices lists. Issue to check these are current</p> <p>*Vandagraph is not an ISO company Current Known Risk That people will quote the wrong price to the customer.</p> <p>Current Likly 1 Current Frequency 2</p>	<p>Does Update Affect?</p> <p>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>	<p>Notes On Risk / Benefits statement if required</p> <p>Further Action Required on Issue</p>
31076Q118	<p>ProcessProcess 7792</p> <p>Shipped Order Success Report A report is generated from figures in Intrastats to display how many orders have been shipped without errors Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1</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>2.Minor</p> <p>Action Required:</p>	<p>Notes On Risk / Benefits statement if required</p> <p>Further Action Required on Issue</p>







No Action  
Required

31076Q119	 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? <div>No</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q120	 Process 7797 Check Order Are Being Picked In Priority Order Check order are being picked in order of priority and date. Current Known Risk Orders going at before more urgent ones Current Likly 2 Current Frequency 1	Does Update Affect? <div>No</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q121	 Process 7798 Orders And Items Shipped Per Month Review the orders and items shipped per month Current Known Risk Problem with report Current Likly 3 Current Frequency 1	Does Update Affect? <div>No</div>	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>
31076Q122	 Process 7801 VST Price 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? <div>No</div>	Risk Frequency due to Update 2.Remote Risk Likly Due to Update 1.Negligible Action Required:	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>





No Action  
Required

31076Q123	<p>ProcessProcess 7822</p> <p>Review Oxylink Stock</p> <p>To check we have the stock available to supply our customer Oxylink.</p> <p>NOTE THIS PROCESS HAS BEEN STOPPED.</p> <p>Part number has been superseded</p> <p>Current Known Risk The we do not have the stock needed to satisfy the orders for this customer.</p> <p>Current Likly 3 Current Frequency 1</p>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q124	<p>ProcessProcess 7823</p> <p>Saftey Tester Data</p> <p>Backup the Fluke ESA615 Safety tester CE</p> <p>Copy any files to the Z Drive - safety tester backupdata</p> <p>Current Known Risk That this will not be carried out.</p> <p>Current Likly 1 Current Frequency 1</p>	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>
31076Q125	<p>ProcessProcess 7826</p> <p>Goods In Processes</p> <p>To Receive Goods from Suppliers</p> <p>Current Known Risk incorrectly booked in not booked in</p> <p>Current Likly 2 Current Frequency 2</p>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q126	<p>ProcessProcess 7830</p> <p>Review Q.A. Failures Report</p> <p>To review the Quantities of Failed product per Stock reference Passing through the Q.A. system</p> <p>Current Known Risk No risk</p> <p>Current Likly 3 Current Frequency 1</p>	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:	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

No Action  
Required

31076Q127	 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>
31076Q128	 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>
31076Q129	 Process 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? <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>
31076Q130	 Process 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? <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:	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

No Action  
Required

31076Q131	 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"/> <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>
31076Q132	 Process 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	Does Update Affect? <input type="button" value="No"/> <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>
31076Q133	 Process 7872 Embargo Countries NOT Allowed To Sell To To review with the banks any embargo countries Current Known Risk Selling to an Embargo countries can get bank account frozen and loss of facilities Current Likly 1 Current Frequency 3	Does Update Affect? <input type="button" value="No"/> <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="3.Occasional"/> 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>
31076Q134	 Process 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? <input type="button" value="No"/> <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:	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

No Action  
Required

31076Q135 Document ID23000 VM3COP03.09 Humanmed Rep Demo Stock Ordering Procedure 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

31076Q136 Document ID21310 VM3COP07 Handling Storage 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

31076Q137 Document ID17265 VM3COP20.42 Vandagraph Consignment Stock Orders 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

31076Q138 Document ID25296 VM3COP20.68 VST Warranty Replacements 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:

Notes On Risk / Benefits statement if  
required

Further Action Required  
on Issue

No Action  
Required

31076Q139	Document ID75624 VM3COP23.00 EAN13 Barcodes to Stock and the Online Databases Is Related to this document	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q140	Document ID14502 VM3COP23.02 Stock to Distributor Allocations Is Related to this document	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q141	Document ID26913 VM3COP27.40 QC19 Form Stock Transfer Form Is Related to this document	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q142	Document ID22545 VM3COP29.07 - Humanmed - Booking In Is Related to this document	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update 1.Improbable ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required:	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

No Action  
Required

31076Q143 Document ID22583 VM3COP29.08 Goods In - Booking In Stock 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>
31076Q144 Document ID24771 VM3COP29.10 Stock Control Sending RMAs to Suppliers 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>
31076Q145 Document ID12252 VM3COP32.00 800 series labels and packaging 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>
31076Q146 Document ID8877 VM3COP37.30 Max-T4 Oxygen Sensor 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

31076Q147 Document ID21252 VM3COP37.57 KE-25 Packing procedure 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 ▾ Risk Likly Due to Update 1.Negligible ▾	<div></div>	<div></div>
Action Required: No Action Required			

31076Q148 Document ID8611 VM3COP37.90 0121201 Pole Clamp 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 ▾ Risk Likly Due to Update 1.Negligible ▾	<div></div>	<div></div>
Action Required: No Action Required			

31076Q149 Document ID14963 VM3COP37.99 oxygen sensor outputs 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 ▾ Risk Likly Due to Update 1.Negligible ▾	<div></div>	<div></div>
Action Required: No Action Required			

31076Q150 Document ID8909 VM3COP46.04 Pippa Packaging 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 ▾ Risk Likly Due to Update 1.Negligible ▾	<div></div>	<div></div>
Action Required:			



No Action  
Required

31076Q151 Document ID22112 VM3COP47.07 Apgar packing procedure Is Related to this document	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q152 Document ID15385 VM3COP50.15 Packaging Procedures Tom Thumbs Is Related to this document	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q153 Document ID8366 VM3COP52.01 Headbox / Oxygen Hood Packing Procedure Is Related to this document	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q154 Document ID9056 VM3COP52.02 Cotlids Packing procedure Is Related to this document	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update 1.Improbable ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required:	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

No Action  
Required

31076Q155 Document ID9064 VM3COP52.03 Q.A. Packing Checklist Procedure Light Shield Is Related to this document

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

31076Q156 Document ID9065 VM3COP52.04 Vent tube holder Packing procedure Is Related to this document

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

31076Q157 Document ID9066 VM3COP52.05 Heat shield packing procedure Is Related to this document

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

31076Q158 Document ID9117 VM3COP53.01 Radiant Warmer Mobile Test Procedure 0310040 Is Related to this document

Does  
Update  
Affect?  
No

Risk Frequency  
due to Update  
1.Improbable

Risk Likely Due  
to Update  
1.Negligible

Action  
Required:

Notes On Risk / Benefits statement if  
required

Further Action Required  
on Issue

No Action  
Required

31076Q159 Document ID8662 VM3COP53.03 Radiant Warmer Wall Mount Test Procedure 0310025 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

31076Q160 Document ID6043 VM3COP61.01 2520003 Test Instructions Patient Cable for use with Microstim DB3 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

31076Q161 Document ID13932 VM3COP63.0210 8010000 Goods-In Procedure 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

31076Q162 Document ID13950 VM3COP63.0211 8010022 Goods-In Procedure 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:

Notes On Risk / Benefits statement if  
required

Further Action Required  
on Issue

No Action  
Required

31076Q163 Document ID13934 VM3COP63.0212 8010004 Goods-In Procedure Is Related to this document	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q164 Document ID20681 VM3COP63.0213 8010006 Goods-In Procedure Is Related to this document	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q165 Document ID21520 VM3COP63.0214 8010007 Goods-In Procedure Is Related to this document	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q166 Document ID13940 VM3COP63.0215 8010012 Goods-In Procedure Is Related to this document	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update 1.Improbable ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required:	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

No Action  
Required

31076Q167 Document ID13942 VM3COP63.0216 8010014 Goods-In Procedure Is Related to this document	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q168 Document ID13944 VM3COP63.0217 8010016 Goods-In Procedure Is Related to this document	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q169 Document ID13946 VM3COP63.0218 8010017 Goods-In Procedure Is Related to this document	Does Update Affect? <div>No ▾</div>	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 <div></div>	Further Action Required on Issue <div></div>
31076Q170 Document ID13948 VM3COP63.0219 8010018 Goods-In Procedure Is Related to this document	Does Update Affect? <div>No ▾</div>	Risk Frequency due to Update 1.Improbable ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required:	Notes On Risk / Benefits statement if required <div></div>	Further Action Required on Issue <div></div>

No Action  
Required

31076Q171 Document ID31114 VM3COPxx MD300 Test Procedure Is Related to this document

Does  
Update  
Affect?

No ▼

Risk Freqency  
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

31076Q172 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 Freqency  
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

31076Q173 Final Notes

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

SAVE FORM