

Document VM3COP27.02 Collecting Emails and Distributing Revision ID20131

Suggested Upload Document Name: **Risk Assesment For Updating Document ID20131**

Completed by [Derek Lamb](#) 22 Mar 2022

Reason for Risk Assesment

updated inline with system changes

Document VM3COP27.02 Collecting Emails and Distributing Revision ID20131 Is linked to the Following Standards and processes

Risk Assesment ID20131	Question	Does Update Affect	Risk on Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q0	Does this Update warrant updating Any External Parties due to any Terms and Conditional Agreements E.G. Notified Body or is the update a Significate change to any ISO Certifications	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue <input type="text"/>
20131Q1	Viamed Ltd ISO13485:2016 Section: 4.1.3 Quality management system For each quality management system process, the organization shall: a) determine criteria and methods needed to ensure that both the operation and control of these processes are effective; b) ensure the availability of resources and information necessary to support the operation and monitoring of these processes; c) implement actions necessary to achieve planned results and maintain the effectiveness of these processes; d) monitor, measure as appropriate, and analyse these processes; e) establish and maintain records needed to demonstrate conformance to this	Does Update Affect? <input type="button" value="No"/>	Risk Frequency due to Update <input type="button" value="1.Improbable"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue <input type="text"/>

International Standard
and compliance with applicable regulatory requirements (see 4.2.5).

20131Q2	<p>Viamed Ltd ISO13485:2016 Section: 5.2</p> <p>Customer focus</p> <p>Top management shall ensure that customer requirements and applicable regulatory requirements are determined and met.</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 Likly 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>
20131Q3	<p>Viamed Ltd ISO13485:2016 Section: 7.2.1</p> <p>Determination of requirements related to product</p> <p>The organization shall determine:</p> <p>a) requirements specified by the customer, including the requirements for delivery and postdelivery activities;</p> <p>b) requirements not stated by the customer but necessary for specified or intended use, as known;</p> <p>c) applicable regulatory requirements related to the product;</p> <p>d) any user training needed to ensure specified performance and safe use of the medical device;</p> <p>e) any additional requirements determined by the organization</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 Likly 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>
20131Q4	<p>Viamed Ltd ISO13485:2016 Section: 7.2.2</p> <p>Review of requirements related to product</p> <p>The organization shall review the requirements related to product. This review shall be conducted</p> <p>prior to the organization's commitment to supply product to the customer (e.g. submission of tenders, acceptance of contracts or orders, acceptance of changes to contracts or orders) and shall ensure that:</p> <p>a) product requirements are defined and documented;</p> <p>b) contract or order requirements differing from those previously expressed are resolved;</p> <p>c) applicable regulatory requirements are met;</p> <p>d) any user training identified in accordance with 7.2.1 is available or planned to be available;</p> <p>e) the organization has the ability to meet the defined requirements.</p> <p>Records of the results of the review and actions arising from the review shall be maintained (see 4.2.5).</p> <p>When the customer provides no documented statement of requirement, the</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 Likly 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>

customer requirements shall be confirmed by the organization before acceptance. When product requirements are changed, the organization shall ensure that relevant documents are amended and that relevant personnel are made aware of the changed requirements.

20131Q5	<p>Viamed Ltd ISO13485:2016 Section: 7.2.3</p> <p>Communication</p> <p>The organization shall plan and document arrangements for communicating with customers in relation to:</p> <ul style="list-style-type: none">a) product information;b) enquiries, contracts or order handling, including amendments;c) customer feedback, including complaints;d) advisory notices. <p>The organization shall communicate with regulatory authorities in accordance with applicable regulatory requirements.</p>	<p>Does Update Affect?</p> <p>No ▾</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
20131Q6	<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> <ul style="list-style-type: none">a) customer and applicable statutory and regulatory requirements are determined, understood and consistently met;b) the risks and opportunities that can affect conformity of products and services and the ability to enhance customer satisfaction are determined and addressed;c) the focus on enhancing customer satisfaction is maintained.	<p>Does Update Affect?</p> <p>No ▾</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>
20131Q7	<p>VST Ltd ISO9001:2015 Section: 8.2.1</p> <p>Customer communication</p> <p>Communication with customers shall include:</p> <ul style="list-style-type: none">a) providing information relating to products and services;b) handling enquiries, contracts or orders, including changes;c) obtaining customer feedback relating to products and services, including customer complaints;d) handling or controlling customer property;e) establishing specific requirements for contingency actions, when relevant.	<p>Does Update Affect?</p> <p>No ▾</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p> <div></div>	<p>Further Action Required on Issue</p> <div></div>

20131Q8	<p>VST Ltd ISO9001:2015 Section: 8.2.2</p> <p>Determining the requirements for products and services</p> <p>When determining the requirements for the products and services to be offered to customers, the organization shall ensure that:</p> <p>a) the requirements for the products and services are defined, including:</p> <p>1) any applicable statutory and regulatory requirements;</p> <p>2) those considered necessary by the organization;</p> <p>b) the organization can meet the claims for the products and services it offers.</p>	<p>Does Update Affect? No ▾</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
20131Q9	<p>VST Ltd ISO9001:2015 Section: 8.2.3.1</p> <p>The organization shall ensure that it has the ability to meet the requirements for products and services to be offered to customers. The organization shall conduct a review before committing to supply products and services to a customer, to include:</p> <p>a) requirements specified by the customer, including the requirements for delivery and postdelivery activities;</p> <p>b) requirements not stated by the customer, but necessary for the specified or intended use, when known;</p> <p>c) requirements specified by the organization;</p> <p>d) statutory and regulatory requirements applicable to the products and services;</p> <p>e) contract or order requirements differing from those previously expressed.</p> <p>The organization shall ensure that contract or order requirements differing from those previously defined are resolved.</p> <p>The customers requirements shall be confirmed by the organization before acceptance, when the customer does not provide a documented statement of their requirements.</p> <p>NOTE In some situations, such as internet sales, a formal review is impractical for each order. Instead, the review can cover relevant product information, such as catalogues.</p>	<p>Does Update Affect? No ▾</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
20131Q10	<p>VST Ltd ISO9001:2015 Section: 8.2.4</p> <p>Changes to requirements for products and services</p> <p>The organization shall ensure that relevant documented information is amended, and that relevant persons are made aware of the changed requirements, when the requirements</p>	<p>Does Update Affect? No ▾</p>	<p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likely Due to Update</p> <p>1.Negligible ▾</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>

for products and
services are changed.

Action
Required:
No Action
Required

20131Q11	Process9 Distribution Of Faxes Distribute recieved faxes	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 <div></div>	Further Action Required on Issue <div></div>
20131Q12	Process11 Distribution Of Mail Distributing incoming post to correct person	Does Update Affect? No ▾	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>
20131Q13	Process14 Fax Paper Ensuring that fax reports have been generated for both sent and received faxes and ensuring there is paper in the fax machine	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 <div></div>	Further Action Required on Issue <div></div>
20131Q14	Process15 Filing and Archiving Paperwork to be filed in the correct order	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 <div></div>

to Update	
1.Negligible	
Action	
Required:	
No Action	
Required	

20131Q15	<div>Process20</div> <div>Processing Of Mail Shots</div> <div>Ensuring mail shots are printed and sent</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>
20131Q16	<div>Process21</div> <div>Office Sales Projects</div> <div>Ensuring office job list is being updated and completed</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>
20131Q17	<div>Process36</div> <div>Emailing Of Invoices</div> <div>Invoices are emailed to customers</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>
20131Q18	<div>Process37</div> <div>West Yorkshire Ambulance Stock</div> <div>Viamed has a consignment stock with West Yorkshire Ambulance,</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>

We scan stock to a shelf, then send them the consignment stock
As and when they use stock each week we do a rational and invoice them for
the used stock and replenish the consignment stock.

WYA Stock check via the website.

We can now check their stock agrees with ours.

to Update





1.Negligible ▼

Action

Required:


No Action

Required

20131Q19	 Process5850 Purchase Order Log Check the PO log is up to date with confirmations and expected shipping dates	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
20131Q20	 Process5875 Check Paypal For Orders Checking the PayPal website for payments from customers that may have been missed or not emailed to the main inbox	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
20131Q21	 Process5882 Send Post To Humanmed Humanedmed post is received, it needs to be forwarded to Humanmed UK Sales Manager	Does Update Affect? No ▼	Risk Frequency due to Update 1.Improbable ▼ Risk Likly Due to Update 4.Critical ▼ Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q22	 Process5892 Checking EBay And Amazon For Orders And Messages	Does Update	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

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.


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

20131Q23  Process5893
Answering Website Questions
Answering any questions that are asked via the website from within Intrastats

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

Notes On Risk / Benefits statement if required


Further Action Required on Issue

20131Q24  Process5866
UPS Shipping Fuel Surcharge
UPS surcharges change on a monthly basis.
The internal system requires updating so the postage rates can be calculated by anyone correctly.
*PROCESS REPLACED WITH WORLDSHIP

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

Notes On Risk / Benefits statement if required


Further Action Required on Issue

20131Q25  Process7796
Review Franking Label Errors
To collate all the franking slips that have errors on them and so where not useable. These are returned to Royal mail for a refund of the carriage.

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

Notes On Risk / Benefits statement if required

Further Action Required on Issue

20131Q26  Process5873
Distributor Contract Reviews

Does Update
Risk Frequency due to Update

Notes On Risk / Benefits statement if required

Further Action Required on Issue

To check through list of export distributors

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

20131Q27 Process5885
Monthly Reports
Report generate to give a idea of the current and future sales and marketing.

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

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

20131Q28 Process5876
E.Commerce Cardea And Multiquote
To Collect E.Commerce Cardea And Multiquote Orders

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

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

20131Q29 Process5857
Customer Service Logs
Ensuring customer onsite service visits are completed

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

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

20131Q30 Process5894
Checking Of Active List


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

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

Check the Active Back orders ensure no orders get missed


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

20131Q31  Process5895
Completing Office Job List
Ensuring that the allocated tasks are being completed

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

20131Q32  Process5897
Franking Mail
Task to Frank outgoing Mail

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

Notes On Risk / Benefits statement if
required


Further Action Required
on Issue

20131Q33  Process5899
Proforma And Quote Chasing
Chase outstanding Quotes and Proformas

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

20131Q34  Process5901
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


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

20131Q35  Process5913
Check For Humanmed Orders In Logistics Mailbox
Checking the logistics mailbox from within and the main inbox for outstanding
Humanmed orders.

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

Notes On Risk / Benefits statement if
required


Further Action Required
on Issue

20131Q36  Process5943
Check Cardea And Multiquote
Checking the Cardea and Multiquote websites for outstanding orders or
requests

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

Notes On Risk / Benefits statement if
required


Further Action Required
on Issue

20131Q37  Process5949
Filling Credit Card Slips
Inputting the accurate data on to our pre-printed credit card slips for processing
on dispatch of good. Secure storing and processing

Does
Update
Affect? 3.Occasional
No Risk Likely Due
to Update
1.Negligible
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

20131Q38  Process7676
PDFing Of Invoices Viamed

Does
Update
Risk Frequency
due to Update

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

	<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>Affect? 1.Improbable ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>		
20131Q39	<p>🔍Process7678</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>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likly Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
20131Q40	<p>🔍Process7686</p> <p>Thorough Checking Of Awaiting Action Tray</p> <p>Check that outstanding orders with unresolved issues are being followed up and addressed</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likly Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
20131Q41	<p>🔍Process7693</p> <p>Collect Repair Filing From Warehouse</p> <p>Collect the filing form the warehouse</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likly Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
20131Q42	<p>🔍Process7696</p> <p>Send VIAMED Delivery Notifications</p>	<p>Does Update Affect? No ▾</p> <p>Risk Frequency due to Update</p> <p>1.Improbable ▾</p> <p>Risk Likly Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>

Emailing Notifications of shipments

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

20131Q43 🔍Process7699
Shred Sensitive Paperwork In JL Office
Shredding of sensitive information

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

20131Q44 🔍Process7707
Send Purchase Orders To Suppliers
Emailing purchase orders to suppliers

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

20131Q45 🔍Process7709
Delivered not Invoiced
Ensure invoices are generated for shipped orders

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

20131Q46 🔍Process7705
Checking For Uploaded Files


Does Risk Frequency
Update due to Update

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

Checking if a customer has uploaded an order directly to our website


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

20131Q47  Process7712
Review Inward Payments
Review the payments received to ensure proformas can be shipped

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

Notes On Risk / Benefits statement if required


Further Action Required on Issue

20131Q48  Process7735
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

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

Notes On Risk / Benefits statement if required

Further Action Required on Issue

20131Q49  Process7751
VST Purchase Order Log
Check the VST PO log is up to date with confirmations and expected shipping dates

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

Notes On Risk / Benefits statement if required

Further Action Required on Issue

20131Q50  Process7758
Check For GHX Orders

Does Update
Risk Frequency due to Update

Notes On Risk / Benefits statement if required

Further Action Required on Issue

Check the emails for orders from GHX

Affect?	1.Improbable ▼	no risk	
Yes ▼	Risk Likly Due to Update		
	1.Negligible ▼		
	Action Required: No Action Required		

20131Q51	🔍Process7760 Send Service Offers Send letters to existing customers to remind them that a service is due on their equipment	Does Update Affect?	Risk Frequency due to Update Risk Likly Due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
		No ▼	1.Improbable ▼ 1.Negligible ▼		

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

20131Q52	🔍Process7761 Send VST Delivery Notifications Emailing Notifications of shipments	Does Update Affect?	Risk Frequency due to Update Risk Likly Due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
		No ▼	1.Improbable ▼ 2.Minor ▼		




Does Update Affect?	Risk Frequency due to Update Risk Likly Due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
No ▼	1.Improbable ▼ 2.Minor ▼		
	Action Required: No Action Required		

20131Q53	🔍Process7783 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	Does Update Affect?	Risk Frequency due to Update Risk Likly Due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
		No ▼	1.Improbable ▼ 2.Minor ▼		

Does Update Affect?	Risk Frequency due to Update Risk Likly Due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
No ▼	1.Improbable ▼ 2.Minor ▼		
	Action Required: No Action Required		


20131Q54	🔍Process7792 Shipped Order Success Report	Does Update	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue
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	Affect? 1.Improbable No Risk Likely Due to Update 2.Minor Action Required: No Action Required		
20131Q55 Process7795 Answering UK Web Questions Answering any questions that are asked via the website from within Intrastats	Does Update Affect? 1.Improbable No Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q56 Process7822 Review Oxylink Stock To check we have the stock available to supply our customer Oxylink. NOTE THIS PROCESS HAS BEEN STOPPED. Part number has been superseded	Does Update Affect? 1.Improbable No Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q57 Process7863 Maintain Repair Codes List To confirm the current repairs codes for various products in the system are up to date and available to office members of staff.	Does Update Affect? 1.Improbable No Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q58 Process7890 New UPS Rates Needs Checking	Does Update Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

<p>To get the next years UPS zone and areas and Pricing Import into intrastats, No formal procedure as UPS keep changing style and layout, can be done manually</p>	<div> <div>Affect? 1.Improbable ▾</div> <div>No ▾ Risk Likly Due to Update</div> <div>2.Minor ▾</div> <div>Action Required: No Action Required</div> </div> <div></div> <div></div>
<p>20131Q59  Process7893 VST Price Lists To confirm the Document index Price Lists</p>	<div> <div>Does Update Affect? 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: No Action Required</div> </div> <div>Notes On Risk / Benefits statement if required</div> <div></div> <div>Further Action Required on Issue</div> <div></div>
<p>20131Q60  Process7894 VST Customer Agreements To check the Current Customer Agreements are still Valid</p>	<div> <div>Does Update Affect? 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: No Action Required</div> </div> <div>Notes On Risk / Benefits statement if required</div> <div></div> <div>Further Action Required on Issue</div> <div></div>
<p>20131Q61  Process7901 UPS Exceptions Checkup To check the emails that come in from UPS or other shippers, for problems delivering or clearing goods.</p>	<div> <div>Does Update Affect? No ▾</div> <div>Risk Frequency due to Update</div> <div>1.Improbable ▾</div> <div>Risk Likly Due to Update</div> <div>2.Minor ▾</div> <div>Action Required: No Action Required</div> </div> <div>Notes On Risk / Benefits statement if required</div> <div></div> <div>Further Action Required on Issue</div> <div></div>
<p>20131Q62  Process7959 Audit 16 Sales And Marketing Viamed</p>	<div> <div>Does Update</div> <div>Risk Frequency due to Update</div> <div>Notes On Risk / Benefits statement if required</div> <div>Further Action Required on Issue</div> </div>

Audit to include Sales and Marketing Functions


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

20131Q63  Process7970
Proforma And Quote Chasing Ryan
Chase outstanding Quotes and Proformas put on by Ryan or that he is responsible for.

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

Notes On Risk / Benefits statement if required


Further Action Required on Issue

20131Q64  Process7971
Proforma And Quote Chasing Steve Hardaker
Chase outstanding Quotes and Proformas put on by Steve H or that he is responsible for.

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

Notes On Risk / Benefits statement if required


Further Action Required on Issue

20131Q65  Process7957
Warehouse Requests
Warehouse requests for stock to be reviewed,
any shortages to be ordered or produced with a production Job

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

Notes On Risk / Benefits statement if required

Further Action Required on Issue

20131Q66  Process7872
Embargo Countries NOT Allowed To Sell To

Does Risk Frequency
Update due to Update

Notes On Risk / Benefits statement if required

Further Action Required on Issue

To review with the banks any embargo countries

Affect? 3.Occasional ▾
No ▾ Risk Likely Due
to Update
1.Negligible ▾
Action
Required:
No Action
Required

20131Q67 🔍Process7988
Verification Contact Details Internal CRM
To confirm contact details are being entered into the system correctly.

Between our Invoice, Customer Paperwork and the existing CRM

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

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

20131Q68 🔍Process7989
Verification Contact Details Accounts
Verifying the contact details on invoices match between internal system and
the external accounts package

Does
Update
Affect? ▾
No ▾ Risk Likely Due
to Update
▾
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

20131Q69 🔍Process7990
Verification Invoice Details Accounts
Verification of Invoice details between internal systems and external accounts

Does
Update
Affect? ▾
No ▾ Risk Likely Due
to Update
▾
Action
Required:
No Action
Required

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

20131Q70 🔍ProcessProcess 9
Distribution Of Faxes

Does
Update
Risk Frequency
due to Update

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

	Distribute recieved faxes Current Known Risk lost faxes Current Likly 1 Current Frequency 1	Affect? <input type="button" value="1.Improbable"/> <input type="button" value="No"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required		
20131Q71	Process 11 Distribution Of Mail Distributing incoming post to correct person Current Known Risk Royal Mail fail to deliver post Current Likly 3 Current Frequency 1	Does Update Affect? <input type="button" value="1.Improbable"/> <input type="button" value="No"/> Risk Likly Due to Update <input type="button" value="3.Serious"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q72	Process 14 Fax Paper Ensuring that fax reports have been generated for both sent and received faxes and ensuring there is paper in the fax machine Current Known Risk Phone lines go down The paper tray is empty Current Likly 1 Current Frequency 1	Does Update Affect? <input type="button" value="1.Improbable"/> <input type="button" value="No"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q73	Process 15 Filing and Archiving Paperwork to be filed in the correct order Current Known Risk Paperwork is filed incorrectly Current Likly 1 Current Frequency 1	Does Update Affect? <input type="button" value="1.Improbable"/> <input type="button" value="No"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q74	Process 19 Maintaining Leaflet Stocks	Does Update Affect? <input type="button" value="1.Improbable"/> <input type="button" value="No"/> Risk Likly Due to Update <input type="button" value="1.Negligible"/> Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	<p>Ensure required leaflets are in stock</p> <p>Current Known Risk Stock is not checked</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Affect? <input type="button" value="1.Improbable"/></p> <p><input type="button" value="No"/> Risk Likly Due to Update</p> <p><input type="button" value="2.Minor"/></p> <p>Action Required:</p> <p>No Action Required</p>		
20131Q75	<p>ProcessProcess 21</p> <p>Office Sales Projects</p> <p>Ensuring office job list is being updated and completed</p> <p>Current Known Risk Office is short staffed or over worked</p> <p>Current Likly 2 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/></p> <p>Risk Frequency due to Update</p> <p><input type="button" value="1.Improbable"/></p> <p>Risk Likly Due to Update</p> <p><input type="button" value="2.Minor"/></p> <p>Action Required:</p> <p>No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q76	<p>ProcessProcess 26</p> <p>Company Resources</p> <p>Overview of the Company using various data Reporting Screens</p> <p>Current Known Risk Not enough resources to complete tasks</p> <p>Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/></p> <p>Risk Frequency due to Update</p> <p><input type="button" value="1.Improbable"/></p> <p>Risk Likly Due to Update</p> <p><input type="button" value="3.Serious"/></p> <p>Action Required:</p> <p>No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q77	<p>ProcessProcess 27</p> <p>Management Reviews And Quality Audits</p> <p>To review and close all automatic rolling Issues.</p> <p>Including all rolling tasks and audits</p> <p>Current Known Risk that the task is missed that follow ups are missed</p> <p>Current Likly 3 Current Frequency 1</p>	<p>Does Update Affect? <input type="button" value="No"/></p> <p>Risk Frequency due to Update</p> <p><input type="button" value="1.Improbable"/></p> <p>Risk Likly Due to Update</p> <p><input type="button" value="3.Serious"/></p> <p>Action Required:</p> <p>No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q78	<p>ProcessProcess 36</p> <p>Emailing Of Invoices</p>	<p>Does Update</p> <p>Risk Frequency due to Update</p> <p>Notes On Risk / Benefits statement if required</p> <p>Further Action Required on Issue</p>		

Invoices are emailed to customers Current Known Risk Computer or network failure Current Likly 2 Current Frequency 1		Affect? No ▾	1.Improbable ▾ Risk Likly Due to Update 2.Minor ▾ Action Required: No Action Required		
20131Q79	🔍ProcessProcess 5850 Purchase Order Log Check the PO log is up to date with confirmations and expected shipping dates Current Known Risk The order is not checked and the supplier has not received it ergo we do not receive the order 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
20131Q80	🔍ProcessProcess 5857 Customer Service Logs Ensuring customer onsite service visits are completed Current Known Risk Engineer or equipment is unavlaillable 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
20131Q81	🔍ProcessProcess 5859 Review Un-shipped Parcels audit and snap shot - this is an audit of a part of goods out, listing of the parcels that are sat waiting on a customer response Current Known Risk Customer forgets to come back to us and parcels stay ready for shipping. As the package is already pick pack and ready to leave the building all computer traces will show as shipped. Current Likly 2 Current Frequency 1	Does Update Affect? 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
20131Q82	🔍ProcessProcess 5871 Check Sale Or Returns	Does Update	Risk Frequency due to Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	<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>Affect? 1.Improbable ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>		
20131Q83	<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</p> <p>Affect? 1.Improbable ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q84	<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</p> <p>Affect? 1.Improbable ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>2.Minor ▾</p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q85	<p>🔍ProcessProcess 5876</p> <p>E.Commerce Cardea And Multiquote</p> <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>Does Update</p> <p>Affect? 1.Improbable ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required: No Action Required</p>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q86	<p>🔍ProcessProcess 5882</p> <p>Send Post To Humanmed</p>	<p>Does Update</p> <p>Risk Frequency due to Update</p> <p>Notes On Risk / Benefits statement if required</p> <p>Further Action Required on Issue</p>		

	Humanedmed post is received, it needs to be forwarded to Humanmed UK Sales Manager Current Known Risk Post is not sent Current Likly 4 Current Frequency 1	Affect? <input type="button" value="1.Improbable"/> <input type="button" value="No"/> <input type="button" value="Risk Likly Due to Update"/> <input type="button" value="4.Critical"/> <input type="button" value="Action Required: No Action Required"/>		
20131Q87	Process 5889 Audit And Task - Audit To Review the Rolling Tasks and Mini Audits, Look for High number outstanding tasks and audits. Locate the reason for High number outstanding tasks and audits. Decide on course of action to reduce / redistribute the tasks and audits Current Known Risk non risk to process, Risk of not completing is Jobs / tasks can go not done Current Likly 4 Current Frequency 1	Does Update Affect? <input type="button" value="No"/> <input type="button" value="Risk Likly Due to Update"/> <input type="button" value="4.Critical"/> <input type="button" value="Action Required: No Action Required"/>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q88	Process 5892 Checking EBay And Amazon For Orders And Messages Checking the eBay and Amazon accounts for orders that have not been emailed to the main inbox and checking to see if there are messages or questions. Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 2	Does Update Affect? <input type="button" value="No"/> <input type="button" value="Risk Likly Due to Update"/> <input type="button" value="2.Minor"/> <input type="button" value="Action Required: No Action Required"/>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q89	Process 5893 Answering Website Questions Answering any questions that are asked via the website from within Intrastats Current Known Risk Computer/network breakdown Current Likly 1 Current Frequency 1	Does Update Affect? <input type="button" value="No"/> <input type="button" value="Risk Likly Due to Update"/> <input type="button" value="1.Negligible"/> <input type="button" value="Action Required: No Action Required"/>	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q90	Process 5894 Checking Of Active List	Does Update	Notes On Risk / Benefits statement if required	Further Action Required on Issue

	<p>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</p>	<p>Affect? 1.Improbable No Risk Likly Due to Update 1.Negligible Action Required: No Action Required</p>		
20131Q91	<p>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</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>
20131Q92	<p>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</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>
20131Q93	<p>ProcessProcess 5901 Link Call Log Contacts To The CRM To link new calls to Contacts in the CRM Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1</p>	<p>Does 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>
20131Q94	<p>ProcessProcess 5913 Check For Humanmed Orders In Logistics Mailbox</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>

	Checking the logistics mailbox from within and the main inbox for outstanding Humanmed orders. Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1	Affect? <input type="button" value="No"/> 1.Improbable Risk Likly Due to Update 2.Minor Action Required: No Action Required		
20131Q95	ProcessProcess 5943 Check Cardea And Multiquote Checking the Cardea and Multiquote websites for outstanding orders or requests Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1	Does Update Affect? <input type="button" value="No"/> Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q96	ProcessProcess 5949 Filling Credit Card Slips Inputting the accurate data on to our pre-printed credit card slips for processing on dispatch of good. Secure storing and processing Current Known Risk incorrect information slips left unsecured Current Likly 1 Current Frequency 3	Does Update Affect? <input type="button" value="No"/> Risk Frequency due to Update 3.Occasional Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q97	ProcessProcess 6898 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"/> Risk Frequency due to Update 2.Remote Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement if required	Further Action Required on Issue
20131Q98	ProcessProcess 6954 Back Orders Review - By Customer	Does Update Risk Frequency due to Update Notes On Risk / Benefits statement if required Further Action Required on Issue		

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

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

20131Q99 ProcessProcess 7670
Humanmed general Issues
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

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

Notes On Risk / Benefits statement if required

Further Action Required on Issue

20131Q100 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

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

Notes On Risk / Benefits statement if required

Further Action Required on Issue

20131Q101 ProcessProcess 7674
Check Repairs Ready For Invoice List
Review the repairs ready For invoice List in intrastats.
Current Known Risk That repairs will be missed.
Current Likly 2 Current Frequency 1

Does Update
Affect? 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



20131Q102 ProcessProcess 7676
PDFing Of Invoices Viamed

Does Update
Risk Frequency due to Update

Notes On Risk / Benefits statement if required

Further Action Required on Issue

<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? 1.Improbable ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>2.Minor ▾</p> <p>Action Required:</p> <p>No Action Required</p>		
<p>20131Q103 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? 1.Improbable ▾</p> <p>No ▾ 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>
<p>20131Q104 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</p> <p>Affect? 1.Improbable ▾</p> <p>No ▾ 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>
<p>20131Q105 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</p> <p>Affect? 1.Improbable ▾</p> <p>No ▾ Risk Likly Due to Update</p> <p>1.Negligible ▾</p> <p>Action Required:</p> <p>No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
<p>20131Q106 ProcessProcess 7685</p> <p>Repairs Ready For Invoice</p>	<p>Does Update</p> <p>Risk Frequency due to Update</p> <p>Notes On Risk / Benefits statement if required</p> <p>Further Action Required on Issue</p>		

<p>Process Invoice for completed repairs. Current Known Risk repair has errors on it</p> <p>Current Likly 1 Current Frequency 1</p>	<p>Affect? 1.Improbable ▼ No ▼ Risk Likly Due to Update 1.Negligible ▼ Action Required: No Action Required</p>		
<p>20131Q107  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</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>20131Q108  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</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>20131Q109  ProcessProcess 7691 Ship Sale Or Returns Review the sale or return shelf and ship those items. Current Known Risk Goods will be missed Current Likly 2 Current Frequency 1</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>20131Q110  ProcessProcess 7693 Collect Repair Filing From Warehouse</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>Collect the filing form the warehouse Current Known Risk paperwork has been missed Current Likly 1 Current Frequency 1</p>	<div> <div>Affect?</div> <div>1.Improbable</div> <div>No</div> <div>Risk Likly Due to Update</div> <div>1.Negligible</div> <div>Action Required:</div> <div>No Action Required</div> </div> <div></div> <div></div>
<p>20131Q111 Process 7696 Send VIAMED Delivery Notifications 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</p>	<div> <div>Does Update Affect?</div> <div>Risk Frequency due to Update</div> <div>No</div> <div>Risk Likly Due to Update</div> <div>2.Minor</div> <div>Action Required:</div> <div>No Action Required</div> </div> <div>Notes On Risk / Benefits statement if required</div> <div>Further Action Required on Issue</div>
<p>20131Q112 Process 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</p>	<div> <div>Does Update Affect?</div> <div>Risk Frequency due to Update</div> <div>No</div> <div>Risk Likly Due to Update</div> <div>1.Negligible</div> <div>Action Required:</div> <div>No Action Required</div> </div> <div>Notes On Risk / Benefits statement if required</div> <div>Further Action Required on Issue</div>
<p>20131Q113 Process 7699 Shred Sensitive Paperwork In JL Office Shredding of sensitive information Current Known Risk Broken shredder Current Likly 1 Current Frequency 1</p>	<div> <div>Does Update Affect?</div> <div>Risk Frequency due to Update</div> <div>No</div> <div>Risk Likly Due to Update</div> <div>1.Negligible</div> <div>Action Required:</div> <div>No Action Required</div> </div> <div>Notes On Risk / Benefits statement if required</div> <div>Further Action Required on Issue</div>
<p>20131Q114 Process 7703 Vandagraph Pay Pal Retrieve Funds</p>	<div> <div>Does Update</div> <div>Risk Frequency due to Update</div> <div>Notes On Risk / Benefits statement if required</div> <div>Further Action Required on Issue</div> </div>

<p>To remove money from the Pay Pal system into Vandagraph Bank account Current Known Risk No risk to the process as such as its paypal driven, Can only withdraw funds to allocated bank account Current Likly 2 Current Frequency 1</p>	<p>Affect? 1.Improbable No Risk Likly Due to Update 2.Minor Action Required: No Action Required</p>		
<p>20131Q115 ProcessProcess 7708 Acorn 0014904 Acorn Distribution ac 12906 - 0014904 Disposable sensor stock levels Current Known Risk That we not have stock available when needed. 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>20131Q116 ProcessProcess 7709 Delivered not Invoiced Ensure invoices are generated for shipped orders Current Known Risk Computer/network breakdown delivery is missed and remains un invoiced. Current Likly 2 Current Frequency 2</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>20131Q117 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>20131Q118 ProcessProcess 7735 Ensure SOR's Are Followed Up</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>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>Affect? 1.Improbable ▼ No ▼ Risk Likly Due to Update 2.Minor ▼ Action Required: No Action Required</p>		
<p>20131Q119 🔍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</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>20131Q120 🔍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</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>20131Q121 🔍ProcessProcess 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</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>20131Q122 🔍ProcessProcess 7752 SRS Folder</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>Ensure all outstanding repairs are being dealt with Current Known Risk repairs get stuck in the system Current Likly 2 Current Frequency 1</p>	<p>Affect? 1.Improbable ▼ No ▼ Risk Likly Due to Update 2.Minor ▼ Action Required: No Action Required</p>		
<p>20131Q123 ProcessProcess 7758 Check For GHX Orders Check the emails for orders from GHX 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>20131Q124 ProcessProcess 7760 Send Service Offers Send letters to existing customers to remind them that a service is due on their equipment Current Known Risk Computer/network breakdown Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? 1.Improbable ▼ No ▼ Risk Likly Due to Update 1.Negligible ▼ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
<p>20131Q125 ProcessProcess 7761 Send VST Delivery Notifications Emailing Notifications of shipments Current Known Risk Limited risks, and if the email fails to get delivered the customer will still receive their shipment. Current Likly 2 Current Frequency 1</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>20131Q126 ProcessProcess 7782 Remove Started But Not Used Order Numbers</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>Remove Started But Not Used Order Numbers from intrastats.</p> <p>Current Known Risk not clear regularly, accidental usage of an old ORDER number generated by mistake Current Likly 2 Current Frequency 1</p>	<p>Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 2.Minor ▾ Action Required: No Action Required</p>		
<p>20131Q127  ProcessProcess 7783 PDF VST Invoices And Purchase Orders Process of PDF ing Invoices into the system for easy of use in the future and the Emailing of Invoices to customers</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? 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>20131Q128  ProcessProcess 7789 Withdraw Funds From Paypal To remove the receipts that have come into Paypal over the month. So they can be entered in to accounts sales. Current Known Risk That a payment is not entered accounts , or onto the correct sales account. Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
<p>20131Q129  ProcessProcess 7790 Humanmed Invoice them For Previous Month A invoice is generate at the end of each month to charges Humanmed for the admin fee, carriage charges and any special carriage charges. Current Known Risk That this invoice is not produced. Current Likly 3 Current Frequency 1</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>20131Q130  ProcessProcess 7791 Price List Check</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>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>Affect? 2.Remote ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required</p>		
<p>20131Q131  ProcessProcess 7792 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? 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>20131Q132  ProcessProcess 7795 Answering UK Web Questions Answering any questions that are asked via the website from within Intrastats Current Known Risk Computer/network breakdown Current Likly 1 Current Frequency 1</p>	<p>Does Update Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 1.Negligible ▾ Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
<p>20131Q133  ProcessProcess 7796 Review Franking Label Errors To collate all the franking slips that have errors on them and so where not useable. These are returned to Royal mail for a refund of the carriage. Current Known Risk That they are lost or not returned quickly enough to get a refund 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>20131Q134  ProcessProcess 7797 Check Order Are Being Picked In Priority Order</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>

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

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

20131Q135 ProcessProcess 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 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

20131Q136 ProcessProcess 7800
Opera Nominal Ledger Close
The closing down of the previous months nominal ledger for accounts
purposes.
Current Known Risk The system crashes.
Current Likly 1 Current Frequency 2

Does 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

20131Q137 ProcessProcess 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 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

20131Q138 ProcessProcess 7808
Ensure All Invoice Correctly Tagged

Does Risk Frequency
Update due to Update

Notes On Risk / Benefits statement if
required

Further Action Required
on Issue

<p>To find and Tag any sales that are removed from commissions, as they are break even products for relationships purposes Current Known Risk Pay a Sales rep for special sales in the relevant area. and make a loss on the sale Current Likly 3 Current Frequency 1</p>	<p>Affect? 1.Improbable ▾ No ▾ Risk Likly Due to Update 3.Serious ▾ Action Required: No Action Required</p>		
<p>20131Q139 Process 7822 Review Oxylink Stock To check we have the stock available to supply our customer Oxylink. NOTE THIS PROCESS HAS BEEN STOPPED. Part number has been superseded Current Known Risk The we do not have the stock needed to satisfy the orders for this customer. Current Likly 3 Current Frequency 1</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>20131Q140 Process 7830 Review Q.A. Failures Report To review the Quantities of Failed product per Stock reference Passing through the Q.A. system Current Known Risk No risk Current Likly 3 Current Frequency 1</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>20131Q141 Process 7831 Intrastats Debtors And Creditor Figures Intrastats Debtors And Creditor Figures Fill in the figure in Enter Overview details from Operas and bank. Current Known Risk Not filled in often enough Not filled in correctly 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>20131Q142 Process 7838</p>	<p>Does</p>	<p>Risk Frequency</p>	<p>Notes On Risk / Benefits statement if Further Action Required</p>

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	<div> <div>Update due to Update</div> <div> <div>Affect?</div> <div>1.Improbable ▾</div> <div>No ▾</div> </div> <div> <div>Risk Likly Due to Update</div> <div>3.Serious ▾</div> <div>Action Required:</div> <div>No Action Required</div> </div> </div> <div>required</div> <div>on Issue</div>
20131Q143 ProcessProcess 7839 Review VIAMED Feedback - Customer Complaints To Review Viamed Customer Complaints Current Known Risk Rolling Issue No Risk Current Likly 3 Current Frequency 1	<div> <div>Does Update Affect?</div> <div>1.Improbable ▾</div> <div>No ▾</div> </div> <div> <div>Risk Frequency due to Update</div> <div>Risk Likly Due to Update</div> <div>3.Serious ▾</div> <div>Action Required:</div> <div>No Action Required</div> </div> <div>Notes On Risk / Benefits statement if required</div> <div>Further Action Required on Issue</div>
20131Q144 ProcessProcess 7840 Review VST Feedback - Customer Feedback Negative To review Negative feedback form Products see if Non Conformance or customer Complaints need to be raised Current Known Risk Rolling ISsue, No Risk Current Likly 3 Current Frequency 1	<div> <div>Does Update Affect?</div> <div>1.Improbable ▾</div> <div>No ▾</div> </div> <div> <div>Risk Frequency due to Update</div> <div>Risk Likly Due to Update</div> <div>3.Serious ▾</div> <div>Action Required:</div> <div>No Action Required</div> </div> <div>Notes On Risk / Benefits statement if required</div> <div>Further Action Required on Issue</div>
20131Q145 ProcessProcess 7841 Review VST Feedback - Customer Complaints To review Customer Complaints see if Non Conformance need to be raised Current Known Risk Rolling ISSue, No Risk Current Likly 3 Current Frequency 1	<div> <div>Does Update Affect?</div> <div>1.Improbable ▾</div> <div>No ▾</div> </div> <div> <div>Risk Frequency due to Update</div> <div>Risk Likly Due to Update</div> <div>3.Serious ▾</div> <div>Action Required:</div> <div>No Action Required</div> </div> <div>Notes On Risk / Benefits statement if required</div> <div>Further Action Required on Issue</div>
20131Q146 ProcessProcess 7842	<div>Does</div> <div>Risk Frequency</div> <div>Notes On Risk / Benefits statement if</div> <div>Further Action Required</div>

<p>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</p>	<p>Update due to Update Affect? 1.Improbable No Risk Likly Due to Update 3.Serious Action Required: No Action Required</p>	<p>required</p>	<p>on Issue</p>
<p>20131Q147 ProcessProcess 7843 Review VST Product Feedback Negative To review Negative feedback form Products see if Non Conformance or customer Complaints need to be raise Current Known Risk Rolling Issue, No Risk Current Likly 3 Current Frequency 1</p>	<p>Does Update due to 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>20131Q148 ProcessProcess 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</p>	<p>Does Update due to Update Affect? 3.Occasional No Risk Likly Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
<p>20131Q149 ProcessProcess 7953 Vandagraph Delivery Notifications To Send Vandagraph Delivery notifications Current Known Risk task not carried out Current Likly 1 Current Frequency 1</p>	<p>Does Update due to Update Affect? 1.Improbable No Risk Likly Due to Update 1.Negligible Action Required: No Action Required</p>	<p>Notes On Risk / Benefits statement if required</p>	<p>Further Action Required on Issue</p>
<p>20131Q150 ProcessProcess 7957</p>	<p>Does</p>	<p>Risk Frequency</p>	<p>Notes On Risk / Benefits statement if Further Action Required</p>

Warehouse Requests

Warehouse requests for stock to be reviewed,
any shortages to be ordered or produced with a production Job
Current Known Risk Stock requirements fulfilled
Current Likly 1 Current Frequency 1

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

required

on Issue

20131Q151 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? 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

20131Q152 Final Notes

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

SAVE FORM

Only saves your progress in filling in above Questions - No feed back to pressing save form button

Once Form Complete Print Page to PDF (Landscape mode prefereable), go back to document upload page and upload to risk assesment button