

COMPANY OPERATING PROCEDURES

Index

Created:		VM3/COP/00	Issue 3	
Revised:	13 September 2011		Page 1	of 3

Procedure No.	Title	Form No.	Form Title
VM/COP/01	Amendment Control		
VM/COP/02	Organisation and Responsibilities		
VM/COP/03	Enquiries/Orders/Contract Review	QC01	Telephone Order
		QC03	Invoice/Despatch Note Set
VM/COP/04	Purchasing	QC04	Purchase Order
		QC05	Purchase Order (Specialist Suppl)
		QC 06	Supplier Questionnaire
		QC07	Register of Approved Suppliers
VM/COP/05	Receipt of Goods - Quality Assurance	QC02	Stock Record
VM/COP/06	- Vendor QualityControl. Preventetive Action	QC08	Goods Return Note
VM/COP/07	Handling, Storage and Stock Control	QC19	Stock Transfer Note
VM/COP/08	Process Control - Picking, Packing,	QC03	Invoice/Despatch Note Set
	Despatch and Installation	QC13	Certificate of Conformity
VM/COP/09	Repairs	QC09	Service Repair Note (SRN)
		QC10	Electrical Safety Test Record
		QC10b	Computer generated
	Maintenance of Service & production Equipment		
VM/COP/10	Customer Complaints & Withdrawal of product	QC11	Customer Complaint Index
	Suspect Product	QC12	Customer Complaint Report
	Incident Reporting	App 3	MDD Incident Form
VM/COP/11	Calibration Equipment	QC14	Register of Calibrated
		QC15	Calibration Record Card
VM/COP/12	Training	QC16	Training Record Card
VM/COP/13	System Audits and Reviews	QC17	System Audit Programme
VM/COP/13	System Audits and Reviews	QC18	Non Conformance
M/COP/14	Documentation, Records and Computer backup	QC20	Documentation Update
VM/COP/15	Price Updating		
VM/COP/16	Design & Design construction	QC22	Job Description & Specification
		QC23	Project Time scales
		QC24	Design Review
		QC25	Job Progress
		QC26	Work Logs
		QC27	Purchases
		QC28	Design Changes
		QC29	Documentation Check List
		QC30	Project Validation

COMPANY OPERATING PROCEDURES

Index

Created:		VM3/COP/00	Issue 3	
Revised:	13 September 2011		Page 2	of 3

Procedure No.	Title	Form No.	Form Title
VM3COP/17	Classification of Products		BSI flow chart
	Competent Authorities		MDA & BSI Guides
VM3/COP/18	Post Market Surveillance	VM-QC-001	Quality Check
VM3COP/19	Health & Safety		
VM3COP/20	Office Procedures		
VM3COP20.01	Post In		
VM3COP20.02	Receipts		
VM3COP/20.03	Repair procedure		
VM3COP20.04	Phone calls		
VM3COP20.05	New orders		
VM3COP/20.06	Invoicing		
VM3COP20.07	UPS		
VM3COP20.08	Updating Mailshot Database		
VM3COP20.09	Checkliast		
VM3/COP/30	SpO2 Probe Procedures		
VM3/COP/30.01	New Probes In		
VM3/COP/30.02	Probe repairs In		
VM3/COP/30.03	Conversion of new probes		
VM3/COP/30.04	Fault Diagnosis		
VM3/COP/30.05	Unrepaired Probes		
VM3/COP/30.06	QA for unrepaired probes		
VM3/COP/30.07	No Fault found		
VM3/COP/30.08	QA procedures No Fault Found		
VM3/COP/30.09	Repaired Probes		
VM3/COP/30.10	QA for repaired probes		
VM3/COP/30.11	Criteria for cable acceptance		
VM3/COP/30.12	Labels and Inserts		
VM3/COP/30.13	Printing Serial numbers		
VM3/COP/30.14	General Accuracy statement		
VM3/COP/31	SpO2 Finger Probe Repair Procedures		
VM3/COP/31.05	BCI		
VM3/COP/31.10	Criticare		
VM3/COP/31.11	Criticare D-Type		
VM3/COP/31.12	Critikon		
VM3/COP/31.13	Critikon Dynamap+		
VM3/COP/31.17	Datex 3		

COMPANY OPERATING PROCEDURES

Index

Created:		VM3/COP/00	Issue 3	
Revised:	13 September 2011		Page 3	of 3

VM3/COP/31.18	Datascope		
VM3/COP/31.25	Critikon/Sensormedics/Thorkom		
VM3/COP/31.40	Invivo		
VM3/COP/31.45	Kontron		
VM3/COP/31.50	Nellcor		
VM3/COP/31.54	Nonin		
VM3/COP/31.55	Novamatrix		
VM3/COP/31.70	Ohmeda		
VM3/COP/31.75	Pacetek		
VM3/COP/31.80	S & W		
VM3/COP/31.85	Simed		
VM3/COP/31.86	Simed V2		
VM3/COP/32	Finger Probe Assembly Instructions SpO2	Pt No	Stk
VM3/COP/32.01	Medlab Comdek	P854RA	
VM3/COP/32.02	BCI	P855RA	
VM3/COP/32.03	Nellcor	P856RA	18,580
VM3/COP/32.04	Spacelabs	P857RA	18570
VM3/COP/32.05	Nellcor	P858RA	18580
VM3/COP/32.06	Pace Tech	P859RA	18590
VM3/COP/32.07	Simed,Baxter	P860RA	18600
VM3/COP/32.08	BCI	P861RA	18610
VM3/COP/32.09	Criticare	P862RA	18620
VM3/COP/32.10	Datascope	P863 RA	18630
VM3/COP/32.11	Datascope	P864RA	18640
VM3/COP/32.12	Sensormedics	P865RA	18650
VM3/COP/32.13	Simed Baxter	P866RA	18660P
VM3/COP/32.14	Ohmeda	P867RA	18670
VM3/COP/32.15	Criticare	P869RA	186901
VM3/COP/32.16	Nonin	P871RA	187101
VM3/COP/32.17	Datex	P872RA	18720
VM3/COP/32.18	Datex	P873 RA	18730
VM3/COP/32.19	Palco	P874RA	
VM3/COP/32.20	Novamatrix	P875RA	18750
VM3/COP/32.21	Novamatrix	P876RA	187601
VM3/COP/32.22	Critikon	P877RA	18770
VM3/COP/32.23	Invivo	P878RA	18780
VM3/COP/32.24	Artema	P879RA	
VM3/COP/32.25	Novamatrix	P885RA	
VM3/COP/32.26	Kontron	P886RA	18860
VM3/COP/32.27	Spacelabs	P887RA	18870
VM3/COP/32.28	S & W	P888RA	18880

COMPANY OPERATING PROCEDURES

Index

Created:		VM3/COP/00	Issue 3	
Revised:	13 September 2011		Page 4	of 3

VM3/COP/32.29	Criticare	P889RA	18890
VM3/COP/32.30	Critikon	P890RA	18,900
VM3/COP/32.31	Critikon	P891 RA	18,910
VM3/COP/32.31	Marquette	P892RA	
VM3/COP/32.33	Hewlett Packard	P895RA	
VM3/COP/32.34	S&W	P896RA	
VM3/COP/33	Extension cables		
VM3/COP/34	Temperature probes		
VM3/COP/40	Vandagraph procedures		
VM3/COP/45	DL3000		
VM3COP50	Tom Thumb		
VM3COP51	Resuscitation cabinet		
VM3COP52	Headboxes		
VM3COP99	Qa Individual Products		