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| <div>DOCUMENT REGISTER</div> | | | | | |
| Form No | Title | Responsibility | Location | Retention | Withdrawn |

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|--------------|------------------------------|--------------------|----------------|----------|------------|
| QC 01 | Duplicate Order Book | Office Staff | General Office | 1 Year | |
| QC 02 | Stock Record | Office Staff | General Office | On-going | |
| QC 03 | Invoice | Office Staff | General Office | On-going | |
| QC 04 | Purchase Order | Office Staff | General Office | 11 Years | |
| QC 05 | Investigation Report | Regulatory Affairs | Quality Office | 11 Years | |
| QC 06 | Supplier Questionnaire | Regulatory Affairs | Quality Office | On-going | 12/10/2004 |
| QC 07 | Training Requirements | Regulatory Affairs | Quality Office | On-going | |
| QC 08 | G.R.N. | Stock Controller | Stores | 11 Years | |
| QC 09 | S.R.N. | Office Staff | General Office | On-going | |
| QC 10 | Electrical Safety Test | Technical Engineer | Design Office | On-going | |
| QC 11 | Customer Complaint Index | Regulatory Affairs | Quality Office | 11 Years | |
| QC 12 | Customer Complaint Form | Regulatory Affairs | Quality Office | 11 Years | |
| QC 13 | Certificate of Conformity | Regulatory Affairs | Quality Office | On-going | |
| QC 14 | Calibration Register | Technical Engineer | Design Office | On-going | |
| QC 15 | Calibration Record | Technical Engineer | Design Office | On-going | |
| QC 16 | Training Record | M.D. | Quality Office | On-going | |
| QC 17 | Internal Audit Checklist | Regulatory Affairs | Quality Office | 3 Years | |
| QC 18 | Internal Audit Report | Regulatory Affairs | Quality Office | 3 Years | |
| QC 19 | Stock Transfer Note | Stock Controller | General Office | 11 Years | |
| QC 20 | Document Update | Quality Engineer | Library | On-going | 12/10/2004 |
| QC 21 | Non-conformance / Withdrawal | Technical Engineer | Design Office | 3 Years | |
| QC 22 | Job Description & Spec | Technical Engineer | Design Office | On-going | 12/10/2004 |
| QC 23 | Estimated Timescales | Technical Engineer | Design Office | On-going | 12/10/2004 |
| QC 24 | Design Review | Technical Engineer | Design Office | On-going | 12/10/2004 |
| QC 25 | Progress Plan | Technical Engineer | Design Office | On-going | 12/10/2004 |

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|-----------------|---------------------------------------|---------------------|----------------|----------|------------|
| QC 26 | Work Log | Technical Engineer | Design Office | On-going | 12/10/2004 |
| QC 27 | Purchases | Technical Engineer | Design Office | On-going | 12/10/2004 |
| QC 28 | Post Design Changes | Regulatory Affairs | CE Library | On-going | |
| QC 29 | Documentation Checklist | Regulatory Affairs | CE Library | On-going | |
| QC 30 | Project Validation | Regulatory Affairs | CE Library | On-going | |
| QC 31 | Daily Repair Log | Production Engineer | Production | 3 Years | |
| QC 32 | Daily Production Log | Production Engineer | Production | 3 Years | |
| QC 33 | Tom Thumb Test Sheets | Mech. Engineer | Quality Office | On-going | |
| QC 45 | Document Register | | | On-going | |
| | | | | | |
| VOP 1-18 | Viamed Operating sub processes | Owner | | | |
| VOP 01 | Company Documentation | Quality | | On-going | |
| VOP01.01 | Procedure Checking & Revision | Quality | | On-going | |
| VOP 02 | Responsibilities | Directors | | On-going | |
| VOP 03 | Office Process | Sales | | On-going | |
| VOP 04 | Vigilance | Sales | | On-going | |
| VOP 05 | Supplier Control | Directors | | On-going | |
| VOP 06 | Measurement Control | Production | | On-going | |
| VOP 07 | Stock Control. | Production | | On-going | |
| VOP 08 | Production | Production | | On-going | |
| VOP 09 | Repairs | Production | | On-going | |
| VOP 10 | Corrective & Preventive Actions | Quality | | On-going | |
| VOP 11 | Equipment Control | Technical | | On-going | |
| VOP 12 | Human Resources | Directors | | On-going | |
| VOP 13 | Process monitoring | Quality | | On-going | |

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| VOP 14 | Servicing | Sales | | On-going | |
| VOP 15 | Data & Information Analysis | Quality | | On-going | |
| VOP 16 | Health & Safety | Quality | | On-going | |
| VOP 17 | Design & Development | Technical | | On-going | |
| VOP 18 | Maintenance & Environment | Directors | | On-going | |
| Procedure No | Title | Form No | Form Title | Retention | Withdrawn |
| VM/COP/01 | Amendment Control | | | | |
| VM/COP/02 | Organisation and Responsibilities | | | | |
| VM/COP/03 | Enquiries/Orders/Contract Review | QC01 | Telephone Order | On-going | |
| | | QC03 | Invoice/Despatch Note Set | 11 Years | |
| VM/COP/04 | Purchasing | QC04 | Purchase Order | 11 Years | |
| | | QC05 | Purchase Order (Specialist Suppl) | On-going | |
| 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 | Rejected Goods - Vendor Quality Control. Preventative Action | QC08 | Goods Return Note | | |
| VM/COP/07 | Handling, Storage and Stock Control | QC19 | Stock Transfer Note | | |
| VM/COP/08 | Process Control - | QC03 | Invoice/Despatch Note Set | On-going | |

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|-----------|---|-------|---------------------------------|----------|--|
| | Picking, Packing, | | | | |
| | Despatch and Installation | QC13 | Certificate of Conformity | On-going | |
| VM/COP/09 | Repairs | QC09 | Service Repair Note (SRN) | On-going | |
| | | QC10 | Electrical Safety Test Record | On-going | |
| | | 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 | | |

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|------------------|-----------------------------------|--------------|--------------------------|-------|--|
| | | QC28 | Design Changes | | |
| | | QC29 | Documentation Check List | Check | |
| | | QC30 | Project Validation | | |
| | | 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 | | |
| Procedure | Product | Pt No | Stk | | |
| VM3/COP/31.11 | Criticare D-Type | | | | |
| VM3/COP/31.12 | Critikon | | | | |
| VM3/COP/31.13 | Critikon Dynamap+ | | | | |
| VM3/COP/31.17 | Datex 3 | | | | |
| VM3/COP/31.18 | Datascope | | | | |
| VM3/COP/31.25 | Critikon/Sensormedics/Thor kom | | | | |
| VM3/COP/31.40 | Invivo | | | | |
| VM3/COP/31.45 | Kontron | | | | |
| VM3/COP/31.50 | Nellcor | | | | |
| VM3/COP/31.54 | Nonin | | | | |
| VM3/COP/31.55 | Novametrix | | | | |
| VM3/COP/31.70 | Ohmeda | | | | |
| VM3/COP/31.75 | Pacetek | | | | |
| VM3/COP/31.80 | S & W | | | | |
| VM3/COP/31.85 | Simed | | | | |

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|---------------|---|---------|--------|--|--|
| VM3/COP/31.86 | Simed V2 | | | | |
| VM3/COP/32 | Finger Probe Assembly Instructions SpO2 | | | | |
| VM3/COP/32.01 | Medlab Comdek | P854RA | | | |
| VM3/COP/32.02 | BCI | P855RA | | | |
| VM3/COP/32.03 | Nellcor | P856RA | 18580 | | |
| 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 | Novametrix | P875RA | 18750 | | |
| VM3/COP/32.21 | Novametrix | 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 | Novametrix | P885RA | | | |

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|---------------|---------------------------------|---------|--------|--|--|
| VM3/COP/32.26 | Kontron | P886RA | 18860 | | |
| VM3/COP/32.27 | Spacelabs | P887RA | 18870 | | |
| VM3/COP/32.28 | S & W | P888RA | 18880 | | |
| 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/35 | "Y" Probe Procedures | | | | |
| VM3/COP/36 | Microstim Procedures | | | | |
| VM3/COP/37 | Oxygen Sensors Procedures | | | | |
| VM3/COP/38 | Oxygen Analysers Procedures | | | | |
| VM3/COP/39 | Oxygen Sensor Holder Procedures | | | | |
| VM3/COP/40 | Vandagraph Procedures | | | | |
| VM3/COP/43 | ECG Monitors Procedures | | | | |
| VM3/COP/45 | DL3000 | | | | |
| VM3/COP/46 | Pippa Procedures | | | | |
| VM3/COP/47 | Apgar Timer Procedures | | | | |
| VM3/COP/48 | NIBP Calibration Procedures | | | | |
| VM3/COP/49 | Defibrillators Procedures | | | | |

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|------------|-------------------------|--|--|--|--|
| VM3COP50 | Tom Thumb | | | | |
| VM3COP51 | Resuscitation cabinet | | | | |
| VM3COP52 | Headboxes | | | | |
| VM3/COP/53 | Nufer Procedures | | | | |
| VM3/COP/54 | Mixcheq Procedures | | | | |
| VM3/COP/56 | Foetal Heart Procedures | | | | |
| | | | | | |
| VM3COP99 | Qa Individual Products | | | | |