

Document VM3COP27.32 Proforma and Quote Chasing Revision ID85330

Suggested Upload Document Name: **Risk Assessment For Updating Document ID85330**

Completed by [Derek Lamb](#) 25 Jul 2022

Reason for Risk Assessment

updated to bring in line with current input screen

Document VM3COP27.32 Proforma and Quote Chasing Revision ID85330 Is linked to the Following Standards and processes

Risk Assessment ID85330	Question	Does Update Affect	Risk on Update	Notes On Risk / Benefits statement required
85330Q0	Does this Update warrant updating Any External Parties due to any Terms and Conditional Agreements E.G. Notified Body or is the update a Significant change to any ISO Certifications	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 required
85330Q1	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 Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q2	Viamed Ltd ISO13485:2016 Section: 7.2.1 Determination of requirements related to product The organization shall determine: a) requirements specified by the customer, including the requirements for delivery and postdelivery activities; b) requirements not stated by the customer but necessary for specified or intended use, as known; c) applicable regulatory requirements related to the product; d) any user training needed to ensure specified performance and safe use of the medical device; e) any additional requirements determined by the organization	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 required
85330Q3	Viamed Ltd ISO13485:2016 Section: 7.2.2 Review of requirements related to product The organization shall review the requirements related to product. This review shall be conducted 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: a) product requirements are defined and documented; b) contract or order requirements differing from those previously expressed are resolved; c) applicable regulatory requirements are met; d) any user training identified in accordance with 7.2.1 is available or planned to be available; e) the organization has the ability to meet the defined requirements. Records of the results of the review and actions arising from the review shall be maintained (see 4.2.5). When the customer provides no documented statement of requirement, the 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.	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 required
85330Q4	Viamed Ltd ISO13485:2016 Section: 7.2.3 Communication The organization shall plan and document arrangements for communicating with customers in relation to: a) product information; b) enquiries, contracts or order handling, including amendments; c) customer feedback, including complaints;	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 required

	d) advisory notices. The organization shall communicate with regulatory authorities in accordance with applicable regulatory requirements.	No Action Required		
85330Q5	VST Ltd ISO9001:2015 Section: 5.1.2 Customer focus 5.1.2 Customer focus Top management shall demonstrate leadership and commitment with respect to customer focus by ensuring that: 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.	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 required
85330Q6	VST Ltd ISO9001:2015 Section: 8.2.1 Customer communication Communication with customers shall include: 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.	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 required
85330Q7	VST Ltd ISO9001:2015 Section: 8.2.2 Determining the requirements for products and services When determining the requirements for the products and services to be offered to customers, the organization shall ensure that: a) the requirements for the products and services are defined, including: 1) any applicable statutory and regulatory requirements; 2) those considered necessary by the organization; b) the organization can meet the claims for the products and services it offers.	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 required
85330Q8	VST Ltd ISO9001:2015 Section: 8.2.3.1 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: a) requirements specified by the customer, including the requirements for delivery and postdelivery activities; b) requirements not stated by the customer, but necessary for the specified or intended use, when known; c) requirements specified by the organization; d) statutory and regulatory requirements applicable to the products and services; e) contract or order requirements differing from those previously expressed. The organization shall ensure that contract or order requirements differing from those previously defined are resolved. The customers requirements shall be confirmed by the organization before acceptance, when the customer does not provide a documented statement of their requirements. 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.	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 required
85330Q9	VST Ltd ISO9001:2015 Section: 8.2.4 Changes to requirements for products and services The organization shall ensure that relevant documented information is amended, and that relevant persons are made aware of the changed requirements, when the requirements for products and services are changed.	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 required
85330Q10	Process5899 Proforma And Quote Chasing Chase outstanding Quotes and Proformas	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update	Notes On Risk / Benefits statement required

			3.Serious ▼	
		Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement required
		No ▼	1.Improbable ▼	
			Risk Likely Due to Update	
			1.Negligible ▼	
			Action Required:	
			No Action Required	
85330Q11	Process9 Distribution Of Faxes Distribute recieved faxes	Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement required
		No ▼	1.Improbable ▼	
			Risk Likely Due to Update	
			1.Negligible ▼	
			Action Required:	
			No Action Required	
85330Q12	Process11 Distribution Of Mail Distributing incoming post to correct person	Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement required
		No ▼	1.Improbable ▼	
			Risk Likely Due to Update	
			3.Serious ▼	
			Action Required:	
			No Action Required	
85330Q13	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?	Risk Frequency due to Update	Notes On Risk / Benefits statement required
		No ▼	1.Improbable ▼	
			Risk Likely Due to Update	
			1.Negligible ▼	
			Action Required:	
			No Action Required	
85330Q14	Process15 Filing and Archiving Paperwork to be filed in the correct order	Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement required
		No ▼	1.Improbable ▼	
			Risk Likely Due to Update	
			1.Negligible ▼	
			Action Required:	
			No Action Required	
85330Q15	Process20 Processing Of Mail Shots Ensuring mail shots are printed and sent	Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement required
		No ▼	1.Improbable ▼	
			Risk Likely Due to Update	
			1.Negligible ▼	
			Action Required:	
			No Action Required	
85330Q16	Process21 Office Sales Projects Ensuring office job list is being updated and completed	Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement required
		No ▼	1.Improbable ▼	
			Risk Likely Due to Update	
			2.Minor ▼	
			Action Required:	
			No Action Required	
85330Q17	Process36 Emailing Of Invoices Invoices are emailed to customers	Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement required
		No ▼	1.Improbable ▼	
			Risk Likely Due to Update	
			2.Minor ▼	
			Action Required:	
			No Action Required	

85330Q18	Process37 West Yorkshire Ambulance Stock Viamed has a consignment stock with West Yorkshire Ambulance, 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.	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 required
85330Q19	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 Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q20	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 Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q21	Process5882 Send Post To Humanmed Humanmed post is received, it needs to be forwarded to Humanmed UK Sales Manager HumanMed has Gone, tasks no longer required	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 4.Critical Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q22	Process5892 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.	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 required
85330Q23	Process5893 Answering Website Questions Answering any questions that are asked via the website from within Intrastats	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 required
85330Q24	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? No	Risk Frequency due to Update 2.Remote Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q25	Process7796 Review Franking Label Errors	Does Update Affect? No	Risk Frequency due to Update 1.Improbable	Notes On Risk / Benefits statement required

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.

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

85330Q26  Process5873
Distributor Contract Reviews
To check through list of export distributors

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

Notes On Risk / Benefits statement
required

85330Q27  Process5885
Monthly Reports
Report generate to give a idea of the current and future sales and marketing.

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

Notes On Risk / Benefits statement
required

85330Q28  Process5876
E.Commerce Cardea And Multiquote
To Collect E.Commerce Cardea And Multiquote Orders

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

Notes On Risk / Benefits statement
required

85330Q29  Process5857
Customer Service Logs
Ensuring customer onsite service visits are completed

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

Notes On Risk / Benefits statement
required

85330Q30  Process5894
Checking Of Active List
Check the Active Back orders ensure no orders get missed

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

Notes On Risk / Benefits statement
required

85330Q31  Process5895
Completing Office Job List
Ensuring that the allocated tasks are being completed

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

Notes On Risk / Benefits statement
required

85330Q32  Process5897
Franking Mail
Task to Frank outgoing Mail

Does Update
Affect? Risk Frequency
due to Update
1.Improbable
Risk Likely Due
to Update
5.Catastrophic
Action
Required:

Notes On Risk / Benefits statement
required

		No Action Required		
85330Q33	 Process5901 Link Call Log Contacts To The CRM To link new calls to Contacts in the CRM	Does Update Affect? No	Risk Frequency due to Update 1.Improbable v Risk Likely Due to Update 2.Minor v Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q34	 Process5913 Check For Humanmed Orders In Logistics Mailbox Checking the logistics mailbox from within and the main inbox for outstanding Humanmed orders. NO LONGER REQUIRED HUMANEMD STOPPED	Does Update Affect? No	Risk Frequency due to Update 1.Improbable v Risk Likely Due to Update 2.Minor v Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q35	 Process5943 Check Cardea And Multiquote Checking the Cardea and Multiquote websites for outstanding orders or requests	Does Update Affect? No	Risk Frequency due to Update 1.Improbable v Risk Likely Due to Update 2.Minor v Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q36	 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? No	Risk Frequency due to Update 3.Occasional v Risk Likely Due to Update 1.Negligible v Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q37	 Process7676 PDFing Of Invoices Viamed Process of PDF ing Invoices into the system for easy of use in the future and the Emailing of Invoices to customers NO LONGER REQUIRED AS DONE BY THE SYSTEM AUTOMATICALLY	Does Update Affect? No	Risk Frequency due to Update 1.Improbable v Risk Likely Due to Update 2.Minor v Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q38	 Process7678 Check Catalog 360 Circle For Quotes And Orders Checking the Catalog 360 Circle website for outstanding orders or requests SYSTEM NO LONGER USED	Does Update Affect? No	Risk Frequency due to Update 1.Improbable v Risk Likely Due to Update 2.Minor v Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q39	 Process7686 Thorough Checking Of Awaiting Action Tray - Priority 8s Check that outstanding orders with unresolved issues are being followed up and addressed	Does Update Affect? No	Risk Frequency due to Update 1.Improbable v Risk Likely Due to Update 2.Minor v Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q40	 Process7693 Collect Repair Filing From Warehouse	Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement required

Collect the filing form the warehouse

		Affect? No	1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	
85330Q41	Process7696 Send VIAMED Delivery Notifications Emailing Notifications of shipments	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 required
85330Q42	Process7699 Shred Sensitive Paperwork In JL Office Shredding of sensitive information	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 required
85330Q43	Process7707 Send Purchase Orders To Suppliers Emailing purchase orders to suppliers	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 required
85330Q44	Process7709 Delivered not Invoiced Ensure invoices are generated for shipped orders	Does Update Affect? No	Risk Frequency due to Update 2.Remote Risk Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q45	Process7705 Checking For Uploaded Files Checking if a customer has uploaded an order directly to our website	Does Update Affect? No	Risk Frequency due to Update 2.Remote Risk Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q46	Process7712 Review Inward Payments Review the payments received to ensure proformas can be shipped	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 required
85330Q47	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? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 2.Minor Action Required:	Notes On Risk / Benefits statement required

			No Action Required		
85330Q48	Process7751 VST Purchase Order Log Check the VST PO log is up to date with confirmations and expected shipping dates	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 required	
85330Q49	Process7758 Check For GHX Orders Check the emails for orders from GHX	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 required	
85330Q50	Process7760 Send Service Offers Send letters to existing customers to remind them that a service is due on their equipment	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 required	
85330Q51	Process7761 Send VST Delivery Notifications Emailing Notifications of shipments	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 required	
85330Q52	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 NOW DONE AUTOMATICALLY	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 required	
85330Q53	Process7792 Shipped Order Success Report A report is generated from figures in Intrastats to display how many orders have been shipped without errors	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 required	
85330Q54	Process7795 Answering UK Web Questions Answering any questions that are asked via the website from within Intrastats	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 required	
85330Q55	Process7822 Review Oxylink Stock	Does Update Affect?	Risk Frequency due to Update Risk Likely Due to Update Action Required: No Action Required	Notes On Risk / Benefits statement required	

To check we have the stock available to supply our customer Oxylink.

NOTE THIS PROCESS HAS BEEN STOPPED.

Part number has been superseded

Affect?
 No
 Action
 Required:
 No Action
 Required

85330Q56	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? No Risk Frequency due to Update Risk Likely Due to Update Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q57	Process7890 New UPS Rates Needs Checking 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	Does Update Affect? No Risk Frequency due to Update Risk Likely Due to Update Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q58	Process7893 VST Price Lists To confirm the Document index Price Lists	Does Update Affect? No Risk Frequency due to Update Risk Likely Due to Update Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q59	Process7894 VST Customer Agreements To check the Current Customer Agreements are still Valid	Does Update Affect? No Risk Frequency due to Update Risk Likely Due to Update Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q60	Process7901 UPS Exceptions Checkup To check the emails that come in from UPS or other shippers, for problems delivering or clearing goods.	Does Update Affect? No Risk Frequency due to Update Risk Likely Due to Update Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q61	Process7959 Audit 16 Sales And Marketing Viamed Audit to include Sales and Marketing Functions	Does Update Affect? No Risk Frequency due to Update Risk Likely Due to Update Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q62	Process7970 Proforma And Quote Chasing Ryan Chase outstanding Quotes and Proformas put on by Ryan or that he is responsible for.	Does Update Affect? No Risk Frequency due to Update Risk Likely Due to Update Action Required: No Action Required	Notes On Risk / Benefits statement required

			No Action Required		
85330Q63	 Process7971 Proforma And Quote Chasing Steve Hardaker Chase outstanding Quotes and Proformas put on by Steve H or that he is responsible for.	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement required	
85330Q64	 Process7957 Warehouse Requests Warehouse requests for stock to be reviewed, any shortages to be ordered or produced with a production Job	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 required	
85330Q65	 Process7872 Embargo Countries NOT Allowed To Sell To To review with the banks any embargo countries	Does Update Affect? No	Risk Frequency due to Update 3.Occasional Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement required	
85330Q66	 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? 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 required	
85330Q67	 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 Frequency due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement required	
85330Q68	 Process7990 Verification Invoice Details Accounts Verification of Invoice details between internal systems and external accounts	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 required	
85330Q69	 ProcessProcess 9 Distribution Of Faxes Distribute recieved faxes Current Known Risk lost faxes Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement required	
85330Q70	 ProcessProcess 11 Distribution Of Mail	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 required	

Distributing incoming post to correct person
 Current Known Risk Royal Mail fail to deliver post
 Current Likly 3 Current Frequency 1

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

85330Q71	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? No Risk Frequency due to Update Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q72	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? No Risk Frequency due to Update Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q73	Process 19 Maintaining Leaflet Stocks Ensure required leaflets are in stock Current Known Risk Stock is not checked Current Likly 2 Current Frequency 1	Does Update Affect? No Risk Frequency due to Update Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q74	Process 21 Office Sales Projects Ensuring office job list is being updated and completed Current Known Risk Office is short staffed or over worked Current Likly 2 Current Frequency 1	Does Update Affect? No Risk Frequency due to Update Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q75	Process 36 Emailing Of Invoices Invoices are emailed to customers Current Known Risk Computer or network failure Current Likly 2 Current Frequency 1	Does Update Affect? No Risk Frequency due to Update Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q76	Process 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 Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q77	Process 5857 Customer Service Logs Ensuring customer onsite service visits are completed Current Known Risk Engineer or equipment is unavailable Current Likly 2 Current Frequency 1	Does Update Affect? No Risk Frequency due to Update Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required

		No Action Required		
85330Q78	Process 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 required
85330Q79	Process 5871 Check Sale Or Returns Review the Sale or Return list in intrastats. Ensure it is up to date. Current Known Risk That goods could be sent to a customer or goods returned but the list is not updated Current Likly 2 Current Frequency 1	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 required
85330Q80	Process 5872 Check Sale Or Returns Export Review the Sale or Return list in intrastats. Ensure it is up to date. Current Known Risk That goods could be sent to a customer or goods returned but the list is not updated Current Likly 2 Current Frequency 1	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 required
85330Q81	Process 5875 Check Paypal For Orders Checking the PayPal website for payments from customers that may have been missed or not emailed to the main inbox Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q82	Process 5876 E.Commerce Cardea And Multiquote To Collect E.Commerce Cardea And Multiquote Orders Current Known Risk Orders go unnoticed Current Likly 1 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q83	Process 5882 Send Post To Humanmed Humanmed post is received, it needs to be forwarded to Humanmed UK Sales Manager HumanMed has Gone, tasks no longer required Current Known Risk Post is not sent Current Likly 4 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likly Due to Update 4.Critical Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q84	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? No	Risk Frequency due to Update 2.Remote Risk Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q85	Process 5893 Answering Website Questions	Does Update Affect? No	Risk Frequency due to Update 2.Remote Risk Likly Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required

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 Likely Due to Update
1.Negligible
Action
Required:
No Action
Required

85330Q86 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 Update Risk Frequency due to Update
Affect? 1.Improbable
No Risk Likely Due to Update
1.Negligible
Action
Required:
No Action
Required

Notes On Risk / Benefits statement required

85330Q87 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 Update Risk Frequency due to Update
Affect? 1.Improbable
No Risk Likely Due to Update
3.Serious
Action
Required:
No Action
Required

Notes On Risk / Benefits statement required

85330Q88 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 Update Risk Frequency due to Update
Affect? 1.Improbable
No Risk Likely Due to Update
3.Serious
Action
Required:
No Action
Required

Notes On Risk / Benefits statement required

85330Q89 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

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

Notes On Risk / Benefits statement required

85330Q90 ProcessProcess 5913
Check For Humanmed Orders In Logistics Mailbox
Checking the logistics mailbox from within and the main inbox for outstanding Humanmed orders.

NO LONGER REQUIRED HUMANEMD STOPPED
Current Known Risk Computer/network breakdown
Current Likly 2 Current Frequency 1

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

Notes On Risk / Benefits statement required

85330Q91 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 Risk Frequency due to Update
Affect? 1.Improbable
No Risk Likely Due to Update
2.Minor
Action
Required:
No Action
Required

Notes On Risk / Benefits statement required

85330Q92 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 Risk Frequency due to Update
Affect? 3.Occasional
No Risk Likely Due to Update
1.Negligible
Action
Required:

Notes On Risk / Benefits statement required

				No Action Required
85330Q93	 Process 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? No	Risk Frequency due to Update 2.Remote Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q94	 Process 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	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 required
85330Q95	 Process 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? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q96	 Process 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? No	Risk Frequency due to Update 2.Remote Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q97	 Process 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? 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 required
85330Q98	 Process 7676 PDFing Of Invoices Viamed Process of PDF ing Invoices into the system for easy of use in the future and the Emailing of Invoices to customers NO LONGER REQUIRED AS DONE BY THE SYSTEM AUTOMATICALLY Current Known Risk Incorrect name given to Invoice when saving the PDF. customer gets incorrect invoice. Current Likly 2 Current Frequency 1	Does Update Affect? 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 required
85330Q99	 Process 7678 Check Catalog 360 Circle For Quotes And Orders Checking the Catalog 360 Circle website for outstanding orders or requests SYSTEM NO LONGER USED Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1	Does Update Affect? 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 required
85330Q100	 Process 7683 Check Stock For Proforma	Does Update Affect?	Risk Frequency due to Update	Notes On Risk / Benefits statement required

To check that we have stock in for customer proformas. Or review if any stock needs to be ordered.

Current Known Risk That a customer is told we have stock and then we are unable to ship.

Current Likly 2 Current Frequency 1

Affect?

			No Action Required	
85330Q108	Process 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	Does Update Affect? No Risk due to Update 2.Remote Frequency due to Update 1.Negligible Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement required	
85330Q109	Process Process 7699 Shred Sensitive Paperwork In JL Office Shredding of sensitive information Current Known Risk Broken shredder Current Likly 1 Current Frequency 1	Does Update Affect? No Risk due to Update 1.Improbable Frequency due to Update 1.Negligible Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement required	
85330Q110	Process Process 7703 Vandagraph Pay Pal Retrieve Funds To remove money from the Pay Pal system into Vandagraph Bank account Current Known Risk No risk to the process as such as its paypal driven, Can only withdraw funds to allocated bank account Current Likly 2 Current Frequency 1	Does Update Affect? No Risk due to Update 1.Improbable Frequency due to Update 2.Minor Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required	
85330Q111	Process Process 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	Does Update Affect? No Risk due to Update 1.Improbable Frequency due to Update 3.Serious Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement required	
85330Q112	Process Process 7709 Delivered not Invoiced Ensure invoices are generated for shipped orders Current Known Risk Computer/network breakdown delivery is missed and remains un invoiced. Current Likly 2 Current Frequency 2	Does Update Affect? No Risk due to Update 2.Remote Frequency due to Update 2.Minor Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required	
85330Q113	Process Process 7712 Review Inward Payments Review the payments received to ensure proformas can be shipped Current Known Risk Computer network breakdown Current Likly 3 Current Frequency 1	Does Update Affect? No Risk due to Update 1.Improbable Frequency due to Update 3.Serious Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement required	
85330Q114	Process Process 7735 Ensure SOR's Are Followed Up Ensure samples and Sale or Return items are followed up after 4 weeks for feedback and the item(s) is returned as appropriate Current Known Risk Computer/network breakdown Current Likly 2 Current Frequency 1	Does Update Affect? No Risk due to Update 1.Improbable Frequency due to Update 2.Minor Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required	
85330Q115	Process Process 7743 Customer Complaints Paper File	Does Update Affect? No Risk due to Update 1.Improbable Frequency due to Update 2.Minor Risk Likely Due to Update 2.Minor Action Required: No Action Required	Notes On Risk / Benefits statement required	

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

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

85330Q116	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 2	Does Update Affect? No Yes	Risk Frequency due to Update 2.Remote 3.Major Risk Likely Due to Update 2.Minor 3.Major Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q117	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	Does Update Affect? No Yes	Risk Frequency due to Update 2.Remote 3.Major Risk Likely Due to Update 2.Minor 3.Major Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q118	ProcessProcess 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? No Yes	Risk Frequency due to Update 1.Improbable 2.Minor 3.Major Risk Likely Due to Update 2.Minor 3.Major Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q119	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	Does Update Affect? No Yes	Risk Frequency due to Update 1.Improbable 2.Minor 3.Major Risk Likely Due to Update 2.Minor 3.Major Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q120	ProcessProcess 7760 Send Service Offers Send letters to existing customers to remind them that a service is due on their equipment Current Known Risk Computer/network breakdown Current Likly 1 Current Frequency 1	Does Update Affect? No Yes	Risk Frequency due to Update 1.Improbable 2.Minor 3.Major Risk Likely Due to Update 1.Negligible 2.Minor 3.Major Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q121	ProcessProcess 7761 Send VST Delivery Notifications Emailing Notifications of shipments Current Known Risk Limited risks, and if the email fails to get delivered the customer will still receive their shipment. Current Likly 2 Current Frequency 1	Does Update Affect? No Yes	Risk Frequency due to Update 1.Improbable 2.Minor 3.Major Risk Likely Due to Update 2.Minor 3.Major Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q122	ProcessProcess 7782 Remove Started But Not Used Order Numbers Remove Started But Not Used Order Numbers from intrastats. Current Known Risk not clear regularly, accidental usage of an old ORDER number generated by mistake Current Likly 2 Current Frequency 1	Does Update Affect? No Yes	Risk Frequency due to Update 1.Improbable 2.Minor 3.Major Risk Likely Due to Update 2.Minor 3.Major Action Required: No Action Required	Notes On Risk / Benefits statement required

		No Action Required		
85330Q123	ProcessProcess 7783 PDF VST Invoices And Purchase Orders Process of PDF ing Invoices into the system for easy of use in the future and the Emailing of Invoices to customers NOW DONE AUTOMATICALLY Current Known Risk Incorrect name given to Invoice when saving the PDF. customer gets incorrect invoice. Current Likly 2 Current Frequency 1	Does Update Affect? 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 required	
85330Q124	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	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 required	
85330Q125	ProcessProcess 7790 Humanmed Invoice them For Previous Month A invoice is generate at the end of each month to charges Humanmed for the admin fee, carriage charges and any special carriage charges. Current Known Risk That this invoice is not produced. Current Likly 3 Current Frequency 1	Does Update Affect? No Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement required	
85330Q126	ProcessProcess 7791 Price List Check Changing of the prices lists. Issue to check these are current *Vandagraph is not an ISO company Current Known Risk That people will quote the wrong price to the customer. Current Likly 1 Current Frequency 2	Does Update Affect? No Risk Frequency due to Update 2.Remote Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement required	
85330Q127	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	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 required	
85330Q128	ProcessProcess 7795 Answering UK Web Questions Answering any questions that are asked via the website from within Intrastats Current Known Risk Computer/network breakdown Current Likly 1 Current Frequency 1	Does Update Affect? 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 required	
85330Q129	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	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 required	
85330Q130	ProcessProcess 7797 Check Order Are Being Picked In Priority Order	Does Update Affect? Risk Frequency due to Update Action Required:	Notes On Risk / Benefits statement required	

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 Likely Due to Update
 2.Minor
 Action
 Required:
 No Action
 Required

85330Q131 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 Update Risk Frequency due to Update
 Affect? 1.Improbable
 No Risk Likely Due to Update
 3.Serious
 Action
 Required:
 No Action
 Required

Notes On Risk / Benefits statement required

85330Q132 ProcessProcess 7800
 Opera Nominal Ledger Close
 The closing down of the previous months nominal ledger for accounts purposes.
 Current Known Risk The system crashes.
 Current Likly 1 Current Frequency 2

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

Notes On Risk / Benefits statement required

85330Q133 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 Update Risk Frequency due to Update
 Affect? 2.Remote
 No Risk Likely Due to Update
 1.Negligible
 Action
 Required:
 No Action
 Required

Notes On Risk / Benefits statement required

85330Q134 ProcessProcess 7808
 Ensure All Invoice Correctly Tagged
 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

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

Notes On Risk / Benefits statement required

85330Q135 ProcessProcess 7822
 Review Oxylink Stock
 To check we have the stock available to supply our customer Oxylink.

NOTE THIS PROCESS HAS BEEN STOPPED.

Part number has been superseded
 Current Known Risk The we do not have the stock needed to satisfy the orders for this
 customer.
 Current Likly 3 Current Frequency 1

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

Notes On Risk / Benefits statement required

85330Q136 ProcessProcess 7830
 Review Q.A. Failures Report
 To review the Quantities of Failed product per Stock reference Passing through the Q.A.
 system
 Current Known Risk No risk
 Current Likly 3 Current Frequency 1

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

Notes On Risk / Benefits statement required

85330Q137 ProcessProcess 7831
 Intrastats Debtors And Creditor Figures
 Intrastats Debtors And Creditor Figures
 Fill in the figure in Enter Overview details
 from Operas and bank.

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

Notes On Risk / Benefits statement required

Current Known Risk Not filled in often enough
Not filled in correctly
Current Likly 3 Current Frequency 1

No Action
Required

85330Q138	Process 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? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q139	Process 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? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q140	Process 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 ISue, No Risk Current Likly 3 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q141	Process Process 7841 Review VST Feedback - Customer Complaints To review Customer Complaints see if Non Conformance need to be raised Current Known Risk Rolling ISue, No Risk Current Likly 3 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q142	Process 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 ISue, No Risk Current Likly 3 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q143	Process 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 ISue, No Risk Current Likly 3 Current Frequency 1	Does Update Affect? No	Risk Frequency due to Update 1.Improbable Risk Likely Due to Update 3.Serious Action Required: No Action Required	Notes On Risk / Benefits statement required
85330Q144	Process 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? No	Risk Frequency due to Update 3.Occasional Risk Likely Due to Update 1.Negligible Action Required: No Action Required	Notes On Risk / Benefits statement required

85330Q145 [Process](#)Process 7953

Does Risk Frequency Notes On Risk / Benefits statement

Vandagraph Delivery Notifications
To Send Vandagraph Delivery notifications
Current Known Risk task not carried out
Current Likly 1 Current Frequency 1

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

required

85330Q146 ProcessProcess 7957
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

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
required

85330Q147 Does Generic CE File Attached to All Technical file #2
Of type 5 require any Notificaions and/or Risk assesment updates due to this update

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

Notes On Risk / Benefits statement
required

85330Q148 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