
Derek Lamb 282 Issues **6 Unread** | Imported 02 Nov 13:51:37 | **Holiday**
[Requests](#) | [Out of Office](#): CS CH EH HL KE SH [Future](#)



[VM3COP02 Organisation chart](#)
[VM3COP02 Organisation Complete Overview](#)

Potential Task and Audit Clashes

Processid	Description	Task	Audit	User
7865	Software Validation	Conflicting Audits	779 781	Derek Lamb

Areas with High Outstanding Issues

#	Task Subject	Time Scale	On Behalf of	#Trained	Outstanding	Next Due	Details	IP	5	1	2	3	4	7	6
430	Emailing Of Invoices	Every 1 Weeks	Office Processes	4	3	06 Oct 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓

Areas of Responsibilities and Supervisor

Main Catagory	Supervisor	Responsibilitys Members
Share Holder		Responsibilitys Jean Lamb John Lamb
Managing Director	Share Holder Jean Lamb John Lamb	Responsibilitys Derek Lamb
Company Secretary	Share Holder Jean Lamb John Lamb	Responsibilitys Helen Lamb
Director 1 (Derek)	Managing Director Derek Lamb	Responsibilitys Derek Lamb
Director 3 (Steve)	Managing Director Derek Lamb	Responsibilitys Steve Nixon
Director 2 (Helen)	Managing Director Derek Lamb	Responsibilitys Helen Lamb
Marketing Controller	Director 3 (Steve) Steve Nixon	Responsibilitys Steve Nixon
Humanmed Controller	Director 1 (Derek) Derek Lamb	Responsibilitys Derek Lamb
QA Controller	Warehouse Team Leader Jonathan Connor	Responsibilitys Jonathan Connor
ISO Controller	Managing Director	Responsibilitys Derek Lamb

	Derek Lamb	
Health And Safety Controller	Director 2 (Helen) Helen Lamb	Responsibilitys Helen Lamb
Product Controller	Director 3 (Steve) Steve Nixon	Responsibilitys Steve Nixon
IT Controller	Director 2 (Helen) Helen Lamb	Responsibilitys Derek Lamb
Maintenance Controller	Director 2 (Helen) Helen Lamb	Responsibilitys Helen Lamb
Documentation And Records Controller	Director 1 (Derek) Derek Lamb	Responsibilitys Derek Lamb
Sales Controller	Director 3 (Steve) Steve Nixon	Responsibilitys Steve Nixon
Warehouse Team Leader	Director 1 (Derek) Derek Lamb	Responsibilitys Jonathan Connor
Office Team Leader	Director 2 (Helen) Helen Lamb	Responsibilitys Derek Lamb
Accounts Controller	Director 2 (Helen) Helen Lamb	Responsibilitys Helen Lamb
EX Sales Controller	Sales Controller Steve Nixon	Responsibilitys Ryan Swaine
UK Sales Controller	Sales Controller Steve Nixon	Responsibilitys Steve Hardaker
Vet Sales Controller	Sales Controller Steve Nixon	Responsibilitys Jonathan Connor Steve Nixon
OEM Sales Controller	Sales Controller Steve Nixon	Responsibilitys Steve Nixon
Vet Sales UK	Vet Sales Controller Jonathan Connor Steve Nixon	Responsibilitys Steve Hardaker Jonathan Connor
Vet Sales Export	Vet Sales Controller Jonathan Connor Steve Nixon	Responsibilitys Ryan Swaine Jonathan Connor
EX Sales Force	EX Sales Controller Ryan Swaine	Responsibilitys Ryan Swaine
UK Sales Force	UK Sales Controller Steve Hardaker	Responsibilitys Steve Hardaker
OEM Sales Force	OEM Sales	Responsibilitys Steve Nixon

	Controller Steve Nixon		
Accounts Processes	Accounts Controller Helen Lamb	Responsibilitys	Helen Lamb
Audits	ISO Controller Derek Lamb	Responsibilitys	Derek Lamb Helen Lamb Auditor
Customer Training	Sales Controller Steve Nixon	Responsibilitys	Ryan Swaine Steve Hardaker
Repairs Controller	Warehouse Team Leader Jonathan Connor	Responsibilitys	Jonathan Connor
Vandagraph	Share Holder Jean Lamb John Lamb	Responsibilitys	Jean Lamb John Lamb
QA Repairs	QA Controller Jonathan Connor	Responsibilitys	Philip Crossley Michael Green Robert Connor Ryan Swaine
Repair Processes	Repairs Controller Jonathan Connor	Responsibilitys	Michael Green Philip Crossley
Design Products	Director 1 (Derek) Derek Lamb	Responsibilitys	Steve Nixon
Technical Files	Product Development Steve Nixon	Responsibilitys	Derek Lamb Steve Nixon
Production Processes	Warehouse Team Leader Jonathan Connor	Responsibilitys	Philip Crossley Michael Green
Product Development	Director 3 (Steve) Steve Nixon	Responsibilitys	Steve Nixon
QA Production	QA Controller Jonathan Connor	Responsibilitys	Jonathan Connor Linda Shearing Robert Connor
QA Goods In	QA Controller Jonathan Connor	Responsibilitys	Jonathan Connor Robert Connor Emma Clark Linda Shearing
Goods In	Warehouse Team Leader Jonathan Connor	Responsibilitys	Jonathan Connor Robert Connor Emma Clark
Goods Out	Warehouse Team Leader Jonathan Connor	Responsibilitys	Emma Clark Catherine Spence
Marketing Processes	Marketing Controller Steve Nixon	Responsibilitys	Catrin Hird
Office Processes	Office Team Leader Derek Lamb	Responsibilitys	Emily Hanson Katie Evans Sarah Walton Sarah Hawker Sophie Lines Zoey Teal

Human
ResourcesDirector 2
(Helen)
Helen Lamb[Responsibilitys](#) Helen Lamb

Tasks / Responsibilities

#	Task Subject	Time Scale	On behalf of	#Trained	Outstanding	Next Due	Details	IP	5	1	2	3	4	7	6
733	Financial Review	Every 1 Months	Share Holder	2	1	20 Nov 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓
300	Viamed Quality Policy	Every 12 Months	Managing Director	1		24 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓
114	Review Company Data	Every 1 Months	Managing Director	2		05 Nov 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓
290	Complete Auto_calender Issues Management Review	Every 1 Weeks	Managing Director	2		09 Nov 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓
49	CMDCAS Obligation to Inform	Every 12 Months	Managing Director	1		14 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓
33	Master indemnity Letter	Every 12 Months	Managing Director	1		26 Jun 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓
730	Audits Up to Date and Confirm next years Audit schedule	Every 12 Months	Managing Director	1		01 Jan 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓
46	Enviromental Policy Document Review	Every 12 Months	Managing Director	1		14 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓
266	ISO 22301:2012	Every 12 Months	Managing Director	1		14 Feb 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓
267	UK Sales Meeting update due	Every 3 Weeks	Managing Director	3	1	21 Nov 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓
268	Sale Meeting update	Every 3 Weeks	Managing Director	3	2	14 Nov 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓
4	Car Online Database	Every 6 Months	Managing Director	1		30 Dec 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓
456	VIAMED Management Meeting Review Weekly Meeting	Every 1 Weeks	Managing Director	1		06 Nov 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓
728	Customer	Every	Managing	2		05	Details	✓	✓	✓	✓	✓	✓	✓	✓

	Complaints	1 Weeks	Director			Nov 2017	
83	Quartly Management Meeting Due	Every 3 Months	Managing Director	4	1	01 Feb 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
548	Review Roles And Responsibilities Process Manual	Every 1 Months	Managing Director	2	1	20 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
47	Review Ethical Policy	Every 12 Months	Managing Director	2		14 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
727	QA Failures Report	Every 1 Months	Managing Director	2		02 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
743	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director	2		01 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
739	Review VIAMED Feedback - Customer Feedback Negative	Every 1 Months	Managing Director	3		22 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
737	Review VIAMED Feedback - Customer Complaints	Every 1 Months	Managing Director	3		22 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
740	Review VST Feedback - Customer Feedback Negative	Every 1 Months	Managing Director	2		22 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
738	Review VST Feedback - Customer Complaints	Every 1 Months	Managing Director			22 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
741	Review VIAMED Product Feedback Negative	Every 1 Months	Managing Director	3		22 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
742	Review VST Product Feedback Negative	Every 1 Months	Managing Director	3		22 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
745	7.1.4 Environment Of Operations	Every 12 Months	Managing Director	2		26 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
746	ISO System Management Review	Every 12 Months	Managing Director	5		06 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
749	Review ISO Scopes	Every 12	Managing Director	3		27 Sep	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

	Product	Months				2018	
750	Failures New Codes Review	Every 1 Weeks	Managing Director	1		03 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
790	Review Exclusion From Viamed 13485:2016 And VST 9001:2015	Every 12 Months	Managing Director	3		01 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
128	Med Dev 2.12-1 Rev xxx	Every 12 Months	Managing Director	2		11 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
804	Maintain Update Of ISO Route Maps	Every 1 Weeks	Managing Director	2		04 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
806	Disaster Planning	Every 12 Months	Managing Director	3		21 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
807	Review Possible Upcoming Regulation Changes	Every 3 Months	Managing Director	1		22 Jan 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
42	New UPS Rates needs checking	Every 12 Months	Managing Director	1		20 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
825	FDA Device Establishment Registration	Every 12 Months	Managing Director	1	1	01 Nov 2018	Details ✗ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
386	Marketing report due	Every 1 Months	Marketing Controller	3	1	01 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
673	Product Cross References	Every 1 Months	Marketing Controller	1		19 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
671	Pro-Active Marketing	Every 3 Months	Marketing Controller	2		01 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
675	Research Activities	Every 1 Months	Marketing Controller	2	1	26 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
611	Humanmed general Issues	Every 1 Months	Humanmed Controller	2		09 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
747	Humanmed Non Conformances	Every 1 Months	Humanmed Controller	2		22 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
770	Remove Started But Not Used Order Numbers	Every 3 Months	Humanmed Controller	2		03 Jan 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
15	Supplier Review	Every 12 Months	ISO Controller	2		31 Jul 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
235	Review ISO documents	Every 3	ISO Controller	1	1	24 Dec	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

		Months				2017
	Check Website	Every				10
463	ISO Documents	1	ISO Controller	2		Nov Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Non conformance	Every				2017
88	review	1	ISO Controller	2	1	07 Nov Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Internal Process	Every				2017
55	Verification	12	ISO Controller	1	1	30 Sep Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	ISO14001 Environmental management systems	Every				2018
748		12	ISO Controller	1		26 Sep Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Product / Design Changes	Every				2018
50		2	ISO Controller	2		16 Nov Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	BSI Audits Calander	Every				2017
725		12	ISO Controller	2		01 Jan Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Review Paper Customer Complaints File	Every				2018
75		6	ISO Controller	1		25 Mar Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	FDA Device Establishment Registration And Listing	Every				2018
565		12	ISO Controller	1		28 Sep Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Review the Quality policy VST	Every				2018
301		12	ISO Controller	2		24 Aug Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Review The Quality Policy Viamed	Every				2018
723		12	ISO Controller	2		24 Aug Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Importance Of Effective Quality Management	Every				2018
732		6	ISO Controller	2		01 Apr Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Review Processes Linked To VOPs And Audits	Every				2018
818		1	ISO Controller	2	1	24 Nov Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	First Aid	Every	Health And Safety Controller	3		2017
712		12				23 Aug Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	HSE Risk Assessment	Every	Health And Safety Controller	2	1	2018
12		12				29 Oct Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Fire Alarm Test	Every	Health And Safety Controller	4	1	2018
52		6				05 Mar Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	PAT Test	Every	Health And Safety Controller	1	1	2018
127		60				24 Oct Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	BANDSAW CHECKLIST	Every	Health And Safety Controller	3		2021
786		6				17 Apr Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
		Months				2018

787	Pillar Drill Checklist	Every 6 Months	Health And Safety Controller	3		19 Apr 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
788	Hand Drill Checklist	Every 6 Months	Health And Safety Controller	4		19 Apr 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
141	Fire Alarm Evacuation Drill	Every 3 Months	Health And Safety Controller	2	2	01 Feb 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
231	Check the Stock FAQ Admin list	Every 1 Months	Product Controller	2	1	01 Dec 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
418	Price Checking	Every 1 Months	Product Controller	2	1	03 Nov 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
501	Yearly Pricing Review	Every 12 Months	Product Controller	2		01 May 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
772	Maintain Repair Codes List	Every 12 Months	Product Controller	3		05 Oct 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
800	On Site Environment Review	Every 3 Months	Product Controller	2		18 Jan 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
822	VST Price Lists	Every 3 Months	Product Controller	2		28 Jan 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
412	Secure Socket Level Certificate	Every 12 Months	IT Controller	1		02 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
139	Server Review	Every 1 Months	IT Controller	1		05 Nov 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
454	Backup Server Status	Every 2 Weeks	IT Controller	2		16 Nov 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
415	Guest Access Wifi	Every 1 Months	IT Controller			04 Nov 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
368	Clear Down the Back up Emails	Every 2 Weeks	IT Controller	2		13 Nov 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
413	Weather Station	Every 1 Weeks	IT Controller	2		09 Nov 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
459	Management Meeting Turnover Report	Every 1 Months	IT Controller	2		13 Nov 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
461	VIAMED Management Meeting Negative Stock Report	Every 12 Months	IT Controller	1		10 Dec 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
458	Intrastats Requested Page updates	Every 1 Months	IT Controller	1		05 Nov 2017	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
462	Intrastats	Every	IT Controller	2		09	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

	Cross Reference Database Tables Updates	1 Months				Nov 2017	
791	Intrastats Information for Intrastats and L Drive	Every 1 Months	IT Controller	2	1	03 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
452	Off Site Backup	Every 3 Days	IT Controller	2		05 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
510	Domain Name Management	Every 1 Months	IT Controller	1		20 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
511	AWS Amazon Web Services Collect Invoice	Every 1 Months	IT Controller	1		08 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
512	Vandagraph Pay Pay Retrieve Funds	Every 1 Months	IT Controller	1		06 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
562	Intrastats Amendment Log	Every 1 Weeks	IT Controller	1		03 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
597	Fast Hosts Invoice	Every 1 Months	IT Controller	1		07 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
731	Emailed Invoices Cleardown	Every 2 Weeks	IT Controller	1	1	15 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
752	Scan In Correct Product - Software Validation	Every 1 Months	IT Controller	6	1	01 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
754	Software Validation Scan UnQA Product To Order	Every 1 Months	IT Controller	6	1	01 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
756	Software Validation Expired Stock	Every 1 Months	IT Controller	6	1	01 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
759	Software Validation Non Sell Able Shelf	Every 1 Months	IT Controller	5	2	01 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
761	Software Validation In Production List	Every 3 Months	IT Controller	4		01 Jan 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
764	Software Validation Unchecked Orders	Every 3 Months	IT Controller	4		01 Jan 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
763	Software Validation Stock Tracking Check	Every 6 Months	IT Controller			08 Apr 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

766	Software Validation Attempt To QA Some Stock	Every 1 Months	IT Controller	1	1	01 Dec 2017	Details	
768	Software Validation Of Training Documents Forced Reading	Every 12 Months	IT Controller	1		04 Oct 2018	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
779	Software Validation Conflicting Audits	Every 12 Months	IT Controller	2		08 Oct 2018	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
789	Software Validation Non Conformance Product Risk Feedback Loop	Every 12 Months	IT Controller	1		16 Oct 2018	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
802	Software Validation Document Control	Every 3 Months	IT Controller	2		20 Jan 2018	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
808	Software Validation Scheduled Tasks And Audits	Every 3 Months	IT Controller	2		22 Jan 2018	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
810	Software Validation - Live Orders	Every 12 Months	IT Controller	2	1	22 Oct 2018	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
85	Outside Heating Guard	Every 12 Months	Maintenance Controller	2		18 Apr 2018	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
431	Check Out Side Drain	Every 3 Months	Maintenance Controller	2		17 Dec 2017	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
433	Clearing Water Downstairs	Every 1 Months	Maintenance Controller	2		08 Nov 2017	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
602	General Maintenance Requirements	Every 3 Months	Maintenance Controller	1		07 Jan 2018	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
7	Boiler Heating Checked	Every 12 Months	Maintenance Controller	2		10 Jul 2018	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
117	Carbon Monoxide alarm	Every 6 Months	Maintenance Controller	1		05 Jan 2018	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
702	North Yorkshire Council Waste Tranfer	Every 12 Months	Maintenance Controller	4		22 Feb 2018	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
701	Controlled Waste Description And Transfer	Every 12 Months	Maintenance Controller	3		22 Jan 2018	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
164	Electrics need	Every	Maintenance	2		18	Details	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

	checking	48 Months	Controller			Nov 2019
211	Re-programme the central heating for winter	Every 12 Months	Maintenance Controller	3		01 Sep 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
94	ESD Workstations	Every 6 Months	Maintenance Controller	3		15 Mar 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
371	Documentation out of date	Every 1 Months	Documentation And Records Controller	2		25 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
370	Duplicate Documents	Every 1 Months	Documentation And Records Controller	2		18 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
155	Document index Thumbnails	Every 1 Months	Documentation And Records Controller	1		05 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
207	Stock Items with Temporary Notices	Every 1 Months	Sales Controller	2		12 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
388	Sales and Marketing Report	Every 1 Months	Sales Controller	6		07 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
653	VST Price Review	Every 12 Months	Sales Controller	2		15 Dec 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
125	Gents	Every 1 Months	Warehouse Team Leader	2		17 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
220	Send Teledyne back orders list	Every 1 Weeks	Warehouse Team Leader	2		06 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
110	Opera Stock Adjustments	Every 1 Weeks	Warehouse Team Leader	4		05 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
64	UPS Rates	Every 1 Months	Warehouse Team Leader	3		01 Dec 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
66	Request RMAs	Every 1 Weeks	Warehouse Team Leader	2		03 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
541	Empty Paper Bins	Every 1 Weeks	Warehouse Team Leader	4		09 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
543	Hoover Warehouse	Every 1 Weeks	Warehouse Team Leader	4		06 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
423	Sweep Warehouse	Every 1 Weeks	Warehouse Team Leader	4		06 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
542	Empty Warehouse Bins	Every 1 Weeks	Warehouse Team Leader	4	1	09 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
426	Clean Duckets	Every 1 Weeks	Warehouse Team Leader	4	1	09 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

427	Clear Cardboard	Every 2 Weeks	Warehouse Team Leader	6		09 Nov 2017	Details	✓✓✓✓✓✓✓✓
447	Stock Allocations	Every 2 Weeks	Warehouse Team Leader	3	2	15 Nov 2017	Details	✓✓✓✓✓✓✓✓
616	Supplier Review - Outstanding orders	Every 2 Weeks	Warehouse Team Leader	2		08 Nov 2017	Details	✓✓✓✓✓✓✓✓
483	Supplier Review Future orders	Every 1 Months	Warehouse Team Leader	2		19 Nov 2017	Details	✓✓✓✓✓✓✓✓
615	Current Stock Levels	Every 2 Weeks	Warehouse Team Leader	3		07 Nov 2017	Details	✓✓✓✓✓✓✓✓
614	Current Repairs	Every 1 Weeks	Warehouse Team Leader	4	1	07 Nov 2017	Details	✓✓✓✓✓✓✓✓
547	Calibration	Every 1 Months	Warehouse Team Leader	2		03 Nov 2017	Details	✓✓✓✓✓✓✓✓
795	Non Conformance Issues Any New QC21 Forms	Every 1 Months	Warehouse Team Leader	1		17 Nov 2017	Details	✓✓✓✓✓✓✓✓
294	Check Expiry Dated Stock	Every 1 Months	Warehouse Team Leader	3		04 Nov 2017	Details	✓✓✓✓✓✓✓✓
468	Check Repairs Ready For Invoice	Every 2 Weeks	Warehouse Team Leader	4		06 Nov 2017	Details	✓✓✓✓✓✓✓✓
479	Check Stock Requirements Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	3	1	15 Nov 2017	Details	✓✓✓✓✓✓✓✓
480	Check Stock Requirements Supplier Envitec	Every 2 Weeks	Warehouse Team Leader	3	1	14 Nov 2017	Details	✓✓✓✓✓✓✓✓
481	Check Stock Requirements Supplier Posey	Every 2 Weeks	Warehouse Team Leader	3	1	16 Nov 2017	Details	✓✓✓✓✓✓✓✓
482	Check Stock Requirements Supplier Bluepoint	Every 2 Weeks	Warehouse Team Leader	3		03 Nov 2017	Details	✓✓✓✓✓✓✓✓
484	Check Stock Requirements For Proformas	Every 1 Weeks	Warehouse Team Leader	3	1	09 Nov 2017	Details	✓✓✓✓✓✓✓✓
486	Repairs Ready For Quote	Every 2 Days	Warehouse Team Leader	1	2	04 Nov 2017	Details	✓✓✓✓✓✓✓✓
485	Repairs Ready For Invoice	Every 2 Days	Warehouse Team Leader	1	2	04 Nov 2017	Details	✓✓✓✓✓✓✓✓
488	Vandagraph	Every	Warehouse	3		06	Details	✓✓✓✓✓✓✓✓

	Duckets	1 Weeks	Team Leader			Nov 2017	
545	Move Stock From QA Shelf To Stock Shelf Monday	Every 1 Weeks	Warehouse Team Leader	6	1	06 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
544	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 1 Weeks	Warehouse Team Leader	1		07 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
495	Top Up Quick Shipping Shelves	Every 1 Weeks	Warehouse Team Leader	4		06 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
503	Clean Toilets	Every 3 Weeks	Warehouse Team Leader	3		14 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
522	Acorn Distribution ac 12906 Stock levels for part number 0014904	Every 1 Months	Warehouse Team Leader	4		22 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
589	Management Meeting	Every 1 Months	Warehouse Team Leader	3	1	22 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
622	Check Returns Supplier Envitec	Every 1 Weeks	Warehouse Team Leader	2		03 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
624	Check Returns Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	2		10 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
623	Check Returns Supplier Maxtec	Every 2 Weeks	Warehouse Team Leader	2		10 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
626	Check Supplier Returns All Suppliers	Every 1 Months	Warehouse Team Leader	2		24 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
645	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	4		08 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
647	Check Order Are Being Picked In Priority Order	Every 1 Weeks 2 Days	Warehouse Team Leader	4	1	07 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
649	Orders And Items Shipped Per Month	Every 1 Months	Warehouse Team Leader	4		11 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
785	Oxygen Cylinder Check	Every 3 Months	Warehouse Team Leader	2		14 Jan 2018	Details ✗ ✓ ✓ ✓ ✓ ✓ ✓ ✓
204	Distributor Agreements	Every 1 Months	EX Sales Controller	2	2	26 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
385	Export Sales Report	Every 1 Months	EX Sales Controller	5	1	01 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
384	UK Sales	Every	UK Sales	2	1	01	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

	report due	1	Controller			Dec	
		Months				2017	
365	Check New Stock - GHX Web Pricing	Every 1 Months	UK Sales Controller	2		12 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
670	Ensure All Invoice Correctly Tagged	Every 1 Months	OEM Sales Controller	2		01 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
823	VST Customer Agreements	Every 12 Months	OEM Sales Controller	2	1	28 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
291	Check Sale or Returns	Every 1 Months	EX Sales Force	3		04 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
292	Check Sale or Returns	Every 1 Months	UK Sales Force	3	1	04 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
118	Vandagraph Loan	Every 1 Months	Accounts Processes	3		01 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
223	Accounts on Stop	Every 2 Weeks	Accounts Processes	2		16 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
165	Create Edenred invoice re childcare voucher for month	Every 1 Months	Accounts Processes	2		18 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
429	End Of Yeah Reports For Accountants	Every 12 Months	Accounts Processes	2		20 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
445	Viamed End Of Month Shutdown	Every 1 Months	Accounts Processes	2		01 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
63	Debtors and Creditors Figures	Every 1 Months	Accounts Processes	2	1	16 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
680	Fill in Cashbook / Bank Rec for previous Month	Every 1 Months	Accounts Processes	4		15 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
693	Journals for end of month accounts	Every 1 Months	Accounts Processes	2		26 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
432	Cheques To Bank	Every 1 Weeks	Accounts Processes	2	1	03 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
434	Credit Cards	Every 1 Months	Accounts Processes	1		14 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
435	Credits Done	Every 1 Weeks	Accounts Processes	1		03 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
436	Currency Lodgement	Every 1	Accounts Processes	2		07 Nov	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

	Months				2017	
437 Customs Clearance	Every 1 Weeks	Accounts Processes	4		08 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
438 Expenses	Every 1 Months	Accounts Processes	1		10 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
439 Accounts Filing	Every 6 Months	Accounts Processes	2		05 Apr 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
440 Filing Cabinets	Every 3 Months	Accounts Processes	3		04 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
441 HMRC Intrastats Data	Every 1 Months	Accounts Processes	2		14 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
442 VAT Return	Every 3 Months	Accounts Processes	2		07 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
443 Purchase Invoices	Every 1 Weeks	Accounts Processes	2		06 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
444 Remit Processing	Every 1 Weeks	Accounts Processes	2	1	07 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
446 Sales Accounts Reminders	Every 1 Months	Accounts Processes	3	1	09 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
316 check training from tuesday and sign off if present	Every 1 Weeks	Accounts Processes	2		08 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
449 Delivered Not Invoiced Report	Every 1 Months	Accounts Processes	2	1	20 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
142 P11D Form re Benefits to Revenue and Customs	Every 12 Months	Accounts Processes	1		19 Jun 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
563 Weights Per Region Needed To Submit EC Sales List	Every 1 Months	Accounts Processes	3		14 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
572 UPS Invoices Viamed	Every 1 Months	Accounts Processes	2		04 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
573 UPS Invoices VST	Every 1 Months	Accounts Processes	2		04 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
571 UPS Invoices Vandagraph	Every 1 Months	Accounts Processes	2		04 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
629 Petty Cash Reconciliation	Every 12 Months	Accounts Processes	1		03 Jan 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
630 Withdraw Funds From	Every 1	Accounts Processes	3		01 Dec	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

	Paypal	Months				2017	
635	Humanmed Invoice For Previous Month	Every 1 Months	Accounts Processes	2	2	02 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
641	V1000 Commissions Review	Every 3 Months	Accounts Processes	1		01 Jan 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
651	Opera Purchase Ledger Close	Every 1 Months	Accounts Processes	2	1	15 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
652	Opera Nominal Ledger Close	Every 1 Months	Accounts Processes	2	1	15 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
104	Check suggested invoice report in operas	Every 1 Months	Accounts Processes	3	1	01 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
422	Check purchasing jnls to see if VAT handled correctly Previous Month	Every 1 Months	Accounts Processes	1		11 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
421	check contra account 8000 and clear it	Every 3 Months	Accounts Processes	1	1	03 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
713	Chase The Debtors VST	Every 1 Months	Accounts Processes	3		03 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
62	Debtors and Creditors Figures	Every 1 Months	Accounts Processes	2		02 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
794	Embargo Countries NOT Allowed To Sell To	Every 6 Months	Accounts Processes	2	1	17 Apr 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
811	Purchase Payments	Every 1 Weeks	Accounts Processes	2	1	06 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
79	Saftey Tester Data	Every 12 Months	Repairs Controller	2		02 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
636	Price List Check	Every 1 Months	Vandagraph	3		06 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
553	Production Start Job List	Every 1 Months	Production Processes	2		05 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
556	Production In Production List	Every 1 Months	Production Processes	2	1	01 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
551	Production Statistics	Every 1 Months	Production Processes	2		05 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
767	Check POR Files For Items	Every 1	Goods In	2		18 Nov	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

	Delivered But Not Removed From File	Months				2017
105	Goods Out Review	Every 1 Weeks	Goods Out	2		07 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
492	Ship Repairs	Every 1 Days	Goods Out	3	1	21 Jun 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
491	Ship Sale Or Returns	Every 1 Days	Goods Out	3	1	21 Jun 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
575	Check Repair Orders	Every 1 Days	Goods Out	3	1	10 Jul 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
576	Check Repair Quotes	Every 1 Days	Goods Out	3	1	10 Jul 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
41	Calender project needs starting	Every 12 Months	Marketing Processes	2		31 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
196	Book Arab Health	Every 12 Months	Marketing Processes	2	1	01 Jun 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
824	Distribution Of Faxes	Every 1 Days	Office Processes		1	01 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
599	Distribution Of Mail	Every 1 Days	Office Processes	4		30 Jul 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
367	FAX Machine	Every 1 Weeks	Office Processes	5		06 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
567	Filing	Every 1 Weeks	Office Processes	6	1	30 Oct 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
538	Maintaining Leaflet Stocks	Every 1 Weeks	Office Processes	3		06 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
402	Processing Of Mail Shots	Every 1 Weeks	Office Processes	5		06 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
570	Office Sales Projects	Every 1 Weeks	Office Processes	2	1	08 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
430	Emailing Of Invoices	Every 1 Weeks	Office Processes	4	3	06 Oct 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
348	WYA Consignment Stock	Every 1 Weeks	Office Processes	4		03 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
262	Purchase Order log	Every 1 Weeks	Office Processes	4	1	07 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
243	Vacuuming of the Office, Hall and meeting room	Every 2 Weeks	Office Processes	6		10 Nov 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

233	Check the Service visit logs	Every 1 Weeks	Office Processes	3		07 Nov 2017	Details	✓✓✓✓✓✓✓✓
239	Please check Paypal for orders	Every 1 Weeks	Office Processes	4	1	09 Nov 2017	Details	✓✓✓✓✓✓✓✓
428	Empty Office Bins	Every 1 Weeks	Office Processes	5		03 Nov 2017	Details	✓✓✓✓✓✓✓✓
382	Send Post To Humanmed	Every 1 Weeks	Office Processes	5		03 Nov 2017	Details	✓✓✓✓✓✓✓✓
397	Checking EBay And Amazon For Orders And Messages	Every 1 Days	Office Processes	4	1	11 Jun 2017	Details	✓✓✓✓✓✓✓✓
395	Answering Non-UK Website Questions	Every 1 Days	Office Processes	5	1	11 Jun 2017	Details	✓✓✓✓✓✓✓✓
776	Completing Office Job List	Every 1 Weeks	Office Processes	6		06 Nov 2017	Details	✓✓✓✓✓✓✓✓
564	Franking Mail	Every 1 Days	Office Processes	6	1	06 Jul 2017	Details	✓✓✓✓✓✓✓✓
406	Processing Depleted Sensors	Every 1 Weeks	Office Processes	5	1	07 Nov 2017	Details	✓✓✓✓✓✓✓✓
409	Proforma And Quote Chasing	Every 1 Days	Office Processes	7	1	06 Sep 2017	Details	✓✓✓✓✓✓✓✓
393	Cleaning Of Office Windows	Every 1 Months	Office Processes	4		13 Nov 2017	Details	✓✓✓✓✓✓✓✓
404	Link Call Log Contacts To The CRM	Every 1 Weeks	Office Processes	4		06 Nov 2017	Details	✓✓✓✓✓✓✓✓
107	PUT OUT BROWN AND BLUE BINS	Every 1 Months	Office Processes	1		26 Nov 2017	Details	✓✓✓✓✓✓✓✓
465	Check For Humanmed Orders In Logistics Mailbox	Every 1 Weeks	Office Processes	4	1	09 Nov 2017	Details	✓✓✓✓✓✓✓✓
530	Check Cardea And Multiquote	Every 1 Weeks	Office Processes	5		06 Nov 2017	Details	✓✓✓✓✓✓✓✓
504	PDFing Of Invoices	Every 1 Days	Office Processes	5	1	21 Jun 2017	Details	✓✓✓✓✓✓✓✓
478	Check Catalog 360 Circle For Quotes And Orders	Every 1 Weeks	Office Processes	5		06 Nov 2017	Details	✓✓✓✓✓✓✓✓
487	Checking Of	Every	Office	5	1	08	Details	✓✓✓✓✓✓✓✓

	Awaiting Action Tray	1 Days	Processes			Jul 2017	
506	Collect Repair Filing	Every 1 Weeks	Office Processes	5		03 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
496	Send Delivery Notifications	Every 1 Days	Office Processes	4		21 Jun 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
508	Shred Sensitive Paperwork In JL Office	Every 1 Weeks	Office Processes	5		03 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
517	Checking For Uploaded Files	Every 1 Days	Office Processes	4		21 Jun 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
519	Update Virus Software And Scan For Viruses	Every 1 Weeks	Office Processes	5		03 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
520	Send Purchase Orders To Suppliers	Every 1 Days	Office Processes	5		14 Jul 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
523	Humanmed Invoicing	Every 1 Days	Office Processes	4	2	21 Jun 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
526	Import Bank CSV	Every 1 Days	Office Processes	4		06 Sep 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
528	Review Inward Payments	Every 1 Days	Office Processes	3	2	21 Jun 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
549	Ensure SORs Are Followed Up	Every 1 Weeks	Office Processes	4		03 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
275	Office Staff Meeting	Every 1 Months	Office Processes	3	1	25 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
584	VST Purchase Order Log	Every 1 Weeks	Office Processes	4		06 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
792	SRS Folder	Every 1 Months	Office Processes	4		22 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
603	Check For GHX Orders	Every 1 Weeks	Office Processes	3		08 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
607	Send Service Offers	Every 1 Weeks	Office Processes	2		09 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
620	Send VST Delivery Notifications	Every 1 Days	Office Processes	3	1	18 Aug 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
612	PDF VST Invoices And Purchase Orders	Every 1 Weeks	Office Processes	5		06 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
637	Shipped Order	Every	Office	2		01	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

	Success Report	3 Months	Processes			Jan 2018	
639	Office Review Meeting	Every 1 Months	Office Processes	5		17 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
643	Answering Web Questions	Every 1 Days	Office Processes	5		12 Sep 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
655	Clean Kitchen Sides and Table	Every 2 Days	Office Processes	5	2	04 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
657	Dishwashing	Every 1 Days	Office Processes	5		17 Sep 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
659	Sweep Kitchen Floor	Every 1 Weeks	Office Processes	6		03 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
660	Empty Kitchen Bins	Every 1 Weeks	Office Processes	5		03 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
663	Watering Plants	Every 1 Weeks	Office Processes	5		03 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
708	Review Oxylink Stock	Every 1 Months	Office Processes	2	1	01 Dec 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
314	Training Records	Every 3 Months	Human Resources	2		27 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
448	Wages Calculations	Every 1 Months	Human Resources	2		17 Nov 2017	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
287	Review Accident Book	Every 6 Months	Human Resources	2		16 Jan 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
771	Alarm Key Holders	Every 6 Months	Human Resources	9		05 Apr 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
606	Health Declaration Sheet	Every 12 Months	Human Resources	1		24 Jan 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
813	Appraisal	Every 12 Months	Human Resources	3		20 Feb 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
815	Pay Review	Every 12 Months	Human Resources	5		06 Jun 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Audits

#	Task Subject	Time Scale	On Behalf of	#Trained	Outstanding	Next Due	Details	5	1	2	3	4	7	6
769	Financial Review	Every 3 Months	Share Holder	2		03 Jan 2018	Details	✓	✓	✓	✓	✓	✓	✓
173	Audit 21 Audit	Every	Share Holder	3		31	Details	✓	✓	✓	✓	✓	✓	✓

































































































































	Of Audit	12				Dec	
	Viamed	Months				2017	
775	Management Reviews And Quality Audits	Every 6 Months	Managing Director	2	1	17 Apr 2018	Details
561	Review Company Data	Every 12 Months	Managing Director	3		13 Oct 2018	Details
774	Customer Complaints	Every 6 Months	Managing Director	2		01 May 2018	Details
729	QA Failures Report	Every 3 Months	Managing Director	2		01 Feb 2018	Details
784	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director	2		01 Nov 2018	Details
751	Product Failures New Codes	Every 3 Months	Managing Director	1	1	01 Feb 2018	Details
805	Maintain Update Of ISO Route Maps	Every 1 Months	Managing Director	2		18 Nov 2017	Details
387	Reports filed monthly	Every 3 Months	Marketing Controller	3		10 Dec 2017	Details
674	Product Cross References	Every 3 Months	Marketing Controller	1		26 Dec 2017	Details
672	Pro-Active Marketing	Every 3 Months	Marketing Controller	2		19 Dec 2017	Details
676	Research Activities	Every 3 Months	Marketing Controller	2		03 Jan 2018	Details
610	Supplier Review	Every 12 Months	ISO Controller	2		09 Feb 2018	Details
464	Check Website ISO Documents	Every 6 Months	ISO Controller	2		01 Jan 2018	Details
284	Non conformance review history Viamed	Every 12 Months	ISO Controller	2		04 Feb 2018	Details
14	Audit 22 Post Market Surveillance Viamed	Every 12 Months	ISO Controller	2		30 Apr 2018	Details
819	Review Processes Linked To VOPs And Audits	Every 12 Months	ISO Controller	2		04 Dec 2017	Details








































































































































374	Check the Stock FAQ Admin	Every 3 Months	Product Controller	2		19 Jan 2018	Details	
71	Price Check	Every 3 Months	Product Controller	2		04 Dec 2017	Details	✓✓✓✓✓✓✓✓
502	Yearly Pricing Review	Every 12 Months	Product Controller	2		27 May 2018	Details	✓✓✓✓✓✓✓✓
773	Maintain Repair Codes List	Every 24 Months	Product Controller	3		06 Oct 2019	Details	✓✓✓✓✓✓✓✓
455	Backup Server Status	Every 12 Months	IT Controller	2		19 May 2018	Details	✓✓✓✓✓✓✓✓
416	Guest Access Wifi	Every 3 Months	IT Controller			23 Dec 2017	Details	✓✓✓✓✓✓✓✓
417	Clear Down Backup Emails	Every 3 Months	IT Controller	2		09 Jan 2018	Details	✓✓✓✓✓✓✓✓
414	Weather Station	Every 1 Months	IT Controller	2		04 Nov 2017	Details	✓✓✓✓✓✓✓✓
460	Management Meeting Turnover Report	Every 12 Months	IT Controller	2		04 Jun 2018	Details	✓✓✓✓✓✓✓✓
457	Intrastats Cross Reference Database Tables Updates	Every 3 Months	IT Controller	2		22 Nov 2017	Details	✓✓✓✓✓✓✓✓
453	Off Site Backup	Every 1 Months	IT Controller	2		01 Dec 2017	Details	✓✓✓✓✓✓✓✓
780	Vandagraph Pay Pay Retrieve Funds	Every 6 Months	IT Controller	1		09 Nov 2017	Details	✓✓✓✓✓✓✓✓
753	Scan In Correct Product	Every 3 Months	IT Controller	6	1	02 Feb 2018	Details	✓✓✓✓✓✓✓✓
755	Software Validation Scan Un-QA Product To Order	Every 3 Months	IT Controller	6	1	01 Feb 2018	Details	✓✓✓✓✓✓✓✓
757	Software Validation Expired Stock	Every 3 Months	IT Controller	6	1	01 Feb 2018	Details	✓✓✓✓✓✓✓✓
760	Software Validation Non Sell Able Shelf	Every 3 Months	IT Controller	5	1	01 Feb 2018	Details	✓✓✓✓✓✓✓✓
762	Software Validation In Production List	Every 6 Months	IT Controller	4		01 May 2018	Details	✓✓✓✓✓✓✓✓
								✓✓✓✓✓✓✓✓


















765	Software Validation Unchecked Orders	Every 12 Months	IT Controller	4	01 Nov 2018	Details	
781	Software Validation Conflicting Audits	Every 12 Months	IT Controller	2	14 Oct 2018	Details	✓✓✓✓✓✓✓✓
803	Software Validation Document Control	Every 12 Months	IT Controller	2	01 Nov 2018	Details	✓✓✓✓✓✓✓✓
809	Software Validation Scheduled Tasks And Audits	Every 6 Months	IT Controller	2	25 Apr 2018	Details	✓✓✓✓✓✓✓✓
95	ESD Workstations	Every 12 Months	Maintenance Controller	3	15 Mar 2018	Details	✓✓✓✓✓✓✓✓
372	Documentation out of date	Every 6 Months	Documentation And Records Controller	2	03 Mar 2018	Details	✓✓✓✓✓✓✓✓
369	Check for Duplicate Documents	Every 6 Months	Documentation And Records Controller	2	22 Feb 2018	Details	✓✓✓✓✓✓✓✓
206	Stock Items with Temporary Notices	Every 3 Months	Sales Controller	2	28 Nov 2017	Details	✓✓✓✓✓✓✓✓
654	VST Price Review	Every 12 Months	Sales Controller	2	25 Dec 2017	Details	✓✓✓✓✓✓✓✓
373	Vacuuming of the Office, Hall and meeting room	Every 1 Months	Warehouse Team Leader	2	08 Nov 2017	Details	✓✓✓✓✓✓✓✓
375	Send Teledyne back orders list	Every 1 Months	Warehouse Team Leader	2	18 Nov 2017	Details	✓✓✓✓✓✓✓✓
261	Opera Stock Adjustments	Every 1 Months	Warehouse Team Leader	4	01 Dec 2017	Details	✓✓✓✓✓✓✓✓
376	UPS Rates	Every 3 Months	Warehouse Team Leader	3	06 Nov 2017	Details	✓✓✓✓✓✓✓✓
69	Return Goods to Suppliers	Every 2 Months	Warehouse Team Leader	2	26 Dec 2017	Details	✓✓✓✓✓✓✓✓
424	Warehouse Floors	Every 1 Months	Warehouse Team Leader	4	17 Nov 2017	Details	✓✓✓✓✓✓✓✓
778	Current Stock Levels	Every 6 Months	Warehouse Team Leader	3	17 Apr 2018	Details	✓✓✓✓✓✓✓✓
783	Missing Stock or Adjustments	Every 3 Months	Warehouse Team Leader	4	11 Jan 2018	Details	✓✓✓✓✓✓✓✓
							✓✓✓✓✓✓✓✓





















80	Check the Calibration Index	Every 3 Months	Warehouse Team Leader	2		07 Dec 2017	Details	
796	Non Conformance Issues Any New QC21 Forms	Every 12 Months	Warehouse Team Leader	1		25 Oct 2018	Details	✓✓✓✓✓✓✓✓
477	Check Expiry Dated Stock	Every 3 Months	Warehouse Team Leader	3	1	18 Jan 2018	Details	✓✓✓✓✓✓✓✓
469	Check Repairs Read For Invoice	Every 3 Months	Warehouse Team Leader	4		24 Dec 2017	Details	✓✓✓✓✓✓✓✓
782	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 12 Months	Warehouse Team Leader	1		17 Oct 2018	Details	✓✓✓✓✓✓✓✓
590	Management Meeting warehouse	Every 3 Months	Warehouse Team Leader	3	1	30 Jan 2018	Details	✓✓✓✓✓✓✓✓
625	Check Returns Suppliers	Every 1 Months	Warehouse Team Leader	2		24 Nov 2017	Details	✓✓✓✓✓✓✓✓
646	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	4		15 Nov 2017	Details	✓✓✓✓✓✓✓✓
648	Check Order Are Being Picked In Priority Order	Every 1 Months	Warehouse Team Leader	4	1	12 Nov 2017	Details	✓✓✓✓✓✓✓✓
650	Orders And Items Shipped Per Month	Every 3 Months	Warehouse Team Leader	4		11 Nov 2017	Details	✓✓✓✓✓✓✓✓
734	Goods In Processes	Every 3 Months	Warehouse Team Leader	4		25 Dec 2017	Details	✓✓✓✓✓✓✓✓
379	Distributor Agreements	Every 3 Months	EX Sales Controller	2		18 Nov 2017	Details	✓✓✓✓✓✓✓✓
704	Ensure All Invoice Correctly Tagged	Every 3 Months	OEM Sales Controller	2		07 Jan 2018	Details	✓✓✓✓✓✓✓✓
293	Check Sale or Returns	Every 3 Months	EX Sales Force	3		11 Dec 2017	Details	✓✓✓✓✓✓✓✓
559	Vandagraph Loan	Every 6 Months	Accounts Processes	3		01 Mar 2018	Details	✓✓✓✓✓✓✓✓
377	Accounts on Stop	Every 3 Months	Accounts Processes	2		25 Nov 2017	Details	✓✓✓✓✓✓✓✓
558	Viamed End Of Month Shutdown	Every 3 Months	Accounts Processes	2		01 Dec 2017	Details	✓✓✓✓✓✓✓✓
679	Bank Details Entered	Every 12 Months	Accounts Processes	2		14 Mar	Details	✓✓✓✓✓✓✓✓

	Months			2018
Fill in Cashbook / 681 Bank Rec for previous Month	Every 12 Months	Accounts Processes	4	11 Oct Details ✓✓✓✓✓✓✓✓✓✓ 2018
694 Journals for the End of Month accounts	Every 12 Months	Accounts Processes	2	14 May Details ✓✓✓✓✓✓✓✓✓✓ 2018
682 Cheques To Bank	Every 12 Months	Accounts Processes	2	24 Jul Details ✓✓✓✓✓✓✓✓✓✓ 2018
683 Credit Cards	Every 12 Months	Accounts Processes	1	20 Jun Details ✓✓✓✓✓✓✓✓✓✓ 2018
684 Credits Done	Every 12 Months	Accounts Processes	1	29 Aug Details ✓✓✓✓✓✓✓✓✓✓ 2018
677 Accounts Filing	Every 12 Months	Accounts Processes	2	14 Jun Details ✓✓✓✓✓✓✓✓✓✓ 2018
687 HMRC Intrastats Data	Every 12 Months	Accounts Processes	2	27 Feb Details ✓✓✓✓✓✓✓✓✓✓ 2018
698 VAT Return	Every 12 Months	Accounts Processes	2	26 Jun Details ✓✓✓✓✓✓✓✓✓✓ 2018
696 Purchase Invoices	Every 12 Months	Accounts Processes	2	29 Jun Details ✓✓✓✓✓✓✓✓✓✓ 2018
697 Remit Processing	Every 24 Months	Accounts Processes	2	04 Sep Details ✓✓✓✓✓✓✓✓✓✓ 2019
678 Accounts Review - Debtors	Every 6 Months	Accounts Processes	3	08 Nov Details ✓✓✓✓✓✓✓✓✓✓ 2017
560 Staff Training	Every 3 Months	Accounts Processes	2	01 Dec Details ✓✓✓✓✓✓✓✓✓✓ 2017
686 Delivered Not Invoiced Report	Every	Accounts Processes	2	17 Jan Details ✓✓✓✓✓✓✓✓✓✓ 2018
451 Viamed Debtors	Every 6 Months	Accounts Processes	3	13 Apr Details ✓✓✓✓✓✓✓✓✓✓ 2018
689 Issues for Accountants	Every 48 Months	Accounts Processes	1	15 Mar Details ✓✓✓✓✓✓✓✓✓✓ 2018
699 Weights Per Region Needed To Submit EC Sales List	Every 12 Months	Accounts Processes	3	27 Sep Details ✓✓✓✓✓✓✓✓✓✓ 2018
700 Withdraw Funds From Paypal	Every 6 Months	Accounts Processes	3	03 Mar Details ✓✓✓✓✓✓✓✓✓✓ 2018
688 Humanmed	Every	Accounts	2	20 Details ✓✓✓✓✓✓✓✓✓✓

















































































































































	Invoice For Previous Month	12 Months	Processes		Jun 2018	
695	Opera end of month Close downs Sales Purchasing and nominal	Every 24 Months	Accounts Processes	2	29 Nov 2017	Details        
690	Issues For Accountants	Every 12 Months	Accounts Processes	3	18 Jun 2018	Details        
691	Issues For Accountants	Every 12 Months	Accounts Processes	1	02 Aug 2018	Details        
692	Issues For Accountant	Every 24 Months	Accounts Processes	1	22 Apr 2018	Details        
714	Chase The Debtors VST	Every 3 Months	Accounts Processes	3	07 Jan 2018	Details        
812	Purchase Payments	Every 3 Months	Accounts Processes	2	21 Dec 2017	Details        
24	Audit 01 Picking Packing Viamed	Every 12 Months	Audits	2	01 Jan 2018	Details        
36	Audit 02 Contract Review Viamed	Every 12 Months	Audits	2	16 Sep 2018	Details        
22	Audit 03 Design Control Viamed	Every 12 Months	Audits	2	01 Jan 2018	Details        
37	Audit 05 Purchasing Suppliers Viamed	Every 12 Months	Audits	2	14 Dec 2017	Details        
20	Audit 06 Calibration Viamed	Every 12 Months	Audits	2	20 May 2018	Details        
25	Audit 07 Handling And Storage Viamed	Every 12 Months	Audits	2	15 Apr 2018	Details        
10	Audit 08 Training Viamed	Every 12 Months	Audits	2	30 Jun 2018	Details        
170	Audit 09 Goods Inward And Product Identity Viamed	Every 12 Months	Audits	2	09 Mar 2018	Details        
27	Audit 10 Documentation Control Viamed	Every 12 Months	Audits	2	10 Jun 2018	Details        
3	Audit 10b	Every	Audits	2	29	Details        

	Process Verification Viamed	12 Months			Mar 2018	
171	Audit 11 Repairs And Service Viamed	Every 12 Months	Audits	2	20 Apr 2018	Details        
16	Audit 12 CE Files Viamed	Every 12 Months	Audits	2	22 Mar 2018	Details        
30	Audit 14 Complaints And Corrective Actions Viamed	Every 12 Months	Audits	2	14 Nov 2017	Details        
28	Audit 15 Production Viamed	Every 12 Months	Audits	2	13 Mar 2018	Details        
11	Audit 17 Internal Audits Viamed	Every 12 Months	Audits	2	31 Dec 2017	Details        
13	Audit 19 Health And Safety Viamed	Every 12 Months	Audits	2	13 Aug 2018	Details        
172	Audit 20 Process Verification To Managment Viamed	Every 12 Months	Audits	2	31 Dec 2017	Details        
43	Audit 23 Analysis Of Data Viamed	Every 12 Months	Audits	2	13 Jul 2018	Details        
194	Audit 01 Picking Packing VST	Every 12 Months	Audits	2	13 Feb 2018	Details        
187	Audit 02 Contract Review VST	Every 12 Months	Audits	2	16 Sep 2018	Details        
193	Audit 03 Design Control VST	Every 12 Months	Audits	2	01 Jan 2018	Details        
190	Audit 05 Purchasing Suppliers VST	Every 12 Months	Audits	2	14 Dec 2017	Details        
182	Audit 06 Calibration VST	Every 12 Months	Audits	2	20 May 2018	Details        
178	Audit 07 Handling And Storage VST	Every 12 Months	Audits	2	15 Apr 2018	Details        
184	Audit 08 Training VST	Every 12 Months	Audits	2	30 Jun 2018	Details        
174	Audit 09 Goods Inward And Product Identity VST	Every 12 Months	Audits	2	09 Mar 2018	Details        
183	Audit 10	Every	Audits	2	10	Details        

	Documentation	12				Jun	
	Control VST	Months				2018	
	Audit 10b	Every				29	
177	Process Verification VST	12 Months	Audits	2		Mar 2018	Details 
	Audit 11	Every				20	
179	Repairs And Service VST	12 Months	Audits	2		Apr 2018	Details 
	Audit 12 CE	Every				22	
176	Files VST	12 Months	Audits	2		Mar 2018	Details 
	Audit 14	Every				14	
189	Complaints And Corrective Actions VST	12 Months	Audits	2		Nov 2017	Details 
	Audit 15	Every				13	
175	Production VST	12 Months	Audits	2		Mar 2018	Details 
	Audit 17	Every				31	
191	Internal Audits VST	12 Months	Audits	2		Dec 2017	Details 
	Audit 19	Every				13	
186	Health And Saftey VST	12 Months	Audits	2		Jul 2018	Details 
	Audit 20	Every				31	
181	Process Verification To Managment VST	12 Months	Audits	2		Dec 2017	Details 
	Audit 21 Audit Of Audit VST	Every 12 Months	Audits	2		31 Dec 2017	Details 
	Audit 22 Post Market Survellance VST	Every 12 Months	Audits	2		30 Apr 2018	Details 
	Audit 23	Every				13	
185	Analysis Of Data VST	12 Months	Audits	2		Jul 2018	Details 
	Audit 04	Every				23	
817	Accounts	12 Months	Audits	3		Oct 2018	Details 
	Audit 18	Every				16	
21	Management Review	12 Months	Audits	2	1	Oct 2018	Details 
	Audit 18	Every				15	
188	Management Review	12 Months	Audits	2	1	Oct 2018	Details 
	Audit 24	Every				20	
288		12 Months	Audits	2		Jul 2018	Details 
	Audit 27	Every				08	
821	Software Validation	12 Months	Audits	2		Feb 2018	Details 
	Saftey Tester	Every	Repairs			31	
711	Data	12 Months	Controller	2		Aug 2018	Details 

554	Production Start Job List	Every 3 Months	Production Processes	2		03 Jan 2018	Details 
557	Production In Production List	Every 3 Months	Production Processes	2	1	01 Jan 2018	Details 
552	Production Statistics	Every 3 Months	Production Processes	2		03 Jan 2018	Details 
364	Goods Out Review	Every 1 Months	Goods Out	2		04 Nov 2017	Details 
758	Ship Repairs	Every 1 Months	Goods Out	3	2	01 Dec 2017	Details 
668	Answering Telephones	Every 3 Months	Office Processes	6		02 Dec 2017	Details 
366	Email Distribution	Every 1 Months	Office Processes	8		17 Nov 2017	Details 
411	Checking Fax Reports Paper	Every 1 Months	Office Processes	5		17 Nov 2017	Details 
533	Filing	Every 2 Weeks	Office Processes	6		10 Nov 2017	Details 
539	Maintaining Leaflet Stocks	Every 1 Months	Office Processes	3		01 Dec 2017	Details 
403	Processing Of Mail Shots	Every 1 Months	Office Processes	5		17 Nov 2017	Details 
534	Office Sales Projects	Every 1 Months	Office Processes	2		24 Nov 2017	Details 
362	Check the Invoices to be Emailed list	Every 1 Weeks	Office Processes	4	1	03 Nov 2017	Details 
349	WYA Consignment Stock	Every 1 Months	Office Processes	4		20 Nov 2017	Details 
263	Purchase Order log	Every 2 Weeks	Office Processes	4		15 Nov 2017	Details 
234	Check the Service visit logs	Every 1 Months	Office Processes	3		26 Nov 2017	Details 
401	Check Paypal For Orders	Every 1 Months	Office Processes	4		16 Nov 2017	Details 
532	Empty Office Bins	Every 1 Weeks	Office Processes	5		03 Nov 2017	Details 
383	Send Post To Humanmed	Every 4 Weeks	Office Processes	5		14 Nov 2017	Details 
536	Processing Of	Every	Office	3	1	13	Details 

	Repair Quotes And Orders	2 Months	Processes			Dec 2017	
398	Checking EBay And Amazon For Orders And Messages	Every 1 Months	Office Processes	4		04 Nov 2017	Details
396	Answering Website Questions	Every 1 Months	Office Processes	5	1	15 Nov 2017	Details
777	Completing Office Job List	Every 1 Months	Office Processes	6	1	20 Nov 2017	Details
568	Franking Mail	Every 1 Days	Office Processes	6		08 Jul 2017	Details
535	Processing Depleted Sensors	Every 2 Weeks	Office Processes	5		10 Nov 2017	Details
410	Proforma And Quote Chasing	Every 1 Months	Office Processes	7	1	15 Nov 2017	Details
394	Cleaning Of Office	Every 1 Months	Office Processes	4		07 Nov 2017	Details
405	Link Call Log Contacts To The CRM	Every 1 Months	Office Processes	4		21 Nov 2017	Details
466	Check For Human Med Orders In Logistics Mailbox	Every 1 Months	Office Processes	4	1	01 Dec 2017	Details
279	Check cardea and Multiquote	Every 1 Months	Office Processes	5		06 Nov 2017	Details
669	Adding New Accounts To Opera	Every 12 Months	Office Processes	2		01 Jun 2018	Details
467	UPS Shipping Fuel Surcharge	Every 3 Months	Office Processes	5		12 Nov 2017	Details
505	PDFing Of Invoices	Every 1 Weeks	Office Processes	5		03 Nov 2017	Details
531	Check Catalog 360 Circle For Quotes And Orders	Every 1 Months	Office Processes	5		20 Nov 2017	Details
569	Thorough Checking Of Awaiting Action Tray And Board	Every 1 Months	Office Processes	5		13 Nov 2017	Details
507	Collect Repair Filing From Warehouse	Every 1 Months	Office Processes	5		27 Nov 2017	Details
537	Send Delivery	Every	Office	4		06	Details

	Notifications	1 Weeks	Processes			Nov 2017	
509	Shred Sensitive Paperwork In JL Office	Every 1 Months	Office Processes	5		23 Nov 2017	Details        
518	Checking For Uploaded Files	Every 1 Weeks	Office Processes	4		08 Nov 2017	Details        
521	Send Purchase Orders To Suppliers	Every 1 Weeks	Office Processes	5	1	09 Nov 2017	Details        
524	Humanmed Invoicing	Every 1 Months	Office Processes	4	1	10 Nov 2017	Details        
527	Import Bank CSV	Every 1 Weeks	Office Processes	4		03 Nov 2017	Details        
529	Review Inward Payments	Every 1 Weeks	Office Processes	3		09 Nov 2017	Details        
550	Ensure SORs Are Followed Up	Every 1 Months	Office Processes	4		02 Dec 2017	Details        
585	VST Purchase Order Log	Every 1 Weeks	Office Processes	4		08 Nov 2017	Details        
793	SRS Folder	Every 3 Months	Office Processes	4		16 Nov 2017	Details        
604	Check For GHX Orders	Every 1 Months	Office Processes	3		20 Nov 2017	Details        
621	Send VST Delivery Notifications	Every 1 Weeks	Office Processes	3		03 Nov 2017	Details        
613	PDF VST Invoices And Purchase Orders	Every 1 Months	Office Processes	5		13 Nov 2017	Details        
638	Shipped Order Success Report	Every 3 Months	Office Processes	2	1	01 Jan 2018	Details        
656	Clean Kitchen Sides and Table	Every 1 Weeks	Office Processes	5		03 Nov 2017	Details        
658	Dishwashing	Every 1 Weeks	Office Processes	5		03 Nov 2017	Details        
662	Sweep Kitchen Floor	Every 1 Weeks	Office Processes	6		03 Nov 2017	Details        
661	Empty Kitchen Bins	Every 1 Weeks	Office Processes	5		03 Nov 2017	Details        
709	Review Oxylink Stock	Every 1	Office Processes	2	1	01 Dec	Details        

	Months			2017	
Training	Every	Human		04	
380 Records updated	6 Months	Resources	2	Mar 2018	Details        
	Every	Human		13	
814 Appraisal	24 Months	Resources	3	Jun 2018	Details        
	Every	Human		15	
816 Pay Review	24 Months	Resources	5	Aug 2018	Details        