

Roles and Responsibilitys

Roles	Employee's	Super Visor
Human Resources	Helen Lamb ,	Director 2 (Helen)
Repair Processes	Michael Green ,Philip Crossley ,	Repairs Controller
Marketing Processes	Catrin Hird ,	Marketing Controller
Technical Files	Derek Lamb ,Steve Nixon ,	Product Development
Design Products	Steve Nixon ,	Director 1 (Derek)
Goods Out	Emma Clark ,Catherine Spence ,	Warehouse Team Leader
Goods In	Jonathan Connor ,Robert Connor ,Emma Clark ,	Warehouse Team Leader
QA Goods In	Jonathan Connor ,Robert Connor ,Emma Clark ,Linda Shearing ,	QA Controller
Production Processes	Philip Crossley ,Michael Green ,	Warehouse Team Leader
Office Processes	Emily Hanson ,Katie Evans ,Sarah Walton , ,Sophie Lines ,Zoey Teal ,	Office Team Leader
QA Repairs	Philip Crossley ,Michael Green ,Robert Connor ,Ryan Swaine ,	QA Controller
Customer Training		Sales Controller
Vandagraph		
Repairs Controller	Jonathan Connor ,	Warehouse Team Leader
Audits	Derek Lamb ,Helen Lamb ,	ISO Controller
Accounts Processes	Helen Lamb ,	Accounts Controller
QA Production	Jonathan Connor ,Linda Shearing ,Robert Connor ,	QA Controller
Product Development	Steve Nixon ,	Director 3 (Steve)
OEM Sales Force	Steve Nixon ,	OEM Sales Controller
OEM Sales Controller	Steve Nixon ,	Sales Controller
EX Sales Force	Ryan Swaine ,	EX Sales Controller
UK Sales Force	Steve Hardaker ,	UK Sales Controller
Vet Sales UK	Steve Hardaker ,Jonathan Connor ,	Vet Sales Controller
Vet Sales Export	Ryan Swaine ,Jonathan Connor ,	Vet Sales Controller
Vet Sales Controller	Jonathan Connor ,Steve Nixon ,	Sales Controller
EX Sales Controller	Ryan Swaine ,	Sales Controller
UK Sales Controller	Steve Hardaker ,	Sales Controller
ISO Controller	Derek Lamb ,	Managing Director
Accounts Controller	Helen Lamb ,	Director 2 (Helen)
Humanmed Controller	Derek Lamb ,	Director 1 (Derek)
Office Team Leader	Derek Lamb ,	Director 2 (Helen)
Warehouse Team Leader	Jonathan Connor ,	Director 1 (Derek)

Sales Controller	Steve Nixon ,	Director 3 (Steve)
Health And Safety Controller	Helen Lamb ,	Director 2 (Helen)
QA Controller	Jonathan Connor ,	Warehouse Team Leader
Product Controller	Steve Nixon ,	Director 3 (Steve)
Marketing Controller	Steve Nixon ,	Director 3 (Steve)
Documentation And Records Controller	Derek Lamb ,	Director 1 (Derek)
Maintenance Controller	Helen Lamb ,	Director 2 (Helen)
IT Controller	Derek Lamb ,	Director 2 (Helen)
Director 1 (Derek)	Derek Lamb ,	Managing Director
Director 2 (Helen)	Helen Lamb ,	Managing Director
Director 3 (Steve)	Steve Nixon ,	Managing Director
Company Secretary	Helen Lamb ,	Share Holder
Managing Director	Derek Lamb ,	Share Holder
Share Holder	Jean Lamb ,John Lamb ,	

Tasks Per Roles

6 Human Resources

Helen Lamb ,			
5881 Training Records Review		314	380
5904 Taking On New Staff	Rolling	No Audit	
5936 Wages Calculations		448	No Audit
6837 Personnel Requirements and Training	Rolling	No Audit	
6839 Personnel Holidays and Time Adjustments	Rolling	No Audit	
6851 Review Accident Book		287	No Audit
6877 Alarm Key Holders		771	No Audit
6906 Time Working Away	Rolling	No Audit	
6928 Staff	Rolling	No Audit	
7042 Work Environment	Rolling	No Audit	

7074 Training		No Rolling Audit
7759 Health Declaration Sheet	606	No Audit
7847 Health And Safety Review	12	No Audit

34 Repair Processes

Michael Green ,Philip Crossley ,

14 Marketing Processes

Catrin Hird ,

40 Calender	41	No Audit
5870 Book Arab Health	196	No Audit

29 Technical Files

Derek Lamb ,Steve Nixon ,

30 Design Products

Steve Nixon ,

42 Design Documentation	Rolling	No Audit
43 Product Post Market Survelance	Rolling	No Audit

21 Goods Out

Emma Clark ,Catherine Spence ,

5859 Review Un-shipped Parcels	105	364
6954 Back Orders Review - By Customer	Rolling	No Audit
6970 Goods Out Review	Rolling	24
7690 Ship Repairs	492	758
7691 Ship Sale Or Returns	491	No

			Audit
7748	Check Repair Orders	575	No Audit
7749	Check Repair Quotes	576	No Audit
7860	Goods Out Picking	Rolling	24

22 Goods In

Jonathan Connor ,Robert Connor ,Emma Clark ,

5938	Receive Goods	Rolling	No Audit
6969	VIAMED Stock Meeting `Goods In` Review	Rolling	No Audit
7859	Check POR Files For Items Delivered But Not Removed From File	767	No Audit

23 QA Goods In

Jonathan Connor ,Robert Connor ,Emma Clark ,Linda Shearing ,

26 Production Processes

Philip Crossley ,Michael Green ,

7736	Production Start Job List	553	554
7737	Production In Production List	556	557
7738	Production Statistics	551	552

12 Office Processes

Emily Hanson ,Katie Evans ,Sarah Walton , ,Sophie Lines ,Zoey Teal ,

2	Answering Telephones	Rolling	668
3	Meeting And Greeting Visitors To The Company	Rolling	No Audit
4	Assisting With Refreshments For Visitors	Rolling	No Audit
5	Processing Of Sales Orders	Rolling	No Audit

6	Updating Contact Management System	No Rolling Audit
7	Checking Of Sales Orders	No Rolling Audit
8	Order Acknowledgment And Status Liaison With Customers Regarding	No Rolling Audit
9	Distribution Of Faxes	No Rolling Audit
10	Distribution Of Emails	366 Rolling
11	Distribution Of Mail	No 599 Audit
12	Sales And Technical Information Processing	No Rolling Audit
14	Fax Paper	411 367
15	Filing and Archiving	533 567
16	Photocopying	No Rolling Audit
17	Preparation Of Catalogues	No Rolling Audit
19	Maintaining Leaflet Stocks	539 538
20	Processing Of Mail Shots	403 402
21	Office Sales Projects	534 570
36	Emailing Of Invoices	362 430
37	West Yorkshire Ambulance Stock	349 348
5850	Purchase Order Log	263 262
5853	Vacuuming Of The Office, Hall And Meeting Room	373 243
5856	Cleaning The Kitchen	373 227
5857	Customer Service Logs	234 233
5875	Check Paypal For Orders	401 239
5878	Empty Office Bins	532 428
5879	Customer Returning Goods On Our UPS Account	No Rolling Audit
5882	Send Post To Humanmed	383 382
5891	Processing Of Repair Quotes And Orders	536 Rolling
5892	Checking EBay And Amazon For Orders And Messages	398 397
5893	Answering Website Questions	396 395
5894	Checking Of Active List	No Rolling Audit

5895	Completing Office Job List	776	777
5896	Ensuring ORD's Are Taken To Goods Out And Invoices Are Retrieved	Rolling	No Audit
5897	Franking Mail	564	568
5898	Processing Depleted Sensors	406	535
5899	Proforma And Quote Chasing	409	410
5900	Cleaning Of Office Windows	393	394
5901	Link Call Log Contacts To The CRM	404	405
5912	Main Recycle Bins	107	No Audit
5913	Check For Humanmed Orders In Logistics Mailbox	465	466
5943	Check Cardea And Multiquote	530	279
5944	Chasing Lost Customers	Rolling	No Audit
5945	Sending Samples	Rolling	No Audit
5946	Sending Sale Or Returns	Rolling	No Audit
5947	Search For Distributors	Rolling	No Audit
5948	Adding New Accounts To Opera	Rolling	669
5949	Filling Credit Card Slips	Rolling	No Audit
6958	Shipped Order Queries	Rolling	No Audit
6972	UPS Shipping Fuel Surcharge	64	467
7675	Ordering Demo Stock For Humanmed Reps	Rolling	No Audit
7676	PDFing Of Invoices	504	505
7677	Follow Up SOR And Samples	Rolling	No Audit
7678	Check Catalog 360 Circle For Quotes And Orders	478	531
7686	Thorough Checking Of Awaiting Action Tray	487	569
7693	Collect Repair Filing From Warehouse	506	507
7696	Send VIAMED Delivery Notifications	496	537
7699	Shred Sensitive Paperwork In JL Office	508	509
7705	Checking For Uploaded Files	517	518
7706	Update Virus Software And Scan For Viruses	519	No Audit
7707	Send Purchase Orders To Suppliers	520	521

7709 Humanmed Invoicing	523	524
7710 Proforma And Quote Processing	Rolling	No Audit
7711 Import Bank CSV	526	527
7712 Review Inward Payments	528	529
7734 Humanmed Order Processing	Rolling	No Audit
7735 Ensure SOR's Are Followed Up	549	550
7750 Meeting With Management	275	No Audit
7751 VST Purchase Order Log	584	585
7752 SRS Folder	587	588
7754 Ensure Procedures Are Up-to-date	594	595
7758 Check For GHX Orders	603	604
7760 Send Service Offers	607	No Audit
7761 Send VST Delivery Notifications	620	621
7783 PDF VST Invoices And Purchase Orders	612	613
7792 Shipped Order Success Report	637	638
7793 Team Review Meeting	639	No Audit
7795 Answering UK Web Questions	643	No Audit
7802 Clean Kitchen Sides	655	656
7803 Dishwashing	657	658
7804 Sweep Kitchen Floor	659	662
7805 Empty Kitchen Bins	660	661
7806 Watering Plants	663	664
7822 Review Oxylink Stock	708	709

35 QA Repairs

Philip Crossley ,Michael Green ,Robert Connor ,Ryan Swaine ,

47 Customer Training

46 Vandagraph

7791 Price List Check	636	No Audit
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44 Repairs Controller

Jonathan Connor ,

7811	General Area	Rolling	No Audit
7812	Vandagraph Repairs	Rolling	No Audit
7813	VST Repairs	Rolling	No Audit
7814	Viamed Repairs	Rolling	No Audit
7815	Product Types To Relevant Person	Rolling	No Audit
7816	Repairs In Process Review	Rolling	No Audit
7823	Saftey Tester Data	79	711

43 Audits

Derek Lamb ,Helen Lamb ,

7714	Audit 01 Picking Packing Viamed	Rolling	24
7715	Audit 02 Contract Review Viamed	Rolling	36
7716	Audit 03 Design Control Viamed	Rolling	22
7717	Audit 05 Purchasing Suppliers Viamed	Rolling	37
7718	Audit 06 Calibration Viamed	Rolling	20
7719	Audit 07 Handling And Storage Viamed	Rolling	25
7720	Audit 08 Training Viamed	Rolling	10
7721	Audit 09 Goods Inward And Product Identity Viamed	Rolling	170
7722	Audit 10 Documentation Control Viamed		27

Rolling

7723	Audit 10b Process Verification Viamed	Rolling	3
7724	Audit 11 Repairs And Service Viamed	Rolling	171
7725	Audit 12 CE Files Viamed	Rolling	16
7726	Audit 14 Complaints And Corrective Actions Viamed	Rolling	30
7727	Audit 15 Production Viamed	Rolling	28
7728	Audit 17 Internal Audits Viamed	Rolling	11
7729	Audit 19 Health And Saftey Viamed	Rolling	13
7730	Audit 20 Process Verification To Managment Viamed	Rolling	172
7731	Audit 21 Audit Of Audit Viamed	Rolling	173
7732	Audit 22 Post Market Survellance Viamed	Rolling	14
7733	Audit 23 Analysis Of Data Viamed	Rolling	43
7762	Audit 01 Picking Packing VST	Rolling	194
7763	Audit 02 Contract Review VST	Rolling	187
7764	Audit 03 Design Control VST	Rolling	193
7765	Audit 05 Purchasing Suppliers VST	Rolling	190
7766	Audit 06 Calibration VST	Rolling	182
7767	Audit 07 Handling And Storage VST	Rolling	178
7768	Audit 08 Training VST		184

Rolling

7769 Audit 09 Goods Inward And Product Identity VST Rolling 174

7770 Audit 10 Documentation Control VST Rolling 183

7771 Audit 10b Process Verification VST Rolling 177

7772 Audit 11 Repairs And Service VST Rolling 179

7773 Audit 12 CE Files VST Rolling 176

7774 Audit 14 Complaints And Corrective Actions VST Rolling 189

7775 Audit 15 Production VST Rolling 175

7776 Audit 17 Internal Audits VST Rolling 191

7777 Audit 19 Health And Saftey VST Rolling 186

7778 Audit 20 Process Verification To Managment VST Rolling 181

7779 Audit 21 Audit Of Audit VST Rolling 192

7780 Audit 22 Post Market Survellance VST Rolling 180

7781 Audit 23 Analysis Of Data VST Rolling 185

42 Accounts Processes

Helen Lamb ,

5865 Vandagraph Loan 118 559

5867 Accounts On Stop 223 377

5874 Childcare Vouchers Edenred 165 No Audit

5914 End Of Year Reports For Accountants 429 No Audit

5915 Opera Sales Ledger Close 445 558

5916 Bank Details Opera reports entered Intrastats	63	679
5917 Fill in Cashbook / Bank Rec for previous Month	680	681
5918 Journals for the End of Month accounts	693	694
5920 Cheques To Bank - Fill in Paying in Book	432	682
5922 Credit Cards Expenses Calculations	434	683
5923 Credits processed	435	684
5924 Export Cheques sent by Currency Lodgement	436	No Audit
5925 Customs Clearance	437	685
5926 Petty Cash Expenses receipts and cash	438	No Audit
5927 Accounts Filing	439	677
5928 xx remove Filing Cabinets	440	No Audit
5929 HMRC Intrastats Sales Data	441	687
5930 VAT Return	442	698
5931 Purchase Invoices in to Opera	443	696
5932 Remit Processing and entry into Opera	444	697
5933 Sales Accounts Reminders	446	678
5934 Staff Training	316	560
5937 Review the Delivered Not Invoiced Reports	449	686
5942 Chase the Debtors viamed	446	451
6819 Supplier Payments and Invoice processing	443	696
6822 xx remove Banking Issues	Rolling	No Audit
6876 Issues for Accountants - P11D Form re Benefits to Revenue and Customs	142	689
6946 Accounts Debtors Review - Export	446	678
6951 Accounts Debtors Review - UK	446	678
7084 Accounts Issues	Rolling	No Audit
7192 xx remove Overdraft	Rolling	No Audit
7195 Loans between companies	118	No Audit
7740 Weights Per Region Needed To Submit EC Sales List	563	699
7745 UPS Invoices Viamed	572	No Audit
7746 UPS Invoices VST	573	No Audit
7747 UPS Invoices Vandagraph	571	No Audit
7788 Petty Cash Reconciliation	629	No Audit
7789 Withdraw Funds From Paypal	630	700
7790 Humanmed Invoice them For Previous Month	635	688
7794 V1000 Commissions Review	641	No Audit

7799	Opera Purchase Ledger Close	651	695
7800	Opera Nominal Ledger Close	652	695
7817	Issues For Accountants - Check suggested invoice report in operas	104	690
7818	Issues For Accountants - Check Purchasing Journals to see if VAT handled correctly Previous Month	422	691
7819	Issues For Accountant - Check Contra account 8000 and clear it	421	692
7824	Chase The Debtors VST	713	714
7831	Intrastats Debtors And Creditor Figures	62	No Audit

24 QA Production

Jonathan Connor ,Linda Shearing ,Robert Connor ,

25 Product Development

Steve Nixon ,

17 OEM Sales Force

Steve Nixon ,

18 OEM Sales Controller

Steve Nixon ,

7808	Ensure All Invoice Correctly Tagged	670	704
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16 EX Sales Force

Ryan Swaine ,

5872	Check Sale Or Returns Export	291	293
6899	VIAMED Sales And Marketing Report on Export trip	Rolling	No Audit

15 UK Sales Force

Steve Hardaker ,

5871	Check Sale Or Returns	292	293
5876	E.Commerce Cardea And Multiquote	361	No Audit

39 Vet Sales UK

Steve Hardaker ,Jonathan Connor ,

40 Vet Sales Export

Ryan Swaine ,Jonathan Connor ,

38 Vet Sales Controller

Jonathan Connor ,Steve Nixon ,

11 EX Sales Controller

Ryan Swaine ,

5873	Distributor Contract Reviews	204	379
5885	Monthly Reports	385	387
6886	VIAMED Sales And Marketing Sales Viamed Medical Export	Rolling	No Audit
6887	VIAMED Sales And Marketing Sales Viamed Automotive Export	Rolling	No Audit

10 UK Sales Controller

Steve Hardaker ,

5883	Monthly Sales Report	384	387
6884	Viamed Medical UK	Rolling	No Audit
6888	Viamed Automotive UK	384	387
6898	GHX Web Pricing	365	No Audit

28 ISO Controller

Derek Lamb ,

24	Compliance ISO Standards	Rolling	No Audit
28	Supplier Review	15	610
29	CMDCAS Updates And Licences	49	No Audit
5887	Review ISO/EN Documents	235	No Audit
5889	Audit And Task - Audit	290	No

		Audit
5890 Check Website ISO Documents	463	464
6828 Non Conformance Issues	88	284
6865 Non Conformance Effectiveness	Rolling	No Audit
6866 Internal Process Verification Complete Systems Review	55	No Audit
6871 ISO14001 Environmental management systems	748	No Audit
7069 Corrective Actions	Rolling	No Audit
7071 Post Market Surveillance	50	14
7093 BSI Audits Calander	725	No Audit
7172 CE Technical Files	50	No Audit
7199 Non Conformities Review	88	284
7200 ISO Issues	Rolling	No Audit
7743 Customer Complaints Paper File	75	No Audit
7744 FDA Device Establishment Registration And Listing	565	No Audit
7827 Review The Quality Policy VST	301	No Audit
7828 Review The Quality Policy Viamed	723	No Audit
7829 Complete Systems Review	726	No Audit
7833 Importance Of Effective Quality Management	732	No Audit

5 Accounts Controller

Helen Lamb ,

41 Humanmed Controller

Derek Lamb ,

7670 Humanmed general Issues	611	No Audit
7671 Humanmed Non Conformances	747	No Audit
7782 Remove Started But Not Used Order Numbers	770	No Audit

7 Office Team Leader

Derek Lamb ,

6938	Customer Database Updates	Rolling	No Audit
6940	Customer Ongoing task List	Rolling	No Audit
6956	Sales Order Issues	Rolling	No Audit
6960	Purchase Back Orders Review	Rolling	No Audit
7090	Office Procedures	Rolling	No Audit

8 Warehouse Team Leader

Jonathan Connor ,

54	Gents Toilets	125	373
5855	Purchase Order Requirements Teledyne	220	375
5858	Opera Stock Adjustments	110	261
5866	UPS Shipping Fuel Surcharge	64	376
5868	Return Goods To Suppliers	66	69
5906	Empty Paper Bins	541	424
5907	Hoover Warehouse	543	424
5908	Sweep Warehouse	423	424
5909	Empty Warehouse Bins	542	424
5910	Clean Duckets	426	424
5911	Clear Cardboard	427	424
5935	Stock Allocations	447	No Audit
6820	x	Rolling	No Audit
6829	Supplier Review - Outstanding orders	616	No Audit
6832	Supplier Review Future orders	483	No Audit
6840	Minimum Stock Report	Rolling	No Audit
6845	Quarantine Production	Rolling	No Audit
6847	Quarantine Repairs		No

	Rolling	Audit
6848 Returns Stock Report	Rolling	No Audit
6850 Current Stock Levels	615	778
6862 Current Repairs	614	No Audit
6945 Missing Stock or Adjustments	110	783
6947 VIAMED Stock Meeting Stock Queries	Rolling	No Audit
6948 VIAMED Stock Meeting Stock Processing	Rolling	No Audit
6949 VIAMED Stock Meeting QA Processing	Rolling	No Audit
6952 Lost in Shipping Claims	Rolling	No Audit
6955 Production Requirements	Rolling	No Audit
6961 VIAMED Stock Meeting Purchase Order Requirements	Rolling	No Audit
6962 VIAMED Stock Meeting Returns Overview	Rolling	No Audit
6967 VIAMED Stock Meeting Repairs Review - Pulse Oximetry Sensors	Rolling	No Audit
6968 VIAMED Stock Meeting Repairs Review - General	Rolling	No Audit
6971 Freight Courier Cost Request	Rolling	No Audit
6973 Stock Transfers. (QC19)	Rolling	No Audit
7046 Stock Purchasing	Rolling	No Audit
7048 Control of monitoring and measuring devices	547	No Audit
7051 Control of nonconforming product	Rolling	No Audit
7091 Calibration Index	547	80
7138 Non Conformance Issues Any New QC21 Forms	Rolling	No Audit

7169 Production	Rolling	No Audit
7170 Production Production Schedule	Rolling	No Audit
7171 Production Production Problems	Rolling	No Audit
7205 x	Rolling	No Audit
7673 Check Expiry Dated Stock	294	477
7674 Check Repairs Ready For Invoice List	468	469
7679 Check Stock Requirements Supplier Teledyne	479	No Audit
7680 Check Stock Requirements Supplier Envitec	480	No Audit
7681 Check Stock Requirements Supplier Posey	481	No Audit
7682 Check Stock Requirements Supplier Bluepoint	482	No Audit
7683 Check Stock For Proforma	484	No Audit
7684 Repairs Ready For Quote	486	No Audit
7685 Repairs Ready For Invoice	485	No Audit
7687 Vandagraph Duckets	488	No Audit
7688 Move Stock From QA Shelf To Stock Shelf Friday	Rolling	No Audit
7689 Move Stock From QA Shelf To Stock Shelf Monday	545	No Audit
7692 Take Complete Repair Paperwork To Office	Rolling	No Audit
7694 Move Stock From QA Shelf To Stock Shelf Tuesday	544	782
7695 Top Up Quick Shipping Shelves	495	No Audit
7698 Clean Toilets	503	No Audit
7708 Acorn 0014904	522	No Audit
7753 Management Meeting	589	590
7784 Check Returns Supplier Envitec	622	625
7785 Check Returns Supplier Teledyne	624	625
7786 Check Returns Supplier Maxtec	623	625
7787 Check Returns All Supplier	626	625
7796 Review Franking Label Errors	645	646

7797	Check Order Are Being Picked In Priority Order	647	648
7798	Orders And Items Shipped Per Month	649	650
7825	Order Picking	Rolling	No Audit
7826	Goods In Processes	Rolling	734

9 Sales Controller

Steve Nixon ,			
57	Temporary Stock Notices	207	206
5884	Monthly Report	388	387
6816	UK Sales	Rolling	No Audit
6882	Sales And Marketing	Rolling	No Audit
6889	Post Market Surveillance	Rolling	No Audit
6910	Sales Targets	Rolling	No Audit
6915	Sales	Rolling	No Audit
6916	Service exisiting	Rolling	No Audit
6917	Service extension	Rolling	No Audit
6921	Customer pricing agreements	Rolling	No Audit
6922	Special Price Quotes to Customers	Rolling	No Audit
6959	Sales Forward Orders Review	Rolling	No Audit
7204	VIAMED Board Directors Meeting Distributor Issues	Rolling	No Audit
7801	VST Price Review	653	654

37 Health And Safety Controller

Helen Lamb ,

6849 First Aid	712	No Audit
6855 Risk Assessment HSE	12	No Audit
6856 Fire Alarms	52	No Audit
7092 P.A.T. Testing	127	No Audit

27 QA Controller

Jonathan Connor ,

36 Product Controller

Steve Nixon ,

5854 Stock FAQ Admin List	231	374
5905 Price Checking	418	71
6821 VIAMED Management Meeting Supplier Review	Rolling	No Audit
6831 VIAMED Management Meeting Supplier Review - Min / Max - Re-Orders	Rolling	No Audit
6833 VIAMED Management Meeting MDA Recalls	Rolling	No Audit
6834 VIAMED Management Meeting Additional Purchase Orders	Rolling	No Audit
6836 VIAMED Management Meeting Research and Development rnd	Rolling	No Audit
6920 VIAMED Sales And Marketing Price Lists UK	Rolling	No Audit
6924 VIAMED Sales And Marketing Price Lists Export	Rolling	No Audit
6935 VIAMED Sales And Marketing Products to be Marketed	Rolling	No Audit
6936 VIAMED Sales And Marketing NHS Supplies Future Technology	Rolling	No Audit
6941 VIAMED Sales And Marketing New Potential Products	Rolling	No Audit

6950 Opera Partnumber Prices Updates	Rolling	No Audit
6975 Projects	Rolling	No Audit
7032 Document Requirements	Rolling	No Audit
7039 Provision of Resources	Rolling	No Audit
7043 Planning of product realization	Rolling	No Audit
7045 Design and Development	50	No Audit
7047 Production and service provision	Rolling	No Audit
7072 Manufacturing Processes	Rolling	No Audit
7174 VIAMED Feedback Product Feedback Positive	Rolling	No Audit
7175 VIAMED Feedback Product Feedback Negative	Rolling	No Audit
7179 VIAMED Feedback Product Innovation	Rolling	No Audit
7181 Product Catagories	Rolling	No Audit
7187 VIAMED Board Directors Meeting Profiability	Rolling	No Audit
7196 VIAMED Board Directors Meeting Stock Levels	Rolling	No Audit
7697 Yearly Pricing Review	501	502
7863 Maintain Repair Codes List	772	773

13 Marketing Controller

Steve Nixon ,

5880 Marketing Review	Rolling	No Audit
5886 Monthly Report	386	387
6827 Customer or Product Feedback		No

		Rolling	Audit
6890	VIAMED Sales And Marketing Results achieved	Rolling	No Audit
6891	Exhibitions Co-ordinator	Rolling	No Audit
6893	Website content administration	Rolling	No Audit
6894	Product Cross References	673	674
6896	VIAMED Sales And Marketing Medica Exhibitions post show reports	Rolling	No Audit
6902	VIAMED Sales And Marketing Promotions	Rolling	No Audit
6903	VIAMED Sales And Marketing Telesales	Rolling	No Audit
6918	Marketing CRM Databases.	Rolling	No Audit
6919	VIAMED Sales And Marketing UK Sales Catalogue - Updates needed	Rolling	No Audit
6927	VIAMED Sales And Marketing Search Engine Positions	Rolling	No Audit
6942	Co ordination of Implementation	Rolling	No Audit
7173	Material Generation	Rolling	No Audit
7664	Marketing Job Logger	Rolling	No Audit
7809	Pro-Active Marketing	671	672
7810	Research Activities	675	676

33 Documentation And Records Controller

Derek Lamb ,

41	Documentation Control	Rolling	No Audit
59	Out Of Date Documents	371	372
5851	Duplicate Documents	370	369
5852	Retention Of Records		No
		Rolling	Audit

5940 Thumb Nail Processor	155	No Audit
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32 Maintenance Controller

Helen Lamb ,

56 Warehouse Outside Heating Guard	85	No Audit
5919 Check Out Side Drain	431	No Audit
5921 Clearing Water Downstairs	433	No Audit
7120 General Maintenance Requirements	602	No Audit
7742 Boiler Check	7	No Audit
7756 Carbon Monoxide Alarm	117	No Audit
7820 North Yorkshire Council Waste Tranfer	702	No Audit
7821 Controlled Waste Description And Transfer	701	No Audit
7835 Electrics Need Checking	164	No Audit
7836 Central Heating For Winter	211	No Audit
7864 ESD Work Stations	94	95

31 IT Controller

Derek Lamb ,

44 Secure Socket Level Certificate	412	No Audit
45 Main Server Status	139	No Audit
46 Backup Server Status	454	455
48 Internet	Rolling	No Audit
49 Wifi	Rolling	No Audit
50 Guest Access Wifi	415	416
51 Printers	Rolling	No Audit
52 Clear Down Backup Emails	368	417
53 Emails		No

	Rolling	Audit
5903 Weather Station	413	414
5939 Email ISP Routing	Rolling	No Audit
5941 Replace Main Server	Rolling	No Audit
6813 Management Meeting Turnover Report	459	460
6838 Opera Negative Stock	461	No Audit
7121 General Computer Maintenance	Rolling	No Audit
7124 Intrastats	Rolling	No Audit
7125 Intrastats Urgent Problems	Rolling	No Audit
7126 Intrastats Requested Page updates	458	No Audit
7127 Intrastats Unfinished in progress Processes	Rolling	No Audit
7128 Intrastats Future Features needed	Rolling	No Audit
7129 Intrastats Cross Reference Database Tables Updates	462	457
7130 Intrastats Information for Intrastats and L Drive	Rolling	No Audit
7131 Intrastats Opera	Rolling	No Audit
7132 Intrastats Goldmine	Rolling	No Audit
7133 Intrastats Contact Manager	Rolling	No Audit
7178 Systems Innovation	Rolling	No Audit
7668 Upgrading Intrastats ISO Quality system	Rolling	No Audit
7672 Off Site Backup	452	453
7700 Domain Name Management	510	No Audit
7701 AWS Amazon Web Services	511	No Audit

7702 Vandagraph Pay Pay Issue Refund	Rolling	No Audit
7703 Vandagraph Pay Pay Retrieve Funds	512	780
7704 Computer Failure Diagnostics	Rolling	No Audit
7739 Intrastats Amendment Log	562	No Audit
7755 Fast Hosts Invoice	597	No Audit
7832 Cleardown Emailed Invoices	731	No Audit
7850 Software Validation Scan In Correct Product	752	753
7851 Software Validation Scan Un-QA Product To Order	754	755
7852 Software Validation Expired Stock	756	757
7853 Software Validation Non Sell Able Shelf	759	760
7854 Software Validation In Production List	761	762
7855 Software Validation - Production Lists	761	762
7856 Software Validation Unchecked Orders	764	765
7857 Software Validation Stock Tracking Check	763	No Audit
7858 Software Validation Attempt To QA Some Stock	766	No Audit
7861 Software Validation Of Training Documents Forced Reading	768	No Audit
7865 Software Validation Conflicting Audits	779	781

3 Director 1 (Derek)

Derek Lamb ,

19 Director 2 (Helen)

Helen Lamb ,

20 Director 3 (Steve)

Steve Nixon ,

4 Company Secretary

Helen Lamb ,

2 Managing Director

Derek Lamb ,

22	Company Policys	300	No Audit
23	Company Objectives	300	No Audit
26	Company Resources	114	No Audit
27	Management Reviews And Quality Audits	290	775
30	MHRA Licences And Notifications	Rolling	No Audit
31	Notified Body Notifications	Rolling	No Audit
32	MDALL Listings	49	No Audit
34	Insurance Is Upto Date	33	No Audit
38	Audits Up to Date and Confirm next years Audit schedule	730	No Audit
39	Enviromental Policy Document Review	46	No Audit
55	Business Continuity Plan	266	No Audit
5862	Marketing Meetings	Rolling	No Audit
5863	Sales Meetings UK	267	No Audit
5864	Sales Meeting EX	268	No Audit
5869	Legal Company Car Registration	4	No Audit
5877	Review Company Data	114	561
6841	Grants	Rolling	No Audit
6843	Future Reviews - Waste	Rolling	No Audit
6861	Management Meeting Review Weekly Meeting	456	No Audit
6904	Sales And Marketing Internal sales	Rolling	No Audit
6931	Customer Complaints	728	774
6944	Stock Meeting	Rolling	No Audit
7033	Management commitment to ISO	Rolling	No Audit

7037 Responsibility, authority and communication	Rolling	No Audit
7057 Complaints and Vigilance Notifications	Rolling	No Audit
7070 Management Review	83	No Audit
7713 Review Roles And Responsibilitys	548	No Audit
7741 Review Ethical Policy	47	No Audit
7830 Review Q.A. Failures Report	727	729
7837 Review External Parties Influencing The QMS VST / Viamed	743	No Audit
7838 Review VIAMED Feedback - Customer Feedback Negative	739	No Audit
7839 Review VIAMED Feedback - Customer Complaints	737	No Audit
7840 Review VST Feedback - Customer Feedback Negative	740	No Audit
7841 Review VST Feedback - Customer Complaints	738	No Audit
7842 Review VIAMED Product Feedback Negative	741	No Audit
7843 Review VST Product Feedback Negative	742	No Audit
7844 Test	Rolling	No Audit
7845 7.1.4 Environment Of Operations	745	No Audit
7846 ISO System Management Review	746	No Audit
7848 Review ISO Scopes	749	No Audit
7849 Review Product Failures New Codes	750	751

1 Share Holder

Jean Lamb ,John Lamb ,