










Derek Lamb 124 Issues | Imported 13 Aug 15:18:03 | [Out of Office:](#) CS HL
 MG SN [Future](#)



Rolling Task:371 Documentation out of date

System Generated Check for Out of Date documents ISO - Document index admin Scroll down and check if any documents have gone out of date, Either update the document or create an Issue to the relevant person from the document admin / details screen. Remember if you update a document reset the expiry date

Processid 59 : Out Of Date Documents

KEY

Done and Completed

Completed by users waiting closure

Outstanding

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
124620	25 Jul 2018	Derek Lamb	25 Jul 2018	Derek Lamb	25 Jul 2018	1	1	2

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25 Jul 2018 Derek Lamb
Done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
122804	25 Jun 2018	Derek Lamb	25 Jul 2018	Derek Lamb	25 Jul 2018	31	1	32

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25 Jul 2018 Derek Lamb
Done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
120920	25 May 2018	Derek Lamb	29 May 2018	Derek Lamb	29 May 2018	5	1	6

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29 May 2018 Derek Lamb

checked

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
118840	25 Apr 2018	Derek Lamb	25 Apr 2018	Derek Lamb	26 Apr 2018	1	1	2

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25 Apr 2018 Derek Lamb

reviewed, a few more iso documents for suppliers flag, and requested updated certificates

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
116855	26 Mar 2018	Derek Lamb	27 Mar 2018	Derek Lamb	29 Mar 2018	2	2	4

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27 Mar 2018 Derek Lamb

done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
115126	26 Feb 2018	Derek Lamb	05 Mar 2018	Derek Lamb	06 Mar 2018	8	1	9

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05 Mar 2018 Derek Lamb

chased / rechased all documents (mainly iso certificates going out of date)

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
113041	25 Jan	Derek	29 Jan 2018	Derek	31 Jan	5	3	8

2018 Lamb Lamb 2018

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29 Jan 2018 Derek Lamb

quite a few new ones on the list - external company ISO certificates all within a month. will chase next month for new certificates

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
110927	27 Dec 2017	Derek Lamb	27 Dec 2017	Derek Lamb	27 Dec 2017	1	1	2

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27 Dec 2017 Derek Lamb

not chasing this as its christmas will chase the iso certificates next month

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
108984	27 Nov 2017	Derek Lamb	27 Nov 2017	Derek Lamb	30 Nov 2017	1	3	4

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27 Nov 2017 Derek Lamb

done, a couple of over due but only from the last few days

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
106423	25 Oct 2017	Derek Lamb	25 Oct 2017	Derek Lamb	26 Oct 2017	1	2	3

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25 Oct 2017 Derek Lamb

MAJ Hi-Spec Ltd ISO 9001 Open Doc / Viewer Further Details / Update Document Uploaded by:Derek Lamb Last

Used:10/Dec/2014 Last Reviewed: 10/Dec/2014 Expiry Date:
24/Oct/2017 * No longer using atm , but only expired today so
need to give time to update Openhouse Products ISO Certificate,
out of date, just carry cases, passed to steve nixon to talk to
bruce sunny eye masks, and smiths, both we stopped buying

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
103643	25 Sep 2017	Derek Lamb	25 Sep 2017	Derek Lamb	26 Sep 2017	1	2	3

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date

25 Sep 2017 Derek Lamb

done, mainly the product PMS reports and risk assessments to do,
since adding all teh repair codes to the risk file this is taking more
time than usual to perform

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
101476	25 Aug 2017	Derek Lamb	29 Aug 2017	Derek Lamb	31 Aug 2017	5	3	8

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person from the document admin / details screen.
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29 Aug 2017 Derek Lamb

risk analysis reports going out of date for a few product ranges will
wait until the current bsi iso issues arte resolved and the next pms
issue arises and these documents will naturally get upgraded

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
99316	25 Jul 2017	Derek Lamb	31 Jul 2017	Derek Lamb	04 Aug 2017	7	4	11

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person from the document admin / details screen.
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31 Jul 2017 Derek Lamb

chased out of date documents,

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
97454	26 Jun 2017	Derek Lamb	26 Jun 2017	Derek Lamb	29 Jun 2017	1	3	4

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26 Jun 2017 Derek Lamb

done, requested caertificate updates for out of date certificates

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
95409	25 May 2017	Derek Lamb	25 May 2017	Derek Lamb	01 Jun 2017	1	7	8

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25 May 2017 Derek Lamb

Done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
93387	25 Apr 2017	Derek Lamb	26 Apr 2017	Derek Lamb	27 Apr 2017	2	1	3

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26 Apr 2017 Derek Lamb

done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
91655	27 Mar 2017	Derek Lamb	27 Mar 2017	Derek Lamb	30 Mar 2017	1	4	5

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27 Mar 2017 Derek Lamb

Done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
90035	27 Feb 2017	Derek Lamb	02 Mar 2017	Derek Lamb	10 Mar 2017	4	8	12

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02 Mar 2017 Derek Lamb

updated - chased a few documents

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
87731	25 Jan 2017	Derek Lamb	25 Jan 2017	Derek Lamb	26 Jan 2017	1	1	2

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25 Jan 2017 Derek Lamb

still no marshall certificates but we not currently buying from them
updated maxtec and pheonix certificates

25 Jan 2017 Derek Lamb

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
86025	28 Dec 2016	Derek Lamb	28 Dec 2016	Derek Lamb	29 Dec 2016	1	1	2

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28 Dec 2016 Derek Lamb

done, still marshall products iso certifiactes not been recieved, and a couple of new certifiactes just gone out of date, but as its the year end will wait until the next issue to chase them up

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
84247	25 Nov 2016	Derek Lamb	25 Nov 2016	Derek Lamb	28 Nov 2016	1	4	5

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25 Nov 2016 Derek Lamb

done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
82168	25 Oct 2016	Derek Lamb	25 Oct 2016	Derek Lamb	25 Oct 2016	1	1	2

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Remember if you update a document reset the expiry date

25 Oct 2016 Derek Lamb

smiths certiificates now out of date, still old ones on their web site
 Pheonix had just gone out of date but within the last few days so
 will update there certificate next time. marshall products still need
 to update there certificates been asking for a a few months now. if
 by next document review still not got them will put a stop on
 buying form them#

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
79838	26 Sep 2016	Derek Lamb	26 Sep 2016	Derek Lamb	26 Sep 2016	1	1	2

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26 Sep 2016 Derek Lamb

HSE documentation out of date so re checked all areas, updated fire routes and HSE files in the index and signed off for another 2 years

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
77717	25 Aug 2016	Derek Lamb	03 Sep 2016	Derek Lamb	05 Sep 2016	10	2	12

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03 Sep 2016 Derek Lamb

Done the list, still 4 out of date, the Marshal products iso documents, and our EC certificate which should be competedted this week with any luck

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
75560	25 Jul 2016	Derek Lamb	30 Jul 2016	Derek Lamb	11 Aug 2016	6	12	18

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30 Jul 2016 Derek Lamb

a few out of date, behind due to holidays non are urgent documents so will catch them next time if still out of date

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
73827	27 Jun 2016	Derek Lamb	27 Jun 2016	Derek Lamb	30 Jun 2016	1	3	4

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27 Jun 2016 Derek Lamb

chased up on Marshall Products, and III insturmentation. the PMS on light shields are now due, currently waiting on a decision as to the classification of the light shields and which part numbers we need to reassign to which file.

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
71975	25 May 2016	Derek Lamb	25 May 2016	Derek Lamb	26 May 2016	1	1	2

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25 May 2016 Derek Lamb

Done, outstanding is the iso14001 for varitrinix, went out of date last week, will pick up the new certificate from the web next time

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
70404	25 Apr 2016	Derek Lamb	25 Apr 2016	Derek Lamb	28 Apr 2016	1	4	5

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25 Apr 2016 Derek Lamb

Checked, still marshal products iso documents to get the latest version of

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
69049	29 Mar 2016	Derek Lamb	29 Mar 2016	Derek Lamb	30 Mar 2016	1	1	2

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29 Mar 2016 Derek Lamb

5 documents currently out of date but in hand

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
67888	25 Feb 2016	Derek Lamb	25 Feb 2016	Derek Lamb	02 Mar 2016	1	7	8

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25 Feb 2016 Derek Lamb

Done, a few with issues created in the last week or so,