



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

Potential Task and Audit Clashes

Processid	Description	Task	Audit	User
6850	Current Stock Levels	615	778	Derek Lamb
7736	Production Start Job List	553	554	Derek Lamb
7737	Production In Production List	556	557	Derek Lamb
7738	Production Statistics	551	552	Derek Lamb
7865	Software Validation Conflicting Audits	779	781	Derek Lamb

Areas with High Outstanding Issues

#	User	Task Subject	Time Scale	On Behalf of	#Trained	Outstanding	Next Due	Details	IP	5	1	2	3	4	7	6	8
485	Catherine Spence	Repairs Ready For Invoice	Every 2 Days	Warehouse Team Leader	2	4	13 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
388	Steve Nixon	Sales and Marketing Report	Every 1 Months	Sales Controller	6	4	07 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
486	Catherine Spence	Repairs Ready For Quote	Every 1 Days	Warehouse Team Leader	2	4	16 Jul 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
432	Helen Lamb	Cheques To Bank	Every 1 Weeks	Accounts Processes	3	4	17 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
386	Catrin Hird	Marketing report due	Every 1 Months	Marketing Controller	4	3	01 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
492	Catherine Spence	Ship Repairs	Every 1 Days	Goods Out	2	3	02 Jan 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
491	Catherine Spence	Ship Sale Or Returns	Every 1 Days	Goods Out	2	3	02 Jan 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
564	Catherine Spence	Franking Mail	Every 1 Days	Office Processes	6	3	17 Jan 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
220	Steve Nixon	Send Teledyne back orders list	Every 1 Weeks	Warehouse Team Leader	6	3	20 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
545	Josh Leighton	Move Stock From QA	Every 1	Warehouse Team	6	3	20 Aug	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓

		Shelf To Stock Shelf Monday	Weeks	Leader			2018
385	Ryan Swaine	Export Sales Report	Every 1 Months	EX Sales Controller	6	3	01 Sep 2018 Details       
384	Steve Hardaker	UK Sales report due	Every 1 Months	UK Sales Controller	2	3	01 Sep 2018 Details       
567	Gail Bell	Filing	Every 1 Days	Office Processes	7	3	27 May 2018 Details       
576	Catherine Spence	Check Repair Quotes	Every 1 Days	Goods Out	2	3	21 Jan 2018 Details       
496	Gail Bell	Send Delivery Notifications	Every 1 Days	Office Processes	6	3	02 Jan 2018 Details       
575	Catherine Spence	Check Repair Orders	Every 1 Days	Goods Out	2	3	21 Jan 2018 Details       

Areas of Responsibilities and Supervisor

Main Catagory	Supervisor	Responsibilitys	Members
Share Holder		Responsibilitys	Jean Lamb John Lamb
	Share Holder		
Managing Director	Jean Lamb John Lamb	Responsibilitys	Derek Lamb
	Share Holder		
Company Secretary	Jean Lamb John Lamb	Responsibilitys	Helen Lamb
	Managing		
Director 1 (Derek)	Director Derek Lamb	Responsibilitys	Derek Lamb
	Managing		
Director 2 (Helen)	Director Derek Lamb	Responsibilitys	Helen Lamb
	Managing		
Director 3 (Steve)	Director Derek Lamb	Responsibilitys	Steve Nixon
	Director 1 (Derek)		
Humanmed Controller	Derek Lamb	Responsibilitys	Derek Lamb
	Warehouse		
QA Controller	Team Leader Derek Lamb	Responsibilitys	Derek Lamb
	Managing		
ISO Controller	Director Derek Lamb	Responsibilitys	Derek Lamb
	Director 2 (Helen)		
Health And Safety Controller	Helen Lamb	Responsibilitys	Helen Lamb
	Director 2 (Helen)		
IT Controller	Helen Lamb	Responsibilitys	Derek Lamb
	Director 2 (Helen)		
Maintenance Controller	Derek Lamb	Responsibilitys	Helen Lamb

	Helen Lamb	
Documentation And Records Controller	Director 1 (Derek) Derek Lamb	Responsibilitys Derek Lamb
Product Controller	Director 3 (Steve) Steve Nixon	Responsibilitys Steve Nixon
Warehouse Team Leader	Director 1 (Derek) Derek Lamb	Responsibilitys Derek Lamb
Accounts Controller	Director 2 (Helen) Helen Lamb	Responsibilitys Helen Lamb
Office Team Leader	Director 2 (Helen) Helen Lamb	Responsibilitys Derek Lamb
Marketing Controller	Director 3 (Steve) Steve Nixon	Responsibilitys Steve Nixon
Sales Controller	Director 3 (Steve) Steve Nixon	Responsibilitys Steve Nixon
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 Steve Nixon
UK Sales Force	UK Sales Controller Steve Hardaker	Responsibilitys Steve Hardaker
Vet Sales UK	Vet Sales Controller Steve Nixon	Responsibilitys Steve Hardaker
Vet Sales Export	Vet Sales Controller Steve Nixon	Responsibilitys Ryan Swaine
EX Sales Force	EX Sales Controller Ryan Swaine	Responsibilitys Ryan Swaine
OEM Sales Controller	Sales Controller Steve Nixon	Responsibilitys Steve Nixon
OEM Sales Force	OEM Sales Controller Steve Nixon	Responsibilitys Steve Nixon
Data Protection Officer	Managing Director Derek Lamb	Responsibilitys Helen Lamb
Accounts Processes	Accounts Controller Helen Lamb	Responsibilitys Helen Lamb
Audits	ISO Controller Derek Lamb	Responsibilitys Derek Lamb Helen Lamb Auditor(InActive)

Repairs Controller	Warehouse Team Leader Derek Lamb Sales	Responsibilitys	Derek Lamb
Customer Training	Controller Steve Nixon Share Holder	Responsibilitys	Ryan Swaine Steve Hardaker
Vandagraph	Jean Lamb John Lamb	Responsibilitys	Jean Lamb John Lamb
QA Repairs	QA Controller Derek Lamb	Responsibilitys	Philip Crossley Michael Green Robert Connor Ryan Swaine
Repair Processes	Repairs Controller Derek Lamb	Responsibilitys	Michael Green Philip Crossley
Office Processes	Office Team Leader Derek Lamb	Responsibilitys	Emily Hanson Sarah Walton Sophie Lines Zoey Teal Kate Griffiths Gail Bell Emma Clark
Marketing Processes	Marketing Controller Steve Nixon	Responsibilitys	Catrin Hird
Goods Out	Warehouse Team Leader Derek Lamb	Responsibilitys	Emma Clark Catherine Spence
Goods In	Warehouse Team Leader Derek Lamb	Responsibilitys	Robert Connor Emma Clark
QA Goods In	QA Controller Derek Lamb	Responsibilitys	Robert Connor Emma Clark Linda Shearing
QA Production	QA Controller Derek Lamb	Responsibilitys	Linda Shearing Robert Connor
Product Development	Director 3 (Steve) Steve Nixon	Responsibilitys	Steve Nixon
Production Processes	Warehouse Team Leader Derek Lamb	Responsibilitys	Philip Crossley Michael Green
Technical Files	Product Development Steve Nixon	Responsibilitys	Derek Lamb Steve Nixon
Design Products	Director 1 (Derek) Derek Lamb	Responsibilitys	Steve Nixon
Human Resources	Director 2 (Helen) Helen Lamb	Responsibilitys	Helen Lamb

Tasks / Responsibilities

#	User	Task Subject	Time Scale	On behalf of	#Trained	Outstanding	Next Due	Details	IP	5	1	2	3	4	7	6	8
733	John Lamb	Financial Review	Every 1 Months	Share Holder	3	1	20 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
300	Derek	Viamed	Every	Managing	1		24	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓

	Lamb	Quality Policy	12 Months	Director		Aug 2018	
114	Derek Lamb	Review Company Data	Every 1 Months	Managing Director	2	05 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
290	Derek Lamb	Complete Auto_calender Issues Management Review	Every 1 Weeks	Managing Director	2	16 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
49	Derek Lamb	CMDCAS Obligation to Inform	Every 12 Months	Managing Director	1	14 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
33	Derek Lamb	Master imdemnity Letter	Every 12 Months	Managing Director	3	26 Jun 2019	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
730	Derek Lamb	Audits Up to Date and Confirm next years Audit schedule	Every 12 Months	Managing Director	1	01 Jan 2019	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
46	Derek Lamb	Enviromental Policy Document Review	Every 12 Months	Managing Director	2	14 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
266	Derek Lamb	ISO 22301:2012	Every 12 Months	Managing Director	1	14 Feb 2019	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
267	Derek Lamb	UK Sales Meeting update due	Every 3 Weeks	Managing Director	3	21 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
268	Derek Lamb	Sale Meeting update	Every 3 Weeks	Managing Director	3	14 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
4	Derek Lamb	Car Online Database	Every 6 Months	Managing Director	1	30 Dec 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
456	Derek Lamb	VIAMED Management Meeting Review Weekly Meeting	Every 1 Weeks	Managing Director	1	20 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
728	Derek Lamb	Customer Complaints	Every 1 Weeks	Managing Director	2	19 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
83	Derek Lamb	Quartly Management Meeting Due	Every 3 Months	Managing Director	4	01 Nov 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
548	Derek Lamb	Review Roles And Responsibilitys Process Manual	Every 1 Months	Managing Director	2	20 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
47	Derek Lamb	Review Ethical Policy	Every 12 Months	Managing Director	2	14 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
727	Robert Connor	QA Failures Report	Every 1 Months	Managing Director	2	02 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

743	Derek Lamb	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director	2	01 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
739	Derek Lamb	Review VIAMED Feedback - Customer Feedback Negative	Every 1 Months	Managing Director	3	22 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
737	Derek Lamb	Review VIAMED Feedback - Customer Complaints	Every 1 Months	Managing Director	3	22 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
740	Derek Lamb	Review VST Feedback - Customer Feedback Negative	Every 1 Months	Managing Director	2	22 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
738	Derek Lamb	Review VST Feedback - Customer Complaints	Every 1 Months	Managing Director	2	22 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
741	Derek Lamb	Review VIAMED Product Feedback Negative	Every 1 Months	Managing Director	3	22 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
742	Derek Lamb	Review VST Product Feedback Negative	Every 1 Months	Managing Director	3	22 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
745	Derek Lamb	7.1.4 Environment Of Operations	Every 12 Months	Managing Director	2	26 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
746	Derek Lamb	ISO System Management Review	Every 12 Months	Managing Director	5	08 Jan 2019	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
749	Derek Lamb	Review ISO Scopes	Every 12 Months	Managing Director	3	27 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
750	Derek Lamb	Product Failures New Codes Review	Every 1 Weeks	Managing Director	2	17 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
790	Derek Lamb	Review Exclusion From Viamed 13485:2016 And VST 9001:2015	Every 12 Months	Managing Director	3	01 Aug 2019	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
128	Derek Lamb	Med Dev 2.12-1 Rev xxx	Every 12 Months	Managing Director	2	11 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
804	Derek Lamb	Maintain Update Of ISO Route Maps	Every 1 Weeks	Managing Director	2	18 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
806	Derek Lamb	Disaster Planning	Every 12 Months	Managing Director	3	21 Oct	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

			Months			2018	
807	Derek Lamb	Review Possible Upcoming Regulation Changes	Every 3 Months	Managing Director	1	22 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
42	Derek Lamb	New UPS Rates needs checking	Every 12 Months	Managing Director	1	20 Dec 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
825	Derek Lamb	FDA Device Establishment Registration	Every 12 Months	Managing Director	1	01 Nov 2018	Details ✖ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
611	Kate Griffiths	Humanmed general Issues	Every 1 Months	Humanmed Controller	2	09 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
747	Derek Lamb	Humanmed Non Conformances	Every 1 Months	Humanmed Controller	2	22 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
770	Derek Lamb	Remove Started But Not Used Order Numbers	Every 3 Months	Humanmed Controller	2	03 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
15	Derek Lamb	Supplier Review	Every 12 Months	ISO Controller	2	31 Jul 2019	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
235	Derek Lamb	Review ISO documents	Every 3 Months	ISO Controller	2	24 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
463	Derek Lamb	Check Website ISO Documents	Every 1 Months	ISO Controller	2	10 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
55	Derek Lamb	Internal Process Verification	Every 12 Months	ISO Controller	1	30 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
748	Derek Lamb	ISO14001 Environmental management systems	Every 12 Months	ISO Controller	1	26 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
50	Derek Lamb	Product / Design Changes	Every 2 Months	ISO Controller	2	16 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
725	Derek Lamb	BSI Audits Calander	Every 12 Months	ISO Controller	2	01 Jan 2019	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
88	Helen Lamb	Non conformance review	Every 1 Months	ISO Controller	2	07 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
75	Derek Lamb	Review Paper Customer Complaints File	Every 6 Months	ISO Controller	1	25 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
565	Derek Lamb	FDA Device Establishment Registration And Listing	Every 12 Months	ISO Controller	1	28 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
301	Derek Lamb	Review the Quality policy VST	Every 12 Months	ISO Controller	2	24 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
723	Derek	Review The	Every	ISO Controller	2	24	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

	Lamb	Quality Policy Viamed	12 Months				Aug 2018	
732	Derek Lamb	Importance Of Effective Quality Management	Every 6 Months	ISO Controller	2		01 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
818	Derek Lamb	Review Processes Linked To VOPs And Audits	Every 1 Months	ISO Controller	2		24 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
712	Helen Lamb	First Aid	Every 12 Months	Health And Safety Controller	3		23 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
12	Derek Lamb	HSE Risk Assessment	Every 12 Months	Health And Safety Controller	2		29 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
52	Helen Lamb	Fire Alarm Test	Every 6 Months	Health And Safety Controller	4		05 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
127	Derek Lamb	PAT Test	Every 60 Months	Health And Safety Controller	1	1	24 Oct 2021	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
786	Philip Crossley	BANDSAW CHECKLIST	Every 6 Months	Health And Safety Controller	3		17 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
787	Philip Crossley	Pillar Drill Checklist	Every 6 Months	Health And Safety Controller	3		19 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
788	Philip Crossley	Hand Drill Checklist	Every 6 Months	Health And Safety Controller	4		19 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
141	Helen Lamb	Fire Alarm Evacuation Drill	Every 3 Months	Health And Safety Controller	2	1	01 Nov 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
412	Derek Lamb	Secure Socket Level Certificate	Every 12 Months	IT Controller	1		02 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
139	Derek Lamb	Server Review	Every 1 Months	IT Controller	1		05 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
454	Derek Lamb	Backup Server Status	Every 2 Weeks	IT Controller	3		23 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
415	Derek Lamb	Guest Access Wifi	Every 1 Months	IT Controller			04 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
368	Derek Lamb	Clear Down the Back up Emails	Every 2 Weeks	IT Controller	2		20 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
413	Derek Lamb	Weather Station	Every 1 Weeks	IT Controller	2		16 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
459	Derek Lamb	Management Meeting Turnover Report	Every 1 Months	IT Controller	2		13 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
461	Derek Lamb	VIAMED Management Meeting	Every 12 Months	IT Controller	2		10 Dec 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Negative Stock Report

458	Derek Lamb	Intrastats Requested Page updates	Every 1 Months	IT Controller	1		05 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
462	Derek Lamb	Intrastats Cross Reference Database Tables Updates	Every 1 Months	IT Controller	2		09 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
791	Derek Lamb	Intrastats Information for Intrastats and L Drive	Every 1 Months	IT Controller	2		03 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
452	Derek Lamb	Off Site Backup	Every 3 Days	IT Controller	2		14 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
510	Derek Lamb	Domain Name Management	Every 1 Months	IT Controller	1		20 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
511	Derek Lamb	AWS Amazon Web Services Collect Invoice	Every 1 Months	IT Controller	2	1	08 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
512	Derek Lamb	Vandagraph Pay Pay Retrieve Funds	Every 1 Months	IT Controller	2		06 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
562	Derek Lamb	Intrastats Amendment Log	Every 1 Weeks	IT Controller	1		17 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
597	Derek Lamb	Fast Hosts Invoice	Every 1 Months	IT Controller	2	1	04 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
731	Derek Lamb	Emailed Invoices Cleardown	Every 2 Weeks	IT Controller	1		22 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
752	Catherine Spence	Scan In Correct Product - Software Validation	Every 3 Months	IT Controller	5		01 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
754	Catherine Spence	Software Validation Scan UnQA Product To Order	Every 6 Months	IT Controller	5		12 Dec 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
756	Catherine Spence	Software Validation Expired Stock	Every 12 Months	IT Controller	5		12 Oct 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
759	Catherine Spence	Software Validation Non Sell Able Shelf	Every 12 Months	IT Controller	4		01 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
761	Robert Connor	Software Validation In Production List	Every 3 Months	IT Controller	3		01 Oct 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
764	Sarah Walton	Software Validation Unchecked Orders	Every 3 Months	IT Controller	3	1	01 Oct 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

763	Robert Connor	Software Validation Stock Tracking Check	Every 6 Months	IT Controller	1		08 Oct 2018	Details	✓✓✓✓✓✓✓✓✓✓
766	Sarah Walton	Software Validation Attempt To QA Some Stock	Every 6 Months	IT Controller	3		01 Dec 2018	Details	✓✓✓✓✓✓✓✓✓✓
768	Derek Lamb	Software Validation Of Training Documents Forced Reading	Every 12 Months	IT Controller	1		04 Oct 2018	Details	✓✓✓✓✓✓✓✓✓✓
779	Derek Lamb	Software Validation Conflicting Audits	Every 12 Months	IT Controller	2		08 Oct 2018	Details	✓✓✓✓✓✓✓✓✓✓
789	Derek Lamb	Software Validation Non Conformance Product Risk Feedback Loop	Every 12 Months	IT Controller	1		16 Oct 2018	Details	✓✓✓✓✓✓✓✓✓✓
802	Derek Lamb	Software Validation Document Control	Every 6 Months	IT Controller	2		20 Oct 2018	Details	✓✓✓✓✓✓✓✓✓✓
808	Derek Lamb	Software Validation Scheduled Tasks And Audits	Every 36 Months	IT Controller	2		22 Jan 2019	Details	✓✓✓✓✓✓✓✓✓✓
810	Derek Lamb	Software Validation - Live Orders	Every 12 Months	IT Controller	2		22 Oct 2018	Details	✓✓✓✓✓✓✓✓✓✓
85	Helen Lamb	Outside Heating Guard	Every 12 Months	Maintenance Controller	2		18 Apr 2019	Details	✓✓✓✓✓✓✓✓✓✓
431	Helen Lamb	Check Out Side Drain	Every 3 Months	Maintenance Controller	2		17 Sep 2018	Details	✓✓✓✓✓✓✓✓✓✓
433	Helen Lamb	Clearing Water Downstairs	Every 1 Months	Maintenance Controller	2		08 Sep 2018	Details	✓✓✓✓✓✓✓✓✓✓
602	Helen Lamb	General Maintenance Requirements	Every 3 Months	Maintenance Controller	1		07 Oct 2018	Details	✓✓✓✓✓✓✓✓✓✓
7	Helen Lamb	Boiler Heating Checked	Every 12 Months	Maintenance Controller	2	1	10 Jul 2019	Details	✓✓✓✓✓✓✓✓✓✓
117	Helen Lamb	Carbon Monoxide alarm	Every 6 Months	Maintenance Controller	2		05 Jan 2019	Details	✓✓✓✓✓✓✓✓✓✓
702	Helen Lamb	North Yorkshire Council Waste Tranfer	Every 12 Months	Maintenance Controller	2		22 Feb 2019	Details	✓✓✓✓✓✓✓✓✓✓
701	Helen Lamb	Controlled Waste	Every 12 Months	Maintenance Controller	1		22 Jan 2019	Details	✓✓✓✓✓✓✓✓✓✓

		Description And Transfer										
164	Derek Lamb	Electrics need checking	Every 48 Months	Maintenance Controller	2		18 Nov 2019	Details	✓	✓	✓	✓
211	Steve Hardaker	Re-programme the central heating for winter	Every 12 Months	Maintenance Controller	3		01 Sep 2018	Details	✓	✓	✓	✓
94	Michael Green	ESD Workstations	Every 6 Months	Maintenance Controller	4		15 Sep 2018	Details	✓	✓	✓	✓
829	Helen Lamb	Tree In Car Park	Every 3 Months	Maintenance Controller	3		22 Sep 2018	Details	✗	✓	✓	✓
371	Derek Lamb	Documentation out of date	Every 1 Months	Documentation And Records Controller	2		25 Aug 2018	Details	✓	✓	✓	✓
370	Derek Lamb	Duplicate Documents	Every 1 Months	Documentation And Records Controller	2		18 Aug 2018	Details	✓	✓	✓	✓
155	Derek Lamb	Document index Thumbnails	Every 1 Months	Documentation And Records Controller	1		05 Sep 2018	Details	✓	✓	✓	✓
887	Helen Lamb	Annual Review Doc Management	Every 12 Months	Documentation And Records Controller	2		28 Jul 2019	Details	✓	✓	✓	✓
231	Steve Nixon	Check the Stock FAQ Admin list	Every 1 Months	Product Controller	2	1	01 Sep 2018	Details	✓	✓	✓	✓
418	Steve Nixon	Price Checking	Every 1 Months	Product Controller	2	2	03 Sep 2018	Details	✓	✓	✓	✓
501	Steve Nixon	Yearly Pricing Review	Every 12 Months	Product Controller	2	1	01 May 2019	Details	✓	✓	✓	✓
772	Steve Nixon	Maintain Repair Codes List	Every 12 Months	Product Controller	3		05 Oct 2018	Details	✓	✓	✓	✓
800	Steve Nixon	On Site Environment Review	Every 3 Months	Product Controller	2	1	18 Oct 2018	Details	✓	✓	✓	✓
822	Steve Nixon	VST Price Lists	Every 3 Months	Product Controller	2	1	28 Oct 2018	Details	✓	✓	✓	✓
125	Derek Lamb	Gents	Every 1 Months	Warehouse Team Leader	2	2	17 Aug 2018	Details	✓	✓	✓	✓
220	Steve Nixon	Send Teledyne back orders list	Every 1 Weeks	Warehouse Team Leader	6	3	20 Aug 2018	Details	✓	✓	✓	✓
110	Robert Connor	Opera Stock Adjustments	Every 1 Weeks	Warehouse Team Leader	3		19 Aug 2018	Details	✓	✓	✓	✓
64	Zoey Teal	UPS Rates	Every 1 Months	Warehouse Team Leader	2		01 Sep 2018	Details	✓	✓	✓	✓
66	Robert Connor	Request RMAs	Every 1 Weeks	Warehouse Team Leader	3		17 Aug 2018	Details	✓	✓	✓	✓

541	Josh Leighton	Empty Paper Bins	Every 1 Weeks	Warehouse Team Leader	3		15 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
543	Josh Leighton	Hoover Warehouse	Every 1 Weeks	Warehouse Team Leader	3		20 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
423	Josh Leighton	Sweep Warehouse	Every 1 Weeks	Warehouse Team Leader	4		20 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
542	Josh Leighton	Empty Warehouse Bins	Every 1 Weeks	Warehouse Team Leader	4		16 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
426	Josh Leighton	Clean Duckets	Every 1 Weeks	Warehouse Team Leader	3		16 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
427	Robert Connor	Clear Cardboard	Every 2 Weeks	Warehouse Team Leader	6		16 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
447	Helen Lamb	Stock Allocations	Every 2 Weeks	Warehouse Team Leader	2	2	22 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
616	Derek Lamb	Supplier Review - Outstanding orders	Every 2 Weeks	Warehouse Team Leader	1		15 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
483	Derek Lamb	Supplier Review Future orders	Every 1 Months	Warehouse Team Leader	2		19 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
615	Derek Lamb	Current Stock Levels	Every 2 Weeks	Warehouse Team Leader	2		14 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
614	Catherine Spence	Current Repairs	Every 1 Weeks	Warehouse Team Leader	4	1	14 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
547	Michael Green	Calibration	Every 1 Months	Warehouse Team Leader	1	1	03 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
795	Derek Lamb	Non Conformance Issues Any New QC21 Forms	Every 1 Months	Warehouse Team Leader	2		17 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
294	Robert Connor	Check Expiry Dated Stock	Every 1 Months	Warehouse Team Leader	2		04 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
468	Catherine Spence	Check Repairs Ready For Invoice	Every 2 Weeks	Warehouse Team Leader	4	1	27 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
479	Steve Nixon	Check Stock Requirements Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	3	1	22 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
480	Derek Lamb	Check Stock Requirements Supplier Envitec	Every 2 Weeks	Warehouse Team Leader	2		21 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
481	Derek Lamb	Check Stock Requirements Supplier Posey	Every 2 Weeks	Warehouse Team Leader	2		23 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
482	Derek	Check Stock	Every	Warehouse	2		24	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓

	Lamb	Requirements Supplier Bluepoint	2 Weeks	Team Leader			Aug 2018	
484	Derek Lamb	Check Stock Requirements For Proformas	Every 1 Weeks	Warehouse Team Leader	2		16 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
486	Catherine Spence	Repairs Ready For Quote	Every 1 Days	Warehouse Team Leader	2	4	16 Jul 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
485	Catherine Spence	Repairs Ready For Invoice	Every 2 Days	Warehouse Team Leader	2	4	13 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
488	Josh Leighton	Vandagraph Duckets	Every 1 Weeks	Warehouse Team Leader	3	2	20 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
545	Josh Leighton	Move Stock From QA Shelf To Stock Shelf Monday	Every 1 Weeks	Warehouse Team Leader	6	3	20 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
544	Emma Clark	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 1 Weeks	Warehouse Team Leader	1		14 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
495	Emma Clark	Top Up Quick Shipping Shelves	Every 1 Weeks	Warehouse Team Leader	3	1	20 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
503	Emma Clark	Clean Toilets	Every 3 Weeks	Warehouse Team Leader	2		14 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
589	Derek Lamb	Management Meeting	Every 1 Months	Warehouse Team Leader	2		22 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
622	Robert Connor	Check Returns Supplier Envitec	Every 1 Weeks	Warehouse Team Leader	2		17 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
624	Robert Connor	Check Returns Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	2		17 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
623	Robert Connor	Check Returns Supplier Maxtec	Every 2 Weeks	Warehouse Team Leader	2		17 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
626	Robert Connor	Check Supplier Returns All Suppliers	Every 1 Months	Warehouse Team Leader	1		24 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
645	Catherine Spence	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	3		08 Nov 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
647	Robert Connor	Check Order Are Being Picked In Priority Order	Every 8 Weeks 2 Days	Warehouse Team Leader	3		05 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
649	Derek Lamb	Orders And Items Shipped Per Month	Every 1 Months	Warehouse Team Leader	3		11 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
785	Philip Crossley	Oxygen Cylinder Check	Every 3 Months	Warehouse Team Leader	2		14 Oct 2018	Details ✗ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
876	Robert Connor	Empty Depleted	Every 1	Warehouse Team Leader	2		18 Aug	Details ✗ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

		Sensor Bin From The Office	Months				2018	
878	Robert Connor	Empty Warehouse Depleted Sensor Bin	Every 1 Months 3 Weeks	Warehouse Team Leader	3		14 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
880	Robert Connor	Check Weeee Waste Pallet And Sensor Bin	Every 6 Months	Warehouse Team Leader	3		02 Feb 2019	Details ✗ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
882	Robert Connor	Generate RMA Box, Link Items And Add Faults	Every 1 Weeks	Warehouse Team Leader	2		19 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
386	Catrin Hird	Marketing report due	Every 1 Months	Marketing Controller	4	3	01 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
673	Catrin Hird	Product Cross References	Every 1 Months	Marketing Controller	2		19 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
671	Catrin Hird	Pro-Active Marketing	Every 3 Months	Marketing Controller	3		01 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
675	Catrin Hird	Research Activities	Every 1 Months	Marketing Controller	3		26 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
207	Steve Nixon	Stock Items with Temporary Notices	Every 1 Months	Sales Controller	2	2	12 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
388	Steve Nixon	Sales and Marketing Report	Every 1 Months	Sales Controller	6	4	07 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
653	Sarah Walton	VST Price Review	Every 12 Months	Sales Controller	2		15 Dec 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
893	Derek Lamb	EAN GTIN Online Database	Every 1 Months	Sales Controller	1		06 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
204	Ryan Swaine	Distributor Agreements	Every 1 Months	EX Sales Controller	2		26 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
385	Ryan Swaine	Export Sales Report	Every 1 Months	EX Sales Controller	6	3	01 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
384	Steve Hardaker	UK Sales report due	Every 1 Months	UK Sales Controller	2	3	01 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
365	Catrin Hird	Check New Stock - GHX Web Pricing	Every 1 Months	UK Sales Controller	2		12 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
292	Steve Hardaker	Check Sale or Returns	Every 1 Months	UK Sales Force	2	2	04 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
291	Ryan Swaine	Check Sale or Returns	Every 1 Months	EX Sales Force	3		04 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
670	Derek	Ensure All	Every	OEM Sales	2		01	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

	Lamb	Invoice Correctly Tagged	1 Months	Controller			Sep 2018	
823	Derek Lamb	VST Customer Agreements	Every 12 Months	OEM Sales Controller	2		28 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
118	Helen Lamb	Vandagraph Loan	Every 1 Months	Accounts Processes	3		01 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
223	Helen Lamb	Accounts on Stop	Every 2 Weeks	Accounts Processes	2	1	23 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
165	Helen Lamb	Create Edenred invoice re childcare voucher for month	Every 1 Months	Accounts Processes	2		18 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
429	Helen Lamb	End Of Yeah Reports For Accountants	Every 12 Months	Accounts Processes	2		20 Dec 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
445	Helen Lamb	Viamed End Of Month Shutdown	Every 1 Months	Accounts Processes	2		01 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
63	Helen Lamb	Debtors and Creditors Figures	Every 1 Months	Accounts Processes	2		16 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
680	Helen Lamb	Fill in Cashbook / Bank Rec for previous Month	Every 1 Months	Accounts Processes	4		15 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
693	Helen Lamb	Journals for end of month accounts	Every 1 Months	Accounts Processes	2		26 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
432	Helen Lamb	Cheques To Bank	Every 1 Weeks	Accounts Processes	3	4	17 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
434	Helen Lamb	Credit Cards	Every 1 Months	Accounts Processes	2		14 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
435	Helen Lamb	Credits Done	Every 1 Weeks	Accounts Processes	2	2	17 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
436	Helen Lamb	Currency Lodgement	Every 1 Months	Accounts Processes	2		07 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
437	Helen Lamb	Customs Clearance	Every 1 Weeks	Accounts Processes	3		15 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
438	Helen Lamb	Expenses	Every 1 Months	Accounts Processes	1		10 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
439	Helen Lamb	Accounts Filing	Every 6 Months	Accounts Processes	3		05 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
440	Helen Lamb	Filing Cabinets	Every 3 Months	Accounts Processes	3		04 Nov 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
441	Helen	HMRC	Every	Accounts	3		14	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

	Lamb	Intrastats Data	1 Months	Processes			Aug 2018	
442	Helen Lamb	VAT Return	Every 3 Months	Accounts Processes	3		07 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
443	Helen Lamb	Purchase Invoices	Every 1 Weeks	Accounts Processes	2	1	20 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
444	Helen Lamb	Remit Processing	Every 1 Weeks	Accounts Processes	3	1	14 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
446	Helen Lamb	Sales Accounts Reminders	Every 1 Months	Accounts Processes	3	1	09 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
316	Helen Lamb	check training from tuesday and sign off if present	Every 1 Weeks	Accounts Processes	2		15 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
449	Helen Lamb	Delivered Not Invoiced Report	Every 1 Months	Accounts Processes	2		20 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
142	Helen Lamb	P11D Form re Benefits to Revenue and Customs	Every 12 Months	Accounts Processes	2		19 Jun 2019	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
563	Helen Lamb	Weights Per Region Needed To Submit EC Sales List	Every 1 Months	Accounts Processes	3		14 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
572	Helen Lamb	UPS Invoices Viamed	Every 1 Months	Accounts Processes	2		04 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
573	Helen Lamb	UPS Invoices VST	Every 1 Months	Accounts Processes	2		04 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
571	Helen Lamb	UPS Invoices Vandagraph	Every 1 Months	Accounts Processes	2		04 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
629	Helen Lamb	Petty Cash Reconciliation	Every 12 Months	Accounts Processes	1		03 Jan 2019	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
630	Helen Lamb	Withdraw Funds From Paypal	Every 1 Months	Accounts Processes	3		01 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
635	Helen Lamb	Humanmed Invoice For Previous Month	Every 1 Months	Accounts Processes	2	1	02 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
641	Steve Nixon	V1000 Commissions Review	Every 3 Months	Accounts Processes	1		01 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
651	Helen Lamb	Opera Purchase Ledger Close	Every 1 Months	Accounts Processes	2		15 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
652	Helen Lamb	Opera Nominal Ledger Close	Every 1 Months	Accounts Processes	2		15 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
104	Helen Lamb	Check suggested	Every 1	Accounts Processes	4		01 Sep	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

		invoice report in operas	Months				2018	
422	Helen Lamb	Check purchasing jnls to see if VAT handled correctly Previous Month	Every 1 Months	Accounts Processes	2	2	11 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
421	Helen Lamb	check contra account 8000 and clear it	Every 3 Months	Accounts Processes	2		03 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
713	Sarah Walton	Chase The Debtors VST	Every 1 Months	Accounts Processes	4		03 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
62	Helen Lamb	Debtors and Creditors Figures	Every 1 Months	Accounts Processes	2		02 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
794	Helen Lamb	Embargo Countries NOT Allowed To Sell To	Every 6 Months	Accounts Processes	2		17 Oct 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
811	Helen Lamb	Purchase Payments	Every 1 Weeks	Accounts Processes	3	1	20 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
837	Helen Lamb	Region Checker	Every 1 Months	Accounts Processes	2		07 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
858	Helen Lamb	Royal Mail - Mail Retention Form	Every 12 Months	Accounts Processes	1		01 Mar 2019	Details ✖ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
79	Philip Crossley	Saftey Tester Data	Every 12 Months	Repairs Controller	2		02 Aug 2019	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
636	Ryan Swaine	Price List Check	Every 1 Months	Vandagraph	4		06 Sep 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
834	Michael Green	Daily O2 Sensors Returns	Every 1 Days	Repair Processes	1	2	09 Jun 2018	Details ✖
599	Kate Griffiths	Distribution Of Mail	Every 1 Days	Office Processes	5		10 Feb 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
567	Gail Bell	Filing	Every 1 Days	Office Processes	7	3	27 May 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
538	Catrin Hird	Maintaining Leaflet Stocks	Every 1 Weeks	Office Processes	3		20 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
402	Catrin Hird	Processing Of Mail Shots	Every 1 Weeks	Office Processes	6		20 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
570	Gail Bell	Office Sales Projects	Every 1 Weeks	Office Processes	5		15 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
430	Zoey Teal	Emailing Of Invoices	Every 1 Days	Office Processes	6		04 Aug 2018	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
348	Kate Griffiths	WYA Consignment	Every 1	Office Processes	6		17 Aug	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

	Stock	Weeks				2018
262	Zoey Teal	Purchase Order log	Every 1 Weeks	Office Processes	8	14 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
243	Kate Griffiths	Vacuuming of the Office, Hall and meeting room	Every 1 Weeks	Office Processes	6	17 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
233	Sarah Walton	Check the Service visit logs	Every 1 Weeks	Office Processes	4	14 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
239	Zoey Teal	Please check Paypal for orders	Every 1 Weeks	Office Processes	6	16 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
382	Sophie Lines	Send Post To Humanmed	Every 1 Weeks	Office Processes	5	17 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
397	Kate Griffiths	Checking EBay For Orders And Messages	Every 1 Days	Office Processes	6	23 Dec 2017 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
776	Zoey Teal	Completing Office Job List	Every 1 Weeks	Office Processes	6	20 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
564	Catherine Spence	Franking Mail	Every 1 Days	Office Processes	6	3 17 Jan 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
406	Robert Connor	Processing Depleted Sensors	Every 2 Weeks	Office Processes	4	14 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
409	Sarah Walton	Proforma And Quote Chasing	Every 1 Weeks	Office Processes	6	15 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
393	Gail Bell	Cleaning Of Office Windows	Every 1 Months	Office Processes	7	1 13 Sep 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
404	Sophie Lines	Link Call Log Contacts To The CRM	Every 1 Weeks	Office Processes	4	20 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
107	Helen Lamb	PUT OUT BROWN AND BLUE BINS	Every 1 Months	Office Processes	1	26 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
465	Kate Griffiths	Check For Humanmed Orders In Logistics Mailbox	Every 1 Days	Office Processes	5	04 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
530	Kate Griffiths	Check Cardea And Multiquote	Every 1 Weeks	Office Processes	5	20 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
504	Zoey Teal	PDFing Of Invoices	Every 1 Days	Office Processes	6	03 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
478	Sophie Lines	Check Catalog 360 Circle For Quotes And Orders	Every 1 Weeks	Office Processes	5	20 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
487	Kate Griffiths	Checking Of Awaiting Action Tray	Every 1 Days	Office Processes	6	19 Jan 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

506	Zoey Teal	Collect Repair Filing	Every 1 Weeks	Office Processes	4		17 Aug 2018	Details	✓✓✓✓✓✓✓✓
496	Gail Bell	Send Delivery Notifications	Every 1 Days	Office Processes	6	3	02 Jan 2018	Details	✓✓✓✓✓✓✓✓✓✓
508	Gail Bell	Shred Sensitive Paperwork In JL Office	Every 1 Weeks	Office Processes	6	1	17 Aug 2018	Details	✓✓✓✓✓✓✓✓
517	Zoey Teal	Checking For Uploaded Files	Every 1 Days	Office Processes	3		02 Jan 2018	Details	✓✓✓✓✓✓✓✓
519	Sophie Lines	Update Virus Software And Scan For Viruses	Every 1 Weeks	Office Processes	4		17 Aug 2018	Details	✓✓✓✓✓✓✓✓
520	Zoey Teal	Send Purchase Orders To Suppliers	Every 1 Days	Office Processes	6		25 Jan 2018	Details	✓✓✓✓✓✓✓✓
523	Zoey Teal	Humanmed Invoicing	Every 1 Days	Office Processes	4		02 Jan 2018	Details	✓✓✓✓✓✓✓✓✓✓
526	Sarah Walton	Import Bank CSV	Every 1 Days	Office Processes	4		09 Jun 2018	Details	✓✓✓✓✓✓✓✓✓✓
528	Sarah Walton	Review Inward Payments	Every 1 Days	Office Processes	3	2	02 Jan 2018	Details	✓✓✓✓✓✓✓✓
549	Sophie Lines	Ensure SORs Are Followed Up	Every 1 Weeks	Office Processes	4		17 Aug 2018	Details	✓✓✓✓✓✓✓✓
275	Derek Lamb	Office Staff Meeting	Every 1 Months	Office Processes	2	1	09 Sep 2018	Details	✓✓✓✓✓✓✓✓
584	Sophie Lines	VST Purchase Order Log	Every 1 Weeks	Office Processes	6		20 Aug 2018	Details	✓✓✓✓✓✓✓✓
792	Zoey Teal	SRS Folder	Every 1 Months	Office Processes	4		22 Aug 2018	Details	✓✓✓✓✓✓✓✓
603	Kate Griffiths	Check For GHX Orders	Every 1 Weeks	Office Processes	4		15 Aug 2018	Details	✓✓✓✓✓✓✓✓
607	Catrin Hird	Send Service Offers	Every 1 Weeks	Office Processes	2		16 Aug 2018	Details	✓✓✓✓✓✓✓✓
620	Sarah Walton	Send VST Delivery Notifications	Every 1 Days	Office Processes	3		01 Mar 2018	Details	✓✓✓✓✓✓✓✓
612	Sophie Lines	PDF VST Invoices And Purchase Orders	Every 1 Weeks	Office Processes	4		20 Aug 2018	Details	✓✓✓✓✓✓✓✓
637	Derek Lamb	Shipped Order Success Report	Every 3 Months	Office Processes	3		01 Oct 2018	Details	✓✓✓✓✓✓✓✓✓✓
639	Helen Lamb	Office Review Meeting	Every 1	Office Processes	5	2	17 Aug	Details	✓✓✓✓✓✓✓✓

			Months					2018
643	Kate Griffiths	Answering Web Questions	Every 1 Days	Office Processes	5			26 Mar 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
655	Sophie Lines	Clean Kitchen Sides and Table	Every 1 Weeks	Office Processes	7	2		20 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
657	Zoey Teal	Dishwashing	Every 1 Days	Office Processes	4			31 Mar 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
659	Gail Bell	Sweep Kitchen Floor	Every 1 Weeks	Office Processes	7	1		17 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
663	Sarah Walton	Watering Plants	Every 1 Weeks	Office Processes	4			17 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
708	Robert Connor	Review Oxylink Stock	Every 1 Months	Office Processes	3			01 Sep 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
859	Zoey Teal	UPS Exceptions Checkup	Every 1 Days	Office Processes	1			10 Jul 2018 Details ✖
41	Catrin Hird	Calender project needs starting	Every 12 Months	Marketing Processes	3			31 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
196	Steve Nixon	Book Arab Health	Every 12 Months	Marketing Processes	2	1		01 Jun 2019 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
105	Catherine Spence	Goods Out Review	Every 1 Weeks	Goods Out	3			14 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
492	Catherine Spence	Ship Repairs	Every 1 Days	Goods Out	2	3		02 Jan 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
491	Catherine Spence	Ship Sale Or Returns	Every 1 Days	Goods Out	2	3		02 Jan 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
575	Catherine Spence	Check Repair Orders	Every 1 Days	Goods Out	2	3		21 Jan 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
576	Catherine Spence	Check Repair Quotes	Every 1 Days	Goods Out	2	3		21 Jan 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
884	Catherine Spence	Request RMA Based On The RMA Boxes	Every 1 Weeks	Goods Out	2	1		20 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
767	Robert Connor	Check POR Files For Items Delivered But Not Removed From File	Every 1 Months	Goods In	1			18 Aug 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
836	Josh Leighton	Stamp Deliveries	Every 1 Days	Goods In	2			15 Jun 2018 Details ✖
553	Derek Lamb	Production Start Job List	Every 1 Months	Production Processes	1			05 Sep 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
556	Derek Lamb	Production In Production List	Every 1 Months	Production Processes	1			01 Sep 2018 Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

551	Derek Lamb	Production Statistics	Every 1 Months	Production Processes	1		05 Sep 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
314	Helen Lamb	Training Records	Every 3 Months	Human Resources	2		27 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
448	Helen Lamb	Wages Calculations	Every 1 Months	Human Resources	2		17 Aug 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
287	Derek Lamb	Review Accident Book	Every 6 Months	Human Resources	2		16 Jan 2019	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
771	Helen Lamb	Alarm Key Holders	Every 6 Months	Human Resources	8		05 Oct 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
606	Helen Lamb	Health Declaration Sheet	Every 12 Months	Human Resources	1		24 Jan 2019	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
813	Helen Lamb	Appraisal	Every 12 Months	Human Resources	3	1	20 Feb 2019	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
815	Helen Lamb	Pay Review	Every 12 Months	Human Resources	5		06 Jun 2019	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
889	Helen Lamb	Private Information Data	Every 12 Months	Human Resources	1		28 Jul 2019	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓

Audits

#	User	Task Subject	Time Scale	On Behalf of	#Trained	Outstanding	Next Due	Details	5	1	2	3	4	7	6	8
769	Derek Lamb	Financial Review	Every 3 Months	Share Holder	3		03 Oct 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓
173	Derek Lamb	Audit 21 Audit Of Audit Viamed	Every 12 Months	Share Holder	3		01 Dec 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓
775	Helen Lamb	Management Reviews And Quality Audits	Every 6 Months	Managing Director	2		17 Oct 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓
561	Helen Lamb	Review Company Data	Every 12 Months	Managing Director	3		13 Oct 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓
774	Helen Lamb	Customer Complaints	Every 6 Months	Managing Director	2		01 Nov 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓
729	Derek Lamb	QA Failures Report	Every 3 Months	Managing Director	2		01 Nov 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓
784	Helen Lamb	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director	2		01 Nov 2018	Details	✓	✓	✓	✓	✓	✓	✓	✓
751	Steve Nixon	Review Product	Every 3	Managing Director	2	1	01 Nov	Details	✓	✓	✓	✓	✓	✓	✓	✓

		Failures New Codes	Months				2018
805	Helen Lamb	Maintain Update Of ISO Route Maps	Every 1 Months	Managing Director	2		18 Aug 2018 Details ✓✓✓✓✓✓✓✓✓✓
610	Helen Lamb	Supplier Review	Every 12 Months	ISO Controller	2		09 Feb 2019 Details ✓✓✓✓✓✓✓✓✓✓
464	Catrin Hird	Check Website ISO Documents	Every 6 Months	ISO Controller	2		01 Jan 2019 Details ✓✓✓✓✓✓✓✓✓✓
14	Helen Lamb	Audit 22 Post Market Surveillance Viamed	Every 12 Months	ISO Controller	2	1	30 Apr 2019 Details ✓✓✓✓✓✓✓✓✓✓
284	Derek Lamb	Non conformance review history Viamed	Every 12 Months	ISO Controller	2		04 Feb 2019 Details ✓✓✓✓✓✓✓✓✓✓
819	Helen Lamb	Review Processes Linked To VOPs And Audits	Every 12 Months	ISO Controller	2		04 Dec 2018 Details ✓✓✓✓✓✓✓✓✓✓
455	Helen Lamb	Backup Server Status	Every 12 Months	IT Controller	3		19 May 2019 Details ✓✓✓✓✓✓✓✓✓✓✓
416	Helen Lamb	Guest Access Wifi	Every 3 Months	IT Controller			23 Sep 2018 Details ✓✓✓✓✓✓✓✓✓✓
417	Helen Lamb	Clear Down Backup Emails	Every 3 Months	IT Controller	2		09 Oct 2018 Details ✓✓✓✓✓✓✓✓✓✓
414	Steve Hardaker	Weather Station	Every 1 Months	IT Controller	2	1	04 Sep 2018 Details ✓✓✓✓✓✓✓✓✓✓
460	Helen Lamb	Management Meeting Turnover Report	Every 12 Months	IT Controller	2		04 Jun 2019 Details ✓✓✓✓✓✓✓✓✓✓
457	Steve Nixon	Intrastats Cross Reference Database Tables Updates	Every 3 Months	IT Controller	2	1	22 Aug 2018 Details ✓✓✓✓✓✓✓✓✓✓
453	Helen Lamb	Off Site Backup	Every 1 Months	IT Controller	2		01 Sep 2018 Details ✓✓✓✓✓✓✓✓✓✓
780	Helen Lamb	Vandagraph Pay Pay Retrieve Funds	Every 6 Months	IT Controller	2		09 Nov 2018 Details ✓✓✓✓✓✓✓✓✓✓
753	Derek Lamb	Scan In Correct Product	Every 12 Months	IT Controller	5		02 Feb 2019 Details ✓✓✓✓✓✓✓✓✓✓✓
755	Derek Lamb	Software Validation Scan Un-QA	Every 12 Months	IT Controller	5		01 Feb 2019 Details ✓✓✓✓✓✓✓✓✓✓



















		Product To Order							
757	Derek Lamb	Software Validation Expired Stock	Every 6 Months	IT Controller	5		01 Feb 2019	Details	✓✓✓✓✓✓✓✓✓
760	Derek Lamb	Software Validation Non Sell Able Shelf	Every 3 Months	IT Controller	4		01 Nov 2018	Details	✓✓✓✓✓✓✓✓✓
762	Derek Lamb	Software Validation In Production List	Every 6 Months	IT Controller	3		01 Nov 2018	Details	✓✓✓✓✓✓✓✓✓
765	Derek Lamb	Software Validation Unchecked Orders	Every 12 Months	IT Controller	3		01 Nov 2018	Details	✓✓✓✓✓✓✓✓✓
781	Derek Lamb	Software Validation Conflicting Audits	Every 12 Months	IT Controller	2		14 Oct 2018	Details	✓✓✓✓✓✓✓✓✓
803	Helen Lamb	Software Validation Document Control	Every 12 Months	IT Controller	2		01 Nov 2018	Details	✓✓✓✓✓✓✓✓✓
809	Helen Lamb	Software Validation Scheduled Tasks And Audits	Every 6 Months	IT Controller	2		25 Oct 2018	Details	✓✓✓✓✓✓✓✓✓
95	Derek Lamb	ESD Workstations	Every 12 Months	Maintenance Controller	4		15 Mar 2019	Details	✓✓✓✓✓✓✓✓✓
372	Helen Lamb	Documentation out of date	Every 6 Months	Documentation And Records Controller	2		03 Sep 2018	Details	✓✓✓✓✓✓✓✓✓✓
369	Helen Lamb	Check for Duplicate Documents	Every 6 Months	Documentation And Records Controller	2		22 Aug 2018	Details	✓✓✓✓✓✓✓✓✓
888	Derek Lamb	Annual Review Doc Management	Every 12 Months	Documentation And Records Controller	2		16 Aug 2018	Details	✓✓✓✓✓✓✓✓✓✓
374	Derek Lamb	Check the Stock FAQ Admin	Every 3 Months	Product Controller	2		19 Oct 2018	Details	✓✓✓✓✓✓✓✓✓✓
71	Derek Lamb	Price Check	Every 3 Months	Product Controller	2		04 Sep 2018	Details	✓✓✓✓✓✓✓✓✓
502	Derek Lamb	Yearly Pricing Review	Every 12 Months	Product Controller	2		27 May 2019	Details	✓✓✓✓✓✓✓✓✓
773	Derek Lamb	Maintain Repair Codes List	Every 24 Months	Product Controller	3		06 Oct 2019	Details	✓✓✓✓✓✓✓✓✓
373	Helen Lamb	Vacuuming of the Office, Hall and meeting room	Every 1 Months	Warehouse Team Leader	2	1	08 Sep 2018	Details	✓✓✓✓✓✓✓✓✓
375	Derek Lamb	Send Teledyne back orders list	Every 1 Months	Warehouse Team Leader	6		18 Aug 2018	Details	✓✓✓✓✓✓✓✓✓
261	Catherine	Opera Stock	Every	Warehouse	3		01	Details	✓✓✓✓✓✓✓✓✓✓

	Spence	Adjustments	1 Months	Team Leader		Sep 2018	
376	Derek Lamb	UPS Rates	Every 3 Months	Warehouse Team Leader	2	06 Nov 2018	Details ✓✓✓✓✓✓✓✓✓✓
69	Derek Lamb	Return Goods to Suppliers	Every 2 Months	Warehouse Team Leader	3	26 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
424	Derek Lamb	Warehouse Floors	Every 1 Months	Warehouse Team Leader	3	17 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
778	Derek Lamb	Current Stock Levels	Every 6 Months	Warehouse Team Leader	2	17 Oct 2018	Details ✓✓✓✓✓✓✓✓✓✓
895	Derek Lamb	Current Repairs	Every 3 Months	Warehouse Team Leader	4	13 Nov 2018	Details ✓✓✓✓✓✓✓✓✓✓
783	Derek Lamb	Missing Stock or Adjustments	Every 3 Months	Warehouse Team Leader	3	11 Oct 2018	Details ✓✓✓✓✓✓✓✓✓✓
80	Derek Lamb	Check the Calibration Index	Every 3 Months	Warehouse Team Leader	3	07 Sep 2018	Details ✓✓✓✓✓✓✓✓✓✓
796	Helen Lamb	Non Conformance Issues Any New QC21 Forms	Every 12 Months	Warehouse Team Leader	2	25 Oct 2018	Details ✓✓✓✓✓✓✓✓✓✓
477	Derek Lamb	Check Expiry Dated Stock	Every 3 Months	Warehouse Team Leader	2	18 Oct 2018	Details ✓✓✓✓✓✓✓✓✓✓
469	Robert Connor	Check Repairs Read For Invoice	Every 3 Months	Warehouse Team Leader	4	24 Sep 2018	Details ✓✓✓✓✓✓✓✓✓✓
782	Derek Lamb	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 12 Months	Warehouse Team Leader	1	17 Oct 2018	Details ✓✓✓✓✓✓✓✓✓✓
590	Helen Lamb	Management Meeting warehouse	Every 3 Months	Warehouse Team Leader	2	30 Oct 2018	Details ✓✓✓✓✓✓✓✓✓✓
625	Derek Lamb	Check Returns Suppliers	Every 1 Months	Warehouse Team Leader	2	24 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
646	Helen Lamb	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	3	15 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
648	Derek Lamb	Check Order Are Being Picked In Priority Order	Every 3 Months	Warehouse Team Leader	3	12 Nov 2018	Details ✓✓✓✓✓✓✓✓✓✓
650	Helen Lamb	Orders And Items Shipped Per Month	Every 3 Months	Warehouse Team Leader	3	11 Nov 2018	Details ✓✓✓✓✓✓✓✓✓✓
734	Derek Lamb	Goods In Processes	Every 3 Months	Warehouse Team Leader	3	25 Sep 2018	Details ✓✓✓✓✓✓✓✓✓✓
877	Derek Lamb	Empty Depleted	Every 3 Months	Warehouse Team Leader	2	17 Aug 2018	Details ✗ ✓✓✓✓✓✓✓✓✓✓

[illegible]

	Bank Rec for previous Month	Months			2018
694	Derek Lamb Journals for the End of Month accounts	Every 12 Months	Accounts Processes	2	14 May 2019 Details ✓✓✓✓✓✓✓✓✓✓
682	Derek Lamb Cheques To Bank	Every 12 Months	Accounts Processes	3	24 Jul 2019 Details ✓✓✓✓✓✓✓✓✓✓
683	Derek Lamb Credit Cards	Every 12 Months	Accounts Processes	2	20 Jun 2019 Details ✓✓✓✓✓✓✓✓✓✓
684	Derek Lamb Credits Done	Every 12 Months	Accounts Processes	2	29 Aug 2018 Details ✓✓✓✓✓✓✓✓✓✓
677	Derek Lamb Accounts Filing	Every 12 Months	Accounts Processes	3	14 Jun 2019 Details ✓✓✓✓✓✓✓✓✓✓
687	Derek Lamb HMRC Intrastats Data	Every 12 Months	Accounts Processes	3	27 Feb 2019 Details ✓✓✓✓✓✓✓✓✓✓
698	Derek Lamb VAT Return	Every 12 Months	Accounts Processes	3	26 Jun 2019 Details ✓✓✓✓✓✓✓✓✓✓
696	Derek Lamb Purchase Invoices	Every 12 Months	Accounts Processes	2	29 Jun 2019 Details ✓✓✓✓✓✓✓✓✓✓
697	Derek Lamb Remit Processing	Every 24 Months	Accounts Processes	3	04 Sep 2019 Details ✓✓✓✓✓✓✓✓✓✓
678	Derek Lamb Accounts Review - Debtors	Every 6 Months	Accounts Processes	3	08 Nov 2018 Details ✓✓✓✓✓✓✓✓✓✓
560	Derek Lamb Staff Training	Every 3 Months	Accounts Processes	2	01 Sep 2018 Details ✓✓✓✓✓✓✓✓✓✓
451	Derek Lamb Viamed Debtors	Every 6 Months	Accounts Processes	3	13 Oct 2018 Details ✓✓✓✓✓✓✓✓✓✓
689	Derek Lamb Issues for Accountants	Every 48 Months	Accounts Processes	2	15 Mar 2022 Details ✓✓✓✓✓✓✓✓✓✓
699	Derek Lamb Weights Per Region Needed To Submit EC Sales List	Every 12 Months	Accounts Processes	3	27 Sep 2018 Details ✓✓✓✓✓✓✓✓✓✓
700	Derek Lamb Withdraw Funds From Paypal	Every 6 Months	Accounts Processes	3	03 Sep 2018 Details ✓✓✓✓✓✓✓✓✓✓
688	Derek Lamb Humanmed Invoice For Previous Month	Every 12 Months	Accounts Processes	2	20 Jun 2019 Details ✓✓✓✓✓✓✓✓✓✓
695	Derek Lamb Opera end of month Close downs Sales Purchasing and nominal	Every 24 Months	Accounts Processes	2	29 Nov 2019 Details ✓✓✓✓✓✓✓✓✓✓

690	Derek Lamb	Issues For Accountants	Every 12 Months	Accounts Processes	4		18 Jun 2019	Details
691	Derek Lamb	Issues For Accountants	Every 12 Months	Accounts Processes	2		02 Aug 2019	Details
692	Derek Lamb	Issues For Accountant	Every 24 Months	Accounts Processes	2		22 Apr 2020	Details
714	Derek Lamb	Chase The Debtors VST	Every 3 Months	Accounts Processes	4		07 Oct 2018	Details
812	Derek Lamb	Purchase Payments	Every 3 Months	Accounts Processes	3		21 Sep 2018	Details
838	Derek Lamb	Region Checker	Every 6 Months	Accounts Processes	2		02 Feb 2019	Details
24	Derek Lamb	Audit 01 Picking Packing Viamed	Every 12 Months	Audits	2	1	01 Jan 2019	Details
36	Helen Lamb	Audit 02 Contract Review Viamed	Every 12 Months	Audits	2		01 Sep 2018	Details
22	Helen Lamb	Audit 03 Design Control Viamed	Every 12 Months	Audits	2		01 Jan 2019	Details
37	Helen Lamb	Audit 05 Purchasing Suppliers Viamed	Every 12 Months	Audits	2		01 Sep 2018	Details
20	Helen Lamb	Audit 06 Calibration Viamed	Every 12 Months	Audits	2		20 May 2019	Details
25	Helen Lamb	Audit 07 Handling And Storage Viamed	Every 12 Months	Audits	2		15 Apr 2019	Details
10	Derek Lamb	Audit 08 Training Viamed	Every 12 Months	Audits	2	1	30 Jun 2019	Details
170	Helen Lamb	Audit 09 Goods Inward And Product Identity Viamed	Every 12 Months	Audits	2		09 Mar 2019	Details
27	Helen Lamb	Audit 10 Documentation Control Viamed	Every 12 Months	Audits	2	1	10 Jun 2019	Details
3	Helen Lamb	Audit 10b Process Verification Viamed	Every	Audits	2		03 Feb 2019	Details
171	Helen Lamb	Audit 11 Repairs And Service Viamed	Every 12 Months	Audits	2	1	01 Jul 2019	Details

16	Helen Lamb	Audit 12 CE Files Viamed	Every 12 Months	Audits	2	1	22 Mar 2019	Details 
30	Helen Lamb	Audit 14 Complaints And Corrective Actions Viamed	Every 12 Months	Audits	2		14 Nov 2018	Details 
28	Helen Lamb	Audit 15 Production Viamed	Every 12 Months	Audits	2		01 May 2019	Details 
11	Helen Lamb	Audit 17 Internal Audits Viamed	Every 12 Months	Audits	2		01 Dec 2018	Details 
13	Helen Lamb	Audit 19 Health And Saftey Viamed	Every 12 Months	Audits	2	1	01 Aug 2019	Details 
172	Helen Lamb	Audit 20 Process Verification To Managment Viamed	Every 12 Months	Audits	2		01 Nov 2018	Details 
43	Helen Lamb	Audit 23 Analysis Of Data Viamed	Every 12 Months	Audits	2	1	13 Jul 2019	Details 
194	Helen Lamb	Audit 01 Picking Packing VST	Every 12 Months	Audits	2		01 Jan 2019	Details 
187	Helen Lamb	Audit 02 Contract Review VST	Every 12 Months	Audits	2		01 Sep 2018	Details 
193	Helen Lamb	Audit 03 Design Control VST	Every 12 Months	Audits	2		01 Jan 2019	Details 
190	Helen Lamb	Audit 05 Purchasing Suppliers VST	Every 12 Months	Audits	2		01 Sep 2018	Details 
182	Helen Lamb	Audit 06 Calibration VST	Every 12 Months	Audits	2		20 May 2019	Details 
178	Helen Lamb	Audit 07 Handling And Storage VST	Every 12 Months	Audits	2		15 Apr 2019	Details 
184	Derek Lamb	Audit 08 Training VST	Every 12 Months	Audits	2	1	30 Jun 2019	Details 
174	Helen Lamb	Audit 09 Goods Inward And Product Identity VST	Every 12 Months	Audits	2		09 Mar 2019	Details 
183	Helen Lamb	Audit 10 Documentation Control VST	Every 12 Months	Audits	2		10 Jun 2019	Details 
177	Helen Lamb	Audit 10b Process Verification VST	Every	Audits	2		03 Feb 2019	Details 
179	Helen Lamb	Audit 11 Repairs And Service VST	Every 12 Months	Audits	2	1	01 Jul 2019	Details 

176	Helen Lamb	Audit 12 CE Files VST	Every 12 Months	Audits	2		22 Mar 2019	Details
189	Helen Lamb	Audit 14 Complaints And Corrective Actions VST	Every 12 Months	Audits	2		14 Nov 2018	Details
175	Helen Lamb	Audit 15 Production VST	Every 12 Months	Audits	2		01 May 2019	Details
191	Helen Lamb	Audit 17 Internal Audits VST	Every 12 Months	Audits	2		01 Dec 2018	Details
186	Helen Lamb	Audit 19 Health And Saftey VST	Every 12 Months	Audits	2	1	01 Aug 2019	Details
181	Helen Lamb	Audit 20 Process Verification To Managment VST	Every 12 Months	Audits	2		01 Nov 2018	Details
192	Derek Lamb	Audit 21 Audit Of Audit VST	Every 12 Months	Audits	2		01 Dec 2018	Details
180	Helen Lamb	Audit 22 Post Market Surveillance VST	Every 12 Months	Audits	2		30 Apr 2019	Details
185	Helen Lamb	Audit 23 Analysis Of Data VST	Every 12 Months	Audits	2	1	13 Jul 2019	Details
817	Derek Lamb	Audit 04 Accounts	Every 12 Months	Audits	3		23 Oct 2018	Details
21	Helen Lamb	Audit 18 Management Review Viamed	Every 12 Months	Audits	2		16 Oct 2018	Details
188	Helen Lamb	Audit 18 Management Review VST	Every 12 Months	Audits	2		15 Oct 2018	Details
288	Helen Lamb	Audit 24 Due Servicing	Every 12 Months	Audits	2	1	01 Aug 2019	Details
821	Helen Lamb	Audit 27 Software Validation	Every 12 Months	Audits	2		08 Feb 2019	Details
711	Derek Lamb	Saftey Tester Data	Every 12 Months	Repairs Controller	2		31 Aug 2018	Details
668	Derek Lamb	Answering Telephones	Every 3 Months	Office Processes	6		02 Sep 2018	Details
366	Derek Lamb	Email Distribution	Every 1 Months	Office Processes	6		17 Aug 2018	Details
539	Catherine Spence	Maintaining Leaflet Stocks	Every 1 Months	Office Processes	3		01 Sep 2018	Details
403	Sarah	Processing Of	Every	Office	6		17	Details

	Walton	Mail Shots	1 Months	Processes		Aug 2018	
534	Derek Lamb	Office Sales Projects	Every 1 Months	Office Processes	5	24 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
362	Helen Lamb	Check the Invoices to be Emailed list	Every 1 Weeks	Office Processes	6	17 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
349	Steve Hardaker	WYA Consignment Stock	Every 1 Months	Office Processes	6	20 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
263	Sarah Walton	Purchase Order log	Every 2 Weeks	Office Processes	8	22 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
234	Steve Hardaker	Check the Service visit logs	Every 1 Months	Office Processes	4	26 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
401	Derek Lamb	Check Paypal For Orders	Every 1 Months	Office Processes	6	16 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
383	Sarah Walton	Send Post To Humanmed	Every 4 Weeks	Office Processes	5	21 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
398	Zoey Teal	Checking EBay And Amazon For Orders And Messages	Every 1 Months	Office Processes	6	04 Sep 2018	Details ✓✓✓✓✓✓✓✓✓✓
396	Helen Lamb	Answering Website Questions	Every 1 Months	Office Processes	6	15 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
777	Derek Lamb	Completing Office Job List	Every 1 Months	Office Processes	6	20 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
568	Derek Lamb	Franking Mail	Every 1 Months	Office Processes	6	09 Sep 2018	Details ✓✓✓✓✓✓✓✓✓✓
535	Sarah Walton	Processing Depleted Sensors	Every 2 Weeks	Office Processes	4	17 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
410	Derek Lamb	Proforma And Quote Chasing	Every 1 Months	Office Processes	6	15 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
394	Helen Lamb	Cleaning Of Office	Every 1 Months	Office Processes	7	07 Sep 2018	Details ✓✓✓✓✓✓✓✓✓✓
405	Helen Lamb	Link Call Log Contacts To The CRM	Every 1 Months	Office Processes	4	21 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
466	Sarah Walton	Check For Human Med Orders In Logistics Mailbox	Every 1 Months	Office Processes	5	01 Sep 2018	Details ✓✓✓✓✓✓✓✓✓✓
279	Sarah Walton	Check cardea and Multiquote	Every 1 Months	Office Processes	5	06 Sep 2018	Details ✓✓✓✓✓✓✓✓✓✓
669	Helen Lamb	Adding New Accounts To Opera	Every 12 Months	Office Processes	2	01 Jun 2019	Details ✓✓✓✓✓✓✓✓✓✓

467	Derek Lamb	UPS Shipping Fuel Surcharge	Every 3 Months	Office Processes	5		12 Nov 2018	Details
505	Sarah Walton	PDFing Of Invoices	Every 1 Weeks	Office Processes	6		17 Aug 2018	Details
531	Sarah Walton	Check Catalog 360 Circle For Quotes And Orders	Every 1 Months	Office Processes	5		20 Aug 2018	Details
569	Helen Lamb	Thorough Checking Of Awaiting Action Tray And Board	Every 1 Months	Office Processes	6	1	13 Sep 2018	Details
507	Derek Lamb	Collect Repair Filing From Warehouse	Every 1 Months	Office Processes	4		27 Aug 2018	Details
537	Zoey Teal	Send Delivery Notifications	Every 1 Weeks	Office Processes	6		20 Aug 2018	Details
509	Zoey Teal	Shred Sensitive Paperwork In JL Office	Every 1 Months	Office Processes	6		23 Aug 2018	Details
518	Sarah Walton	Checking For Uploaded Files	Every 1 Weeks	Office Processes	3		15 Aug 2018	Details
521	Helen Lamb	Send Purchase Orders To Suppliers	Every 1 Weeks	Office Processes	6		16 Aug 2018	Details
524	Derek Lamb	Humanmed Invoicing	Every 1 Months	Office Processes	4		10 Sep 2018	Details
527	Helen Lamb	Import Bank CSV	Every 1 Weeks	Office Processes	4		17 Aug 2018	Details
529	Zoey Teal	Review Inward Payments	Every 1 Weeks	Office Processes	3		16 Aug 2018	Details
550	Sarah Walton	Ensure SORs Are Followed Up	Every 1 Months	Office Processes	4		02 Sep 2018	Details
585	Zoey Teal	VST Purchase Order Log	Every 1 Weeks	Office Processes	6		15 Aug 2018	Details
793	Derek Lamb	SRS Folder	Every 3 Months	Office Processes	4		16 Aug 2018	Details
604	Sarah Walton	Check For GHX Orders	Every 1 Months	Office Processes	4		20 Aug 2018	Details
621	Zoey Teal	Send VST Delivery Notifications	Every 1 Weeks	Office Processes	3		17 Aug 2018	Details
613	Zoey Teal	PDF VST Invoices And Purchase Orders	Every 1 Months	Office Processes	4		13 Sep 2018	Details

638	Helen Lamb	Shipped Order Success Report	Every 3 Months	Office Processes	3		01 Oct 2018	Details ✓✓✓✓✓✓✓✓✓✓
656	Sarah Walton	Clean Kitchen Sides and Table	Every 2 Weeks	Office Processes	7		24 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
658	Sarah Walton	Dishwashing	Every 1 Weeks	Office Processes	4		17 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
662	Helen Lamb	Sweep Kitchen Floor	Every 1 Weeks	Office Processes	7		17 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
709	Sarah Walton	Review Oxylink Stock	Every 1 Months	Office Processes	3		01 Sep 2018	Details ✓✓✓✓✓✓✓✓✓✓
364	Helen Lamb	Goods Out Review	Every 1 Months	Goods Out	3	1	04 Sep 2018	Details ✓✓✓✓✓✓✓✓✓✓
758	Emma Clark	Ship Repairs	Every 1 Months	Goods Out	2		01 Sep 2018	Details ✓✓✓✓✓✓✓✓✓✓
554	Derek Lamb	Production Start Job List	Every 3 Months	Production Processes	1		03 Oct 2018	Details ✓✓✓✓✓✓✓✓✓✓
557	Derek Lamb	Production In Production List	Every 3 Months	Production Processes	1		01 Oct 2018	Details ✓✓✓✓✓✓✓✓✓✓
552	Derek Lamb	Production Statistics	Every 3 Months	Production Processes	1		03 Oct 2018	Details ✓✓✓✓✓✓✓✓✓✓
380	Derek Lamb	Training Records updated	Every 6 Months	Human Resources	2		04 Sep 2018	Details ✓✓✓✓✓✓✓✓✓✓
814	Derek Lamb	Appraisal	Every 24 Months	Human Resources	3		13 Jun 2020	Details ✓✓✓✓✓✓✓✓✓✓
816	Derek Lamb	Pay Review	Every 24 Months	Human Resources	5		15 Aug 2018	Details ✓✓✓✓✓✓✓✓✓✓
890	Derek Lamb	Private Information Data	Every 12 Months	Human Resources	1		12 Sep 2018	Details ✓✓✓✓✓✓✓✓✓✓

Total Issues Outstanding / Unread Per User

Name	Number Issues	Number Unread
Catherine Spence	51	29
Catrin Hird	2	
Derek Lamb	121	
Emily Hanson	2	2
Emma Clark	7	2
Gail Bell	10	10
Helen Lamb	81	13
Jean Lamb	1	1
John Lamb	17	2

Josh Leighton	2	2
Kate Griffiths	3	
Linda Shearing		
Michael Green	18	5
Philip Crossley	2	
Robert Connor		
Ryan Swaine	3	
Sarah Walton	8	2
Sophie Lines	2	
Steve Hardaker	29	14
Steve Nixon	228	103
Zoey Teal	5	