

Vicamed + VST

# Internal Audit Check List

HEALTH & SAFETY

|            |              |                    |              |
|------------|--------------|--------------------|--------------|
|            |              |                    |              |
| Created:   | 17/May 1995  | Audit No 19        |              |
| Revised:   | 12 June 2017 |                    | Page 1 of 19 |
| Audit Date | 28-8-19      | Auditor Helen Lamb |              |

Ed spacing and layout

| Company / ISO                               | Criteria of ISO Section   | Auditor Comments / Issues  |
|---|---|--|
| Section<br>VST Ltd<br>ISO9001:2015<br>7.1.3 | <b>Infrastructure</b><br>The organization shall determine, provide and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services.<br>NOTE Infrastructure can include:<br>a) buildings and associated utilities;<br>b) equipment, including hardware and software;<br>c) transportation resources;<br>d) information and communication technology.   | Management Review<br>Audit<br>Issues                             |
| VST Ltd<br>ISO9001:2015<br>7.1.4            | <b>Environment for the operation of processes</b><br>The organization shall determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services.<br>NOTE A suitable environment can be a combination of human and physical factors, such as:<br>a) social (e.g. non-discriminatory, calm, non-confrontational);<br>b) psychological (e.g. stress-reducing, burnout prevention, emotionally protective);<br>c) physical (e.g. temperature, heat, humidity, light, airflow, hygiene, noise).<br>These factors can differ substantially depending on the products and services provided. | HR Procedures<br>CPM<br>Issues<br>HSE Review<br>Regular meetings |
| VST Ltd<br>ISO9001:2015 7.2                 | <b>Competence</b><br>7.2 Competence<br>The organization shall:<br>a) determine the necessary competence of person(s) doing work under its control that affects the performance and effectiveness of the quality management system;<br>b) ensure that these persons are competent on the basis of appropriate education, training, or experience;<br>c) where applicable, take actions to acquire the necessary competence, and evaluate the   | Training Records<br>Training Manager<br>Issues + Actions         |



|                                   |  |   |
|-----------------------------------|--|---|
|                                   | effectiveness of the actions taken;<br>d) retain appropriate documented information as evidence of competence.<br>NOTE Applicable actions can include, for example, the provision of training to, the mentoring of, or the reassignment of currently employed persons; or the hiring or contracting of competent persons.  | Personel file<br>Doc index<br>Training records                                      |
| VST Ltd<br>ISO9001:2015 7.3       | <b>Awareness</b><br>The organization shall ensure that persons doing work under the organization's control are aware of:<br>a) the quality policy;<br>b) relevant quality objectives;<br>c) their contribution to the effectiveness of the quality management system, including the benefits of improved performance;<br>d) the implications of not conforming with the quality management system requirements.  | Required reading<br>Issues<br>Inverstak   |
| Viamed Ltd<br>ISO13485:2016 5.5.1 | <b>Responsibility and authority</b><br>Top management shall ensure that responsibilities and authorities are defined, documented and communicated within the organization.<br>Top management shall document the interrelation of all personnel who manage, perform and verify work affecting quality and shall ensure the independence and authority necessary to perform these tasks.   | Issues Inverstak<br>Required reading  |
| Viamed Ltd<br>ISO13485:2016 6.2   | <b>Human resources</b><br>Personnel performing work affecting product quality shall be competent on the basis of appropriate education, training, skills and experience.<br>The organization shall document the process(es) for establishing competence, providing needed training, and ensuring awareness of personnel.<br>The organization shall:<br>a) determine the necessary competence for personnel performing work affecting product quality;<br>b) provide training or take other actions to achieve or maintain the necessary competence;<br>c) evaluate the effectiveness of the actions taken;<br>d) ensure that its personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives; | Non Conformance<br>Reviews<br>Inverstak<br>Training Manager<br>Management<br>Review |



|                                      |  |                                   |
|--------------------------------------|--|-----------------------------------|
|                                      | e) maintain appropriate records of education, training, skills and experience (see 4.2.5).<br>NOTE The methodology used to check effectiveness is proportionate to the risk associated with the work for which the training or other action is being provided.   | Inherstarts.                      |
| Viamed Ltd<br>ISO13485:2016<br>6.3   | <b>Infrastructure</b><br>The organization shall document the requirements for the infrastructure needed to achieve conformity to product requirements, prevent product mix-up and ensure orderly handling of product.<br>Infrastructure includes, as appropriate:<br>a) buildings, workspace and associated utilities;<br>b) process equipment (both hardware and software);<br>c) supporting services (such as transport, communication, or information systems).<br>The organization shall document requirements for the maintenance activities, including the interval of performing the maintenance activities, when such maintenance activities, or lack thereof, can affect product quality. As appropriate, the requirements shall apply to equipment used in production, the control of the work environment and monitoring and measurement. Records of such maintenance shall be maintained | HSE<br>Inherstarts<br>X<br>152525 |
| Viamed Ltd<br>ISO13485:2016<br>6.4.1 | <b>Work environment</b><br>The organization shall document the requirements for the work environment needed to achieve conformity to product requirements.<br>If the conditions for the work environment can have an adverse effect on product quality, the organization shall document the requirements for the work environment and the procedures to monitor and control the work environment.<br>The organization shall:<br>a) document requirements for health, cleanliness and clothing of personnel if contact between such personnel and the product or work environment could affect medical device safety or performance;<br>b) ensure that all personnel who are required to work temporarily under special environmental conditions within the work environment are competent or supervised by a competent person.<br>NOTE Further information can be found in ISO 14644 and ISO 14698   | Procedures<br>CPM<br>N/A          |



|   |  |  |
|---|--|--|
| <p>Viamed Ltd<br/>ISO13485:2016<br/>6.4.2</p> | <p><b>Contamination control</b></p> <p>As appropriate, the organization shall plan and document arrangements for the control of contaminated or potentially contaminated product in order to prevent contamination of the work environment, personnel, or product.</p> <p>For sterile medical devices, the organization shall document requirements for control of contamination with microorganisms or particulate matter and maintain the required cleanliness during assembly or packaging processes.</p>   | <p><i>Procedures</i><br/><i>Audits</i></p>   |
| <p>Viamed Ltd<br/>ISO13485:2016<br/>8.2.4</p> | <p><b>Internal audit</b></p> <p>The organization shall conduct internal audits at planned intervals to determine whether the quality management system:</p> <p>a) conforms to planned and documented arrangements, requirements of this International Standard, quality management system requirements established by the organization, and applicable regulatory requirements;</p> <p>b) is effectively implemented and maintained.</p> <p>The organization shall document a procedure to describe the responsibilities and requirements for planning and conducting audits and recording and reporting audit results.</p> <p>An audit program shall be planned, taking into consideration the status and importance of the processes and area to be audited, as well as the results of previous audits. The audit criteria, scope, interval and methods shall be defined and recorded (see 4.2.5). The selection of auditors and conduct of audits shall ensure objectivity and impartiality of the audit process. Auditors shall not audit their own work.</p> <p>Records of the audits and their results, including identification of the processes and areas audited and the conclusions, shall be maintained (see 4.2.5).</p> <p>The management responsible for the area being audited shall ensure that any necessary corrections and corrective actions are taken without undue delay to eliminate detected nonconformities and their causes. Follow-up activities shall include the verification of the actions taken and the reporting of verification results.</p> <p>NOTE Further information can be found in ISO 19011.</p> | <p><i>Audits +</i><br/><i>Relins</i><br/><i>Audits</i><br/><i>Audits</i><br/><i>Calendar</i></p> |



Do HSE Audit

Audit No 19. ✓

Send out HSE Personnel Questionnaire, and the

HSE DSE Personnel Questionnaire

✓ # 152600

and reissue message of the day reminding users all HSE Documents are available in Intrastats

# 152619 ✓

Review Last years Audit see if its still suitable

✓ Yes

Before Proceeding you need to update the Processes attached to the Audit

Search the Document in the Index,

View the Admin Page

Copy and Paste the Attached Processes, replacing them in the current audit

Any non Conformances from the Audit:

Create a follow up / related Issue

With a time for Completion

Immediate Action Plan

Corrective Action Plan

Corrective Action

Confirmation of Resolution

if its a major / critical non conformance complete form QC 18.

|   | QUESTION:   | RESPONSE:  | Y/N              |
|---|---|------------|------------------|
| 1 | Check that personnel are aware of the company's H & S policy.   |            | Y ✓ #152619      |
| 2 | Is the policy readily accessible?   | Intrastats | N/A Y Intrastats |
| 3 | Check that new personnel have undergone induction checklist.  |            | Y Reground       |
| 4 | Verify that existing personnel are still aware of locations for First aid and Fire extinguishers & exit routes. (Task 12) |            | Y                |

) This needs to be on all Audits.  
don't New.

Do index  
Readiness



|    |  |                                       |            |  |
|----|--|---------------------------------------|------------|--|
| 5  | Check that documentation, data sheets and specs etc. for our new products / services equipment are reviewed for H & S implications. This relates to Medical Products only. See Technical controller for the list | See Technical controller for the list | N/A        | No medical products of our own. Older files for old products |
| 6  | Check that personnel know where to retrieve information from the company manual.   | Intrastats                            | N/A        | Y # 152619   |
| 7  | Check that the First aid accident book is reviewed and any action required is taken and recorded. Task 287   |                                       | Y # 149577 | ✓  |
| 8  | Verify that risk assessments are being carried out in a timely manner. Task 12   | Intrastats                            | N/A        | Y Dec 14 27118   |
| 9  | Check that the Risk Assessment / Health and Safety report produced, details all corrective actions required. Task 12   | Audit 13                              | Y          | Y also updated Task 12 to make it more clear.                |
| 10 | Verify that the corrective actions are completed on time.  | Part of issues                        | Task 12    | all digital no sheets N/A                                    |
| 11 | Verify that these sheets are filed accordingly   | Intrastats and Audit file             |            |  |
| 12 | Verify that any hazardous products are safely contained in storage. Check Chemicals cupboard, R+D room and workshop.   |                                       |            |  |

### Sub Processes Linked to Audit

Review the below processes tasks and audits and ensure they are completed in a timely manner.

### Managing Director

| Process Scope                     | Brief Description    | Responsibility/Procedure/T raining       | Measurable Objective               | Task                 | Audit Freq | Risk | Overall Action |
|-----------------------------------|----------------------|--|------------------------------------|----------------------|------------|------|----------------|
| 39 - History/Details              | Environmental Policy | 17472 Viamed Environment Policy Inc WEEE | Reviewed within the last 12 months | 46 Managing Director | 1          | 0    | Task 12M       |
| Ensure our Viamed Environment and | Document             | 17474 Vandagraph                         |                                    |                      |            |      |                |

#127954 ✓



WEEE Policys are Review upto date and suitable for current legislation

Enviroment Policy  
17851 VST Environmental and Recycling Policy  
27244 VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks

7741 - *History/Details* Review  
Review the current Ethical Policy in intrastats

14272 Viamed Ethical Policy  
27337 VST Ethical Policy  
Vandagraph VST Sensors  
Ethics Ethical Policy  
27244 VOP 02 Personnel and the last year  
Responsibility , Staff and Staffing Issues, Training, Roles and Tasks

47  
Managing Director  
Task 12M

#127955 ✓

## Health And Safety Controller

| Process Scope                 | Brief Description | Responsibility/Procedure/Training                        | Measurable Objective  | Task                     | Audit Freq | Risk | Overall | Action     |
|-------------------------------|-------------------|--|---|--------------------------|------------|------|---------|------------|
| 6849 - <i>History/Details</i> | First Aid         | 23316 VOP 16 Health and Safety, Company Personnel Manual | check the issues - first aider training still valid, accident book review has been carried out and any health and safety issue that have been put on the system in last 12 month or since last review | 712<br>Company Secretary | 1          | 3    | 3       | Task 12M ✓ |



6855 - *History/Details* Risk  
Update the Site HSE Assessment  
file HSE

23316 VOP 16 Health and  
Safety, Company Personnel  
Manual  
21800 VM3COP19 Health  
and Safety  
27118 HSE Review Premises  
27116 Fire risk assessment  
15/17 Station Road

12 1 1 1 Task  
Managing 12M  
Director

#131049 ✓

6856 - *History/Details* Fire Alarms  
To ensure the fire  
alarms, MPC (manual  
call points), fire  
extinguishers and  
emergency lights are  
all in place, working  
and tested regularly.  
The log booked filled  
in.

23316 VOP 16 Health and  
Safety, Company Personnel  
Manual

52 2 4 8 Task  
Company 6M  
Secretary

#139569 ✓

Tested by Keybury  
(alarms and  
emergency lights)  
annually and Airedale  
Fire protection (Fire  
extinguishers)  
annually.

check the issues  
and the manual log  
book to verify  
these have been  
carried out.

Evacuation Drills to  
check staff readiness.

7867 - *History/Details* Bandsaw  
This is a check list to  
ensure safe use of the  
bandsaw

23316 VOP 16 Health and  
Safety, Company Personnel  
Manual

786 1 4 4 Task  
Production 6M  
Processes

#142809 ✓



7868 - *History/Details* Pillar Drill  
This is a check list to Checklist  
ensure safe use of the  
Pillar Drill  
7869 - *History/Details* Hand Drill  
This is a check list to Checklist  
ensure safe use of the  
Hand Drill  
7891 - *History/Details* Fire Alarm  
To test the evacuation Evacuation  
of the buildings in Drill  
case of fire

787 1 4 4 Task  
Production 6M  
Processes  
788 #143018 No Drill now. adjusted  
Production 1 3 3 Task  
Processes 6M  
141 #150647 1 4 4 Task  
Company 3M  
Secretary #152644

## IT Controller

| Process Scope                             | Brief Description | Responsibility/Procedure/Training   | Measurable Objective                         | Task                                | Audit | Freq | Risk | Overall | Action                     |
|---|-------------------|---|--|-------------------------------------|-------|------|------|---------|----------------------------|
| 45  | Main Server       | 16432 VM3COP60.05<br>Viamed Server Review<br>6294 VM3COP26.00<br>Changing MAIN Linux<br>Server VMSEVERx<br>23322 VOP 11 Equipment<br>Control, Office, Warehouse,<br>Pcs and Equipment |  | 139 #150880<br>Managing<br>Director | 3     | 3    | 9    |         | Task<br>1M                 |
| 46  | Backup            | 20193 VM3COP60.00<br>Viamed Server Backup<br>System<br>16432 VM3COP60.05<br>Viamed Server Review<br>23322 VOP 11 Equipment<br>Control, Office, Warehouse,                             | Check task history<br>is being<br>completed. | 454<br>Managing<br>Director         | 455   | 4    | 3    | 12      | Task<br>2W<br>Audit<br>12M |
| is done at same time<br>as primary server |                   |   |  |                                     |       |      |      |         |                            |







|   |                              |   |
|---|------------------------------|---|
| 7178  | Systems Innovation           | 23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment  |
| 7704  | Computer Failure Diagnostics | 6724 VM3COP60.02<br>Computer/System Failure Diagnostics<br>8446 VM3COP60.03<br>Computer Issues affecting all Clients<br>8444 VM3COP60.01<br>Computer Issues affecting Single Client<br>23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment |
| To Keep The computer systems running within the organisation.         |                              |   |
| This is a reactionary process so there is no rolling tasks associated |                              |   |

## Maintenance Controller

| Process Scope   | Brief Description               | Responsibility/Procedure/Training                        | Measurable Objective  | Task                     | Audit Freq   | Risk | Overall | Action   |
|---|---------------------------------|--|---|--------------------------|--------------|------|---------|----------|
| 56 - <i>History/Details</i><br>Check the Boiler system before winter    | Warehouse Outside Heating Guard | 23316 VOP 16 Health and Safety, Company Personnel Manual | the gas man will check this when they come in to do a boiler safety check | 85<br>Company Secretary  | #142873<br>1 | 1    | 1       | Task 12M |
| 5919 - <i>History/Details</i><br>Check outside drain is not Blocked     | Check Out Side Drain            | 23316 VOP 16 Health and Safety, Company Personnel Manual | have a look at the drains outside   | 431<br>Company Secretary | #147352<br>2 | 1    | 2       | Task 3M  |
| 5921 - <i>History/Details</i><br>Check the Archives for Signs of Water, | Clearing Water Downstairs       | 23316 VOP 16 Health and Safety, Company Personnel Manual | have a look in archiving  | 433<br>Company Secretary | 3            | 1    | 3       | Task 1M  |

#151154  
✓



ensure the pump is working

|                         |              |   |  |           |   |   |   |         |
|-------------------------|--------------|---|--|-----------|---|---|---|---------|
| 7120 - History/Details  | General      | 23316 VOP 16 Health and Safety, Company Personnel | look at the meeting                    | 602       | 2 | 1 | 2 | Task 3M |
| Review any General      | Maintenance  |   | General                                | Company   |   |   |   |         |
| Maintenance required    | Requirements | Manual  | Maintenance and                        | Secretary |   |   |   |         |
| on the physical Site(s) |              |   | check they are up to date and reviewed |           |   |   |   |         |

#148953 ✓

#14976 ✓

|                        |              |   |  |           |   |   |   |          |
|------------------------|--------------|---|--|-----------|---|---|---|----------|
| 7742 - History/Details | Boiler Check | 23316 VOP 16 Health and Safety, Company Personnel | the gas man comes in every 12 months, there is a sticker on the boiler where they sign and date this | 7         | 1 | 1 | 1 | Task 12M |
| Get Boiler / Heating   |              |   |  | Company   |   |   |   |          |
| Checked / Serviced     |              | Manual  |  | Secretary |   |   |   |          |
| before Winter          |              |   |  |           |   |   |   |          |

#148867 ✓

|                           |                 |   |  |           |   |   |   |         |
|---------------------------|-----------------|---|--|-----------|---|---|---|---------|
| 7756 - History/Details    | Carbon Monoxide | 23316 VOP 16 Health and Safety, Company Personnel | this is now a 8 year battery so we can review the purchase date. Or the button on them can be tested | 117       | 2 | 1 | 2 | Task 6M |
| Check Carbon              |                 |   |  | Company   |   |   |   |         |
| Monoxide Alarm is working | Alarm           | Manual  |  | Secretary |   |   |   |         |

#138864 ✓

|                                       |                 |   |  |           |   |   |   |          |
|---------------------------------------|-----------------|---|--|-----------|---|---|---|----------|
| 7820 - History/Details                | North Yorkshire | 20608 North Yorkshire Council waste transfer note | this is initiated by the council, check the box file for most up to date waste transfer notice | 702       | 1 | 2 | 2 | Task 12M |
| The renewal of our waste transfer     | Council         |   |  | Company   |   |   |   |          |
| agreement with North Yorkshire County | Waste           | Safety, Company Personnel                         |  | Secretary |   |   |   |          |
| Yorkshire County                      | Transfer        | Manual  |  |           |   |   |   |          |
| Couoncil                              |                 |   |  |           |   |   |   |          |

#136659 ✓

|                                   |                  |  |  |           |   |   |   |          |
|-----------------------------------|------------------|--|--|-----------|---|---|---|----------|
| 7821 - History/Details            | Controlled Waste | 20606 Biffa Controlled waste description and transfer note |  | 701       | 1 | 2 | 2 | Task 12M |
| The renewal of our waste transfer | Description      | 23316 VOP 16 Health and Safety, Company Personnel          |  | Company   |   |   |   |          |
| agreement with our waste disposal | And Transfer     | Manual   |  | Secretary |   |   |   |          |



companies

7835 - *History/Details*    Electricians    23316 VOP 16 Health and Safety, Company Personnel  
To get the Electricians    Need    Manual  
checked by External    Checking    Manual

Electrician, so  
certificate can be  
provided for  
Employee Safety

7836 - *History/Details*    Central    23316 VOP 16 Health and Safety, Company Personnel  
Reset the Heating for    Heating For    Manual  
Winter    Winter    Manual

none - this is initiated by the external temperature and done when required  
211 ✓ 1 1 1

7864 - *History/Details*    ESD Work    23615 VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement  
Check the workshop    Stations  
benches ESD  
equipment is in place

#140332 #140333 ✓  
94 95 2 1 2    Task 6M  
Production Mana  
Processes    ging    Audit 12M  
Direc  
829 #148047 1 1 1    Task 3M  
Company  
Secretary

## Warehouse Team Leader

| Process Scope                  | Brief Description | Responsibility/Procedure/Training                            | Measurable Objective | Task            | Audit Freq      | Risk | Overall | Action             |
|--------------------------------|-------------------|--|----------------------|-----------------|-----------------|------|---------|--------------------|
| 54<br>Bleech the Gents Toilets | Gents Toilets     | 23326 VOP 18 Maintenance Building, Fabric and Infrastructure | none                 | 125<br>Goods In | 373<br>Comp any | 3    | 1       | 3<br>Task IM Audit |

#151729 ✓  
#151146 ✓

#64870 ✓







company

7687 - *History/Details* Vandagraph  
Collecting, cleaning Duckets  
and returning duckets  
to Vandagraph.

23615 VOP 07 Stock

Control, Handling, Control of  
Labelling, Storage,  
Movement

7698 - *History/Details* Clean Toilets  
Cleaning of surfaces,  
equipment, floors.  
Tidying so as to clean  
more effectively.

23326 VOP 18 Maintenance  
Building, Fabric and  
Infrastructure

## Audits

### Process Scope

#### Brief Description

#### Responsibility/Procedure/Training

#### Measurable Objective

7729 - *History/Details* Audit 19  
To carry out Audit 19  
Health And Safety  
Viamed

27178 VOP 13 Process  
Monitoring, System Reviews,  
Audits, Management Review,  
Analysis Data

#### Task

#### Audit Freq Risk Overall Action

#150641  
13 1 2 2  
Comp  
any  
Secre  
tary  
Audit 12M

7777 - *History/Details* Audit 19  
To carry out Audit 19  
Health And Safety  
VST

27178 VOP 13 Process  
Monitoring, System Reviews,  
Audits, Management Review,  
Analysis Data

#150650  
186 1 2 2  
Comp  
any  
Secre  
tary  
This Audit  
Audit 12M

## Office Processes

### Process Scope

#### Brief Description

#### Responsibility/Procedure/Training

#### Measurable Objective

5853 - *History/Details* Vacuuming  
Ensure customer  
Of The

18337 VM3COP20.44  
Cleaning the Office.

#### Task

#### Audit Freq Risk Overall Action

243 373 4 1 4  
Office Comp  
Task 1W

#152158 ✓

#151146 ✓

#1584578 ✓

488 4 1 4 Task  
Goods In IW  
#152255 ✓ - terms  
503 ✓ 4 1 4 Task  
Goods In 3W



facing areas are  
vacuumed

Office, Hall  
And Meeting  
Room  
23326 VOP 18 Maintenance  
Building, Fabric and  
Infrastructure

5856 - *History/Details* Cleaning The Kitchen 18333 VM3COP20.45

Cleaning the Kitchen  
23326 VOP 18 Maintenance  
Building, Fabric and  
Infrastructure

5878 - *History/Details* Empty Office Bins 23241 VM3COP20.38 Waste  
Emptying of the  
recycling and waste  
bins into external bin  
for refuge collectors  
23326 VOP 18 Maintenance  
Building, Fabric and  
Infrastructure

disabled for time  
being as covered by a  
global emptying of  
bins

5900 - *History/Details* Cleaning Of 18337 VM3COP20.44  
Cleaning of surfaces,  
equipment, floors.  
Tidying so as to clean  
more effectively.  
Office  
Windows  
23326 VOP 18 Maintenance  
Building, Fabric and  
Infrastructure

5912  
Main Recycle 23241 VM3COP20.38 Waste  
To put the bins out Bins Removal / Bin Emptying  
23326 VOP 18 Maintenance  
Building, Fabric and  
Infrastructure

7706 - *History/Details* Update Virus 23326 VOP 18 Maintenance  
Updating of anti-virus Software And Building, Fabric and  
software and scanning Scan For Infrastructure

Processes any  
Secre  
tary  
373 #151146 ✓  
Audit  
IM

227

Comp  
any  
Secre  
tary  
Audit  
IM

428

532 4 1 4

#151413 ✓  
#151613 ✓

393

Office  
Processes  
any  
Secre  
tary  
394 3 1 3  
Task  
IM  
Audit  
IM

#152239 ✓

107

Company  
Secretary  
3 1 3  
Task  
IM

#152161 ✓

519

Office  
Processes  
4 1 4  
Task  
IW



computers for viruses Viruses

24710 VM3COP20.61  
Scanning for Viruses and  
Malware

7802 - *History/Details* Clean

Cleaning the kitchen Kitchen Sides Building, Fabric and  
surfaces to ensure they Infrastructure  
are fit for use

23326 VOP 18 Maintenance

# 152308<sup>\*</sup> terms  
# 152000 ✓

655 656<sup>#</sup> 1 5 Task  
Office Office IW

Processes e Proce Audit  
2W

7803 - *History/Details* Dishwashing

To ensure crockery  
and cutlery is cleaned  
and fit for use

23326 VOP 18 Maintenance  
Building, Fabric and  
Infrastructure

657 658<sup>#</sup> 1 5 Task  
Office Office ID  
Processes e Audit  
IW

7804 - *History/Details* Sweep

To sweep the kitchen Kitchen Floor Building, Fabric and  
floor and clear and Infrastructure  
mess ready for 18333 VM3COP20.45  
mopping Cleaning the Kitchen

23326 VOP 18 Maintenance

# 152203 ✓ # 152205 ✓  
659 662<sup>#</sup> 4 1 4 Task  
Office Comp IW

Processes any Secre Audit  
IW

7805 - *History/Details* Empty

Emptying of the Kitchen Bins Removal / Bin Emptying  
recycling and waste 23326 VOP 18 Maintenance  
bins into external bin Building, Fabric and  
for refuge collection Infrastructure  
18333 VM3COP20.45  
Cleaning the Kitchen

23241 VM3COP20.38 Waste

660 661 4 1 4

Diashbled currently -  
have Global task on  
bins

Cleaning the Kitchen

# 152195 ✓

7806 - *History/Details* Watering

To water the plants Plants  
and ensure their  
survival Infrastructure

23326 VOP 18 Maintenance  
Building, Fabric and  
Infrastructure

663 664 4 1 4 Task  
Office Office IW



**Human Resources**

| Process Scope          | Brief Description        | Responsibility/Procedure/Training  | Measurable Objective | Task                 | Audit Freq | Risk | Overall | Action   |
|------------------------|--------------------------|--|----------------------|----------------------|------------|------|---------|----------|
| 7042                   | Work Environment         | 27244 VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks |                      |                      |            |      |         |          |
| 7847 - History/Details | Health And Safety Review | 23316 VOP 16 Health and Safety, Company Personnel Manual   |                      | 12 Managing Director | 1          | 1    | 1       | Task 12M |

# 131049 ✓

Relssue Meesage of the Day with regard to Employees being aware of HSE documentation / policy.  
and Location of Fire Exits and First Aid Kits..

Send new Issue to Projects Asking if New HSE implications have arisen from new products.



Review Online the  
Local Community  
Risk Register.

Check the Viamed  
Overall Risk Analysis  
Program Document in  
the Index to check its  
still current.