

# Internal Audit Check List

## HEALTH & SAFETY

|            |              |                           |              |
|------------|--------------|---------------------------|--------------|
| Created:   | 17/May 1995  | <b>Audit No 19</b>        | Page 1 of 19 |
| Revised:   | 12 June 2017 |                           |              |
| Audit Date | 28-8-19      | Auditor <i>Heber CEMS</i> |              |

### Ed spacing and layout

| Company / ISO Section            | Criteria of ISO Section  | Auditor Comments / Issues   |
|----------------------------------|--|---|
| VST Ltd<br>ISO9001:2015<br>7.1.3 | <p><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.</p> <p>NOTE Infrastructure can include:</p> <ul style="list-style-type: none"> <li>a) buildings and associated utilities;</li> <li>b) equipment, including hardware and software;</li> <li>c) transportation resources;</li> <li>d) information and communication technology.</li> </ul>   | <i>Management Owner<br/>Audit Issues</i>                                    |
| VST Ltd<br>ISO9001:2015<br>7.1.4 | <p><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.</p> <p>NOTE A suitable environment can be a combination of human and physical factors, such as:</p> <ul style="list-style-type: none"> <li>a) social (e.g. non-discriminatory, calm, non-confrontational);</li> <li>b) psychological (e.g. stress-reducing, burnout prevention, emotionally protective);</li> <li>c) physical (e.g. temperature, heat, humidity, light, airflow, hygiene, noise).</li> </ul> <p>These factors can differ substantially depending on the products and services provided.</p> | <i>HR Procedures<br/>CPM<br/>Issues<br/>HSE Review<br/>Regular meetings</i> |
| VST Ltd<br>ISO9001:2015 7.2      | <p><b>Competence</b><br/>7.2 Competence</p> <p>The organization shall:</p> <ul style="list-style-type: none"> <li>a) determine the necessary competence of person(s) doing work under its control that affects the performance and effectiveness of the quality management system;</li> <li>b) ensure that these persons are competent on the basis of appropriate education, training, or experience;</li> <li>c) where applicable, take actions to acquire the necessary competence, and evaluate the</li> </ul>   | <i>Training Records<br/>Training Manager<br/>Issues &amp; Reviews</i>       |

|                                      |  |  |  |
|--------------------------------------|--|--|--|
|                                      |  | effectiveness of the actions taken;<br>d) retain appropriate documented information as evidence of competence. | Personnel file<br>Documentation<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>Intrests   | Required reading<br>Issues<br>Intrests                       |
| Viamed Ltd<br>ISO13485:2016<br>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<br>Requirements<br>Non Conformance  | Issues<br>Requirements<br>Non Conformance                    |
| Viamed Ltd<br>ISO13485:2016<br>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; | Reviews<br>Intrests<br>Training manager<br>Management review   | Reviews<br>Intrests<br>Training manager<br>Management review |

|  |  |
|--|--|
| <p>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.</p>  | <p><i>Infrastructure</i></p> <p><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.</p> <p>Infrastructure includes, as appropriate:</p> <ol style="list-style-type: none"> <li>buildings, workspace and associated utilities;</li> <li>process equipment (both hardware and software);</li> <li>supporting services (such as transport, communication, or information systems).</li> </ol> <p>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</p> |
| <p><b>Work environment</b><br/>       The organization shall document the requirements for the work environment needed to achieve conformity to product requirements.</p> <p>6.4.1 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.</p> <p>The organization shall:</p> <ol style="list-style-type: none"> <li>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;</li> <li>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.</li> </ol> <p>NOTE Further information can be found in ISO 14644 and ISO 14698</p> | <p><i>Procedures</i></p> <p><i>IS2525</i></p> <p><i>CPM</i></p> <p><i>N/A</i></p>  |

|   |  |
|---|--|
| <p>Viamed Ltd<br/>ISO13485:2016<br/>6.4.2</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><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>Viamed Ltd<br/>ISO13485:2016<br/>8.2.4</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>Procedures</i><br/><i>Andwh</i></p> <p><i>Andwh</i></p> <p><i>Andwh</i> +<br/><i>Planning</i><br/><i>Andwh</i></p> <p><i>Andwh</i><br/><i>Calendar</i></p>   |

|   |                  |  |
|---|------------------|--|
| <u>Do HSE Audit</u>   |                  |  |
| <u>Audit No 19.</u> ✓   |                  |  |
| <u>Send out HSE Personnel Questionnaire, and the</u>  |                  |  |
| <u>HSE DSE Personnel Questionnaire</u> ✓ <del># 152000</del>  |                  |  |
| <u>and reissue message of the day</u> reminding users all HSE Documents are available in Instrastats <del># 152619</del> ✓  |                  |  |
| <u>Review Last years Audit see if its still suitable</u> <del>Yes</del> ✓   |                  |  |
| <u>Before Proceeding you need to update the Processes</u> attached to the Audit   |                  |  |
| <u>Search the Document in the Index,</u>  |                  |  |
| <u>View the Admin Page</u>  |                  |  |
| <u>Copy and Paste the Attached Processes, replacing them in the current audit</u>   |                  |  |
| <u>Any non Conformances from the Audit:</u>   |                  |  |
| <u>Create a follow up / related Issue</u>   |                  |  |
| <u>With a time for Completion</u>   |                  |  |
| <u>Immediate Action Plan</u>  |                  |  |
| <u>Corrective Action Plan</u>   |                  |  |
| <u>Corrective Action</u>  |                  |  |
| <u>Confirmation of Resolution</u>   |                  |  |
| <u>if its a major / critical non conformance complete form QC 18.</u>   |                  |  |
| <b>QUESTION:</b>  | <b>RESPONSE:</b> | <b>Y/N</b>   |
| 1 Check that personnel are aware of the company's H & S policy.   |                  | ✓ <del># 152619</del>                                    |
| 2 Is the policy readily accessible?   | Intrastats       | N/A ✓ <del>Intrastats</del>                              |
| 3 Check that new personnel have undergone induction checklist.  |                  | ✓ <del>Induct</del> <sup>Do</sup>                        |
| 4 Verify that existing personnel are still aware of locations for First aid and Fire extinguishers & exit routes. (Task 12) |                  | ✓ <del>Revised</del> <sup>Only</sup> <del>Reaching</del> |

|    |  |                                       |   |
|----|--|---------------------------------------|---|
| 5  | Check that documentation, data sheets and specs etc. for our new products / services equipment are reviewed for H & S implications.<br>This relates to Medical Products only.<br>See Technical controller for the list | See Technical controller for the list | No Medical products of our own.<br>Older tec 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.<br>Task 12  | Intrastats                            | N/A Dec 1d 27/18  |
| 9  | Check that the Risk Assessment / Health and Safety report produced, details all corrective actions required. Task 12   | Audit 13                              | Y also isolated task 12 to make it more clear.                      |
| 10 | Verify that the corrective actions are completed on time.  | <i>Part of Issues Task 12</i>         |   |
| 11 | Verify that these sheets are filed accordingly   | Intrastats and Audit file             | Call 0845 911 7000  |
| 12 | Verify that any hazardous products are safely contained in storage. Check Chemicals cupboard, R+D room and workshop.   |                                       | N/A   |

### 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/Task                     | Measurable Objective               | Task | Audit Freq | Risk              | Overall Action |
|--|------------------------------|---|------------------------------------|------|------------|-------------------|----------------|
| 39 - <i>History/Details</i><br>Ensure our Viamed Environment and | Enviromental Policy Document | 17472 Viamed Environment Policy Inc WEEE Document | Reviewed within the last 12 months | 1 0  | Task 12M   | Managing Director |                |

#127954

✓

WEEE Policies are up to date and suitable for current legislation

## Review

## Environment Policy

# 17851 VST Environmental and Recycling Policy

# 17851 VST Environmental and Recycling Policy

## 21244 VOP 02 Personnel Responsibility, Staff and Growth - T . . .

## Stalling Issues, Training, Roles and Tasks

## MCW View Ethical Issues

7741 - *History/Details* Review

14272 Viamed Ethical Policy  
27337 VST Ethical Policy

## Ethical Policy in

## Vandagraph VST Sensors

## Ethics Ethical Policy

2/244 MOP 02 Personnel and the last year

## Responsibility, Staff and Staffing Issues, Training, Roles and Tasks

# Health And Safety Controller

| Process Scope                 | Brief Description | Responsibility/Procedure/T | Measurable Task                             | Audit Freq | Risk | Overall Action |
|-------------------------------|-------------------|----------------------------|---|------------|------|----------------|
| 6849 - <i>History/Details</i> | First Aid         | 23316 VOP 16               | Health and Safety, Company Personnel Manual | 712        | 1    | 3              |

|  |   |  |   |   |             |
|--|---|--|---|---|-------------|
|  |   |  |   |   | # 131049 ✓  |
| 6855 - <i>History/Details</i>  | Risk<br>Update the Site HSE<br>Assessment<br>file   | 12   | 1 | 1 | Task<br>12M |
| HSE  | Safety, Company Personnel<br>Manual   | 23316 VOP 16 Health and<br>Safety, Company Personnel<br>Manual |   |   |             |
|  | 21800 VM3COP19 Health<br>and Safety   | 27118 HSE Review Premises                                      |   |   |             |
| 6856 - <i>History/Details</i>  | Fire Alarms   | 27116 Fire risk assessment                                     |   |   |             |
| To ensure the fire<br>alarms, MPC (manual<br>call points), fire<br>extinguishers and<br>emergency lights are<br>all in place, working<br>and tested regularly.<br>The log booked filled<br>in. | 15/17 Station Road<br>23316 VOP 16 Health and<br>Safety, Company Personnel<br>Manual        | 52   | 2 | 4 | Task<br>6M  |
| Tested by Keybury<br>(alarms and<br>emergency lights)<br>annually and Airedale<br>Fire protection (Fire<br>extinguishers)<br>annually.   | check the issues<br>and the manual log<br>book to verify<br>these have been<br>carried out. | # 139569 ✓   |   |   |             |
| Evacuation Drills to<br>check staff readiness.   |   |  |   |   |             |
| 7867 - <i>History/Details</i>  | Bandsaw<br>This is a check list to<br>ensure safe use of the<br>bandsaw                     | 786<br>Production<br>Processes                                 | 1 | 4 | Task<br>6M  |
|  | 23316 VOP 16 Health and<br>Safety, Company Personnel<br>Manual                              | # 142809 ✓   |   |   |             |

| #143032 ✓  |                   |  |   |                                       |            |      |
|--|-------------------|--|---|---------------------------------------|------------|------|
| Process Scope  | Brief Description | Responsibility/Procedure/T raining   | Measurable Objective                          | Task                                  | Audit Freq | Risk |
| 45<br>Check the status of the Status Main Server           | Main Server       | 16432 VM3COP60.05<br>Viamed Server Review  | 139 #15088 3 3 9<br>Managing Director         | 141 #15064 1 4 4<br>Company Secretary | 1 3M       | Task |
| 46<br>Check the status of the Server Status Backup Server, | Backup System     | 6294 VM3COP26.00<br>Changing MAIN Linux Server VMSERVERX<br>23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment | 454 455 4 3 12<br>Managing Director any Secre | 455 4 3 12<br>Comp Audit 12M          | 2W Audit   | Task |
| is done at same time<br>as primary server                  |                   | Check task history is being completed.   |   |                                       |            |      |





ensure the pump is working

*# 148953 ✓*

7120 - **History/Details** General Review any General Maintenance required on the physical Site(s)

23316 VOP 16 Health and Safety, Company Personnel Requirements Manual

look at the meeting General Maintenance and check they are up to date and reviewed

602 Company Secretary

Task 3M

7742 - **History/Details** Boiler Check Get Boiler / Heating Checked / Serviced before Winter

23316 VOP 16 Health and Safety, Company Personnel Manual

the gas man comes in every 12 months, there is a sticker on the boiler where they sign and date this

7 Company Secretary

Task 12M

7756 - **History/Details** Carbon Check Carbon Monoxide Monoxide Alarm is working

23316 VOP 16 Health and Safety, Company Personnel Manual

this is now a 8 year battery so we can review the purchase date. Or the button on them can be tested

117 Company Secretary

2 1 2 Task 6M

7820 - **History/Details** North Yorkshire Council waste transfer note waste transfer agreement with North Yorkshire County Council

20608 North Yorkshire Council waste tranfer note 23316 VOP 16 Health and Safety, Company Personnel Manual

this is initiated by the council, check the box file for most up to date waste transfer notice

702 Company Secretary

1 2 2 Task 12M

7821 - **History/Details** Controlled Waste transfer agreement with our waste disposal

20606 Biffa Controlled waste description and transfer note 23316 VOP 16 Health and Safety, Company Personnel Manual

*# 136659 ✓*

701 Company Secretary

1 2 2 Task 12M

companies

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

# 23316 VOP 16 Health and Safety, Company Personnel Manual

164      Managing Director      1      1      1      Task 48M

Employee Safety  
certificate can be  
provided for

7836 - *History/Details* Central  
Reset the Heating for Heating For  
Winter

# 23316 VOP 16 Health and Safety, Company Personnel Manual

temperature and  
done when  
required

#140337 #140338

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

7896 - *History/Details* Tree In Car 23326 VOP 18 Maintenance  
To Maintain the Tree Park Building, Fabric and  
in the Car Park Infrastructure

## Warehouse Team Leader

| Brief<br>Process Scope | Description          | Responsibility/Procedure |
|------------------------|----------------------|--------------------------|
| 54                     | rain                 |                          |
| Gents Toilets          | 23326 VOP 18 Main    |                          |
| Bleech the Gents       | Building, Fabric and |                          |
| Toilets                | Infrastructure       |                          |

| Task              | Audit Freq | Risk    | Overall Action | Task | Task     | Task |
|-------------------|------------|---------|----------------|------|----------|------|
| 125 Goods In Comp | 373        | 3       | 1              | 3    | 1        | 1    |
| #151729           | any        | #151146 |                | Task | 48M      | Task |
|                   |            |         |                | 1M   | Director | 48M  |

| 5906 - History/Details |           | Empty Paper              | 23241 VM3COP20.38 Waste | Emptyary    | Secre       | #151751 | 1M |
|------------------------|-----------|--------------------------|-------------------------|-------------|-------------|---------|----|
| Emptying of the        | Bins      | Removal / Bin Emptying   | 541                     | 424         | 4           | 1       | 4  |
| recycling and waste    |           | 23326 VOP 18 Maintenance | Office recycle bins     | Mana        | 1W          | Task    |    |
| bins into external bin |           | Building, Fabric and     | Goods In                | ging        | Audit       |         |    |
| for refuge collectors  |           | Infrastructure           | Dir                     | tor #151751 | 1M          |         |    |
| 5907 - History/Details |           | Hoover                   | #152291                 |             |             |         |    |
| Cleaning of floors.    | Warehouse | 23326 VOP 18 Maintenance | 543                     | 424         | 4           | 1       | 4  |
| Tidying so as to clean |           | Building, Fabric and     | Mana                    | 1W          | Task        |         |    |
| more effectively.      |           | Infrastructure           | Goods In                | ging        | Audit       |         |    |
| 5908 - History/Details |           | Sweep                    | #152266                 | Dir         | tor #151751 |         |    |
| Cleaning of floors.    | Warehouse | 23326 VOP 18 Maintenance | 423                     | 424         | 4           | 1       | 4  |
| Tidying so as to clean |           | Building, Fabric and     | Mana                    | 1W          | Task        |         |    |
| more effectively.      |           | Infrastructure           | Goods In                | ging        | Audit       |         |    |
| 5909 - History/Details |           | Empty                    | #152579                 | Dir         | tor #151751 |         |    |
| Emptying of the waste  | Warehouse | 23241 VM3COP20.38 Waste  | 542                     | 424         | 4           | 1       | 4  |
| bins into external bin | Bins      | Removal / Bin Emptying   | Goods In                | Mana        | 1W          | Task    |    |
| for refuge collectors  |           | 23326 VOP 18 Maintenance | Waste bins should       | ging        | Audit       |         |    |
|                        |           | Building, Fabric and     | be empty                | Dir         | 1M          |         |    |
| 5910 - History/Details |           | Clean                    | #152591                 | Dir         | tor #151751 |         |    |
| Cleaning of duckets    | Duckets   | 23326 VOP 18 Maintenance | 426                     | 424         | 4           | 1       | 4  |
|                        |           | Building, Fabric and     | Mana                    | 1W          | Task        |         |    |
| Infrastructure         |           | duckets should be        | Goods In                | ging        | Audit       |         |    |
|                        |           | clean                    | Dir                     | tor #151751 | 1M          |         |    |
| 5911 - History/Details |           | Clear                    | #151647                 | Dir         | tor #151751 |         |    |
| To remove and          | Cardboard | 23326 VOP 18 Maintenance | 427                     | 424         | 4           | 1       | 4  |
| dispose of the         |           | Building, Fabric and     | Cardboard should        | Mana        | 2W          | Task    |    |
| cardboard with in the  |           | Infrastructure           | be in the recycling     | Goods In    | Audit       |         |    |
|                        |           |                          | ging                    | Mana        | 1M          |         |    |
|                        |           |                          | Dir                     | tor #151751 |             |         |    |

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

23615 VOP 07 Stock  
 Control, Handling, Control of  
 Labeling, Storage,  
 Movement  
 7698 - *History/Details* Clean Toilets  
 Cleaning of surfaces,  
 equipment, floors.  
 Tidying so as to clean  
 more effectively.

## Audits

| Process Scope                 | Brief Description | Responsibility/Procedure/T raining | Measurable Objective | Task  | Audit Freq | Risk | Overall Action |
|-------------------------------|-------------------|------------------------------------|----------------------|-------|------------|------|----------------|
| 7729 - <i>History/Details</i> | Audit 19          | 27178 VOP 13 Process               | #150641              | 13    | 1          | 2    | Audit          |
| To carry out Audit 19         | Health And        | Monitoring, System Reviews,        | any                  | Comp  |            |      |                |
| Health And Safety             | Saftey            | Audits, Management Review,         | any                  | Secre |            |      |                |
| Viamed                        | Viamed            | Analysis Data                      | Secre                |       |            |      |                |
| 7777 - <i>History/Details</i> | Audit 19          | 27178 VOP 13 Process               | #150641              | 13    | 1          | 2    | Audit          |
| To carry out Audit 19         | Health And        | Monitoring, System Reviews,        | any                  | Comp  |            |      |                |
| Health And Safety             | Saftey            | Audits, Management Review,         | any                  | Secre |            |      |                |
| VST                           | VST               | Analysis Data                      | Secre                |       |            |      |                |

## Office Processes

| Process Scope                 | Brief Description | Responsibility/Procedure/T Objective      | Measurable | Task | Audit Freq | Risk | Overall Action |
|-------------------------------|-------------------|---|------------|------|------------|------|----------------|
| 5853 - <i>History/Details</i> | Vacuuming Of The  | 18337 VM3COP20.44<br>Cleaning the Office. | #150650    | 186  | 1          | 2    | Audit          |

12M  
 Task  
 1W

#152158  
 ✓

|                               |   |   |   |                                    |
|-------------------------------|---|---|---|------------------------------------|
| facing areas are<br>vacuumed  | Office, Hall<br>And Meeting<br>Room   | 23326 VOP 18 Maintenance<br>Building, Fabric and<br>Infrastructure  | Processes<br>any<br>Secret<br>1M  | Audit<br>1M                        |
| <b>5856 - History/Details</b> | Cleaning The<br>Kitchen   | 18333 VM3COP20.45<br>Cleaning the Kitchen<br>23326 VOP 18 Maintenance<br>Building, Fabric and<br>Infrastructure                 | 227<br>373<br>Comp<br>any<br>Secret<br>tary   | <del>#15116</del> ✓<br>Audit<br>1M |
| <b>5878 - History/Details</b> | Empty Office<br>Bins  | 23241 VM3COP20.38 Waste<br>Removal / Bin Emptying<br>23326 VOP 18 Maintenance<br>Building, Fabric and<br>Infrastructure         | 428<br>532<br>4<br>1<br>4   |                                    |
|                               | disabled for time<br>being as covered by a<br>global emptying of<br>bins                                  |   |   |                                    |
| <b>5900 - History/Details</b> | Cleaning Of<br>Cleaning of surfaces,<br>equipment, floors.<br>Tidying so as to clean<br>more effectively. | 18337 VM3COP20.44<br>Office<br>Windows<br>Building, Fabric and<br>Infrastructure  | #151413 ✓<br>#151613 ✓<br>393<br>394<br>3<br>1<br>3<br>Office<br>Processes<br>any<br>Secret<br>tary |                                    |
| 5912                          | Main Recycle<br>To put the bins out   | 23241 VM3COP20.38 Waste<br>Bins<br>Removal / Bin Emptying<br>23326 VOP 18 Maintenance<br>Building, Fabric and<br>Infrastructure | 107<br>3<br>1<br>3<br>Task<br>1M<br>Audit<br>1M   |                                    |
| <b>7706 - History/Details</b> | Update Virus<br>Updating of anti-virus<br>software and scanning   | 23326 VOP 18 Maintenance<br>Software And Building, Fabric and<br>Infrastructure<br>Scan For                                     | 519<br>4<br>1<br>4<br>Task<br>1W<br>Processes   |                                    |



## Human Resources

Review Online the  
Local Community  
Risk Register.

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