Derek Lamb 85 Issues 3 *Unread* | Imported 21 Oct 07:42:38 | Out of Office: PC RC Future

VM3COP02 Organisation chart
VM3COP02 Organisation Complete Overview

Potential Task and Audit Clashes

Processid	Description	Task	Audit	User
7865	Software Validation Conflicting Audits	779	781	Derek Lamb

SELECT * FROM ` ISO_job_risks_types`

Areas with High Outstanding Issues

#	User	Task Subject	Time Scale	On Behalf of	#Trained	Outstanding	Next Due	Details	IP	1	2	3	4	5	6	7	8	9	10
673	Catrin Hird	Product Cross References	Every 1 Months	Marketing Controller	2	4	19 Nov 2019	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔

Areas of Responsibilities and Supervisor

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

Marketing Controller	Director 3 (Steve) Steve Nixon	Responsibilities	Steve Nixon
Sales Controller	Director 3 (Steve) Steve Nixon	Responsibilities	Steve Nixon
EX Sales Controller	Sales Controller Steve Nixon	Responsibilities	Ryan Swaine
UK Sales Controller	Sales Controller Steve Nixon	Responsibilities	Steve Hardaker
Vet Sales Controller	Sales Controller Steve Nixon	Responsibilities	Steve Nixon
UK Sales Force	UK Sales Controller Steve Hardaker	Responsibilities	Steve Hardaker
Vet Sales UK	Vet Sales Controller Steve Nixon	Responsibilities	Steve Hardaker
Vet Sales Export	Vet Sales Controller Steve Nixon	Responsibilities	Ryan Swaine
EX Sales Force	EX Sales Controller Ryan Swaine	Responsibilities	Ryan Swaine
OEM Sales Controller	Sales Controller Steve Nixon	Responsibilities	Steve Nixon
OEM Sales Force	OEM Sales Controller Steve Nixon	Responsibilities	Steve Nixon
Data Protection Officer	Managing Director Derek Lamb	Responsibilities	Helen Lamb
Accounts Processes	Accounts Controller Helen Lamb	Responsibilities	Helen Lamb Emily Hanson Derek Lamb
Audits	ISO Controller Derek Lamb	Responsibilities	Derek Lamb Helen Lamb Auditor(InActive)
Repairs Controller	Warehouse Team Leader Derek Lamb	Responsibilities	Derek Lamb
Customer Training	Sales Controller Steve Nixon	Responsibilities	Ryan Swaine Steve Hardaker
Vandagraph	Share Holder Jean Lamb John Lamb	Responsibilities	Jean Lamb John Lamb
QA Repairs	QA Controller Derek Lamb	Responsibilities	Philip Crossley Michael Green Robert Connor Ryan Swaine
Repair Processes	Repairs Controller Derek Lamb	Responsibilities	Michael Green Philip Crossley
Office Processes	Office Team Leader Derek Lamb	Responsibilities	Sarah Walton Sophie Lines Zoey Teal Kate Griffiths Gail Bell Emma Clark
Marketing Processes	Marketing Controller Steve Nixon	Responsibilities	Catrin Hird
Goods Out	Warehouse Team Leader Derek Lamb	Responsibilities	Emma Clark Catherine Spence
Goods In	Warehouse Team Leader Derek Lamb	Responsibilities	Robert Connor Emma Clark Josh Leighton
QA Goods In	QA Controller Derek Lamb	Responsibilities	Robert Connor Emma Clark Linda Shearing
QA Production	QA Controller Derek Lamb	Responsibilities	Linda Shearing Robert Connor
Product Development	Director 3 (Steve) Steve Nixon	Responsibilities	Steve Nixon
Production Processes	Warehouse Team Leader Derek Lamb	Responsibilities	Philip Crossley Michael Green
Technical Files	Product Development Steve Nixon	Responsibilities	Derek Lamb Steve Nixon
Design Products	Director 1 (Derek) Derek Lamb	Responsibilities	Steve Nixon

Human Resources | Director 2 (Helen) Helen Lamb | Responsibilities Helen Lamb

Tasks / Responsibilities

#	User	Task Subject	Time Scale	On behalf of	#Trained	Outstanding	Next Due	Details	IP	1	2	3	4	5	6	7	8	9	10
733	John Lamb	Financial Review	Every 1 Months	Share Holder	3	1	20 Nov 2019	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
300	Derek Lamb	Viamed Quality Policy	Every 12 Months	Managing Director	1		24 Aug 2020	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
114	Derek Lamb	Review Company Data	Every 1 Months	Managing Director	2		05 Nov 2019	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
290	Derek Lamb	Complete Auto_calender Issues Management Review	Every 1 Weeks	Managing Director	2		24 Oct 2019	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
49	Derek Lamb	CMDCAS Obligation to Inform	Every 12 Months	Managing Director	1		14 Sep 2020	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
33	Derek Lamb	Master imdemnity Letter	Every 12 Months	Managing Director	3		26 Jun 2020	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
730	Derek Lamb	Audits Up to Date and Confirm next years Audit schedule	Every 12 Months	Managing Director	1		01 Jan 2020	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
46	Helen Lamb	Enviromental Policy Document Review	Every 12 Months	Managing Director	2	1	14 Sep 2020	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
266	Derek Lamb	ISO 22301:2012	Every 12 Months	Managing Director	1		14 Feb 2020	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
267	Steve Nixon	UK Sales Meeting update due	Every 4 Weeks	Managing Director	4	1	22 Oct 2019	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
268	Steve Nixon	Sale Meeting update	Every 3 Weeks	Managing Director	3	2	29 Oct 2019	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
4	Derek Lamb	Car Online Database	Every 6 Months	Managing Director	1		30 Dec 2019	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
456	Derek Lamb	VIAMED Management Meeting Review Weekly Meeting	Every 1 Weeks	Managing Director	2	1	28 Oct 2019	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
728	Derek Lamb	Customer Complaints	Every 1 Weeks	Managing Director	2		27 Oct 2019	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
83	Derek Lamb	Quartly Management Meeting Due	Every 3 Months	Managing Director	4		01 Nov 2019	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
548	Derek Lamb	Review Roles And Responsibilitys Process Manual	Every 1 Months	Managing Director	2	1	20 Nov 2019	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
47	Helen Lamb	Review Ethical Policy	Every 12 Months	Managing Director	2	1	14 Sep 2020	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
727	Robert Connor	QA Failures Report	Every 1 Months	Managing Director	2		02 Nov 2019	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	
743	Derek Lamb	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director	2		01 Oct 2020	Details	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	

739	Derek Lamb	Review VIAMED Feedback - Customer Feedback Negative	Every 1 Months	Managing Director	3		22 Oct 2019	Details
737	Derek Lamb	Review VIAMED Feedback - Customer Complaints	Every 1 Months	Managing Director	3		22 Oct 2019	Details
740	Derek Lamb	Review VST Feedback - Customer Feedback Negative	Every 1 Months	Managing Director	2		22 Oct 2019	Details
738	Derek Lamb	Review VST Feedback - Customer Complaints	Every 1 Months	Managing Director	2		22 Oct 2019	Details
741	Derek Lamb	Review VIAMED Product Feedback Negative	Every 1 Months	Managing Director	3		22 Oct 2019	Details
742	Derek Lamb	Review VST Product Feedback Negative	Every 1 Months	Managing Director	3		22 Oct 2019	Details
745	Derek Lamb	7.1.4 Environment Of Operations	Every 12 Months	Managing Director	2		26 Sep 2020	Details
746	Derek Lamb	ISO System Management Review	Every 12 Months	Managing Director	5		08 Jan 2020	Details
749	Derek Lamb	Review ISO Scopes	Every 12 Months	Managing Director	3	1	27 Sep 2020	Details
750	Derek Lamb	Product Failures New Codes Review	Every 1 Weeks	Managing Director	2		25 Oct 2019	Details
790	Derek Lamb	Review Exclusion From Viamed 13485:2016 And VST 9001:2015	Every 12 Months	Managing Director	3		01 Aug 2020	Details
128	Derek Lamb	Med Dev 2.12-1 Rev xxx	Every 12 Months	Managing Director	2		11 Oct 2020	Details
804	Derek Lamb	Maintain Update Of ISO Route Maps	Every 1 Weeks	Managing Director	2		26 Oct 2019	Details
806	Derek Lamb	Disaster Planning	Every 12 Months	Managing Director	3	1	21 Oct 2020	Details
807	Derek Lamb	Review Possible Upcoming Regulation Changes	Every 3 Months	Managing Director	1		22 Oct 2019	Details
42	Derek Lamb	New UPS Rates needs checking	Every 12 Months	Managing Director	1		20 Dec 2019	Details
825	Derek Lamb	FDA Device Establishment Registration	Every 12 Months	Managing Director	1		01 Nov 2019	Details
611	Kate Griffiths	Humanmed general Issues	Every 1 Months	Humanmed Controller	2		09 Nov 2019	Details
747	Derek Lamb	Humanmed Non Conformances	Every 1 Months	Humanmed Controller	2		22 Oct 2019	Details
770	Derek Lamb	Remove Started But Not Used Order Numbers	Every 3 Months	Humanmed Controller	2		03 Jan 2020	Details
15	Derek Lamb	Supplier Review	Every 12	ISO Controller	2		31 Jul	Details

			Months				2020	
235	Derek Lamb	Review ISO documents	Every 3 Months	ISO Controller	2		24 Dec 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
463	Derek Lamb	Check Website ISO Documents	Every 1 Months	ISO Controller	2		10 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
55	Derek Lamb	Internal Process Verification	Every 12 Months	ISO Controller	1		30 Sep 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
748	Derek Lamb	ISO14001 Environmental management systems	Every 12 Months	ISO Controller	1		26 Sep 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
50	Derek Lamb	Product / Design Changes	Every 2 Months	ISO Controller	2		16 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
725	Derek Lamb	BSI Audits Calander	Every 12 Months	ISO Controller	2		01 Jan 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
88	Helen Lamb	Non conformance review	Every 1 Months	ISO Controller	2	2	07 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
75	Derek Lamb	Review Paper Customer Complaints File	Every 6 Months	ISO Controller	1		25 Mar 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
565	Derek Lamb	FDA Device Establishment Registration And Listing	Every 12 Months	ISO Controller	1		28 Sep 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
301	Derek Lamb	Review the Quality policy VST	Every 12 Months	ISO Controller	2		24 Aug 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
723	Derek Lamb	Review The Quality Policy Viamed	Every 12 Months	ISO Controller	2		24 Aug 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
732	Derek Lamb	Importance Of Effective Quality Management ISO	Every 6 Months	ISO Controller	2		01 Apr 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
818	Derek Lamb	Review Processes Linked To VOPs And Audits	Every 1 Months	ISO Controller	2		24 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
1005	Derek Lamb	Check Leaflets, Letterhead And Other Paperwork To See If The Correct BSI Logo Is In Use. Remove All Old If Found.	Every 12 Months	ISO Controller	2		01 Aug 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
712	Helen Lamb	First Aid	Every 12 Months	Health And Safety Controller	3		23 Aug 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
12	Derek Lamb	HSE Risk Assessment	Every 12 Months	Health And Safety Controller	2		29 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
52	Helen Lamb	Fire Alarm Test	Every 6 Months	Health And Safety Controller	4		05 Mar 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
786	Philip Crossley	BANDSAW CHECKLIST	Every 6 Months	Health And Safety Controller	3		17 Apr 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
787	Philip Crossley	Pillar Drill Checklist	Every 6 Months	Health And Safety Controller	3	1	19 Apr 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
788	Philip Crossley	Hand Drill Checklist	Every 24 Months	Health And Safety Controller	4	1	19 Oct 2021	Details ✔ ✔✔✔✔✔✔✔✔✔
141	Helen Lamb	Fire Alarm Evacuation Drill	Every 3 Months	Health And Safety Controller	2		01 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
609	Josh Leighton	Fire Alarm checking -	Every 1	Health And Safety	4		01 Nov	Details ✔ ✔✔✔✔✔✔✔✔✔

		MCPs	Months	Controller			2019	
954	Josh Leighton	Emergency Lighting And Fire Extinguishers	Every 1 Months	Health And Safety Controller	4		15 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
412	Derek Lamb	Secure Socket Level Certificate	Every 12 Months	IT Controller	1		02 Sep 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
139	Derek Lamb	Server Review	Every 1 Months	IT Controller	1		05 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
454	Derek Lamb	Backup Server Status	Every 2 Weeks	IT Controller	3		31 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
415	Derek Lamb	Guest Access Wifi	Every 1 Months	IT Controller			04 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
368	Derek Lamb	Clear Down the Back up Emails	Every 2 Weeks	IT Controller	2		28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
413	Derek Lamb	Weather Station	Every 1 Weeks	IT Controller	2		24 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
459	Derek Lamb	Management Meeting Turnover Report	Every 1 Months	IT Controller	2		13 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
461	Derek Lamb	VIAMED Management Meeting Negative Stock Report	Every 12 Months	IT Controller	2		10 Dec 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
458	Derek Lamb	Intrastats Requested Page updates	Every 1 Months	IT Controller	1		05 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
462	Derek Lamb	Intrastats Cross Reference Database Tables Updates	Every 1 Months	IT Controller	2		09 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
791	Derek Lamb	Intrastats Information for Intrastats and L Drive	Every 1 Months	IT Controller	2		03 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
452	Derek Lamb	Off Site Backup	Every 3 Days	IT Controller	2		23 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
510	Derek Lamb	Domain Name Management	Every 1 Months	IT Controller	1		20 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
511	Derek Lamb	AWS Amazon Web Services Collect Invoice	Every 1 Months	IT Controller	2		05 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
512	Derek Lamb	Vandagraph Pay Pay Retrieve Funds	Every 1 Months	IT Controller	2		06 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
562	Derek Lamb	Intrastats Amendment Log	Every 1 Weeks	IT Controller	1		25 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
597	Derek Lamb	Fast Hosts Invoice	Every 1 Months	IT Controller	2		04 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
731	Derek Lamb	Emailed Invoices Cleardown	Every 2 Weeks	IT Controller	1		30 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
752	Catherine Spence	Scan Incorrect Product - Software Validation	Every 3 Months	IT Controller	5		01 Dec 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
754	Catherine Spence	Software Validation Scan UnQA Product To Order	Every 6 Months	IT Controller	5		12 Dec 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
756	Catherine Spence	Software Validation Expired Stock	Every 12 Months	IT Controller	5	1	12 Oct 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
759	Catherine	Software	Every	IT Controller	4		01	Details ✔ ✔✔✔✔✔✔✔✔✔

	Spence	Validation Non Sell Able Shelf	12 Months				Sep 2020	
761	Robert Connor	Software Validation In Production List	Every 3 Months	IT Controller	3		01 Jan 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
764	Sarah Walton	Software Validation Unchecked Orders	Every 12 Months	IT Controller	3		01 Jan 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
763	Robert Connor	Software Validation Stock Tracking Check	Every 6 Months	IT Controller	1		08 Apr 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
766	Sarah Walton	Software Validation Attempt To QA Some Stock	Every 6 Months	IT Controller	3		01 Dec 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
768	Derek Lamb	Software Validation Of Training Documents Forced Reading	Every 12 Months	IT Controller	1		04 Oct 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
779	Derek Lamb	Software Validation Conflicting Audits	Every 12 Months	IT Controller	2		08 Oct 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
789	Derek Lamb	Software Validation Non Conformance Product Risk Feedback Loop	Every 12 Months	IT Controller	1		16 Oct 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
802	Derek Lamb	Software Validation Document Control	Every 12 Months	IT Controller	2		20 Oct 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
808	Derek Lamb	Software Validation Scheduled Tasks And Audits	Every 12 Months	IT Controller	2		22 Jan 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
810	Derek Lamb	Software Validation - Live Orders	Every 12 Months	IT Controller	2		22 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
919	Derek Lamb	Google Webmaster Tools	Every 1 Months	IT Controller	1	1	16 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
923	Helen Lamb	Backup Jeans Local Folder	Every 1 Months	IT Controller	1		08 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
973	Sarah Walton	Test Website Questions	Every 1 Days	IT Controller	1	1	29 Aug 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
85	Helen Lamb	Outside Heating Guard	Every 12 Months	Maintenance Controller	2		18 Apr 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
431	Helen Lamb	Check Out Side Drain	Every 3 Months	Maintenance Controller	2		17 Dec 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
433	Helen Lamb	Clearing Water Downstairs	Every 1 Months	Maintenance Controller	2		08 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
602	Helen Lamb	General Maintenance Requirements	Every 3 Months	Maintenance Controller	1	1	07 Jan 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
7	Helen Lamb	Boiler Heating Checked	Every 12 Months	Maintenance Controller	2		10 Jul 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
117	Helen Lamb	Carbon Monoxide alarm	Every 6 Months	Maintenance Controller	2		05 Jan 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
702	Helen Lamb	North Yorkshire Council Waste Tranfer	Every 12 Months	Maintenance Controller	2		22 Feb 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
701	Helen Lamb	Controlled Waste Description And Transfer	Every 12 Months	Maintenance Controller	1		22 Jan 2020	Details ✔ ✔✔✔✔✔✔✔✔✔

164	Derek Lamb	Electrics need checking	Every 48 Months	Maintenance Controller	2		18 Nov 2019	Details	✔✔✔✔✔✔✔✔✔
94	Michael Green	ESD Workstations	Every 6 Months	Maintenance Controller	4		15 Mar 2020	Details	✔✔✔✔✔✔✔✔✔
829	Helen Lamb	Tree In Car Park	Every 3 Months	Maintenance Controller	3		22 Dec 2019	Details	✔✔✔✔✔✔✔✔✔
371	Derek Lamb	Documentation out of date	Every 1 Months	Documentation And Records Controller	2		25 Oct 2019	Details	✔✔✔✔✔✔✔✔✔
370	Derek Lamb	Duplicate Documents	Every 1 Months	Documentation And Records Controller	2	1	18 Nov 2019	Details	✔✔✔✔✔✔✔✔✔
155	Derek Lamb	Document index Thumbnails	Every 1 Months	Documentation And Records Controller	1		05 Nov 2019	Details	✔✔✔✔✔✔✔✔✔✔
887	Helen Lamb	Annual Review Doc Management	Every 12 Months	Documentation And Records Controller	2		28 Jul 2020	Details	✔✔✔✔✔✔✔✔✔
231	Steve Nixon	Check the Stock FAQ Admin list	Every 1 Months	Product Controller	2	1	01 Nov 2019	Details	✔✔✔✔✔✔✔✔✔
418	Steve Nixon	Price Checking	Every 1 Months	Product Controller	3		03 Nov 2019	Details	✔✔✔✔✔✔✔✔✔
501	Steve Nixon	Yearly Pricing Review	Every 12 Months	Product Controller	2		01 May 2020	Details	✔✔✔✔✔✔✔✔✔
772	Steve Nixon	Maintain Repair Codes List	Every 12 Months	Product Controller	3	1	05 Oct 2020	Details	✔✔✔✔✔✔✔✔✔
800	Steve Nixon	On Site Environment Review	Every 3 Months	Product Controller	2	1	18 Jan 2020	Details	✔✔✔✔✔✔✔✔✔
822	Steve Nixon	VST Price Lists	Every 3 Months	Product Controller	2	1	28 Oct 2019	Details	✔✔✔✔✔✔✔✔✔
125	Robert Connor	Gents	Every 1 Months	Warehouse Team Leader	2		17 Nov 2019	Details	✔✔✔✔✔✔✔✔✔
220	Steve Nixon	Send Teledyne back orders list	Every 1 Weeks	Warehouse Team Leader	6	1	28 Oct 2019	Details	✔✔✔✔✔✔✔✔✔
110	Robert Connor	Opera Stock Adjustments	Every 1 Weeks	Warehouse Team Leader	3	1	27 Oct 2019	Details	✔✔✔✔✔✔✔✔✔
64	Zoey Teal	UPS Rates	Every 1 Months	Warehouse Team Leader	2		01 Nov 2019	Details	✔✔✔✔✔✔✔✔✔
66	Catherine Spence	Request RMAs	Every 1 Weeks	Warehouse Team Leader	3	1	25 Oct 2019	Details	✔✔✔✔✔✔✔✔✔
541	Josh Leighton	Empty Paper Bins	Every 1 Weeks	Warehouse Team Leader	4		23 Oct 2019	Details	✔✔✔✔✔✔✔✔✔
543	Josh Leighton	Hoover Warehouse	Every 1 Weeks	Warehouse Team Leader	4	1	28 Oct 2019	Details	✔✔✔✔✔✔✔✔✔
423	Josh Leighton	Sweep Warehouse	Every 1 Weeks	Warehouse Team Leader	5	1	28 Oct 2019	Details	✔✔✔✔✔✔✔✔✔
542	Josh Leighton	Empty Warehouse Bins	Every 1 Weeks	Warehouse Team Leader	5	1	24 Oct 2019	Details	✔✔✔✔✔✔✔✔✔
426	Josh Leighton	Clean Duckets	Every 1 Weeks	Warehouse Team Leader	4		24 Oct 2019	Details	✔✔✔✔✔✔✔✔✔
427	Robert Connor	Clear Cardboard	Every 2 Weeks	Warehouse Team Leader	7		25 Oct 2019	Details	✔✔✔✔✔✔✔✔✔
447	Helen Lamb	Stock Allocations	Every 2 Weeks	Warehouse Team Leader	2		30 Oct 2019	Details	✔✔✔✔✔✔✔✔✔
616	Zoey Teal	Supplier Review - Outstanding orders	Every 1 Weeks	Warehouse Team Leader	1	1	23 Oct 2019	Details	✔✔✔✔✔✔✔✔✔

483	Steve Nixon	Supplier Review Future orders	Every 1 Months	Warehouse Team Leader	2	2	19 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
615	Robert Connor	Current Stock Levels	Every 2 Weeks	Warehouse Team Leader	3		22 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
614	Catherine Spence	Current Repairs	Every 1 Weeks	Warehouse Team Leader	4	1	22 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
907	Steve Nixon	Production Requirements	Every 1 Weeks	Warehouse Team Leader	2	1	28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
547	Philip Crossley	Calibration	Every 1 Months	Warehouse Team Leader	1	1	03 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
795	Derek Lamb	Non Conformance Issues Any New QC21 Forms	Every 1 Months	Warehouse Team Leader	2		17 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
294	Robert Connor	Check Expiry Dated Stock	Every 1 Months	Warehouse Team Leader	2		04 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
468	Catherine Spence	Check Repairs Ready For Invoice	Every 2 Weeks	Warehouse Team Leader	4	1	04 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
479	Steve Nixon	Check Stock Requirements Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	3	1	30 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
480	Steve Nixon	Check Stock Requirements Supplier Envitec	Every 2 Weeks	Warehouse Team Leader	2	1	29 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
481	Robert Connor	Check Stock Requirements Supplier Posey	Every 2 Weeks	Warehouse Team Leader	2	1	31 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
482	Steve Nixon	Check Stock Requirements Supplier Bluepoint	Every 2 Weeks	Warehouse Team Leader	2	1	01 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
484	Steve Nixon	Check Stock Requirements For Proformas	Every 1 Weeks	Warehouse Team Leader	2	1	24 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
486	Catherine Spence	Repairs Ready For Quote	Every 1 Days	Warehouse Team Leader	3	1	18 May 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
485	Catherine Spence	Repairs Ready For Invoice	Every 2 Days	Warehouse Team Leader	3	1	21 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
488	Josh Leighton	Vandagraph Duckets	Every 1 Weeks	Warehouse Team Leader	4	1	28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
545	Josh Leighton	Move Stock From QA Shelf To Stock Shelf Monday	Every 1 Weeks	Warehouse Team Leader	7	1	28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
544	Emma Clark	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 1 Weeks	Warehouse Team Leader	1		22 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
495	Emma Clark	Top Up Quick Shipping Shelves	Every 1 Weeks	Warehouse Team Leader	3		28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
503	Emma Clark	Clean Toilets	Every 3 Weeks	Warehouse Team Leader	2		29 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
589	Derek Lamb	Management Meeting Warehouse	Every 1 Months	Warehouse Team Leader	2	1	22 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
622	Robert Connor	Check Returns Supplier Envitec	Every 1 Weeks	Warehouse Team Leader	2	1	25 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
624	Robert Connor	Check Returns Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	2		25 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
623	Robert Connor	Check Returns Supplier Maxtec	Every 2 Weeks	Warehouse Team Leader	2		25 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
626	Robert	Check	Every	Warehouse	1		24	Details ✔ ✔✔✔✔✔✔✔✔✔

	Connor	Supplier Returns All Suppliers	1 Months	Team Leader			Oct 2019	
645	Catherine Spence	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	3		08 Nov 2019	Details
647	Robert Connor	Check Order Are Being Picked In Priority Order	Every 8 Weeks 2 Days	Warehouse Team Leader	3		15 Nov 2019	Details
649	Derek Lamb	Orders And Items Shipped Per Month	Every 1 Months	Warehouse Team Leader	3		11 Nov 2019	Details
915	Catherine Spence	Goods In Processes	Every 1 Months	Warehouse Team Leader	3		26 Oct 2019	Details
785	Philip Crossley	Oxygen Cylinder Check	Every 3 Months	Warehouse Team Leader	2		14 Jan 2020	Details
878	Robert Connor	Empty Warehouse Depleted Sensor Bin	Every 1 Months 3 Weeks	Warehouse Team Leader	3		28 Oct 2019	Details
880	Robert Connor	Check Weeee Waste Pallet And Sensor Bin	Every 6 Months	Warehouse Team Leader	3		02 Feb 2020	Details
882	Robert Connor	Generate RMA Box, Link Items And Add Faults	Every 1 Weeks	Warehouse Team Leader	2	2	27 Oct 2019	Details
921	Robert Connor	Reserve Stock Review	Every 1 Weeks	Warehouse Team Leader	2		24 Oct 2019	Details
920	Derek Lamb	Human Med Purchase Order	Every 1 Weeks	Warehouse Team Leader	1		25 Oct 2019	Details
935	Catherine Spence	Review Of Credits Received From Suppliers	Every 2 Weeks	Warehouse Team Leader	3		30 Oct 2019	Details
386	Catrin Hird	Marketing report due	Every 1 Months	Marketing Controller	4	1	01 Nov 2019	Details
673	Catrin Hird	Product Cross References	Every 1 Months	Marketing Controller	2	4	19 Nov 2019	Details
671	Catrin Hird	Pro-Active Marketing	Every 3 Months	Marketing Controller	3		01 Dec 2019	Details
675	Catrin Hird	Research Activities	Every 1 Months	Marketing Controller	3		26 Oct 2019	Details
207	Steve Nixon	Stock Items with Temporary Notices	Every 1 Months	Sales Controller	2	1	12 Nov 2019	Details
388	Steve Nixon	Sales and Marketing Report	Every 1 Months	Sales Controller	6	2	07 Nov 2019	Details
653	Sarah Walton	VST Price Review	Every 12 Months	Sales Controller	2		15 Dec 2019	Details
893	Derek Lamb	EAN GTIN Online Database	Every 1 Months	Sales Controller	1		06 Nov 2019	Details
960	Derek Lamb	Competitor Pricing	Every 1 Months	Sales Controller	1		15 Nov 2019	Details
204	Ryan Swaine	Distributor Agreements	Every 1 Months	EX Sales Controller	2		26 Oct 2019	Details
385	Ryan Swaine	Export Sales Report	Every 1 Months	EX Sales Controller	6	1	01 Nov 2019	Details
384	Steve Hardaker	UK Sales report due	Every 1 Months	UK Sales Controller	2	1	01 Nov 2019	Details

365	Catrin Hird	Check New Stock - GHX Web Pricing	Every 1 Months	UK Sales Controller	2		12 Nov 2019	Details
57	Steve Hardaker	Sales forecasts	Every 1 Months	UK Sales Controller	1		14 Nov 2019	Details
944	Catrin Hird	Contract Pricing Review	Every 1 Months	UK Sales Controller	3		15 Nov 2019	Details
292	Steve Hardaker	Check Sale or Returns	Every 1 Months	UK Sales Force	2		04 Nov 2019	Details
291	Ryan Swaine	Check Sale or Returns	Every 1 Months	EX Sales Force	3		04 Nov 2019	Details
58	Ryan Swaine	Sales forecasts	Every 1 Months	EX Sales Force	1	1	14 Nov 2019	Details
670	Derek Lamb	Ensure All Invoice Correctly Tagged	Every 1 Months	OEM Sales Controller	2		01 Nov 2019	Details
823	Derek Lamb	VST Customer Agreements	Every 12 Months	OEM Sales Controller	2		28 Oct 2019	Details
910	Helen Lamb	Review CCTV Warning Signs	Every 12 Months	Data Protection Officer	2		21 Sep 2020	Details
911	Helen Lamb	Review Security Of The Special Category Personal Data (Sensitive Data)	Every 12 Months	Data Protection Officer	1		02 Oct 2020	Details
912	Helen Lamb	Review The Personal Information We Collect and Store	Every 12 Months	Data Protection Officer	2		08 Oct 2020	Details
913	Helen Lamb	Review Personnel Files	Every 3 Months	Data Protection Officer	1	1	15 Jan 2020	Details
958	Helen Lamb	Review Flow Of Data	Every 12 Months	Data Protection Officer	2		13 Mar 2020	Details
118	Helen Lamb	Viamed Properties Loan	Every 1 Months	Accounts Processes	3		01 Nov 2019	Details
223	Helen Lamb	Accounts on Stop	Every 2 Weeks	Accounts Processes	2	1	31 Oct 2019	Details
165	Helen Lamb	Create Edenred invoice re childcare voucher for month	Every 1 Months	Accounts Processes	2		18 Nov 2019	Details
429	Helen Lamb	End Of Yeah Reports For Accountants	Every 12 Months	Accounts Processes	2		20 Dec 2019	Details
445	Helen Lamb	Viamed End Of Month Shutdown	Every 1 Months	Accounts Processes	2		01 Nov 2019	Details
63	Helen Lamb	Debtors and Creditors Figures	Every 1 Months	Accounts Processes	2	1	16 Nov 2019	Details
680	Helen Lamb	Fill in Cashbook / Bank Rec for previous Month	Every 1 Months	Accounts Processes	4		15 Nov 2019	Details
693	Helen Lamb	Journals for end of month accounts	Every 1 Months	Accounts Processes	2		26 Oct 2019	Details
432	Helen Lamb	Cheques To Bank	Every 1 Weeks	Accounts Processes	3		25 Oct 2019	Details
434	Helen Lamb	Credit Cards	Every 1	Accounts Processes	2		14 Nov	Details

			Months				2019	
435	Helen Lamb	Credits Done	Every 1 Weeks	Accounts Processes	2	1	25 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
436	Helen Lamb	Currency Lodgement	Every 1 Months	Accounts Processes	2		07 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
437	Helen Lamb	Customs Clearance	Every 1 Weeks	Accounts Processes	3		23 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
438	Helen Lamb	Expenses	Every 1 Months	Accounts Processes	1		10 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
439	Helen Lamb	Accounts Filing	Every 6 Months	Accounts Processes	3		05 Apr 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
440	Helen Lamb	Filing Cabinets	Every 3 Months	Accounts Processes	3		04 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
441	Helen Lamb	HMRC Intrastats Data	Every 1 Months	Accounts Processes	3		14 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
442	Helen Lamb	VAT Return Viamed	Every 3 Months	Accounts Processes	3	1	20 Dec 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
443	Helen Lamb	Purchase Invoices	Every 1 Weeks	Accounts Processes	2	1	28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
444	Emily Hanson	Remit Processing	Every 1 Weeks	Accounts Processes	4	1	22 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
446	Helen Lamb	Sales Accounts Reminders	Every 1 Months	Accounts Processes	3	1	09 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
316	Helen Lamb	check training from tuesday and sign off if present	Every 1 Weeks	Accounts Processes	2		23 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
449	Helen Lamb	Delivered Not Invoiced Report	Every 1 Months	Accounts Processes	2	1	20 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
142	Helen Lamb	P11D Form re Benefits to Revenue and Customs	Every 12 Months	Accounts Processes	2		19 Jun 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
563	Helen Lamb	Weights Per Region Needed To Submit EC Sales List	Every 1 Months	Accounts Processes	3		14 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
572	Helen Lamb	UPS Invoices Viamed	Every 1 Months	Accounts Processes	2		04 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
573	Helen Lamb	UPS Invoices VST	Every 1 Months	Accounts Processes	2		04 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
571	Gail Bell	UPS Invoices Vandagraph	Every 1 Weeks	Accounts Processes	2		22 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
629	Emily Hanson	Petty Cash Reconciliation	Every 12 Months	Accounts Processes	2		03 Jan 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
630	Helen Lamb	Withdraw Funds From Paypal	Every 1 Months	Accounts Processes	3		01 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
635	Helen Lamb	Humanmed Invoice For Previous Month	Every 1 Months	Accounts Processes	2		02 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
641	Steve Nixon	V1000 Commissions Review	Every 3 Months	Accounts Processes	1		01 Jan 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
651	Helen Lamb	Opera Purchase Ledger Close	Every 1 Months	Accounts Processes	2	1	15 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
652	Helen Lamb	Opera Nominal Ledger Close	Every 1 Months	Accounts Processes	2	1	15 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
104	Helen	Check	Every	Accounts	4		01	Details ✔ ✔✔✔✔✔✔✔✔✔

	Lamb	suggested invoice report in operas	1 Months	Processes			Nov 2019	
422	Helen Lamb	Check purchasing jnls to see if VAT handled correctly Previous Month	Every 1 Months	Accounts Processes	2		11 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
421	Emily Hanson	check contra account 8000 and clear it	Every 1 Months	Accounts Processes	2	1	01 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
713	Sarah Walton	Chase The Debtors VST	Every 1 Months	Accounts Processes	4		03 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
62	Helen Lamb	Debtors and Creditors Figures	Every 1 Months	Accounts Processes	2		02 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
794	Helen Lamb	Embargo Countries NOT Allowed To Sell To	Every 6 Months	Accounts Processes	2	1	17 Apr 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
811	Helen Lamb	Purchase Payments	Every 1 Weeks	Accounts Processes	3	1	28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
837	Helen Lamb	Region Checker	Every 1 Months	Accounts Processes	2		07 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
858	Helen Lamb	Royal Mail - Mail Retention Form	Every 12 Months	Accounts Processes	1		01 Mar 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
928	Helen Lamb	Send Debtors Overview To John	Every 1 Months	Accounts Processes	2	1	01 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
931	Steve Nixon	VST Bags And Grey Sensor	Every 12 Months	Accounts Processes	1		03 Jan 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
961	Helen Lamb	Check Debtors Report	Every 3 Months	Accounts Processes	2		18 Dec 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
965	Helen Lamb	Purchasing Invoice Processing	Every 2 Weeks	Accounts Processes	2	1	30 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
983	Derek Lamb	PCI DSS Compliance	Every 1 Months	Accounts Processes	2		04 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
995	Helen Lamb	VAT Return Vandagraph	Every 3 Months	Accounts Processes	2	1	20 Dec 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
997	Helen Lamb	VAT Return VST	Every 3 Months	Accounts Processes	2	1	20 Jan 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
79	Philip Crossley	Saftey Tester Data	Every 12 Months	Repairs Controller	2		02 Aug 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
636	Ryan Swaine	Price List Check	Every 1 Months	Vandagraph	4		06 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
834	Philip Crossley	Daily O2 Sensors Returns	Every 1 Days	Repair Processes	2	1	11 Apr 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
599	Kate Griffiths	Distribution Of Mail	Every 1 Days	Office Processes	5	1	13 Dec 2018	Details ✔ ✔✔✔✔✔✔✔✔✔
567	Zoey Teal	Filing	Every 1 Days	Office Processes	7	2	29 Mar 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
538	Catrin Hird	Maintaining Leaflet Stocks	Every 1 Weeks	Office Processes	3	1	28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
402	Catrin Hird	Processing Of Mail Shots	Every 1 Weeks	Office Processes	6	1	28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
570	Gail Bell	Office Sales Projects	Every 1 Weeks	Office Processes	5		23 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
430	Zoey Teal	Emailing Of Invoices	Every 1 Days	Office Processes	6	2	06 Jun 2019	Details ✔ ✔✔✔✔✔✔✔✔✔

243	Kate Griffiths	Vacuuming of the Office, Hall and meeting room	Every 1 Weeks	Office Processes	6		25 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
233	Sarah Walton	Check the Service visit logs	Every 1 Weeks	Office Processes	4		22 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
239	Zoey Teal	Please check Paypal for orders	Every 1 Weeks	Office Processes	6		24 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
225	Sarah Walton	Empty bins in the office, general waste and recycling	Every 1 Weeks	Office Processes	4		25 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
382	Sophie Lines	Send Post To Humanmed	Every 1 Weeks	Office Processes	5	1	25 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
397	Kate Griffiths	Checking EBay For Orders And Messages	Every 1 Days	Office Processes	7		25 Oct 2018	Details ✔ ✔✔✔✔✔✔✔✔✔
643	Kate Griffiths	Answering Web Questions	Every 1 Days	Office Processes	6		26 Jan 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
896	Sarah Walton	Checking Of Active List	Every 1 Days	Office Processes	8	1	16 Jun 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
776	Zoey Teal	Completing Office Job List	Every 1 Weeks	Office Processes	6	1	28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
564	Catherine Spence	Franking Mail	Every 1 Days	Office Processes	6	1	19 Nov 2018	Details ✔ ✔✔✔✔✔✔✔✔✔
406	Robert Connor	Processing Depleted Sensors	Every 2 Weeks	Office Processes	4		22 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
409	Sarah Walton	Proforma And Quote Chasing	Every 1 Weeks	Office Processes	6		23 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
393	Sophie Lines	Cleaning Of Office Windows	Every 1 Months	Office Processes	7		13 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
404	Sophie Lines	Link Call Log Contacts To The CRM	Every 1 Weeks	Office Processes	4	1	28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
107	Helen Lamb	PUT OUT BROWN AND BLUE BINS	Every 1 Months	Office Processes	1		26 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
465	Kate Griffiths	Check For Humanmed Orders In Logistics Mailbox	Every 1 Days	Office Processes	5	1	06 Jun 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
530	Kate Griffiths	Check Cardea And Multiquote	Every 1 Weeks	Office Processes	5	1	28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
903	Catherine Spence	Filling Credit Card Slips	Every 1 Weeks	Office Processes	8	1	28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
504	Zoey Teal	PDFing Of Invoices	Every 1 Days	Office Processes	6	2	05 Jun 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
478	Sophie Lines	Check Catalog 360 Circle For Quotes And Orders	Every 1 Weeks	Office Processes	5	1	28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
487	Kate Griffiths	Checking Of Awaiting Action Tray	Every 1 Days	Office Processes	6	1	21 Nov 2018	Details ✔ ✔✔✔✔✔✔✔✔✔
506	Zoey Teal	Collect Repair Filing	Every 1 Weeks	Office Processes	4	1	25 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
496	Sarah Walton	Send Delivery Notifications	Every 1 Days	Office Processes	6	2	04 Nov 2018	Details ✔ ✔✔✔✔✔✔✔✔✔
508	Gail Bell	Shred Sensitive Paperwork In JL Office	Every 1 Weeks	Office Processes	6		25 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
								✔ ✔✔✔✔✔✔✔✔✔

517	Zoey Teal	Checking For Uploaded Files	Every 1 Days	Office Processes	3	2	04 Nov 2018	Details
519	Sophie Lines	Update Virus Software And Scan For Viruses	Every 1 Weeks	Office Processes	4		25 Oct 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
520	Zoey Teal	Send Purchase Orders To Suppliers	Every 1 Days	Office Processes	6	2	27 Nov 2018	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
523	Zoey Teal	Humanmed Invoicing	Every 1 Days	Office Processes	4	2	04 Nov 2018	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
526	Sarah Walton	Import Bank CSV	Every 1 Days	Office Processes	4		11 Apr 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
528	Zoey Teal	Review Inward Payments	Every 1 Days	Office Processes	4	2	04 Nov 2018	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
549	Sophie Lines	Ensure Sale or returns (SORs) Are Followed Up	Every 1 Weeks	Office Processes	4	1	25 Oct 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
275	Derek Lamb	Office Staff Meeting	Every 1 Months	Office Processes	2		09 Nov 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
584	Sarah Walton	VST Purchase Order Log	Every 1 Weeks	Office Processes	6	1	28 Oct 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
792	Zoey Teal	SRS Folder	Every 1 Months	Office Processes	4		22 Oct 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
603	Kate Griffiths	Check For GHX Orders	Every 1 Weeks	Office Processes	4		23 Oct 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
607	Catrin Hird	Send Service Offers	Every 1 Weeks	Office Processes	4		22 Oct 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
620	Sarah Walton	Send VST Delivery Notifications	Every 1 Days	Office Processes	3	1	01 Jan 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
612	Zoey Teal	PDF VST Invoices And Purchase Orders	Every 1 Weeks	Office Processes	4	1	28 Oct 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
637	Derek Lamb	Shipped Order Success Report	Every 3 Months	Office Processes	3		01 Jan 2020	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
655	Sophie Lines	Clean Kitchen Sides and Table	Every 1 Weeks	Office Processes	7	1	28 Oct 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
657	Zoey Teal	Dishwashing	Every 1 Days	Office Processes	4	2	31 Jan 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
659	Kate Griffiths	Sweep Kitchen Floor	Every 1 Weeks	Office Processes	7	1	25 Oct 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
663	Sarah Walton	Watering Plants	Every 1 Weeks	Office Processes	4		25 Oct 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
708	Robert Connor	Review Oxylink Stock	Every 1 Months	Office Processes	3		01 Nov 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
859	Zoey Teal	UPS Exceptions Checkup	Every 1 Days	Office Processes	2	2	12 May 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
917	Helen Lamb	Proofs of Delivery	Every 1 Months	Office Processes	3	1	17 Nov 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
937	Gail Bell	PDFing Of Invoices Vandagraph	Every 1 Weeks	Office Processes	5	1	28 Oct 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
939	Kate Griffiths	Providing Ebay Feedback	Every 1 Weeks	Office Processes	5		23 Oct 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
990	Zoey Teal	B2B Router / Peppol Responsibilitys	Every 1 Weeks	Office Processes	3	1	25 Oct 2019	Details ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔ ✔
								✔ ✔ ✔ ✔ ✔ ✔ ✔

1006	Sarah Walton	Review Stocks Of 8000004	Every 1 Months	Office Processes	1		07 Nov 2019	Details
41	Catrin Hird	Calender project needs starting	Every 12 Months	Marketing Processes	3		31 Aug 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
196	Steve Nixon	Book Arab Health	Every 12 Months	Marketing Processes	2	1	01 Jun 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
105	Catherine Spence	Goods Out Review	Every 1 Weeks	Goods Out	3		22 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
905	Catherine Spence	Back Orders Review - By Customer	Every 1 Weeks	Goods Out	3	1	24 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
492	Catherine Spence	Ship Repairs	Every 1 Days	Goods Out	2	1	04 Nov 2018	Details ✔ ✔✔✔✔✔✔✔✔✔
491	Catherine Spence	Ship Sale Or Returns	Every 1 Days	Goods Out	2	1	04 Nov 2018	Details ✔ ✔✔✔✔✔✔✔✔✔
575	Catherine Spence	Check Repair Orders	Every 1 Days	Goods Out	2	2	23 Nov 2018	Details ✔ ✔✔✔✔✔✔✔✔✔
576	Catherine Spence	Check Repair Quotes	Every 1 Days	Goods Out	2	1	23 Nov 2018	Details ✔ ✔✔✔✔✔✔✔✔✔
884	Catherine Spence	Request RMA Based On The RMA Boxes	Every 1 Weeks	Goods Out	2	1	28 Oct 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
767	Robert Connor	Check POR Files For Items Delivered But Not Removed From File	Every 1 Months	Goods In	1	1	18 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
836	Josh Leighton	Stamp Deliveries	Every 1 Days	Goods In	4	2	17 Apr 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
553	Catherine Spence	Production Start Job List	Every 1 Months	Production Processes	1		05 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
556	Derek Lamb	Production In Production List	Every 1 Months	Production Processes	3		01 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
551	Derek Lamb	Production Statistics	Every 1 Months	Production Processes	1		05 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
1003	Helen Lamb	Review The Tom Thumb Grease Date	Every 12 Months	Production Processes	4	1	10 Oct 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
1011	Derek Lamb	Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST	Every 6 Months	Production Processes	4		08 Jan 2020	Details ✔ ✔✔✔✔✔✔✔✔
314	Helen Lamb	Training Records	Every 3 Months	Human Resources	2		27 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
448	Helen Lamb	Wages Calculations	Every 1 Months	Human Resources	2		17 Nov 2019	Details ✔ ✔✔✔✔✔✔✔✔✔
287	Derek Lamb	Review Accident Book	Every 6 Months	Human Resources	2		16 Jan 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
771	Helen Lamb	Alarm Key Holders	Every 6 Months	Human Resources	8		05 Apr 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
606	Helen Lamb	Health Declaration Sheet	Every 12 Months	Human Resources	1		24 Jan 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
813	Helen Lamb	Appraisal	Every 12 Months	Human Resources	3		20 Feb 2020	Details ✔ ✔✔✔✔✔✔✔✔✔
815	Helen	Pay Review	Every	Human	5		06	Details ✔ ✔✔✔✔✔✔✔✔✔

	Lamb		12 Months	Resources		Jun 2020
889	Helen Lamb	Private Information Data	Every 12 Months	Human Resources	1	28 Jul 2020 Details ✔ ✔✔✔✔✔✔✔✔✔
992	Derek Lamb	Diversity Impact Assessment	Every 12 Months	Human Resources	2	28 Jun 2020 Details ✔ ✔✔✔✔✔✔✔✔✔

Audits

#	User	Task Subject	Time Scale	On Behalf of	#Trained Outstanding	Next Due	Details 1 2 3 4 5 6 7 8 9 10
769	Derek Lamb	Financial Review	Every 3 Months	Share Holder	3	03 Jan 2020	Details ✔✔✔✔✔✔✔✔✔✔ ✔
173	Derek Lamb	Audit 21 Audit Of Audit Viamed	Every 12 Months	Share Holder	3	01 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
775	Helen Lamb	Management Reviews And Quality Audits	Every 6 Months	Managing Director	2	17 Apr 2020	Details ✔✔✔✔✔✔✔✔✔✔
561	Helen Lamb	Review Company Data	Every 12 Months	Managing Director	3	13 Oct 2020	Details ✔✔✔✔✔✔✔✔✔✔
774	Helen Lamb	Customer Complaints	Every 6 Months	Managing Director	2	01 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
729	Derek Lamb	QA Failures Report	Every 3 Months	Managing Director	2	01 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
784	Helen Lamb	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director	2	01 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
751	Steve Nixon	Review Product Failures New Codes	Every 3 Months	Managing Director	2	01 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
805	Helen Lamb	Maintain Update Of ISO Route Maps	Every 1 Months	Managing Director	2	18 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
610	Helen Lamb	Supplier Review	Every 12 Months	ISO Controller	2	09 Feb 2020	Details ✔✔✔✔✔✔✔✔✔✔
464	Catrin Hird	Check Website ISO Documents	Every 6 Months	ISO Controller	2	01 Jan 2020	Details ✔✔✔✔✔✔✔✔✔✔
14	Helen Lamb	Audit 22 Post Market Surveillance Viamed	Every 12 Months	ISO Controller	2	30 Apr 2020	Details ✔✔✔✔✔✔✔✔✔✔
284	Derek Lamb	Non conformance review history Viamed	Every 12 Months	ISO Controller	2	04 Feb 2020	Details ✔✔✔✔✔✔✔✔✔✔
819	Helen Lamb	Review Processes Linked To VOPs And Audits	Every 12 Months	ISO Controller	2	04 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
952	Derek Lamb	Fire Alarm Evacuation Drill	Every 12 Months	Health And Safety Controller	2	21 Mar 2020	Details ✔✔✔✔✔✔✔✔✔✔
953	Helen Lamb	Fire Alarm PIR Checking	Every 12 Months	Health And Safety Controller	4	20 Mar 2020	Details ✔✔✔✔✔✔✔✔✔✔
955	Helen Lamb	Emergency Lighting And Fire Extinguishers	Every 12 Months	Health And Safety Controller	4	17 Apr 2020	Details ✔✔✔✔✔✔✔✔✔✔
455	Helen Lamb	Backup Server Status	Every 12 Months	IT Controller	3	19 May 2020	Details ✔✔✔✔✔✔✔✔✔✔
416	Helen Lamb	Guest Access Wifi	Every 3	IT Controller		23 Dec	Details ✔✔✔✔✔✔✔✔✔✔

			Months				2019	
417	Helen Lamb	Clear Down Backup Emails	Every 3 Months	IT Controller	2		09 Jan 2020	Details ✔✔✔✔✔✔✔✔✔✔
902	Emily Hanson	Emails - check they have been done	Every 1 Weeks	IT Controller	9	1	24 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
414	Steve Hardaker	Weather Station	Every 1 Months	IT Controller	2		04 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
460	Helen Lamb	Management Meeting Turnover Report	Every 12 Months	IT Controller	2		04 Jun 2020	Details ✔✔✔✔✔✔✔✔✔✔
457	Steve Nixon	Intrastats Cross Reference Database Tables Updates	Every 3 Months	IT Controller	2		22 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
453	Helen Lamb	Off Site Backup	Every 1 Months	IT Controller	2		01 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
780	Helen Lamb	Vandagraph Pay Pay Retrieve Funds	Every 6 Months	IT Controller	2		09 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
753	Derek Lamb	Scan Incorrect Product	Every 12 Months	IT Controller	5		02 Feb 2020	Details ✔✔✔✔✔✔✔✔✔✔
755	Derek Lamb	Software Validation Scan Un-QA Product To Order	Every 12 Months	IT Controller	5		01 Feb 2020	Details ✔✔✔✔✔✔✔✔✔✔
757	Derek Lamb	Software Validation Expired Stock	Every 12 Months	IT Controller	5		03 Mar 2020	Details ✔✔✔✔✔✔✔✔✔✔
760	Derek Lamb	Software Validation Non Sell Able Shelf	Every 12 Months	IT Controller	4		03 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
762	Derek Lamb	Software Validation In Production List	Every 6 Months	IT Controller	3		01 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
765	Derek Lamb	Software Validation Unchecked Orders	Every 12 Months	IT Controller	3		03 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
781	Derek Lamb	Software Validation Conflicting Audits	Every 12 Months	IT Controller	2		14 Oct 2020	Details ✔✔✔✔✔✔✔✔✔✔
803	Helen Lamb	Software Validation Document Control	Every 12 Months	IT Controller	2		01 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
809	Helen Lamb	Software Validation Scheduled Tasks And Audits	Every 6 Months	IT Controller	2		25 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
95	Derek Lamb	ESD Workstations	Every 12 Months	Maintenance Controller	4		15 Mar 2020	Details ✔✔✔✔✔✔✔✔✔✔
372	Helen Lamb	Documentation out of date	Every 6 Months	Documentation And Records Controller	2		03 Mar 2020	Details ✔✔✔✔✔✔✔✔✔✔
369	Helen Lamb	Check for Duplicate Documents	Every 6 Months	Documentation And Records Controller	2		22 Feb 2020	Details ✔✔✔✔✔✔✔✔✔✔
888	Derek Lamb	Annual GDPR Review Doc Management	Every 12 Months	Documentation And Records Controller	2		16 Aug 2020	Details ✔✔✔✔✔✔✔✔✔✔
374	Derek Lamb	Check the Stock FAQ Admin	Every 3 Months	Product Controller	2		19 Jan 2020	Details ✔✔✔✔✔✔✔✔✔✔
71	Derek Lamb	Price Check	Every 3 Months	Product Controller	3		04 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
502	Derek	Yearly Pricing	Every	Product	2		27	Details ✔✔✔✔✔✔✔✔✔✔

	Lamb	Review	12 Months	Controller		May 2020	
773	Derek Lamb	Maintain Repair Codes List	Every 24 Months	Product Controller	3	06 Oct 2021	Details ✔✔✔✔✔✔✔✔✔✔
373	Helen Lamb	Vacuuming of the Office, Hall and meeting room	Every 1 Months	Warehouse Team Leader	2	08 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
375	Derek Lamb	Send Teledyne back orders list	Every 1 Months	Warehouse Team Leader	6	18 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
261	Catherine Spence	Opera Stock Adjustments	Every 1 Months	Warehouse Team Leader	3	01 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
376	Derek Lamb	UPS Rates	Every 3 Months	Warehouse Team Leader	2	06 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
69	Derek Lamb	Return Goods to Suppliers	Every 2 Months	Warehouse Team Leader	3	26 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
424	Derek Lamb	Warehouse Floors	Every 1 Months	Warehouse Team Leader	4	17 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
942	Derek Lamb	Supplier Review - Outstanding orders	Every 1 Months	Warehouse Team Leader	1	03 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
964	Derek Lamb	Supplier Review Future orders	Every 12 Months	Warehouse Team Leader	2	17 Oct 2020	Details ✔✔✔✔✔✔✔✔✔✔
778	Derek Lamb	Current Stock Levels	Every 6 Months	Warehouse Team Leader	3	17 Apr 2020	Details ✔✔✔✔✔✔✔✔✔✔
895	Derek Lamb	Current Repairs	Every 3 Months	Warehouse Team Leader	4	13 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
783	Derek Lamb	Missing Stock or Adjustments	Every 3 Months	Warehouse Team Leader	3	11 Jan 2020	Details ✔✔✔✔✔✔✔✔✔✔
908	Derek Lamb	Production Requirements	Every 1 Months	Warehouse Team Leader	2	08 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
80	Derek Lamb	Check the Calibration Index	Every 3 Months	Warehouse Team Leader	4	07 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
796	Helen Lamb	Non Conformance Issues Any New QC21 Forms	Every 12 Months	Warehouse Team Leader	2	25 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
477	Derek Lamb	Check Expiry Dated Stock	Every 3 Months	Warehouse Team Leader	2	18 Jan 2020	Details ✔✔✔✔✔✔✔✔✔✔
469	Robert Connor	Check Repairs Read For Invoice	Every 3 Months	Warehouse Team Leader	4	24 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
916	Derek Lamb	Check Stock Requirements Supplier Envitec	Every 1 Months	Warehouse Team Leader	2	16 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
782	Derek Lamb	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 12 Months	Warehouse Team Leader	1	17 Oct 2020	Details ✔✔✔✔✔✔✔✔✔✔
590	Helen Lamb	Management Meeting warehouse	Every 3 Months	Warehouse Team Leader	2	30 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
625	Derek Lamb	Check Returns Suppliers	Every 1 Months	Warehouse Team Leader	2	24 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
646	Helen Lamb	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	3	15 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
648	Derek Lamb	Check Order Are Being Picked In Priority Order	Every 3 Months	Warehouse Team Leader	3	12 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
650	Helen Lamb	Orders And Items Shipped	Every 3	Warehouse Team Leader	3	11 Nov	Details ✔✔✔✔✔✔✔✔✔✔

		Per Month	Months				2019	
734	Derek Lamb	Goods In Processes	Every 3 Months	Warehouse Team Leader	3		25 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
879	Derek Lamb	Empty Warehouse Depleted Sensor Bin	Every 6 Months	Warehouse Team Leader	3		01 Feb 2020	Details ✔✔✔✔✔✔✔✔✔✔
881	Derek Lamb	Check Weeee Waste Pallet And Sensor Bin	Every 12 Months	Warehouse Team Leader	3		01 Sep 2020	Details ✔✔✔✔✔✔✔✔✔✔
883	Derek Lamb	Generate RMA Box, Link Items And Add Faults	Every 3 Months	Warehouse Team Leader	2		28 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
936	Robert Connor	Review Of Credits Received From Suppliers	Every 1 Months	Warehouse Team Leader	3		08 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
387	Derek Lamb	Reports filed monthly	Every 3 Months	Marketing Controller	4		10 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
674	Steve Nixon	Product Cross References	Every 3 Months	Marketing Controller	2	1	26 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
672	Steve Nixon	Pro-Active Marketing	Every 3 Months	Marketing Controller	3	1	19 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
676	Steve Nixon	Research Activities	Every 3 Months	Marketing Controller	3	2	03 Jan 2020	Details ✔✔✔✔✔✔✔✔✔✔
206	Derek Lamb	Stock Items with Temporary Notices	Every 3 Months	Sales Controller	2		28 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
654	Steve Nixon	VST Price Review	Every 12 Months	Sales Controller	2		25 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
894	Catrin Hird	EAN GTIN Online Database	Every 6 Months	Sales Controller	1		01 Feb 2020	Details ✔✔✔✔✔✔✔✔✔✔
379	Derek Lamb	Distributor Agreements	Every 3 Months	EX Sales Controller	2		18 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
945	Steve Hardaker	Contract Pricing Review	Every 3 Months	UK Sales Controller	3		18 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
293	Derek Lamb	Check Sale or Returns	Every 3 Months	UK Sales Force	2		11 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
704	Steve Nixon	Ensure All Invoice Correctly Tagged	Every 3 Months	OEM Sales Controller	2		07 Jan 2020	Details ✔✔✔✔✔✔✔✔✔✔
959	Derek Lamb	Review Flow Of Data	Every 12 Months	Data Protection Officer	2		12 Apr 2020	Details ✔✔✔✔✔✔✔✔✔✔
559	Derek Lamb	Viamed Properties Loan	Every 6 Months	Accounts Processes	3		01 Mar 2020	Details ✔✔✔✔✔✔✔✔✔✔
377	Derek Lamb	Accounts on Stop	Every 3 Months	Accounts Processes	2		25 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
558	Derek Lamb	Viamed End Of Month Shutdown	Every 3 Months	Accounts Processes	2		01 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
679	Derek Lamb	Bank Details Entered	Every 12 Months	Accounts Processes	2		14 Mar 2020	Details ✔✔✔✔✔✔✔✔✔✔
681	Derek Lamb	Fill in Cashbook / Bank Rec for previous Month	Every 12 Months	Accounts Processes	4		11 Oct 2020	Details ✔✔✔✔✔✔✔✔✔✔
694	Derek Lamb	Journals for the End of Month accounts	Every 12 Months	Accounts Processes	2		14 May 2020	Details ✔✔✔✔✔✔✔✔✔✔

682	Derek Lamb	Cheques To Bank	Every 12 Months	Accounts Processes	3	24 Jul 2020	Details ✔✔✔✔✔✔✔✔✔✔
683	Derek Lamb	Credit Cards	Every 12 Months	Accounts Processes	2	20 Jun 2020	Details ✔✔✔✔✔✔✔✔✔✔
684	Derek Lamb	Credits Done	Every 12 Months	Accounts Processes	2	29 Aug 2020	Details ✔✔✔✔✔✔✔✔✔✔
677	Derek Lamb	Accounts Filing	Every 12 Months	Accounts Processes	3	14 Jun 2020	Details ✔✔✔✔✔✔✔✔✔✔
687	Derek Lamb	HMRC Intrastats Data	Every 12 Months	Accounts Processes	3	27 Feb 2020	Details ✔✔✔✔✔✔✔✔✔✔
698	Derek Lamb	VAT Return	Every 12 Months	Accounts Processes	3	26 Jun 2020	Details ✔✔✔✔✔✔✔✔✔✔
696	Derek Lamb	Purchase Invoices	Every 12 Months	Accounts Processes	2	29 Jun 2020	Details ✔✔✔✔✔✔✔✔✔✔
697	Helen Lamb	Remit Processing	Every 24 Months	Accounts Processes	4	04 Sep 2021	Details ✔✔✔✔✔✔✔✔✔✔
678	Derek Lamb	Accounts Review - Debtors	Every 6 Months	Accounts Processes	3	08 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
560	Derek Lamb	Staff Training	Every 3 Months	Accounts Processes	2	01 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
451	Derek Lamb	Viamed Debtors	Every 6 Months	Accounts Processes	3	13 Apr 2020	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 2020	Details ✔✔✔✔✔✔✔✔✔✔
930	Helen Lamb	UPS Invoices Vandagraph	Every 1 Months	Accounts Processes	2	16 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
700	Derek Lamb	Withdraw Funds From Paypal	Every 6 Months	Accounts Processes	3	03 Mar 2020	Details ✔✔✔✔✔✔✔✔✔✔
688	Derek Lamb	Humanmed Invoice For Previous Month	Every 12 Months	Accounts Processes	2	20 Jun 2020	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 2020	Details ✔✔✔✔✔✔✔✔✔✔
691	Derek Lamb	Issues For Accountants	Every 12 Months	Accounts Processes	2	02 Aug 2020	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 Jan 2020	Details ✔✔✔✔✔✔✔✔✔✔
812	Derek Lamb	Purchase Payments	Every 3 Months	Accounts Processes	3	21 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
838	Derek Lamb	Region Checker	Every 6 Months	Accounts Processes	2	02 Feb 2020	Details ✔✔✔✔✔✔✔✔✔✔
929	Derek Lamb	Send Debtors Overview To John	Every 6 Months	Accounts Processes	2	01 Dec 2019	Details ✔✔✔✔✔✔✔✔✔✔
962	Derek Lamb	Check Debtors Report	Every 12 Months	Accounts Processes	2	01 May 2020	Details ✔✔✔✔✔✔✔✔✔✔

996	Derek Lamb	VAT Return Vandagraph	Every 12 Months	Accounts Processes	2		26 Jun 2020	Details	✔✔✔✔✔✔✔✔✔✔
998	Derek Lamb	VAT Return VST	Every 12 Months	Accounts Processes	2		26 Jul 2020	Details	✔✔✔✔✔✔✔✔✔✔
24	Helen Lamb	Audit 01 Picking Packing Viamed	Every 12 Months	Audits	2		01 Jan 2020	Details	✔✔✔✔✔✔✔✔✔✔
36	Helen Lamb	Audit 02 Contract Review Viamed	Every 12 Months	Audits	2	1	01 Sep 2020	Details	✔✔✔✔✔✔✔✔✔✔
22	Helen Lamb	Audit 03 Design Control Viamed	Every 12 Months	Audits	2		01 Jan 2020	Details	✔✔✔✔✔✔✔✔✔✔
37	Helen Lamb	Audit 05 Purchasing Suppliers Viamed	Every 12 Months	Audits	2	1	01 Sep 2020	Details	✔✔✔✔✔✔✔✔✔✔
20	Helen Lamb	Audit 06 Calibration Viamed	Every 12 Months	Audits	2		20 May 2020	Details	✔✔✔✔✔✔✔✔✔✔
25	Helen Lamb	Audit 07 Handling And Storage Viamed	Every 12 Months	Audits	2		15 Apr 2020	Details	✔✔✔✔✔✔✔✔✔✔
10	Derek Lamb	Audit 08 Training Viamed	Every 12 Months	Audits	2		30 Jun 2020	Details	✔✔✔✔✔✔✔✔✔✔
170	Helen Lamb	Audit 09 Goods Inward And Product Identity Viamed	Every 12 Months	Audits	2		09 Mar 2020	Details	✔✔✔✔✔✔✔✔✔✔
27	Helen Lamb	Audit 10 Documentation Control Viamed	Every 12 Months	Audits	2		10 Jun 2020	Details	✔✔✔✔✔✔✔✔✔✔
171	Helen Lamb	Audit 11 Repairs And Service Viamed	Every 12 Months	Audits	2		01 Jul 2020	Details	✔✔✔✔✔✔✔✔✔✔
16	Helen Lamb	Audit 12 CE Files Viamed	Every 12 Months	Audits	2		22 Mar 2020	Details	✔✔✔✔✔✔✔✔✔✔
30	Helen Lamb	Audit 14 Complaints And Corrective Actions Viamed	Every 12 Months	Audits	2		14 Nov 2019	Details	✔✔✔✔✔✔✔✔✔✔
28	Helen Lamb	Audit 15 Production Viamed	Every 12 Months	Audits	2		01 May 2020	Details	✔✔✔✔✔✔✔✔✔✔
11	Helen Lamb	Audit 17 Internal Audits Viamed	Every 12 Months	Audits	2		01 Dec 2019	Details	✔✔✔✔✔✔✔✔✔✔
13	Helen Lamb	Audit 19 Health And Saftey Viamed	Every 12 Months	Audits	2		01 Aug 2020	Details	✔✔✔✔✔✔✔✔✔✔
172	Helen Lamb	Audit 20 Process Verification To Managment Viamed	Every 12 Months	Audits	2		01 Nov 2019	Details	✔✔✔✔✔✔✔✔✔✔
43	Helen Lamb	Audit 23 Analysis Of Data Viamed	Every 12 Months	Audits	2		13 Jul 2020	Details	✔✔✔✔✔✔✔✔✔✔
194	Helen Lamb	Audit 01 Picking Packing VST	Every 12 Months	Audits	2		01 Jan 2020	Details	✔✔✔✔✔✔✔✔✔✔
187	Helen Lamb	Audit 02 Contract Review VST	Every 12 Months	Audits	2	1	01 Sep 2020	Details	✔✔✔✔✔✔✔✔✔✔
193	Helen Lamb	Audit 03 Design Control VST	Every 12 Months	Audits	2		01 Jan 2020	Details	✔✔✔✔✔✔✔✔✔✔
190	Helen Lamb	Audit 05 Purchasing	Every 12	Audits	2	1	01 Sep	Details	✔✔✔✔✔✔✔✔✔✔

		Suppliers VST	Months				2020		
182	Helen Lamb	Audit 06 Calibration VST	Every 12 Months	Audits	2		20 May 2020	Details	✔✔✔✔✔✔✔✔✔✔
178	Helen Lamb	Audit 07 Handling And Storage VST	Every 12 Months	Audits	2		15 Apr 2020	Details	✔✔✔✔✔✔✔✔✔✔
184	Derek Lamb	Audit 08 Training VST	Every 12 Months	Audits	2		30 Jun 2020	Details	✔✔✔✔✔✔✔✔✔✔
174	Helen Lamb	Audit 09 Goods Inward And Product Identity VST	Every 12 Months	Audits	2		09 Mar 2020	Details	✔✔✔✔✔✔✔✔✔✔
183	Helen Lamb	Audit 10 Documentation Control VST	Every 12 Months	Audits	2		10 Jun 2020	Details	✔✔✔✔✔✔✔✔✔✔
179	Helen Lamb	Audit 11 Repairs And Service VST	Every 12 Months	Audits	2		01 Jul 2020	Details	✔✔✔✔✔✔✔✔✔✔
176	Helen Lamb	Audit 12 CE Files VST	Every 12 Months	Audits	2		22 Mar 2020	Details	✔✔✔✔✔✔✔✔✔✔
189	Helen Lamb	Audit 14 Complaints And Corrective Actions VST	Every 12 Months	Audits	2		14 Nov 2019	Details	✔✔✔✔✔✔✔✔✔✔
175	Helen Lamb	Audit 15 Production VST	Every 12 Months	Audits	2		01 May 2020	Details	✔✔✔✔✔✔✔✔✔✔
191	Helen Lamb	Audit 17 Internal Audits VST	Every 12 Months	Audits	2		01 Dec 2019	Details	✔✔✔✔✔✔✔✔✔✔
186	Helen Lamb	Audit 19 Health And Saftey VST	Every 12 Months	Audits	2		01 Aug 2020	Details	✔✔✔✔✔✔✔✔✔✔
181	Helen Lamb	Audit 20 Process Verification To Managment VST	Every 12 Months	Audits	2		01 Nov 2019	Details	✔✔✔✔✔✔✔✔✔✔
192	Derek Lamb	Audit 21 Audit Of Audit VST	Every 12 Months	Audits	2		01 Dec 2019	Details	✔✔✔✔✔✔✔✔✔✔
180	Helen Lamb	Audit 22 Post Market Surveillance VST	Every 12 Months	Audits	2		30 Apr 2020	Details	✔✔✔✔✔✔✔✔✔✔
185	Helen Lamb	Audit 23 Analysis Of Data VST	Every 12 Months	Audits	2		13 Jul 2020	Details	✔✔✔✔✔✔✔✔✔✔
817	Derek Lamb	Audit 04 Accounts	Every 12 Months	Audits	3		23 Oct 2019	Details	✔✔✔✔✔✔✔✔✔✔
21	Helen Lamb	Audit 18 Management Review Viamed	Every 12 Months	Audits	2	1	16 Oct 2020	Details	✔✔✔✔✔✔✔✔✔✔
188	Helen Lamb	Audit 18 Management Review VST	Every 12 Months	Audits	2	1	15 Oct 2020	Details	✔✔✔✔✔✔✔✔✔✔
288	Helen Lamb	Audit 24 Due Servicing	Every 12 Months	Audits	2		01 Aug 2020	Details	✔✔✔✔✔✔✔✔✔✔
821	Helen Lamb	Audit 27 Software Validation	Every 12 Months	Audits	2		08 Feb 2020	Details	✔✔✔✔✔✔✔✔✔✔
711	Derek Lamb	Saftey Tester Data	Every 12 Months	Repairs Controller	2		31 Aug 2020	Details	✔✔✔✔✔✔✔✔✔✔
668	Derek Lamb	Answering Telephones	Every 3 Months	Office Processes	6		02 Dec 2019	Details	✔✔✔✔✔✔✔✔✔✔
901	Kate Griffiths	Checking Of Sales Orders	Every 1 Weeks	Office Processes	11		22 Oct 2019	Details	✔✔✔✔✔✔✔✔✔✔
366	Derek Lamb	Email Distribution	Every 1 Months	Office Processes	6		17 Nov 2019	Details	✔✔✔✔✔✔✔✔✔✔
									✔✔✔✔✔✔✔✔✔✔

539	Catherine Spence	Maintaining Leaflet Stocks	Every 1 Months	Office Processes	3		01 Nov 2019	Details
403	Sarah Walton	Processing Of Mail Shots	Every 1 Months	Office Processes	6		17 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
534	Derek Lamb	Office Sales Projects	Every 1 Months	Office Processes	5		24 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
362	Helen Lamb	Check the Invoices to be Emailed list	Every 1 Weeks	Office Processes	6		25 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
234	Steve Hardaker	Check the Service visit logs	Every 1 Months	Office Processes	4		26 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
401	Derek Lamb	Check Paypal For Orders	Every 1 Months	Office Processes	6		16 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
383	Sarah Walton	Send Post To Humanmed	Every 4 Weeks	Office Processes	5		12 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
398	Zoey Teal	Checking EBay And Amazon For Orders And Messages	Every 1 Weeks	Office Processes	7	1	28 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
396	Helen Lamb	Answering Website Questions	Every 1 Months	Office Processes	6		15 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
897	Derek Lamb	Checking Of Active List	Every 6 Months	Office Processes	8		01 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
777	Derek Lamb	Completing Office Job List	Every 1 Months	Office Processes	6	1	20 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
568	Derek Lamb	Franking Mail	Every 6 Months	Office Processes	6		09 Apr 2020	Details ✔✔✔✔✔✔✔✔✔✔
535	Sarah Walton	Processing Depleted Sensors	Every 2 Weeks	Office Processes	4		25 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
410	Derek Lamb	Proforma And Quote Chasing	Every 1 Months	Office Processes	6		15 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
394	Helen Lamb	Cleaning Of Office	Every 1 Months	Office Processes	7		07 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
405	Helen Lamb	Link Call Log Contacts To The CRM	Every 1 Months	Office Processes	4	1	21 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
466	Sarah Walton	Check For Human Med Orders In Logistics Mailbox	Every 1 Months	Office Processes	5		01 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
279	Sarah Walton	Check cardea and Multiquote	Every 1 Months	Office Processes	5		06 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
669	Helen Lamb	Adding New Accounts To Opera	Every 12 Months	Office Processes	2		01 Jun 2020	Details ✔✔✔✔✔✔✔✔✔✔
904	Helen Lamb	Filling Credit Card Slips	Every 1 Months	Office Processes	8		04 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
467	Derek Lamb	UPS Shipping Fuel Surcharge	Every 3 Months	Office Processes	5		12 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
505	Sarah Walton	PDFing Of Invoices	Every 1 Weeks	Office Processes	6		25 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
531	Sarah Walton	Check Catalog 360 Circle For Quotes And Orders	Every 1 Months	Office Processes	5	1	20 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
569	Helen Lamb	Thorough Checking Of Awaiting Action Tray And Board	Every 1 Months	Office Processes	6		13 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
507	Derek	Collect Repair	Every	Office	4		27	Details ✔✔✔✔✔✔✔✔✔✔

	Lamb	Filing From Warehouse	1 Months	Processes			Oct 2019	
537	Zoey Teal	Send Delivery Notifications	Every 1 Weeks	Office Processes	6	1	28 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
509	Zoey Teal	Shred Sensitive Paperwork In JL Office	Every 1 Months	Office Processes	6		23 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
518	Sarah Walton	Checking For Uploaded Files	Every 1 Weeks	Office Processes	3		23 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
521	Helen Lamb	Send Purchase Orders To Suppliers	Every 1 Weeks	Office Processes	6		24 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
524	Derek Lamb	Humanmed Invoicing	Every 1 Months	Office Processes	4		10 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
527	Helen Lamb	Import Bank CSV	Every 1 Weeks	Office Processes	4		25 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
529	Sophie Lines	Review Inward Payments	Every 1 Weeks	Office Processes	4	1	24 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
550	Sarah Walton	Ensure SORs Are Followed Up	Every 1 Months	Office Processes	4		02 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
585	Zoey Teal	VST Purchase Order Log	Every 1 Weeks	Office Processes	6		23 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
793	Derek Lamb	SRS Folder	Every 3 Months	Office Processes	4		16 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
604	Sarah Walton	Check For GHX Orders	Every 1 Months	Office Processes	4		20 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
898	Helen Lamb	Send Service Offers	Every 4 Weeks	Office Processes	4		25 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
621	Zoey Teal	Send VST Delivery Notifications	Every 1 Weeks	Office Processes	3	1	25 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
613	Sarah Walton	PDF VST Invoices And Purchase Orders	Every 1 Months	Office Processes	4		13 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
638	Helen Lamb	Shipped Order Success Report	Every 3 Months	Office Processes	3		01 Jan 2020	Details ✔✔✔✔✔✔✔✔✔✔
656	Sarah Walton	Clean Kitchen Sides and Table	Every 2 Weeks	Office Processes	7		01 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
658	Sarah Walton	Dishwashing	Every 1 Weeks	Office Processes	4		25 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
662	Helen Lamb	Sweep Kitchen Floor	Every 1 Weeks	Office Processes	7		25 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
709	Sarah Walton	Review Oxylink Stock	Every 1 Months	Office Processes	3		01 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
918	Derek Lamb	Proofs of Delivery	Every 6 Months	Office Processes	3		12 Mar 2020	Details ✔✔✔✔✔✔✔✔✔✔
938	Helen Lamb	PDFing Of Invoices Vandagraph	Every 1 Months	Office Processes	5	1	20 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
940	Catrin Hird	Providing Ebay Feedback	Every 1 Months	Office Processes	5	1	20 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
991	Catrin Hird	B2B Router / Peppol Responsibilitys	Every 1 Months	Office Processes	3		25 Oct 2019	Details ✔✔✔✔✔✔✔✔✔✔
364	Helen Lamb	Goods Out Review	Every 1 Months	Goods Out	3	1	04 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
906	Helen Lamb	Back Orders Review - By	Every 1	Goods Out	3		25 Oct	Details ✔✔✔✔✔✔✔✔✔✔

		Customer	Months			2019	
758	Emma Clark	Ship Repairs	Every 1 Months	Goods Out	2	01 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
554	Derek Lamb	Production Start Job List	Every 3 Months	Production Processes	1	03 Jan 2020	Details ✔✔✔✔✔✔✔✔✔✔
557	Helen Lamb	Production In Production List	Every 3 Months	Production Processes	3	01 Jan 2020	Details ✔✔✔✔✔✔✔✔✔✔
552	Helen Lamb	Production Statistics	Every 3 Months	Production Processes	1	03 Jan 2020	Details ✔✔✔✔✔✔✔✔✔✔
1004	Derek Lamb	Review The Tom Thumb Grease Date	Every 12 Months	Production Processes	4	20 Nov 2019	Details ✔✔✔✔✔✔✔✔✔✔
1012	Helen Lamb	Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST	Every 12 Months	Production Processes	4	25 Nov 2020	Details ✔✔✔✔✔✔✔✔✔
380	Derek Lamb	Training Records updated	Every 6 Months	Human Resources	2	04 Mar 2020	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 2020	Details ✔✔✔✔✔✔✔✔✔✔
890	Derek Lamb	Private Information Data	Every 12 Months	Human Resources	1	12 Sep 2020	Details ✔✔✔✔✔✔✔✔✔✔

Total Issues Outstanding / Unread Per User

Name	Number Issues	Number Unread
Catherine Spence	39	19
Catrin Hird	41	9
Derek Lamb	85	3
Emily Hanson	4	3
Emma Clark		
Gail Bell	2	
Helen Lamb	71	15
Jean Lamb	41	39
John Lamb	7	2
Josh Leighton	8	5
Kate Griffiths	6	5
Linda Shearing		
Michael Green	14	7
Philip Crossley	8	3
Robert Connor	7	4
Ryan Swaine	7	
Sarah Walton	8	7
Sophie Lines	10	8
Steve Hardaker	13	1
Steve Nixon	144	43
Zoey Teal	29	27