

Named + VST

## Internal Audit Check list

### HEALTH & SAFETY

|            |              |  |              |
|------------|--------------|--|--------------|
| Created:   | 17/May 1995  | Audit No 19                                    |              |
| Revised:   | 12 June 2017 |  | Page 1 of 11 |
| Audit Date | 23-8-21      | Auditor <i>Helen Lamb</i><br><i>DEREK Lamb</i> |              |

Ed spacing and layout

| Company / ISO Section            | Criteria of ISO Section   | Auditor Comments / Issues          |
|----------------------------------|---|------------------------------------|
| VST Ltd<br>ISO9001:2015<br>7.1.3 | <b>Infrastructure</b><br>The organization shall determine, provide and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services.<br>NOTE Infrastructure can include:<br>a) buildings and associated utilities;<br>b) equipment, including hardware and software;<br>c) transportation resources;<br>d) information and communication technology.   | Issues + Reviews                   |
| VST Ltd<br>ISO9001:2015<br>7.1.4 | <b>Environment for the operation of processes</b><br>The organization shall determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services.<br>NOTE A suitable environment can be a combination of human and physical factors, such as:<br>a) social (e.g. non-discriminatory, calm, non-confrontational);<br>b) psychological (e.g. stress-reducing, burnout prevention, emotionally protective);<br>c) physical (e.g. temperature, heat, humidity, light, airflow, hygiene, noise).<br>These factors can differ substantially depending on the products and services provided.   | Reviews<br>Issues                  |
| VST Ltd<br>ISO9001:2015<br>7.2   | <b>Competence</b><br>7.2 Competence<br>The organization shall:<br>a) determine the necessary competence of person(s) doing work under its control that affects the performance and effectiveness of the quality management system;<br>b) ensure that these persons are competent on the basis of appropriate education, training, or experience;<br>c) where applicable, take actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken;<br>d) retain appropriate documented information as evidence of competence.<br>NOTE Applicable actions can include, for example, the provision of training to, the mentoring of, or the reassignment of currently employed persons; or the hiring or contracting of competent persons. | Training Records<br>Infrastructure |
| VST Ltd<br>ISO9001:2015<br>7.3   | <b>Awareness</b><br>The organization shall ensure that persons doing work under   |                                    |

|                                      |   |  |
|--------------------------------------|---|--|
|                                      | <p>the organization's control are aware of:</p> <ol style="list-style-type: none"> <li>the quality policy;</li> <li>relevant quality objectives;</li> <li>their contribution to the effectiveness of the quality management system, including the benefits of improved performance;</li> <li>the implications of not conforming with the quality management system requirements.</li> </ol>   | <p>Doc index<br/>Uta stats</p>   |
| Viamed Ltd<br>ISO13485:2016<br>5.5.1 | <p><b>Responsibility and authority</b></p> <p>Top management shall ensure that responsibilities and authorities are defined, documented and communicated within the organization.</p> <p>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.</p>   | <p>Rolling tasks<br/>org chart</p>   |
| Viamed Ltd<br>ISO13485:2016<br>6.2   | <p><b>Human resources</b></p> <p>Personnel performing work affecting product quality shall be competent on the basis of appropriate education, training, skills and experience.</p> <p>The organization shall document the process(es) for establishing competence, providing needed training, and ensuring awareness of personnel.</p> <p>The organization shall:</p> <ol style="list-style-type: none"> <li>determine the necessary competence for personnel performing work affecting product quality;</li> <li>provide training or take other actions to achieve or maintain the necessary competence;</li> <li>evaluate the effectiveness of the actions taken;</li> <li>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;</li> <li>maintain appropriate records of education, training, skills and experience (see 4.2.5).</li> </ol> <p>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>Reviews</p> <p>Training<br/>Records</p> <p>Rolling<br/>Tasks +<br/>audits</p> |
| Viamed Ltd<br>ISO13485:2016<br>6.3   | <p><b>Infrastructure</b></p> <p>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</p>  | <p>Doc index<br/>Uta stats</p>   |

|                                      |  |  |
|--------------------------------------|--|--|
|                                      | <p>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.</p> <p>Records of such maintenance shall be maintained</p>   | Doc index<br>Issues                    |
| Viamed Ltd<br>ISO13485:2016<br>6.4.1 | <p><b>Work environment</b></p> <p>The organization shall document the requirements for the work environment needed to achieve conformity to product requirements.</p> <p>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> <ul style="list-style-type: none"> <li>a) document requirements for health, cleanliness and clothing of personnel if contact between such personnel and the product or work environment could affect medical device safety or performance;</li> <li>b) ensure that all personnel who are required to work temporarily under special environmental conditions within the work environment are competent or supervised by a competent person.</li> </ul> <p>NOTE Further information can be found in ISO 14644 and ISO 14698</p> | H + S<br>Review annually<br>Procedures |
| Viamed Ltd<br>ISO13485:2016<br>6.4.2 | <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>   | Procedures<br>No sterile               |
| Viamed Ltd<br>ISO13485:2016<br>8.2.4 | <p><b>Internal audit</b></p> <p>The organization shall conduct internal audits at planned intervals to determine whether the quality management system:</p> <ul style="list-style-type: none"> <li>a) conforms to planned and documented arrangements, requirements of this International Standard, quality management system requirements established by the organization, and applicable regulatory requirements;</li> <li>b) is effectively implemented and maintained.</li> </ul> <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</p>   | audit<br>calendar<br>in tasks          |

|  |   |  |
|--|---|--|
|  | <p>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> |  |
|--|---|--|

Do HSE Audit, Audit No 19.

Send out HSE Personnel Questionnaire, and the HSE DSE Personnel Questionnaire and reissue message of the day reminding users all HSE Documents are available in Intrastats.

|    | <u>QUESTION:</u>   | <u>ISSUES</u> Sent  | <u>RESPONSE:</u>    | <u>Y/N</u> |
|----|--|---|---------------------|------------|
| 1  | Review Last years Audit. Update processes if required.<br>Are all follow on Issue resolved satisfactory.   | # 233521<br># 233540  | Nothing outstanding | Y          |
| 2  | Check that personnel are aware of the company's H & S policy.  | # 233521  |                     | Y          |
| 3  | Is the policy readily accessible?  | Intrastats<br>Doc index   |                     | N/A        |
| 4  | Check that new personnel have undergone induction checklist.   | No New staff  |                     | Y          |
| 5  | Verify that existing personnel are still aware of locations for First aid and Fire extinguishers & exit routes. Task 12.   | Done May 21<br># 202901   |                     | Y          |
| 6  | 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. See Technical controller for the list. | See Technical controller for the list<br>No New Equipment<br>only some is other companies CE products |                     | N/A        |
| 7  | Check that personnel know where to retrieve information from the company manual.   | Intrastats<br>Doc index   |                     | Y          |
| 8  | Check that the First aid accident book is reviewed and any action required is taken and recorded. Task 287.  | # 229264  |                     | Y          |
| 9  | Verify that risk assessments are being carried out in a timely manner. Task 12.  | Intrastats<br># 202901  |                     | N/A        |
| 10 | Check that the Risk Assessment / Health and Safety report produced, detail all corrective actions required. Task 12.   | Audit 13<br># 202901  |                     | Y          |
| 11 | Verify that the corrective actions are completed on time.  | BSI Minsars completed with in required time scale<br>checked AC 17 Audit issues too.                  |                     | Y          |

|    |  |                           |   |
|----|--|---------------------------|---|
| 12 | Verify that these sheets are filed accordingly   | Intrastats and Audit file | Y |
| 13 | Verify that any hazardous products are safely contained in storage. Check Chemicals cupboard, R+D room and workshop. |                           | Y |

### Sub Processes Linked to Audit

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

### List Processes Per Title

| Managing Director             |  | Roll Task | Roll Audit | Risk                        | Action   | Notes / Issues |
|-------------------------------|--|-----------|------------|-----------------------------|----------|----------------|
| Process Scope                 | PROCESSID 39<br>Ensure our Viamed Environment and WEEE Policies are upto date and suitable for current legislation | 46        | 19671 ✓    | Freq 1<br>Risk 0<br>Overall | Task 12M |                |
|                               | PROCESSID 7741<br>Review the current Ethical Policy in intrastats  | 47        | 19671 ✓    | Freq 1<br>Risk 1<br>Overall | Task 12M |                |
| <b>Maintenance Controller</b> |  |           |            |                             |          |                |
| Process Scope                 | PROCESSID 56<br>Check the Boiler system before winter  | 85        | 2280 ✓     | Freq 1<br>Risk 1<br>Overall | Task 12M | Notes / Issues |
|                               | PROCESSID 5919<br>Check outside drain is not Blocked   | 431       | 226064 ✓   | Freq 2<br>Risk 1<br>Overall | Task 3M  |                |
|                               | PROCESSID 5921<br>Check the Archives for Signs of Water, ensure the pump is working                                | 433       | 231781 ✓   | Freq 3<br>Risk 1<br>Overall | Task 1M  |                |
|                               | PROCESSID 7120<br>Review any General Maintenance required on the physical Site(s)                                  | 602       | 228381 ✓   | Freq 2<br>Risk 1<br>Overall | Task 3M  |                |
|                               | PROCESSID 7742<br>Get Boiler / Heating Checked / Serviced  | 7         | 228163 ✓   | Freq 1<br>Risk 1            | Task 12M |                |

before Winter

PROCESSID 7756

Check Carbon Monoxide Alarm is working

PROCESSID 7820

The renewal of our waste transfer agreement with North Yorkshire County Council

PROCESSID 7821

The renewal of our waste transfer agreement with our waste disposal companies

PROCESSID 7835

To get the Electrics checked by External Electricity, so certificate can be provided for Employee Safety

PROCESSID 7836

Reset the Heating for Winter

PROCESSID 7864

Check the workshop benches ESD equipment is in place

PROCESSID 7896

To Maintain the Tree in the Car Park

PROCESSID 7961

To Clean Tidy the r and D rooms

## IT Controller

### Process Scope

PROCESSID 45

Check the status of the Main Server

PROCESSID 46

Check the status of the Backup Server,

is done at same time as primary server

|                   |           |           |                 |
|-------------------|-----------|-----------|-----------------|
| Secretary         | Overall   |           |                 |
| 117 228027        | 1         | Freq 2    | Task 6M         |
| Company Secretary | Overall   | Risk 1    |                 |
| 2                 | 2         | Overall   |                 |
| 702 214530        | 2         | Freq 1    | Task 12M        |
| Company Secretary | Overall   | Risk 2    |                 |
| 2                 | 2         | Overall   |                 |
| 701 211609        | 1         | Freq 1    | Task 12M        |
| Company Secretary | Overall   | Risk 2    |                 |
| 164 1587922       | 1         | Freq 1    | Task 48M        |
| Managing Director | Overall   | Risk 1    |                 |
| 1                 | 1         | Overall   |                 |
| 211               | 1         | Freq 1    |                 |
|                   | 1         | Risk 1    |                 |
|                   | 1         | Overall   |                 |
| 94 216499         | 2         | Freq 2    | Task 6M         |
| Productio n       | Office    | Risk 1    | Audit 12M       |
| Processes         | ses       | Overall   |                 |
| 2                 | 2         | Overall   |                 |
| 829 226557        | 1         | Freq 1    | Task 3M         |
| Company Secretary | Overall   | Risk 1    |                 |
| 232875            | 1         | Freq 1    | Task 1W         |
| 540               | 1058      | Manag ing | Risk 1 Audit 1M |
| Productio n       | Processes | Overall   |                 |
| 1                 | 1         | Overall   |                 |
| 1058 230871       | 1         | Freq 1    | Task 1W         |
| Productio n       | Processes | Overall   |                 |
| 1                 | 1         | Overall   |                 |

| Roll Task  | Roll Audit | Risk     | Action           | Notes / Issues |
|------------|------------|----------|------------------|----------------|
| 139 231310 | ✓          | Freq 3   | Task 1M          |                |
| Office     | ✓          | Risk 3   |                  |                |
| Processes  |            | Overall  |                  |                |
| 454 233002 | ✓          | Freq 4   | Task 2W          |                |
| Office     | 455 239971 | Comp any | Risk 3 Audit 12M |                |
| Processes  | Secret     | Overall  |                  |                |
| 12         |            | Overall  |                  |                |

PROCESSID 49  
Ensure Viamed Wifi is operational

PROCESSID 50  
Backup Internet Connection

PROCESSID 5903  
To record the daily barometric pressure

|          |                            |                        |                            |                  |
|----------|----------------------------|------------------------|----------------------------|------------------|
| 231242   | 415<br>Managing Director   | 416<br>Comp any Secret | Freq 1<br>Risk 1 Overall 1 | Task 1M Audit 3M |
| 231242   | 415 ✓<br>Managing Director | 416<br>Comp any Secret | Freq 3<br>Risk 1 Overall 3 | Task 1M Audit 3M |
| 232998 ✓ | 413<br>Managing Director   | 414<br>UK Sales        | Freq 4<br>Risk 1 Overall   | Task 1W Audit 1M |

## Health And Safety Controller

### Process Scope

PROCESSID 6849

To make sure we have a qualified member of staff trained in First Aid at Work. With the training up to date. Review the accident book. Check that there were no health and safety issues flagged up from these.

PROCESSID 6855

Update the Site HSE file

PROCESSID 6856

To ensure the fire alarms, MPC (manual call points), fire extinguishers and emergency lights are all in place, working and tested regularly. The log book is filled in.

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

Evacuation Drills to check staff readiness.

PROCESSID 7867

This is a check list to ensure safe use of the bandsaw

PROCESSID 7868

This is a check list to ensure safe use of the Pillar Drill

PROCESSID 7869

This is a check list to ensure safe use of the Hand Drill

| Roll Task                              | Roll Audit                             | Risk                       | Action   | Notes / Issues |
|--|--|----------------------------|----------|----------------|
| 712 233288<br>Managing Director        | 712 233288<br>Company in Secretary     | Freq 1<br>Risk 3 Overall 3 | Task 12M |                |
| 12<br>Managing Director                | 12<br>Company in Secretary             | Freq 1<br>Risk 1 Overall 1 | Task 12M |                |
| 215734<br>52 ✓<br>Managing Director    | 215734<br>52 ✓<br>Company in Secretary | Freq 2<br>Risk 4 Overall 8 | Task 6M  |                |
| 786<br>Productio<br>n Processes        | 786<br>Productio<br>n Processes        | Freq 1<br>Risk 4 Overall 4 | Task 6M  |                |
| 787 219866<br>Productio<br>n Processes | 787 219866<br>Productio<br>n Processes | Freq 1<br>Risk 4 Overall 4 | Task 6M  |                |
| 788 157051<br>Productio<br>n           | 788 157051<br>Productio<br>n           | Freq 1<br>Risk 3 Overall   | Task 24M |                |

**PROCESSID 7891**

To test the evacuation of the buildings in case of fire

Processes 230780 37216 ✓  
 141 952 Freq 1 Task 3M  
 Company Manag Risk 4 Audit 12M  
 Secretary ing Overall  
 Direct 4

**PROCESSID 7928**

To Test the Fire alarm glass boxes

230823 or 217215  
 609 1953 Freq 4 Task 1M  
 Goods Comp Risk 1 Audit 12M  
 Out any Overall  
 Secret 1

**PROCESSID 7929**

The regular review of the Emergency Lighting And Fire Extinguishers.

232580 219883  
 954 955 Freq 3 Task 1M  
 Goods Comp Risk 3 Audit 12M  
 Out any Overall  
 Secret 9

**Warehouse Team Leader**

**Process Scope**

**PROCESSID 54**

Bleech the Gents Toilets

232107 Roll Task Roll Audit Risk Action  
 125 373 373 375 ✓  
 Goods In Comp Risk 1 Audit 1M  
 any Overall  
 Secret 3

**PROCESSID 5906**

Emptying of the recycling and waste bins into external bin for refuge collectors

232901 232721  
 541 424 Freq 4 Task 1W  
 Goods In Office Risk 1 Audit 1M  
 Proces Overall  
 ses 427 232721 ✓

**PROCESSID 5907**

Cleaning of floors. Tidying so as to clean more effectively.

233283 232721 ✓  
 543 424 Freq 4 Task 1W  
 Goods In Office Risk 1 Audit 1M  
 Proces Overall  
 ses 427 232721 ✓

**PROCESSID 5908**

Cleaning of floors. Tidying so as to clean more effectively.

233255 232721 ✓  
 423 424 Freq 4 Task 1W  
 Goods In Office Risk 1 Audit 1M  
 Proces Overall  
 ses 427 232721 ✓

**PROCESSID 5909**

Emptying of the waste bins into external bin for refuge collectors

233021 232721 ✓  
 542 424 Freq 4 Task 1W  
 Goods In Office Risk 1 Audit 1M  
 Proces Overall  
 ses 427 232721 ✓

**PROCESSID 5910**

Cleaning of duckets

232999 232721 ✓  
 426 424 Freq 4 Task 1W  
 Goods In Office Risk 1 Audit 1M  
 Proces Overall  
 ses 427 232721 ✓

**PROCESSID 5911**

To remove and dispose of the cardboard with in the company

232632 232721 ✓  
 427 424 Freq 4 Task 2W  
 Goods In Office Risk 1 Audit 1M

Notes /  
Issues

PROCESSID 7687  
Collecting, cleaning and returning duckets to Vandagraph.

PROCESSID 7698  
Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively.

|        |          |            |           |  |
|--------|----------|------------|-----------|--|
| 235267 | 488      | Proces ses | Overall 4 |  |
|        | Goods In | Freq 4     | Task 1W   |  |
|        |          | Risk 1     |           |  |
|        |          | Overall    |           |  |
| 234974 | 503      | in terms   | 4         |  |
|        | Goods In | Freq 4     | Task 3W   |  |
|        |          | Risk 1     |           |  |
|        |          | Overall    |           |  |
|        |          | 4          |           |  |

## Audits

### Process Scope

PROCESSID 7729  
To carry out Audit 19 Health And Safety Viamed

This Audit

| Roll Task | Roll Audit | Risk    | Action    | Notes / Issues |
|-----------|------------|---------|-----------|----------------|
| 230775    | 13         | Freq 1  | Audit 12M |                |
| in terms  | Comp any   | Risk 2  |           |                |
|           | Secret ary | Overall |           |                |
|           | 2          |         |           |                |
| 230782    | 186        | Freq 1  | Audit 12M |                |
| in terms  | Comp any   | Risk 2  |           |                |
|           | Secret ary | Overall |           |                |
|           | 2          |         |           |                |

PROCESSID 7777

To carry out Audit 19 Health And Safety VST

This Audit

## Data Protection Officer

### Process Scope

PROCESSID 7910

To check the signs we have are appropriate, clear and positioned in the correct

PROCESSID 7911

Review Security Of The Special Category Personal Data

| Roll Task | Roll Audit        | Risk    | Action   | Notes / Issues |
|-----------|-------------------|---------|----------|----------------|
| 197936    | 910               | Freq 1  | Task 12M |                |
|           | Company Secretary | Risk 1  |          |                |
|           |                   | Overall |          |                |
|           | 1                 |         |          |                |
| 911149357 |                   | Freq 1  | Task 12M |                |
|           | Company Secretary | Risk 2  |          |                |
|           |                   | Overall |          |                |
|           | 2                 |         |          |                |

## Office Processes

### Process Scope

PROCESSID 5853

Ensure customer facing areas are vacuumed

PROCESSID 5856

| Roll Task        | Roll Audit | Risk    | Action   | Notes / Issues |
|------------------|------------|---------|----------|----------------|
| 233135           | 243        | 373     | Freq 4   | Task 1W        |
| Office Processes | Comp any   | Risk 1  | Audit 1M |                |
|                  | Secret ary | Overall |          |                |
|                  | 4          |         |          |                |
| 231775           | 227        | 373     | Freq     |                |
|                  | Comp       | Risk    | Audit 1M |                |

|   |                   |                  |   |
|---|-------------------|------------------|---|
|   |                   | any              | Overall   |
|   |                   | Secret           |   |
|   |                   | ary              |   |
|   | 225               | ✓                |   |
| PROCESSID 5878<br>Emptying of the recycling and waste bins into external bin for refuge collectors  | Office Processes  | 532              | Freq 4 Task 1W<br>Risk 1<br>Overall   |
|   |                   |                  | 233129  |
| PROCESSID 5900<br>Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively. | Office Processes  | 393 ✓            | 232429 23478 ✓<br>Freq 3 Task 1M<br>Comp any<br>Risk 1 Audit 1M<br>Overall<br>Secret 3<br>ary |
| PROCESSID 5912<br>To put the bins out   | Company Secretary | 107 230102       | Freq 3 Task 1M<br>Risk 1<br>Overall<br>3  |
| PROCESSID 7706<br>Updating of anti-virus software and scanning computers for viruses                | Office Processes  | 519 233135       | Freq 4 Task 1W<br>Risk 1<br>Overall   |
| PROCESSID 7802<br>Cleaning the kitchen surfaces to ensure they are fit for use                      | Office Processes  | 655 233292 23475 | Freq 5 Task 1W<br>Office Risk 1 Audit 2W<br>Proces Overall                                    |
| PROCESSID 7803<br>To ensure crockery and cutlery is cleaned and fit for use                         | Office Processes  | 657 233485       | ses 53177 ✓<br>Freq 5 Task 1D<br>Office Risk 1 Audit 1W<br>Proces Overall                     |
| PROCESSID 7804<br>To sweep the kitchen floor and clear and mess ready for mopping                   | Office Processes  | 659 233178       | ses 53180 ✓<br>Freq 4 Task 1W<br>Comp any<br>Risk 1 Audit 1W<br>Overall<br>Secret 4<br>ary    |
| PROCESSID 7805<br>Emptying of the recycling and waste bins into external bin for refuge collection  | Office Processes  | 225 ✓            | 233129<br>Freq 4 Task 1W<br>Risk 1<br>Overall<br>4  |
| Diasbled currently - have Global task on bins   |                   | 661              | 233170<br>Freq 4 Task 1W<br>Risk 1<br>Overall   |
| PROCESSID 7806<br>To water the plants and ensure their survival                                     | Office Processes  | 663 ✓            | 664<br>Freq 3 Task 1W<br>Risk 1<br>Overall<br>3   |
| PROCESSID 7910<br>To check the signs we have are appropriate, clear and positioned in the correct   | Company Secretary | 910 191936       | Freq 1 Task 12M<br>Risk 1<br>Overall<br>1   |

## Human Resources

| Process Scope   | Roll Task                  | Roll Audit          | Risk                        | Action                | Notes / Issues |
|---|----------------------------|---------------------|-----------------------------|-----------------------|----------------|
| PROCESSID 7847<br>Perform HSE Risk Assessment,  | 12<br>Managing<br>Director | 1071<br>Comp<br>any | Freq 1<br>Risk 1<br>Overall | Task 12M<br>Audit 12M |                |
| Re issue Message of the Day or send company issue with regard to Employees being aware of HSE documentation / policy.<br>and Location of Fire Exits and First Aid Kits. | 202901<br>✓                | Secret<br>ary       | 1                           | 209458<br>✓           |                |
| Send new Issue to Projects Asking if New HSE implications have arisen from new products.  |                            |                     |                             |                       |                |
| Review Online the Local Community Risk Register.  |                            |                     |                             |                       |                |
| Check the Viamed Overall Risk Analysis Program Document in the Index to check its still current.  |                            |                     |                             |                       |                |