



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

## Potential Task and Audit Clashes

Processid Description	Task Audit User
<a href="#">7865</a> Software Validation Conflicting Audits 779 781	Derek Lamb

## Areas with High Outstanding Issues

#	User	Task Subject	Time Scale	On Behalf of	#Trained	Outstanding	Next Due	Details	IP	1	2	3	4	5	6	7	8	9	10	11
<a href="#">913</a>	Helen Lamb	Review Personnel Files	Every 3 Months	Data Protection Officer	1	3	15 Oct 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">418</a>	Steve Nixon	Price Checking	Every 1 Months	Product Controller	3	3	03 Sep 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">397</a>	Kate Griffiths	Checking EBay For Orders And Messages	Every 1 Days	Office Processes	7	3	04 Aug 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">465</a>	Kate Griffiths	Check For Humanmed Orders In Logistics Mailbox	Every 1 Days	Office Processes	5	3	04 Aug 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">487</a>	Kate Griffiths	Checking Of Awaiting Action Tray	Every 1 Days	Office Processes	6	3	04 Aug 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">599</a>	Kate Griffiths	Distribution Of Mail	Every 1 Days	Office Processes	5	3	04 Aug 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">643</a>	Kate Griffiths	Answering Web Questions	Every 1 Days	Office Processes	6	3	04 Aug 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

## Areas of Responsibilities and Supervisor

Main Catagory	Supervisor	Responsibilitys	Members
Share Holder		<a href="#">Responsibilities</a>	Jean Lamb Derek Lamb
Managing Director	Share Holder Jean Lamb Derek Lamb	<a href="#">Responsibilities</a>	Derek Lamb
Company Secretary	Share Holder Jean Lamb Derek Lamb	<a href="#">Responsibilities</a>	Helen Lamb
Director 1 (Derek)	Managing Director Derek Lamb	<a href="#">Responsibilities</a>	Derek Lamb
Director 3 (Steve)	Managing Director Derek Lamb	<a href="#">Responsibilities</a>	Steve Nixon
Director 2 (Helen)	Managing Director Derek Lamb	<a href="#">Responsibilities</a>	Helen Lamb

Product Controller	Director 3 (Steve) Steve Nixon	<a href="#">Responsibilities</a> Steve Nixon
Documentation And Records Controller	Director 1 (Derek) Derek Lamb	<a href="#">Responsibilities</a> Derek Lamb
Maintenance Controller	Director 2 (Helen) Helen Lamb	<a href="#">Responsibilities</a> Helen Lamb
IT Controller	Director 2 (Helen) Helen Lamb	<a href="#">Responsibilities</a> Derek Lamb
Health And Safety Controller	Director 2 (Helen) Helen Lamb	<a href="#">Responsibilities</a> Helen Lamb
ISO Controller	Managing Director Derek Lamb	<a href="#">Responsibilities</a> Derek Lamb
QA Controller	Warehouse Team Leader Derek Lamb	<a href="#">Responsibilities</a> Derek Lamb
Humanmed Controller	Director 1 (Derek) Derek Lamb	<a href="#">Responsibilities</a> Derek Lamb
Accounts Controller	Director 2 (Helen) Helen Lamb	<a href="#">Responsibilities</a> Helen Lamb
Office Team Leader	Director 2 (Helen) Helen Lamb	<a href="#">Responsibilities</a> Derek Lamb
Warehouse Team Leader	Director 1 (Derek) Derek Lamb	<a href="#">Responsibilities</a> Derek Lamb
Sales Controller	Director 3 (Steve) Steve Nixon	<a href="#">Responsibilities</a> Steve Nixon
Marketing Controller	Director 3 (Steve) Steve Nixon	<a href="#">Responsibilities</a> Steve Nixon
Vet Sales Controller	Sales Controller Steve Nixon	<a href="#">Responsibilities</a> Steve Nixon
UK Sales Controller	Sales Controller Steve Nixon	<a href="#">Responsibilities</a> Steve Hardaker
EX Sales Controller	Sales Controller Steve Nixon	<a href="#">Responsibilities</a> Ryan Swaine
EX Sales Force	EX Sales Controller Ryan Swaine	<a href="#">Responsibilities</a> Ryan Swaine
Vet Sales UK	Vet Sales Controller Steve Nixon	<a href="#">Responsibilities</a> Steve Hardaker
Vet Sales Export	Vet Sales Controller Steve Nixon	<a href="#">Responsibilities</a> Ryan Swaine
OEM Sales Controller	Sales Controller Steve Nixon	<a href="#">Responsibilities</a> Steve Nixon
UK Sales Force	UK Sales Controller Steve Hardaker	<a href="#">Responsibilities</a> Steve Hardaker
OEM Sales Force	OEM Sales Controller Steve Nixon	<a href="#">Responsibilities</a> Steve Nixon



















































































































Customer Training	Sales Controller Steve Nixon	<a href="#">Responsibilities</a>	Ryan Swaine Steve Hardaker
Accounts Processes	Accounts Controller Helen Lamb	<a href="#">Responsibilities</a>	Helen Lamb Emily Hanson Derek Lamb
Audits	ISO Controller Derek Lamb	<a href="#">Responsibilities</a>	Derek Lamb Helen Lamb Auditor(InActive)
Repairs Controller	Warehouse Team Leader Derek Lamb	<a href="#">Responsibilities</a>	Derek Lamb
Vandagraph	Share Holder Jean Lamb Derek Lamb	<a href="#">Responsibilities</a>	Jean Lamb Derek Lamb
Data Protection Officer	Managing Director Derek Lamb	<a href="#">Responsibilities</a>	Helen Lamb
QA Repairs	QA Controller Derek Lamb	<a href="#">Responsibilities</a>	Philip Crossley Michael Green Robert Connor Ryan Swaine
Repair Processes	Repairs Controller Derek Lamb	<a href="#">Responsibilities</a>	Michael Green Philip Crossley
Design Products	Director 1 (Derek) Derek Lamb	<a href="#">Responsibilities</a>	Steve Nixon
Technical Files	Product Development Steve Nixon	<a href="#">Responsibilities</a>	Derek Lamb Steve Nixon
Production Processes	Warehouse Team Leader Derek Lamb	<a href="#">Responsibilities</a>	Philip Crossley Michael Green
Product Development	Director 3 (Steve) Steve Nixon	<a href="#">Responsibilities</a>	Steve Nixon
QA Production	QA Controller Derek Lamb	<a href="#">Responsibilities</a>	Linda Shearing Robert Connor
QA Goods In	QA Controller Derek Lamb	<a href="#">Responsibilities</a>	Robert Connor Emma Clark Linda Shearing
Goods In	Warehouse Team Leader Derek Lamb	<a href="#">Responsibilities</a>	Robert Connor Emma Clark
Goods Out	Warehouse Team Leader Derek Lamb	<a href="#">Responsibilities</a>	Emma Clark Catherine Spence
Marketing Processes	Marketing Controller Steve Nixon	<a href="#">Responsibilities</a>	Catrin Hird
Office Processes	Office Team Leader Derek Lamb	<a href="#">Responsibilities</a>	Sarah Walton Sophie Lines Zoey Teal Kate Griffiths Gail Bell Emma Clark Michael Lamb
Human Resources	Director 2 (Helen) Helen Lamb	<a href="#">Responsibilities</a>	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	11
<a href="#">733</a>	Derek Lamb	Financial Review	Every 1 Months	Share Holder	2	20 Aug 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓





























































































































































































































































[https://www.vmsecure.me.uk/intranet/databases/employee\\_roles/Audit\\_roles\\_total.php?zz=1&vui=2&user=Derek Lamb&idp=rabPIHYi6uUW6&...](https://www.vmsecure.me.uk/intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek%20Lamb&idp=rabPIHYi6uUW6&...) 4/33

[https://www.vmsecure.me.uk/intranet/databases/employee\\_roles/Audit\\_roles\\_total.php?zz=1&vui=2&user=Derek Lamb&idp=rabPIHYi6uUW6&...](https://www.vmsecure.me.uk/intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek%20Lamb&idp=rabPIHYi6uUW6&...) 5/33

418	 Steve Nixon	Price Checking	Every 1 Months	Product Controller	3	3	03 Sep 2021	<a href="#">Details</a>														
50	 Derek Lamb	Product / Design Changes	Every 2 Months	Product Controller	1		16 Sep 2021	<a href="#">Details</a>														
501	 Steve Nixon	Yearly Pricing Review	Every 12 Months	Product Controller	2		01 May 2022	<a href="#">Details</a>														
772	 Steve Nixon	Maintain Repair Codes List	Every 12 Months	Product Controller	3		05 Oct 2021	<a href="#">Details</a>														
800	 Steve Nixon	On Site Environment Review	Every 3 Months	Product Controller	2		18 Oct 2021	<a href="#">Details</a>														
822	 Steve Nixon	VST Price Lists	Every 3 Months	Product Controller	2	1	28 Oct 2021	<a href="#">Details</a>														
371	 Derek Lamb	Documentation out of date	Every 1 Months	Documentation And Records Controller	2	2	25 Aug 2021	<a href="#">Details</a>														
370	 Derek Lamb	Duplicate Documents	Every 1 Months	Documentation And Records Controller	2		18 Aug 2021	<a href="#">Details</a>														















































































































































































































































































































		bins, remove cups. Caution around Oxygen supply.	Weeks				2021	
<a href="#">412</a>	Derek Lamb	Secure Socket Level Certificate	Every 12 Months	IT Controller	1		02 Sep 2021	<a href="#">Details</a>
<a href="#">139</a>	Michael Lamb	Server Review	Every 1 Months	IT Controller	1		05 Aug 2021	<a href="#">Details</a>
<a href="#">454</a>	Michael Lamb	Backup Server Status	Every 2 Weeks	IT Controller	3		05 Aug 2021	<a href="#">Details</a>
<a href="#">415</a>	Derek Lamb	Guest Access Wifi	Every 1 Months	IT Controller			04 Aug 2021	<a href="#">Details</a>
<a href="#">413</a>	Derek Lamb	Weather Station	Every 1 Weeks	IT Controller	2		05 Aug 2021	<a href="#">Details</a>
<a href="#">459</a>	Derek Lamb	Management Meeting Turnover Report	Every 1 Months	IT Controller	2		13 Aug 2021	<a href="#">Details</a>
<a href="#">461</a>	Derek Lamb	VIAMED Management Meeting Negative Stock Report	Every 12 Months	IT Controller	2		10 Dec 2021	<a href="#">Details</a>
<a href="#">458</a>	Derek Lamb	Intrastats Requested Page updates	Every 1 Months	IT Controller	1		05 Aug 2021	<a href="#">Details</a>
<a href="#">462</a>	Derek Lamb	Intrastats Cross Reference Database Tables Updates	Every 1 Months	IT Controller	2		09 Aug 2021	<a href="#">Details</a>
<a href="#">791</a>	Derek Lamb	Intrastats Information for Intrastats and L Drive	Every 1 Months	IT Controller	2	1	03 Sep 2021	<a href="#">Details</a>
<a href="#">452</a>	Michael Lamb	Off Site Backup	Every 3 Days	IT Controller	2		04 Aug 2021	<a href="#">Details</a>
<a href="#">510</a>	Michael Lamb	Domain Name Management	Every 1 Months	IT Controller	1		20 Aug 2021	<a href="#">Details</a>
<a href="#">511</a>	Michael Lamb	AWS Amazon Web Services Collect Invoice	Every 1 Months	IT Controller	2	1	07 Aug 2021	<a href="#">Details</a>
<a href="#">512</a>	Helen Lamb	Vandagraph Pay Pay Retrieve Funds	Every 1 Months	IT Controller	2		06 Aug 2021	<a href="#">Details</a>
<a href="#">562</a>	Derek Lamb	Intrastats Amendment Log	Every 1 Weeks	IT Controller	1		06 Aug 2021	<a href="#">Details</a>
<a href="#">597</a>	Michael Lamb	Fast Hosts Invoice	Every 1 Months	IT Controller	2		08 Aug 2021	<a href="#">Details</a>
<a href="#">731</a>	Derek Lamb	Emailed Invoices Cleardown	Every 2 Weeks	IT Controller	1		04 Aug 2021	<a href="#">Details</a>
<a href="#">752</a>	Catherine Spence	Scan Incorrect Product - Software Validation	Every 9 Months	IT Controller	5		01 Dec 2021	<a href="#">Details</a>

<a href="#">754</a>	 Catherine Spence	Software Validation Scan UnQA Product To Order	Every 6 Months	IT Controller	5	12 Dec 2021	<a href="#">Details</a>	            
<a href="#">756</a>	 Catherine Spence	Software Validation Expired Stock	Every 12 Months	IT Controller	5	12 Oct 2021	<a href="#">Details</a>	            
<a href="#">759</a>	 Catherine Spence	Software Validation Non Sell Able Shelf	Every 12 Months	IT Controller	4	01 Sep 2021	<a href="#">Details</a>	            
<a href="#">761</a>	 Robert Connor	Software Validation In Production List	Every 3 Months	IT Controller	3	01 Oct 2021	<a href="#">Details</a>	            
<a href="#">764</a>	 Sarah Walton	Software Validation Unchecked Orders	Every 12 Months	IT Controller	3	01 Jan 2022	<a href="#">Details</a>	            
<a href="#">763</a>	 Robert Connor	Software Validation Stock Tracking Check	Every 6 Months	IT Controller	1	08 Oct 2021	<a href="#">Details</a>	            
<a href="#">766</a>	 Sarah Walton	Software Validation Attempt To QA Some Stock	Every 6 Months	IT Controller	3	01 Dec 2021	<a href="#">Details</a>	            
<a href="#">768</a>	 Derek Lamb	Software Validation Of Training Documents Forced Reading	Every 12 Months	IT Controller	1	04 Oct 2021	<a href="#">Details</a>	            
<a href="#">779</a>	 Derek Lamb	Software Validation Conflicting Audits	Every 12 Months	IT Controller	2	08 Oct 2021	<a href="#">Details</a>	            
<a href="#">789</a>	 Derek Lamb	Software Validation Non Conformance Product Risk Feedback Loop	Every 12 Months	IT Controller	1	16 Oct 2021	<a href="#">Details</a>	            
<a href="#">802</a>	 Derek Lamb	Software Validation Document Control	Every 12 Months	IT Controller	2	20 Oct 2021	<a href="#">Details</a>	            
<a href="#">808</a>	 Derek Lamb	Software Validation Scheduled Tasks And Audits	Every 12 Months	IT Controller	2	22 Jan 2022	<a href="#">Details</a>	            
<a href="#">919</a>	 Derek Lamb	Google Webmaster Tools	Every 1 Months	IT Controller	1	16 Aug 2021	<a href="#">Details</a>	            
<a href="#">923</a>	 Helen Lamb	Backup Jeans Local Folder	Every 1 Months	IT Controller	1	08 Aug 2021	<a href="#">Details</a>	            
<a href="#">973</a>	 Sarah Walton	Test Website Questions	Every 1 Days	IT Controller	1	04 Aug 2021	<a href="#">Details</a>	            
<a href="#">1064</a>	 Helen Lamb	NON REAL Test Process	Every 48 Months	IT Controller	2	10 Oct 2024	<a href="#">Details</a>	            
<a href="#">712</a>	 Helen Lamb	First Aid	Every 12 Months	Health And Safety Controller	3	23 Aug 2021	<a href="#">Details</a>	            
<a href="#">12</a>	 Derek Lamb	HSE Risk Assessment	Every 12 Months	Health And Safety Controller	2	29 Oct 2021	<a href="#">Details</a>	            



		Helen Lamb	Fire Alarm Test	Every 6 Months	Health And Safety Controller	4			05 Sep 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
<a href="#">786</a>		Philip Crossley	BANDSAW CHECKLIST	Every 6 Months	Health And Safety Controller	2			17 Oct 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">787</a>		Philip Crossley	Pillar Drill Checklist	Every 6 Months	Health And Safety Controller	2			19 Oct 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">788</a>		Philip Crossley	Hand Drill Checklist	Every 24 Months	Health And Safety Controller	3			19 Oct 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">141</a>		Helen Lamb	Fire Alarm Evacuation Drill	Every 3 Months	Health And Safety Controller	2	1		01 Nov 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">609</a>		Catherine Spence	Fire Alarm checking - MCPs	Every 1 Months	Health And Safety Controller	3	1		01 Sep 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">954</a>		Catherine Spence	Emergency Lighting And Fire Extinguishers	Every 1 Months	Health And Safety Controller	3			15 Aug 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">15</a>		Derek Lamb	Supplier Review	Every 12 Months	ISO Controller	2			31 Jul 2022	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">235</a>		Derek Lamb	Review ISO documents	Every 3 Months	ISO Controller	1			24 Sep 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">463</a>		Derek Lamb	Check Website ISO Documents	Every 1 Months	ISO Controller	2			10 Aug 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">55</a>		Derek Lamb	Internal Process Verification	Every 12 Months	ISO Controller	1			30 Sep 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">748</a>		Derek Lamb	ISO14001 Environmental management systems	Every 12 Months	ISO Controller	1			26 Sep 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">725</a>		Derek Lamb	BSI Audits Calander	Every 12 Months	ISO Controller	2			01 Jan 2022	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">88</a>		Helen Lamb	Non conformance review	Every 1 Months	ISO Controller	2	2		07 Aug 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">75</a>		Derek Lamb	Review Paper Customer Complaints File	Every 6 Months	ISO Controller	1			25 Sep 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">565</a>		Derek Lamb	FDA Device Establishment Registration And Listing	Every 12 Months	ISO Controller	1			28 Sep 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">301</a>		Derek Lamb	Review the Quality policy VST	Every 12 Months	ISO Controller	2			24 Aug 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">723</a>		Derek Lamb	Review The Quality Policy Viamed	Every 12 Months	ISO Controller	2			24 Aug 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">732</a>		Derek Lamb	Importance Of Effective Quality Management ISO	Every 6 Months	ISO Controller	2			01 Oct 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">818</a>		Derek Lamb	Review Processes Linked To VOPs And Audits	Every 1 Months	ISO Controller	2			24 Aug 2021	<a href="#">Details</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

<a href="#">1005</a>	 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 2022	<a href="#">Details</a>	             
<a href="#">611</a>	 Kate Griffiths	Humanmed general Issues	Every 1 Months	Humanmed Controller	2		09 Aug 2021	<a href="#">Details</a>	             
<a href="#">747</a>	 Derek Lamb	Humanmed Non Conformances	Every 1 Months	Humanmed Controller	2		22 Aug 2021	<a href="#">Details</a>	             
<a href="#">770</a>	 Derek Lamb	Remove Started But Not Used Order Numbers	Every 3 Months	Humanmed Controller	2		03 Oct 2021	<a href="#">Details</a>	             
<a href="#">125</a>	 Robert Connor	Gents	Every 1 Months	Warehouse Team Leader	2		17 Aug 2021	<a href="#">Details</a>	             
<a href="#">220</a>	 Steve Nixon	Send Teledyne back orders list	Every 1 Weeks	Warehouse Team Leader	6		09 Aug 2021	<a href="#">Details</a>	             
<a href="#">66</a>	 Catherine Spence	Request RMAs	Every 1 Weeks	Warehouse Team Leader	3	1	06 Aug 2021	<a href="#">Details</a>	             
<a href="#">541</a>	 Robert Connor	Empty Paper Bins	Every 1 Weeks	Warehouse Team Leader	3		04 Aug 2021	<a href="#">Details</a>	             
<a href="#">543</a>	 Robert Connor	Hoover Warehouse	Every 1 Weeks	Warehouse Team Leader	3		09 Aug 2021	<a href="#">Details</a>	             
<a href="#">423</a>	 Robert Connor	Sweep Warehouse	Every 1 Weeks	Warehouse Team Leader	4		09 Aug 2021	<a href="#">Details</a>	             
<a href="#">542</a>	 Robert Connor	Empty Warehouse Bins	Every 1 Weeks	Warehouse Team Leader	4		05 Aug 2021	<a href="#">Details</a>	             
<a href="#">426</a>	 Robert Connor	Clean Duckets	Every 1 Weeks	Warehouse Team Leader	3		05 Aug 2021	<a href="#">Details</a>	             
<a href="#">427</a>	 Robert Connor	Clear Cardboard	Every 2 Weeks	Warehouse Team Leader	6		13 Aug 2021	<a href="#">Details</a>	             
<a href="#">447</a>	 Helen Lamb	Stock Allocations	Every 2 Weeks	Warehouse Team Leader	2		04 Aug 2021	<a href="#">Details</a>	             
<a href="#">616</a>	 Zoey Teal	Supplier Review - Outstanding orders	Every 1 Weeks	Warehouse Team Leader	1		04 Aug 2021	<a href="#">Details</a>	             
<a href="#">483</a>	 Steve Nixon	Supplier Review Future orders	Every 1 Months	Warehouse Team Leader	2		19 Aug 2021	<a href="#">Details</a>	             
<a href="#">615</a>	 Robert Connor	Current Stock Levels	Every 2 Weeks	Warehouse Team Leader	3		10 Aug 2021	<a href="#">Details</a>	             
<a href="#">614</a>	 Catherine Spence	Current Repairs	Every 1 Weeks	Warehouse Team Leader	4	1	10 Aug 2021	<a href="#">Details</a>	             
<a href="#">907</a>	 Steve Nixon	Production Requirements	Every 1 Weeks	Warehouse Team Leader	2		09 Aug 2021	<a href="#">Details</a>	             
<a href="#">547</a>	 Philip	Calibration	Every	Warehouse	2	1	03	<a href="#">Details</a>	             

	Crossley		1 Months	Team Leader			Sep 2021	
<a href="#">795</a>	Derek Lamb	Non Conformance Issues Any New QC21 Forms	Every 1 Months	Warehouse Team Leader	2		17 Aug 2021	<a href="#">Details</a>
<a href="#">294</a>	Robert Connor	Check Expiry Dated Stock	Every 1 Months	Warehouse Team Leader	2		04 Aug 2021	<a href="#">Details</a>
<a href="#">468</a>	Catherine Spence	Check Repairs Ready For Invoice	Every 2 Weeks	Warehouse Team Leader	4		09 Aug 2021	<a href="#">Details</a>
<a href="#">479</a>	Steve Nixon	Check Stock Requirements Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	3		04 Aug 2021	<a href="#">Details</a>
<a href="#">480</a>	Steve Nixon	Check Stock Requirements Supplier Envitec	Every 2 Weeks	Warehouse Team Leader	2	1	17 Aug 2021	<a href="#">Details</a>
<a href="#">481</a>	Robert Connor	Check Stock Requirements Supplier Posey	Every 2 Weeks	Warehouse Team Leader	2		05 Aug 2021	<a href="#">Details</a>
<a href="#">482</a>	Steve Nixon	Check Stock Requirements Supplier Bluepoint	Every 2 Weeks	Warehouse Team Leader	2		06 Aug 2021	<a href="#">Details</a>
<a href="#">484</a>	Steve Nixon	Check Stock Requirements For Proformas	Every 1 Weeks	Warehouse Team Leader	2		05 Aug 2021	<a href="#">Details</a>
<a href="#">486</a>	Catherine Spence	Repairs Ready For Quote	Every 1 Days	Warehouse Team Leader	3		04 Aug 2021	<a href="#">Details</a>
<a href="#">485</a>	Catherine Spence	Repairs Ready For Invoice	Every 2 Days	Warehouse Team Leader	3		04 Aug 2021	<a href="#">Details</a>
<a href="#">488</a>	Robert Connor	Vandagraph Duckets	Every 1 Weeks	Warehouse Team Leader	3		09 Aug 2021	<a href="#">Details</a>
<a href="#">545</a>	Robert Connor	Move Stock From QA Shelf To Stock Shelf Monday	Every 1 Weeks	Warehouse Team Leader	6		09 Aug 2021	<a href="#">Details</a>
<a href="#">544</a>	Emma Clark	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 1 Weeks	Warehouse Team Leader	1	2	10 Aug 2021	<a href="#">Details</a>
<a href="#">495</a>	Emma Clark	Top Up Quick Shipping Shelves	Every 1 Weeks	Warehouse Team Leader	3	2	09 Aug 2021	<a href="#">Details</a>
<a href="#">503</a>	Emma Clark	Clean Toilets	Every 3 Weeks	Warehouse Team Leader	2		10 Aug 2021	<a href="#">Details</a>
<a href="#">589</a>	Derek Lamb	Management Meeting Warehouse	Every 1 Months	Warehouse Team Leader	2		22 Aug 2021	<a href="#">Details</a>
<a href="#">622</a>	Robert Connor	Check Returns Supplier Envitec	Every 1 Weeks	Warehouse Team Leader	2		06 Aug 2021	<a href="#">Details</a>
<a href="#">624</a>	Robert Connor	Check Returns Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	2		13 Aug 2021	<a href="#">Details</a>
<a href="#">623</a>	Robert Connor	Check Returns Supplier Maxtec	Every 2 Weeks	Warehouse Team Leader	2		13 Aug 2021	<a href="#">Details</a>
<a href="#">626</a>	Robert Connor	Check Supplier	Every 1	Warehouse Team Leader	1		24 Aug	<a href="#">Details</a>

[illegible]

	Hird	Online Database	1 Months	Controller			Aug 2021	
<a href="#">960</a>	Derek Lamb	Competitor Pricing	Every 1 Months	Sales Controller	1		15 Aug 2021	<a href="#">Details</a>
<a href="#">1029</a>	Derek Lamb	Sales Projects Send To Sales Team	Every 1 Months	Sales Controller	1		05 Aug 2021	<a href="#">Details</a>
<a href="#">386</a>	Catrin Hird	Marketing report due	Every 1 Months	Marketing Controller	3	1	01 Sep 2021	<a href="#">Details</a>
<a href="#">673</a>	Catrin Hird	Product Cross References	Every 1 Months	Marketing Controller	2	2	19 Aug 2021	<a href="#">Details</a>
<a href="#">671</a>	Catrin Hird	Pro-Active Marketing	Every 3 Months	Marketing Controller	3		01 Sep 2021	<a href="#">Details</a>
<a href="#">675</a>	Catrin Hird	Research Activities	Every 1 Months	Marketing Controller	3		26 Aug 2021	<a href="#">Details</a>
<a href="#">384</a>	Steve Hardaker	UK Sales report due	Every 1 Months	UK Sales Controller	2		01 Sep 2021	<a href="#">Details</a>
<a href="#">365</a>	Catrin Hird	Check New Stock - GHX Web Pricing	Every 1 Months	UK Sales Controller	2		12 Aug 2021	<a href="#">Details</a>
<a href="#">57</a>	Steve Hardaker	Sales forecasts	Every 1 Months	UK Sales Controller	1	1	14 Aug 2021	<a href="#">Details</a>
<a href="#">944</a>	Catrin Hird	Contract Pricing Review	Every 1 Months	UK Sales Controller	3		15 Aug 2021	<a href="#">Details</a>
<a href="#">204</a>	Ryan Swaine	Distributor Agreements	Every 1 Months	EX Sales Controller	2	1	26 Aug 2021	<a href="#">Details</a>
<a href="#">385</a>	Ryan Swaine	Export Sales Report	Every 1 Months	EX Sales Controller	5		01 Sep 2021	<a href="#">Details</a>
<a href="#">291</a>	Ryan Swaine	Check Sale or Returns	Every 1 Months	EX Sales Force	3		04 Aug 2021	<a href="#">Details</a>
<a href="#">58</a>	Ryan Swaine	Sales forecasts	Every 1 Months	EX Sales Force	1		14 Aug 2021	<a href="#">Details</a>
<a href="#">670</a>	Derek Lamb	Ensure All Invoice Correctly Tagged	Every 1 Months	OEM Sales Controller	2		01 Sep 2021	<a href="#">Details</a>
<a href="#">823</a>	Steve Nixon	VST Customer Agreements	Every 6 Months	OEM Sales Controller	2		28 Oct 2021	<a href="#">Details</a>
<a href="#">1068</a>	Steve Nixon	VST Feedback	Every 3 Months	OEM Sales Controller	3	1	30 Oct 2021	<a href="#">Details</a>
<a href="#">292</a>	Steve Hardaker	Check Sale or Returns	Every 1 Months	UK Sales Force	2		04 Aug 2021	<a href="#">Details</a>
<a href="#">118</a>	Helen Lamb	Viamed Properties Loan	Every 1 Months	Accounts Processes	3		01 Sep 2021	<a href="#">Details</a>
<a href="#">223</a>	Helen Lamb	Accounts on Stop	Every 2 Weeks	Accounts Processes	2	2	05 Aug 2021	<a href="#">Details</a>
<a href="#">165</a>	Helen Lamb	Create Edenred invoice re childcare	Every 1 Months	Accounts Processes	2		18 Aug 2021	<a href="#">Details</a>

[https://www.vmsecure.me.uk/intranet/databases/employee\\_roles/Audit\\_roles\\_total.php?zz=1&vui=2&user=Derek\\_Lamb&idp=rabPIHYi6uUW6...](https://www.vmsecure.me.uk/intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek_Lamb&idp=rabPIHYi6uUW6...) 14/33





























































































































[https://www.vmsecure.me.uk//intranet/databases/employee\\_roles/Audit\\_roles\\_total.php?zz=1&vui=2&user=Derek Lamb&idp=rabPIHYj6uUW6...](https://www.vmsecure.me.uk//intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek Lamb&idp=rabPIHYj6uUW6...) 15/33

[https://www.vmsecure.me.uk/intranet/databases/employee\\_roles/Audit\\_roles\\_total.php?zz=1&vui=2&user=Derek\\_Lamb&idp=rabPIHYi6uUW6...](https://www.vmsecure.me.uk/intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek_Lamb&idp=rabPIHYi6uUW6...) 16/33

[https://www.vmsecure.me.uk/intranet/databases/employee\\_roles/Audit\\_roles\\_total.php?zz=1&vui=2&user=Derek Lamb&idp=rabPIHYi6uUW6...](https://www.vmsecure.me.uk/intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek Lamb&idp=rabPIHYi6uUW6...) 17/33



<a href="#">465</a>	 Kate Griffiths	Check For Humanmed Orders In Logistics Mailbox	Every 1 Days	Office Processes	5	3	04 Aug 2021	<a href="#">Details</a>	
<a href="#">530</a>	 Kate Griffiths	Check Cardea And Multiquote	Every 1 Weeks	Office Processes	5	1	09 Aug 2021	<a href="#">Details</a>	             
<a href="#">903</a>	 Catherine Spence	Filling Credit Card Slips	Every 1 Weeks	Office Processes	8		09 Aug 2021	<a href="#">Details</a>	             
<a href="#">478</a>	 Sophie Lines	Check Catalog 360 Circle For Quotes And Orders	Every 1 Weeks	Office Processes	5	1	09 Aug 2021	<a href="#">Details</a>	             
<a href="#">487</a>	 Kate Griffiths	Checking Of Awaiting Action Tray	Every 1 Days	Office Processes	6	3	04 Aug 2021	<a href="#">Details</a>	             
<a href="#">506</a>	 Zoey Teal	Collect Repair Filing	Every 1 Weeks	Office Processes	5		06 Aug 2021	<a href="#">Details</a>	             
<a href="#">496</a>	 Sarah Walton	Send Delivery Notifications	Every 1 Days	Office Processes	6	1	04 Aug 2021	<a href="#">Details</a>	             
<a href="#">508</a>	 Sophie Lines	Shred Sensitive Paperwork	Every 1 Weeks	Office Processes	6		06 Aug 2021	<a href="#">Details</a>	             
<a href="#">517</a>	 Zoey Teal	Checking For Uploaded Files	Every 1 Days	Office Processes	3	1	04 Aug 2021	<a href="#">Details</a>	             
<a href="#">519</a>	 Sophie Lines	Update Virus Software And Scan For Viruses	Every 1 Weeks	Office Processes	4		06 Aug 2021	<a href="#">Details</a>	

		Notifications						2021
<a href="#">637</a>	Derek Lamb	Shipped Order Success Report	Every 3 Months	Office Processes	3			01 Oct 2021
								<a href="#">Details</a>
<a href="#">655</a>	Sophie Lines	Clean Kitchen Sides and Table	Every 1 Weeks	Office Processes	7			09 Aug 2021
								<a href="#">Details</a>
<a href="#">657</a>	Zoey Teal	Dishwashing	Every 1 Days	Office Processes	4			04 Aug 2021
								<a href="#">Details</a>
<a href="#">659</a>	Kate Griffiths	Sweep Kitchen Floor	Every 1 Weeks	Office Processes	7	1		06 Aug 2021
								<a href="#">Details</a>
<a href="#">663</a>	Sarah Walton	Watering Plants	Every 1 Weeks	Office Processes	4			06 Aug 2021
								<a href="#">Details</a>
<a href="#">859</a>	Catherine Spence	UPS Exceptions Checkup	Every 1 Days	Office Processes	2	1		04 Aug 2021
								<a href="#">Details</a>
<a href="#">917</a>	Helen Lamb	Proofs of Delivery	Every 1 Months	Office Processes	3			17 Aug 2021
								<a href="#">Details</a>
<a href="#">939</a>	Kate Griffiths	Providing Ebay Feedback	Every 1 Weeks	Office Processes	5			04 Aug 2021
								<a href="#">Details</a>
<a href="#">990</a>	Zoey Teal	B2B Router / Peppol Responsibilities	Every 1 Weeks	Office Processes	3			06 Aug 2021
								<a href="#">Details</a>
<a href="#">1006</a>	Sarah Walton	Review Stocks Of 8000004	Every 1 Months	Office Processes	1			07 Aug 2021
								<a href="#">Details</a>
<a href="#">1026</a>	Sarah Walton	8010004 - JJ-CCR Oxygen Sensor Orders	Every 1 Months	Office Processes	3			01 Sep 2021
								<a href="#">Details</a>
<a href="#">1028</a>	Sarah Walton	8010006 - REVo Oxygen Sensor Orders	Every 1 Months	Office Processes	3			01 Sep 2021
								<a href="#">Details</a>
<a href="#">1031</a>	Steve Nixon	Envitec Oxygen Sensor Parts Stock Check	Every 1 Months	Office Processes	3			06 Aug 2021
								<a href="#">Details</a>
<a href="#">1043</a>	Gail Bell	Vandagraph Delivery Notifications	Every 1 Days	Office Processes	3			04 Aug 2021
								<a href="#">Details</a>
<a href="#">1044</a>	Gail Bell	Vandagraph Shipper SignOff Collection	Every 1 Days	Office Processes	2			04 Aug 2021
								<a href="#">Details</a>
<a href="#">314</a>	Helen Lamb	Training Records	Every 3 Months	Human Resources	2			27 Aug 2021
								<a href="#">Details</a>
<a href="#">448</a>	Helen Lamb	Wages Calculations	Every 1 Months	Human Resources	2			17 Aug 2021
								<a href="#">Details</a>
<a href="#">287</a>	Derek Lamb	Review Accident Book	Every 6 Months	Human Resources	2			16 Jan 2022
								<a href="#">Details</a>
<a href="#">771</a>	Helen Lamb	Alarm Key Holders	Every 6 Months	Human Resources	7			05 Oct 2021
								<a href="#">Details</a>
<a href="#">606</a>	Helen Lamb	Health Declaration Sheet	Every 12 Months	Human Resources	1			24 Jan 2022
								<a href="#">Details</a>
<a href="#">813</a>	Helen Lamb	Appraisal	Every 12 Months	Human Resources	3			20 Feb 2022
								<a href="#">Details</a>
<a href="#">815</a>	Helen Lamb	Pay Review	Every	Human	4			06
								<a href="#">Details</a>



# Audits
















































































































[https://www.vmsecure.me.uk/intranet/databases/employee\\_roles/Audit\\_roles\\_total.php?zz=1&vui=2&user=Derek Lamb&idp=rabPIHYi6uUW6...](https://www.vmsecure.me.uk/intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek%20Lamb&idp=rabPIHYi6uUW6...) 21/33

<a href="#">369</a>	Helen Lamb	Check for Duplicate Documents	Every 6 Months	Documentation And Records Controller	2		22 Aug 2021	<a href="#">Details</a>	
<a href="#">888</a>	Michael Lamb	Annual GDPR Review Doc Management	Every 12 Months	Documentation And Records Controller	2		16 Aug 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">95</a>	Michael Lamb	ESD Workstations	Every 12 Months	Maintenance Controller	4		15 Mar 2022	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">1058</a>	Derek Lamb	R D Room - Tidy, Empty Bins, Remove Cups. Caution Around Oxygen Supply	Every 1 Months	Maintenance Controller	3		02 Sep 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">455</a>	Helen Lamb	Backup Server Status	Every 12 Months	IT Controller	3		19 May 2022	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">416</a>	Helen Lamb	Guest Access Wifi	Every 3 Months	IT Controller			23 Sep 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">902</a>	Emily Hanson	Emails - check they have been done	Every 1 Weeks	IT Controller	9	1	05 Aug 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">414</a>	Steve Hardaker	Weather Station	Every 1 Months	IT Controller	2		04 Aug 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">460</a>	Helen Lamb	Management Meeting Turnover Report	Every 12 Months	IT Controller	2		04 Jun 2022	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">457</a>	Steve Nixon	Intrastats Cross Reference Database Tables Updates	Every 3 Months	IT Controller	2		22 Aug 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">453</a>	Helen Lamb	Off Site Backup	Every 1 Months	IT Controller	2		01 Sep 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">780</a>	Derek Lamb	Vandagraph Pay Pay Retrieve Funds	Every 6 Months	IT Controller	2		09 Nov 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">753</a>	Derek Lamb	Scan Incorrect Product	Every 12 Months	IT Controller	5		02 Feb 2022	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">755</a>	Derek Lamb	Software Validation Scan Un-QA Product To Order	Every 12 Months	IT Controller	5		01 Feb 2022	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">757</a>	Derek Lamb	Software Validation Expired Stock	Every 12 Months	IT Controller	5		03 Mar 2022	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">760</a>	Derek Lamb	Software Validation Non Sell Able Shelf	Every 12 Months	IT Controller	4		03 Dec 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">762</a>	Derek Lamb	Software Validation In Production List	Every 6 Months	IT Controller	3		01 Nov 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">765</a>	Derek Lamb	Software Validation Unchecked Orders	Every 12 Months	IT Controller	3		03 Dec 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">781</a>	Derek Lamb	Software Validation	Every 12	IT Controller	2		14 Oct	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

[illegible]

	ID	Name	Description	Frequency	Type	No.	Metric	Date	Status	Score
		Derek Lamb	Current Repairs	Every 3 Months	Warehouse Team Leader	4		13 Aug 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	895	Derek Lamb	Production Requirements	Every 1 Month	Warehouse Team Leader	2	1	08 Aug 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	80	Derek Lamb	Check the Calibration Index	Every 3 Months	Warehouse Team Leader	3		07 Sep 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	796	Helen Lamb	Non Conformance Issues Any New QC21 Forms	Every 12 Months	Warehouse Team Leader	2		25 Oct 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	477	Derek Lamb	Check Expiry Dated Stock	Every 3 Months	Warehouse Team Leader	2		18 Oct 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	469	Robert Connor	Check Repairs Read For Invoice	Every 3 Months	Warehouse Team Leader	4		24 Sep 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	916	Derek Lamb	Check Stock Requirements Supplier Envitec	Every 1 Month	Warehouse Team Leader	2		16 Aug 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	782	Michael Lamb	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 12 Months	Warehouse Team Leader	1		17 Oct 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	590	Helen Lamb	Management Meeting warehouse	Every 3 Months	Warehouse Team Leader	2	1	30 Oct 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	625	Derek Lamb	Check Returns Suppliers	Every 1 Month	Warehouse Team Leader	2		24 Aug 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	646	Helen Lamb	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	3		15 Aug 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	648	Derek Lamb	Check Order Are Being Picked In Priority Order	Every 3 Months	Warehouse Team Leader	3		12 Aug 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	650	Helen Lamb	Orders And Items Shipped Per Month	Every 3 Months	Warehouse Team Leader	3		11 Aug 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	734	Michael Lamb	Goods In Processes	Every 3 Months	Warehouse Team Leader	3		25 Sep 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	879	Michael Lamb	Empty Warehouse Depleted Sensor Bin	Every 6 Months	Warehouse Team Leader	3		01 Feb 2022	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	881	Michael Lamb	Check Weeee Waste Pallet And Sensor Bin	Every 12 Months	Warehouse Team Leader	3		01 Sep 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	883	Michael Lamb	Generate RMA Box, Link Items And Add Faults	Every 3 Months	Warehouse Team Leader	2		28 Aug 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	936	Robert Connor	Review Of Credits Received From Suppliers	Every 1 Month	Warehouse Team Leader	3		08 Aug 2021	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	1037	Derek Lamb	Do We Have Service Manual / QA	Every 12 Months	Warehouse Team Leader	3	1	01 Apr 2022	<a href="#">Details</a>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

[illegible]

	Lamb	the End of Month accounts	12 Months	Processes		May 2022
<a href="#">682</a>	Michael Lamb	Cheques To Bank	Every 12 Months	Accounts Processes	3	24 Jul 2022 <a href="#">Details</a>          
<a href="#">683</a>	Michael Lamb	Credit Cards	Every 12 Months	Accounts Processes	2	20 Jun 2022 <a href="#">Details</a>          
<a href="#">684</a>	Michael Lamb	Credits Done	Every 12 Months	Accounts Processes	2	29 Aug 2021 <a href="#">Details</a>          
<a href="#">677</a>	Michael Lamb	Accounts Filing	Every 12 Months	Accounts Processes	3	14 Jun 2022 <a href="#">Details</a>          
<a href="#">687</a>	Michael Lamb	HMRC Intrastats Data	Every 12 Months	Accounts Processes	3	27 Feb 2022 <a href="#">Details</a>          
<a href="#">698</a>	Michael Lamb	VAT Return	Every 12 Months	Accounts Processes	3	26 Jun 2022 <a href="#">Details</a>          
<a href="#">696</a>	Michael Lamb	Purchase Invoices	Every 12 Months	Accounts Processes	2	29 Jun 2022 <a href="#">Details</a>          
<a href="#">697</a>	Helen Lamb	Remit Processing	Every 24 Months	Accounts Processes	4	04 Sep 2021 <a href="#">Details</a>          
<a href="#">678</a>	Michael Lamb	Accounts Review - Debtors	Every 6 Months	Accounts Processes	3	08 Nov 2021 <a href="#">Details</a>          
<a href="#">560</a>	Michael Lamb	Staff Training	Every 3 Months	Accounts Processes	2	01 Sep 2021 <a href="#">Details</a>          
<a href="#">451</a>	Michael Lamb	Viated Debtors	Every 6 Months	Accounts Processes	3	13 Oct 2021 <a href="#">Details</a>          
<a href="#">689</a>	Derek Lamb	Issues for Accountants	Every 48 Months	Accounts Processes	2	15 Mar 2022 <a href="#">Details</a> 



[illegible]

	Lamb	Repairs And Service Viamed	12 Months				Jul 2022	
<a href="#">16</a>	Helen Lamb	Audit 12 CE Files Viamed	Every 12 Months	Audits	2		22 Mar 2022	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">30</a>	Helen Lamb	Audit 14 Complaints And Corrective Actions Viamed	Every 12 Months	Audits	2		14 Nov 2021	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">28</a>	Helen Lamb	Audit 15 Production Viamed	Every 12 Months	Audits	2		01 May 2022	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">11</a>	Helen Lamb	Audit 17 Internal Audits Viamed	Every 12 Months	Audits	2		01 Dec 2021	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">13</a>	Helen Lamb	Audit 19 Health And Saftey Viamed	Every 12 Months	Audits	2	1	01 Aug 2022	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">172</a>	Helen Lamb	Audit 20 Process Verification To Managment Viamed	Every 12 Months	Audits	2		01 Nov 2021	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">43</a>	Helen Lamb	Audit 23 Analysis Of Data Viamed	Every 12 Months	Audits	2	1	13 Jul 2022	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">194</a>	Helen Lamb	Audit 01 Picking Packing VST	Every 12 Months	Audits	2		01 Jan 2022	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">187</a>	Helen Lamb	Audit 02 Contract Review VST	Every 12 Months	Audits	2		01 Sep 2021	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">193</a>	Helen Lamb	Audit 03 Design Control VST	Every 12 Months	Audits	2		01 Jan 2022	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">190</a>	Helen Lamb	Audit 05 Purchasing Suppliers VST	Every 12 Months	Audits	2		01 Sep 2021	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">182</a>	Helen Lamb	Audit 06 Calibration VST	Every 12 Months	Audits	2	1	20 May 2022	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">178</a>	Helen Lamb	Audit 07 Handling And Storage VST	Every 12 Months	Audits	2		15 Apr 2022	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">184</a>	Derek Lamb	Audit 08 Training VST	Every 12 Months	Audits	2	1	30 Jun 2022	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">174</a>	Helen Lamb	Audit 09 Goods Inward And Product Identity VST	Every 12 Months	Audits	2		09 Mar 2022	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">183</a>	Helen Lamb	Audit 10 Documentation Control VST	Every 12 Months	Audits	2		10 Jun 2022	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">179</a>	Helen Lamb	Audit 11 Repairs And Service VST	Every 12 Months	Audits	2	1	01 Jul 2022	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">176</a>	Helen Lamb	Audit 12 CE Files VST	Every 12 Months	Audits	2		22 Mar 2022	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">189</a>	Helen Lamb	Audit 14 Complaints And Corrective Actions VST	Every 12 Months	Audits	2		14 Nov 2021	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<a href="#">175</a>	Helen Lamb	Audit 15 Production	Every 12 Months	Audits	2	1	01 May	<a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

[illegible]

[https://www.vmsecure.me.uk//intranet/databases/employee\\_roles/Audit\\_roles\\_total.php?zz=1&vui=2&user=Derek Lamb&idp=rabPIHYi6uUW6...](https://www.vmsecure.me.uk//intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek%20Lamb&idp=rabPIHYi6uUW6...) 30/33

ID	Name	Description	Frequency	Type	Count	Date	Status
<a href="#">394</a>	Helen Lamb	Cleaning Of Office	Every 1 Months	Office Processes	7	07 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">405</a>	Helen Lamb	Link Call Log Contacts To The CRM	Every 1 Months	Office Processes	4	21 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">466</a>	Sarah Walton	Check For Human Med Orders In Logistics Mailbox	Every 1 Months	Office Processes	5	01 Sep 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">279</a>	Sarah Walton	Check cardea and Multiquote	Every 1 Months	Office Processes	5	06 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">669</a>	Helen Lamb	Adding New Accounts To Opera	Every 12 Months	Office Processes	2	01 Jun 2022	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">904</a>	Helen Lamb	Filling Credit Card Slips	Every 1 Months	Office Processes	8	04 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">467</a>	Derek Lamb	UPS Shipping Fuel Surcharge	Every 3 Months	Office Processes	5	12 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">531</a>	Sarah Walton	Check Catalog 360 Circle For Quotes And Orders	Every 1 Months	Office Processes	5	20 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">569</a>	Helen Lamb	Thorough Checking Of Awaiting Action Tray And Board	Every 1 Months	Office Processes	6	13 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">507</a>	Michael Lamb	Collect Repair Filing From Warehouse	Every 1 Months	Office Processes	5	27 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">537</a>	Zoey Teal	Send Delivery Notifications	Every 1 Weeks	Office Processes	6	09 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">509</a>	Zoey Teal	Shred Sensitive Paperwork In JL Office	Every 1 Months	Office Processes	6	23 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">518</a>	Sarah Walton	Checking For Uploaded Files	Every 1 Weeks	Office Processes	3	04 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">521</a>	Helen Lamb	Send Purchase Orders To Suppliers	Every 1 Weeks	Office Processes	6	05 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">524</a>	Michael Lamb	Delivered not Invoiced	Every 1 Months	Office Processes	4	10 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">527</a>	Helen Lamb	Import Bank CSV	Every 1 Weeks	Office Processes	5	06 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">529</a>	Sophie Lines	Review Inward Payments	Every 1 Weeks	Office Processes	4	05 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">550</a>	Sarah Walton	Ensure SORs Are Followed Up	Every 1 Months	Office Processes	4	02 Sep 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">585</a>	Zoey Teal	VST Purchase Order Log	Every 1 Weeks	Office Processes	6	04 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">793</a>	Michael Lamb	SRS Folder	Every 3 Months	Office Processes	4	16 Aug 2021	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
<a href="#">604</a>	Sarah	Check For	Every	Office	4	20	<a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

## Total Issues Outstanding / Unread Per User

[https://www.vmsecure.me.uk//intranet/databases/employee\\_roles/Audit\\_roles\\_total.php?zz=1&vui=2&user=Derek Lamb&idp=rabPIHYj6uUW6...](https://www.vmsecure.me.uk//intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek%20Lamb&idp=rabPIHYj6uUW6...) 32/33



<a href="#">Derek Lamb</a>	170	17
<a href="#">Emily Hanson</a>	5	4
<a href="#">Emma Clark</a>	5	5
<a href="#">Gail Bell</a>		
<a href="#">Helen Lamb</a>	64	11
<a href="#">Jean Lamb</a>	8	7
<a href="#">Kate Griffiths</a>	20	20
<a href="#">Linda Shearing</a>	1	
<a href="#">Michael Green</a>	15	2
<a href="#">Michael Lamb</a>	5	1
<a href="#">Philip Crossley</a>	4	
<a href="#">Robert Connor</a>	2	
<a href="#">Ryan Swaine</a>	14	
<a href="#">Sarah Walton</a>	2	1
<a href="#">Sophie Lines</a>	2	2
<a href="#">Steve Hardaker</a>	16	5
<a href="#">Steve Nixon</a>	106	69
<a href="#">Zoey Teal</a>	9	4