



Derek Lamb 122 Issues **7 Unread** 17 ISO Tasks | [H/W:](#) SN [Future](#)

Active Users

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Previous Review 17 Sep 2020

Showing minutes for :

Held on 03 Aug 2021 10:08:24

(0.0) VIAMED Board Directors Meeting

Issues Reviewed

197926 Financial Review (733)

System Generated

Task To be Completed

Review the Overview Screen

08 Jan 2021 Derek Lamb

Next Action Changed From John Lamb To Derek Lamb

08 Jan 2021 Derek Lamb

Auto Close Auto Issues

199524 Financial Review (769)

System Generated

Check

ISO

Management Reviews

Viamed Process Reviews History

02 Nov 2020 Derek Lamb

done Auto Close Auto Issues

201292 Financial Review (733)

System Generated Task To be Completed Review the Overview Screen

20 Oct 2020 Derek Lamb

Ive reviewed it this month, will be taking over the issues from jsf Auto Close Auto Issues

205456 Financial Review (733)

System Generated Task To be Completed Review the Overview Screen

20 Nov 2020 Derek Lamb

checked upto date, no issues found

20 Nov 2020 Derek Lamb

20 Nov 2020 Derek Lamb

Auto Close Auto Issues

206555 Board Meeting Due (84)

System Generated

Board Meeting Due

04 Dec 2020 Helen Lamb

done

208601 Financial Review (733)

System Generated Task To be Completed Review the Overview Screen

21 Dec 2020 Derek Lamb

reviewed, seems ok Auto Close Auto Issues

209572 Financial Review (769)

System Generated Check ISO Management Reviews Viamed Process Reviews History

04 Jan 2021 Helen Lamb

done Auto Close Auto Issues

209928 Furloughing issues and discussion - Catrin

Added by Helen Lamb sent to Derek Lamb

Furloughing staff is for staff who cannot work from home. (possible problem that you have worked from home for the last 9 months) It involves no work what so ever. So no involvement in skype, email etc If we furloughed you what is to stop other staff who work from home making the same request. Possibly we could say you have no work and won't for 1/2/3 months ? The other way is for you to reduce your working hours. Furloughing is the choice of the company and it is a difficult discussion. The process now has become a lot more complicated so it's not as straight forward as to ask the accountant to just sort it.

11 Feb 2021 Derek Lamb

Auto Close Auto Issues

209960 Furloughing issues and discussion - Catrin

Copy Issue Main Issue #209928

Added by Helen Lamb sent to Derek Lamb

Furloughing staff is for staff who cannot work from home. (possible problem that you have worked from home for the last 9 months) It involves no work what so ever. So no involvement in skype, email etc If we furloughed you what is to stop other staff who work from home making the same request. Possibly we could say you have no work and won't for 1/2/3 months ? The other way is for you to reduce your working hours. Furloughing is the choice of the company and it is a difficult discussion. The process now has become a lot more complicated so it's not as straight forward as to ask the accountant to just sort it.

06 Jan 2021 Steve Nixon

I have sent another issue regarding overview of furlough. We don't have to offer furlough and don't have to justify the decision. My understanding is that if we offered furlough to specific individuals then it could cause knock-on personnel issues and possibly expose a potential risk/s to the company. My suggested course of action would be to. a) Offer reasonable unpaid time off work or unpaid time off to look after dependants. Company bonus scheme payments are graded to hours worked, I assume that bonus payments would be suspended? The offer of unpaid time off work would be for a defined fixed limited period. b) We could look into offering a sabbatical for longer periods of say 3 months, 6 months. This would then allow us to commit to employing someone else to cover the role on a short-term contract.

13 Jan 2021 Helen Lamb

211382 Financial Review (733)

System Generated Task To be Completed Review the Overview Screen

11 Feb 2021 Derek Lamb

done this morning on the other issue Auto Close Auto Issues

214532 Financial Review (733)

System Generated Task To be Completed Review the Overview Screen

22 Feb 2021 Derek Lamb

reviewed Auto Close Auto Issues

215350 Board Meeting Due (84)

System Generated

Board Meeting Due

12 Mar 2021 Helen Lamb

Priority Changed From 5 To 2

03 Aug 2021 Helen Lamb

carried out today

217194 Financial Review (733)
System Generated Task To be Completed Review the Overview Screen
22 Mar 2021 Derek Lamb
Done debots only just being updated today Auto Close Auto Issues

218407 Financial Review (769)
System Generated Check ISO Management Reviews Viamed Process Reviews History
07 Apr 2021 Helen Lamb
Done Auto Close Auto Issues

220029 Financial Review (733)
System Generated Task To be Completed Review the Overview Screen
23 Apr 2021 Derek Lamb
Done Auto Close Auto Issues

223155 Financial Review (733)
System Generated Task To be Completed Review the Overview Screen
21 Jun 2021 Derek Lamb
Created Related Issue #226512
Added by Derek Lamb sent to Helen Lamb
Viamed debtors field looks wrong, its reading 1.2 million overview screen
21 Jun 2021 Derek Lamb
Viamed debtors field looks wrong, its reading 1.2 million, sent followon issue to Helen Auto Close Auto Issues

224364 Board Meeting Due (84)
System Generated

Board Meeting Due

03 Aug 2021 Helen Lamb
carried today

226378 Financial Review (733)
System Generated Task To be Completed Review the Overview Screen
21 Jun 2021 Derek Lamb
Done
21 Jun 2021 Derek Lamb
Done Auto Close Auto Issues

226512 Financial Review (733)
Added by Derek Lamb sent to Helen Lamb
Viamed debtors field looks wrong, its reading 1.2 million overview screen
22 Jun 2021 Helen Lamb
it should be 373,502.37 today. Think its the importer ?
16 Sep 2021 Derek Lamb
updated the overview screen to tell you to fill in the data from Xero, Auto Close Auto Issues

228096 Financial Review (769)
System Generated Check ISO Management Reviews Viamed Process Reviews History

229612 Financial Review (733)
System Generated Task To be Completed Review the Overview Screen
20 Jul 2021 Derek Lamb
Created Related Issue #229677
Added by Derek Lamb sent to Helen Lamb
reviewed, debtors appears to be incorrect... will send follow on to helen,
20 Jul 2021 Derek Lamb
reviewed, debtors appears to be incorrect... will send follow on to helen, Auto Close Auto Issues

229677 Financial Review (733)

Added by Derek Lamb sent to Helen Lamb

reviewed, debtors appears to be incorrect... will send follow on to helen,

22 Jul 2021 Helen Lamb

as per issue 226512 the importer from xero to intrastats appear to be wrong

04 Oct 2021 Derek Lamb updated overview screen to say get data from Xerro[336 Actions Created / Updated:](#)

226512 Subject Financial Review (733)	Notes	Completion Notes
Issued To: Helen Lamb	Added by Derek Lamb sent to Helen Lamb	Auto Close Auto Issues
Created: 21 Jun 2021	Viamed debtors field looks wrong, its	
Completed: 17 Sep 2021	reading 1.2 million overview screen	
Stock Ref:		
Opera A/c:	22 Jun 2021 Helen Lamb	
Order #	it should be 373,502.37 today. Think its the importer ?	
	16 Sep 2021 Derek Lamb	
	updated the overview screen to tell you to fill in the data from Xero,	
	16 Sep 2021 Derek Lamb	
	updated the overview screen to tell you to fill in the data from Xero, -	
	Completed	

[336 Actions Created / Updated:](#)

229677 Subject Financial Review (733)	Notes	Completion Notes
Issued To: Helen Lamb	Added by Derek Lamb sent to Helen Lamb	
Created: 20 Jul 2021	reviewed, debtors appears to be	
Completed: 04 Oct 2021	incorrect... will send follow on to helen,	
Stock Ref:		
Opera A/c:	22 Jul 2021 Helen Lamb	
Order #	as per issue 226512 the importer from xero to intrastats appear to be wrong	
	04 Oct 2021 Derek Lamb	
	updated overview screen to say get data from Xerro	
	04 Oct 2021 Derek Lamb	
	updated overview screen to say get data from Xerro -	

[336 Actions Created / Updated:](#)

231039 Subject Objective Should be held at least yearly or as required	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb last meeting 17th september	
Created: 03 Aug 2021		
Completed: 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

[336 Actions Created / Updated:](#)

231040 Subject Issued To:	Notes	Completion Notes
Created: 03 Aug 2021	Next	
Completed: 03 Aug 2021		

Stock Ref:
Opera A/c:
Order #

(1.0) Minutes of Last Meeting

Issues Reviewed

200009 draft minutes of Viamed Board meeting from September 20 attached

Added by Helen Lamb sent to Derek Lamb

draft minutes of Viamed Board meeting from September 20 attached Please read and let me know if i have missed anything

09 Oct 2020 Derek Lamb

13 Oct 2020 Helen Lamb

helen to tidy this up

26 Oct 2020 Helen Lamb

Created Related Issue #202100

Added by Helen Lamb sent to Helen Lamb

Minutes of Viamed Board meeting from September 20 attached

02 Nov 2020 Derek Lamb

thanks they look ok Auto Close Auto Issues

202100 Minutes of Viamed Board meeting from September 20 attached

Added by Helen Lamb sent to Helen Lamb

Minutes of Viamed Board meeting from September 20 attached

26 Oct 2020 Helen Lamb

Created Related Issue #202101

Added by Helen Lamb sent to Helen Lamb

Minutes of Viamed Board meeting from September 20 attached

26 Oct 2020 Helen Lamb

done Auto Close Auto Issues

202101 Minutes of Viamed Board meeting from September 20 attached

Added by Helen Lamb sent to Helen Lamb

Minutes of Viamed Board meeting from September 20 attached

26 Oct 2020 Helen Lamb

Auto Close Auto Issues

202102 Minutes of Viamed Board meeting from September 20 attached

Copy Issue Main Issue #202101

Added by Helen Lamb sent to Helen Lamb

Minutes of Viamed Board meeting from September 20 attached

05 Nov 2020 Helen Lamb

202103 Minutes of Viamed Board meeting from September 20 attached

Copy Issue Main Issue #202101

Added by Helen Lamb sent to Helen Lamb

Minutes of Viamed Board meeting from September 20 attached

337 Actions Created / Updated:

231041 Subject	Notes	Completion Notes
Objective produce minutes of previous meeting	03 Aug 2021 Derek Lamb meeting minutes available, printed out for meeting	
Issued To: General		
Created: 03 Aug 2021		
Completed: 03 Aug 2021		
Stock Ref:		

Opera A/c:
Order #

[337 Actions Created / Updated:](#)

231042 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(2.0) Matters Arising

[338 Actions Created / Updated:](#)

231043 Subject	Notes	Completion Notes
Objective To ensure actions of previous meeting have been actioned	03 Aug 2021 Derek Lamb will address as we go through meeting	
Issued To: General		
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

[338 Actions Created / Updated:](#)

231044 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(3.0) Turnover and Predicted for Year

[339 Actions Created / Updated:](#)

231046 Subject	Notes	Completion Notes
Objective 2.5 Million	03 Aug 2021 Derek Lamb	
Issued To: General	current, still projecting 2.7	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

[339 Actions Created / Updated:](#)

231051 Subject	Notes	Completion Notes
Objective 2.5 Million	03 Aug 2021 Derek Lamb	
Issued To: General	current, still projecting 2.7	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

339 Actions Created / Updated:

231055 Subject	Notes	Completion Notes
Objective 2.5 Million	03 Aug 2021 Derek Lamb	
Issued To: General	current, still projecting 2.7	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

339 Actions Created / Updated:

231056 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(4.0) Profiability

340 Actions Created / Updated:

231057 Subject	Notes	Completion Notes
Objective 5 Percent Net of Turnover	03 Aug 2021 Derek Lamb 2020 9%	
Issued To: General		
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

340 Actions Created / Updated:

231060 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(6.0) Target for Year

342 Actions Created / Updated:

231074 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	Current year Estimate £ 2,728,817	
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

342 Actions Created / Updated:

231075 Subject	Notes	Completion Notes
Issued To:	Next	

Created: 03 Aug 2021
Completed 03 Aug 2021
Stock Ref:
Opera A/c:
Order #

(9.0) Overdraft

[345 Actions Created / Updated:](#)

231076 Subject	Notes	Completion Notes
Objective Target staying out of using the overdraft	03 Aug 2021 Derek Lamb No overdraft currently	
Issued To: General		
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

[345 Actions Created / Updated:](#)

231077 Subject	Notes	Completion Notes
Objective Target staying out of using the overdraft	03 Aug 2021 Derek Lamb no overdraft, only 2 intercompany loans	
Issued To: General		
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

[345 Actions Created / Updated:](#)

231078 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(10.0) Debtors

[346 Actions Created / Updated:](#)

231079 Subject	Notes	Completion Notes
Objective To be below 15 Percent of turnover	03 Aug 2021 Derek Lamb approx 300,000 currently around 12%	
Issued To: General		
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

[346 Actions Created / Updated:](#)

231080 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		

Stock Ref:
Opera A/c:
Order #

(11.0) Creditors

[347 Actions Created / Updated:](#)

231085 Subject	Notes	Completion Notes
Objective To have no overdue Creditors	03 Aug 2021 Derek Lamb 117571.16,	
Issued To: General		
Created: 03 Aug 2021	11k overdue. however these are rates	
Completed 03 Aug 2021	etc.	
Stock Ref:	so not really any overdue	
Opera A/c:		
Order #		

[347 Actions Created / Updated:](#)

231086 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(12.0) Loans

[348 Actions Created / Updated:](#)

231093 Subject	Notes	Completion Notes
Objective Reduce	03 Aug 2021 Derek Lamb	
Vandagraph loan 5K per month	Barclays loan by 3K per month has been cleared in 2020	
Reduce the Barclays loan by 3K per month	intercompany loans still present no change for the time being	
Issued To: General		
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

[348 Actions Created / Updated:](#)

231095 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(13.0) Stock Levels and product performance

[349 Actions Created / Updated:](#)

231098 Subject	Notes	Completion Notes
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Objective Should not
Exceed 25 Percent of
Turnover
Issued To:General
Created: 03 Aug 2021
Completed 03 Aug 2021
Stock Ref:
Opera A/c:
Order #

03 Aug 2021 Derek Lamb
approx 629k,
still under 25% of turnover

[349 Actions Created / Updated:](#)

	Notes	Completion Notes
231104 Subject		
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	product performace, we only have the	
Completed 03 Aug 2021	v1000 left as OUR product,	
Stock Ref:	reviewed returns,	
Opera A/c:	old keypad problems appears to be	
Order #	solved	

[349 Actions Created / Updated:](#)

	Notes	Completion Notes
231105 Subject		
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(14.0) Back Orders

Issues Reviewed

197838 back order totals report dont have one and need one
Added by Helen Lamb sent to Derek Lamb
back order totals report dont have one and need one

[350 Actions Created / Updated:](#)

	Notes	Completion Notes
231113 Subject Objective		
Time to push customer order through building	03 Aug 2021 Derek Lamb already reviewed under contract review,	
Issued To: General	see picking stats.	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

[350 Actions Created / Updated:](#)

	Notes	Completion Notes
231114 Subject		
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	Viamed Forward Orders 03/08/2021 £	
Completed 03 Aug 2021	22,094.00	
Stock Ref:		
Opera A/c:	Viamed Back Orders 03/08/2021 £	
Order #	78,822.70	

[350 Actions Created / Updated:](#)

231115 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	Old prices from old system will be gone	
Completed 03 Aug 2021	now as we ohave moved away from	
Stock Ref:	opera.	
Opera A/c:		
Order #		

350 Actions Created / Updated:

231116 Subject	Notes	Completion Notes
Issued To: Derek Lamb	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	Discussed intercompany prices,	
Completed 03 Aug 2021	suggested from landed price for either	
Stock Ref:	compant selling to another. 5% added.	
Opera A/c:		
Order #		

350 Actions Created / Updated:

231117 Subject	Notes	Completion Notes
Issued To: Derek Lamb	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	5% to be added to intercompany	
Completed 01 Jan 1970	products landed price.	
Stock Ref:		
Opera A/c:	15 Sep 2021 Derek Lamb	
Order #	Done	
	15 Sep 2021 Derek Lamb	
	Done - Completed	

350 Actions Created / Updated:

231118 Subject	Notes	Completion Notes
Issued To: Derek Lamb	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	need company selector on the	
Completed 01 Jan 1970	production jobs,	
Stock Ref:		
Opera A/c:	15 Sep 2021 Derek Lamb	
Order #	Done	
	15 Sep 2021 Derek Lamb	
	Done - Completed	

350 Actions Created / Updated:

231119 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(15.0) Customer Complaints

351 Actions Created / Updated:

231124 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(16.0) ISO Issues

Issues Reviewed

198466 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

25 Sep 2020 Derek Lamb

done Auto Close Auto Issues

199153 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

01 Oct 2020 Derek Lamb

done last night Auto Close Auto Issues

199923 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

09 Oct 2020 Derek Lamb

was done Auto Close Auto Issues

200805 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

15 Oct 2020 Derek Lamb

done Auto Close Auto Issues

200938 Distributers and the MDR

Added by Derek Lamb sent to Derek Lamb

See attached, Think bunzel in for a shock

15 Oct 2020 Derek Lamb

Going to use this issue as a scratch / thought pad. first thoughts, Manufacturers, have to ensure under the MDR distributors of their product are compliant. this leads us, to before we can sell anything against a distributor price, we NEED a contract in place to ensure they comply with ISO13485, and if they loose it they need to inform us, then all the rules of iso13485 apply, they need full traceability, and feedback reporting etc..

200939 Distributers and the MDR

Copy Issue Main Issue #200938

Added by Derek Lamb sent to Derek Lamb

See attached, Think bunzel in for a shock

16 Oct 2020 Helen Lamb

Priority Changed From 5 To 1

200940 Distributers and the MDR

Copy Issue Main Issue #200938

Added by Derek Lamb sent to Derek Lamb

See attached, Think bunzel in for a shock

16 Oct 2020 Steve Nixon

I know, but apparently they can have their own QMS systems if they can afford the time for the auditors to learn to use it. It is going to be an issue for some of our distributors, some will not make the grade. We need to make up info packs for them to include all the basic documents. For some QMS and storage facilities, records... will be a problem.

201530 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

22 Oct 2020 Derek Lamb

DONe Auto Close Auto Issues

202906 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

02 Nov 2020 Derek Lamb

Auto Close Auto Issues

203702 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

05 Nov 2020 Derek Lamb

done Auto Close Auto Issues

204533 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

13 Nov 2020 Derek Lamb

done Auto Close Auto Issues

205281 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

19 Nov 2020 Derek Lamb

done Auto Close Auto Issues

206000 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

26 Nov 2020 Derek Lamb

done Auto Close Auto Issues

206385 Audit 21 Audit Of Audit Viamed (173)

System Generated Audit 21 Review the Audit Calendar Screen ISO -> Audit Calendar Complete Audit 21 Confirm if Audit calendar needs changing. BEFORE starting Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution if its a major / critical non conformance complete form QC 18 Review Last years Audit see if its still suitable Before Proceeding you need to update the Processes attached to the Audit Search the Document in the Index, View the Admin Page Copy and Paste the Attached Processes, replacing them in the current audit Any non Conformances from the Audit: Create a follow up / related Issue, With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18

206696 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

03 Dec 2020 Derek Lamb

done

03 Dec 2020 Derek Lamb

Auto Close Auto Issues

207488 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

10 Dec 2020 Derek Lamb

done Auto Close Auto Issues

208332 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

17 Dec 2020 Derek Lambdone Auto Close Auto Issues

209026 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

24 Dec 2020 Derek Lambdone Auto Close Auto Issues

209378 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

05 Jan 2021 Derek Lambdone yesterday Auto Close Auto Issues

210004 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

07 Jan 2021 Derek Lambdone Auto Close Auto Issues

210760 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

14 Jan 2021 Derek Lambdone Auto Close Auto Issues

211458 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

21 Jan 2021 Derek Lambdone Auto Close Auto Issues

212112 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

28 Jan 2021 Derek Lambdone Auto Close Auto Issues

212852 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

04 Feb 2021 Derek Lambdone Auto Close Auto Issues

213547 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

11 Feb 2021 Derek Lambdone Auto Close Auto Issues

213840 ISO 22301:2012 (266)

System Generated

Business continuity plan

Review plan ensure its still valid.

15 Feb 2021 Derek Lamb

Document ID / Version Control :9546 Updated: 21 Oct 2011 Derek Lamb Last Reviewed 26 Nov 2020

Derek Lamb vop 13 link added Auto Close Auto Issues

214224 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found

and close any finished issues.

18 Feb 2021 Derek Lamb

done Auto Close Auto Issues

214912 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

25 Feb 2021 Derek Lamb

done

25 Feb 2021 Derek Lamb

Auto Close Auto Issues

215610 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

04 Mar 2021 Derek Lamb

done tuesday Auto Close Auto Issues

216234 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

12 Mar 2021 Derek Lamb

Done Auto Close Auto Issues

216925 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

18 Mar 2021 Derek Lamb

Done Auto Close Auto Issues

217536 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

25 Mar 2021 Derek Lamb

Done Auto Close Auto Issues

218167 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

06 Apr 2021 Derek Lamb

Done Auto Close Auto Issues

218787 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

08 Apr 2021 Derek Lamb

done yesterday Auto Close Auto Issues

219546 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

22 Apr 2021 Derek Lamb

Done Auto Close Auto Issues

220266 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

22 Apr 2021 Derek Lamb

Done Auto Close Auto Issues

220933 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found

and close any finished issues.

04 May 2021 Derek Lamb

Done Auto Close Auto Issues

221701 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

13 May 2021 Derek Lamb

Done Auto Close Auto Issues

222374 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

13 May 2021 Derek Lamb

Done Auto Close Auto Issues

223119 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

24 May 2021 Derek Lamb

Done (friday) Auto Close Auto Issues

223800 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

27 May 2021 Derek Lamb

Done Auto Close Auto Issues

224519 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

03 Jun 2021 Derek Lamb

done Auto Close Auto Issues

225281 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

10 Jun 2021 Derek Lamb

Done Auto Close Auto Issues

226052 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

18 Jun 2021 Derek Lamb

Done Auto Close Auto Issues

226788 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

25 Jun 2021 Derek Lamb

Done Auto Close Auto Issues

227541 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

01 Jul 2021 Derek Lamb

Done Auto Close Auto Issues

228505 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

19 Jul 2021 Derek Lamb

Done Auto Close Auto Issues

229133 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

19 Jul 2021 Derek Lamb

Done Auto Close Auto Issues

229838 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

22 Jul 2021 Derek Lamb

Done Auto Close Auto Issues

230530 Complete Auto_calender Issues Management Review (290)

System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues.

29 Jul 2021 Derek Lamb

Done Auto Close Auto Issues

[352 Actions Created / Updated:](#)

231150 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(17.0) Company Issues

[353 Actions Created / Updated:](#)

231190 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(18.0) Building fabric Issues

Issues Reviewed

197730 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

18 Sep 2020 Sarah Walton

Covid19 Auto Close Auto Issues

198589 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

25 Sep 2020 Sarah Walton

Covid19 Auto Close Auto Issues

199186 Fire Alarm checking - MCPs (609)

System Generated Fire Alarm checking Fire test points to be tested in both Warehouse and the Offices

13 Oct 2020 Catherine Spence

completed

13 Oct 2020 Catherine Spence

completed Auto Close Auto Issues

199302 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

02 Oct 2020 Sarah Walton

Covid19 Auto Close Auto Issues

199899 Compressor check the bottles and arrange disposal of the compressor.

Added by Helen Lamb sent to Helen Lamb

The Compressor in the archiving areas is no longer used. It was decided it can be removed. # Issue to check the bottles and arrange disposal of the compressor. Need to check the BOC bill to make sure no bottles are rented.

200123 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

09 Oct 2020 Sarah Walton

Covid19 Auto Close Auto Issues

200565 meeting room printer needs looking at before used again

Added by Helen Lamb sent to Helen Lamb

meeting room printer needs looking at before used again it was smoking when printing think it need cleaning

10 Nov 2020 Helen Lamb

Priority Changed From 5 To 4

12 May 2021 Helen Lamb

Next Action Changed From Helen Lamb To Derek Lamb this needs weewasting if not been done yet

01 Jun 2021 Derek Lamb

printer removed

01 Jun 2021 Derek Lamb

printer removed Auto Close Auto Issues

200952 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

16 Oct 2020 Sarah Walton

Covid19 Auto Close Auto Issues

201735 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

25 Oct 2020 Sarah Walton

Covid19 Auto Close Auto Issues

203046 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

30 Oct 2020 Sarah Walton

Covid19 Auto Close Auto Issues

203212 The outside tap has a stop tap in the old kitchen at Viamed Warehouse. (102)

System Generated

The outside tap has a stop tap in the old kitchen at Viamed Warehouse.

May need to turn off in winter

16 Nov 2020 Helen Lamb

done Auto Close Auto Issues

203255 Fire Alarm checking - MCPs (609)

System Generated Fire Alarm checking Fire test points to be tested in both Warehouse and the Offices

02 Dec 2020 Catherine Spence

done by keybury Auto Close Auto Issues

203925 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

06 Nov 2020 Sarah Walton

Covid19 Auto Close Auto Issues

204663 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

13 Nov 2020 Sarah Walton

Covid19 Auto Close Auto Issues

205400 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

20 Nov 2020 Sarah Walton

Covid19 Auto Close Auto Issues

206130 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

27 Nov 2020 Sarah Walton

Covid19 Auto Close Auto Issues

206426 Fire Alarm checking - MCPs (609)

System Generated Fire Alarm checking Fire test points to be tested in both Warehouse and the Offices

03 Dec 2020 Catherine Spence

Done by keybury check this week Auto Close Auto Issues

206850 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

04 Dec 2020 Sarah Walton

Covid19 Auto Close Auto Issues

207645 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

11 Dec 2020 Sarah Walton

Covid19 Auto Close Auto Issues

208416 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

18 Dec 2020 Sarah Walton

Covid19 Auto Close Auto Issues

209085 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

04 Jan 2021 Sarah Walton

Covid19 Auto Close Auto Issues

209441 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

04 Jan 2021 Sarah Walton

Covid19 Auto Close Auto Issues

209524 Fire Alarm checking - MCPs (609)

System Generated Fire Alarm checking Fire test points to be tested in both Warehouse and the Offices

05 Jan 2021 Catherine Spence

Done Auto Close Auto Issues

210136 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

08 Jan 2021 Sarah Walton

Covid19 Auto Close Auto Issues

210898 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

15 Jan 2021 Sarah Walton

Covid19 Auto Close Auto Issues

211561 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

22 Jan 2021 Sarah Walton

Covid19 Auto Close Auto Issues

212230 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

29 Jan 2021 Sarah Walton

Covid19 Auto Close Auto Issues

212367 Fire Alarm checking - MCPs (609)

System Generated Fire Alarm checking Fire test points to be tested in both Warehouse and the Offices

24 Feb 2021 Catherine Spence

done Auto Close Auto Issues

212403 Wood worm spray smoke bomb in Ghyll House Feb - March (979)

System Generated

Wood worm spray smoke bomb in Ghyll House Feb - March

Set off some smoke bombs on a weekend to kill any wood worm. had a few beetles in bathroom but holes in loft.

12 Mar 2021 Helen Lamb

didnt seem to need it. So not done Auto Close Auto Issues

212960 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

08 Feb 2021 Sarah Walton

Done Auto Close Auto Issues

213692 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

12 Feb 2021 Sarah Walton

Covid19 Auto Close Auto Issues

214345 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

19 Feb 2021 Sarah Walton

Covid Auto Close Auto Issues

215041 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

26 Feb 2021 Sarah Walton

Covid19 Auto Close Auto Issues

215221 Fire Alarm checking - MCPs (609)

System Generated Fire Alarm checking Fire test points to be tested in both Warehouse and the Offices

01 Mar 2021 Catherine Spence

complete Auto Close Auto Issues

215733 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

05 Mar 2021 Sarah Walton

Covid19 Auto Close Auto Issues

216352 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

15 Mar 2021 Sarah Walton

Covid19 Auto Close Auto Issues

217029 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

19 Mar 2021 Sarah Walton

Covid19 Auto Close Auto Issues

217626 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

26 Mar 2021 Sarah Walton

Covid19 Auto Close Auto Issues

218199 Fire Alarm checking - MCPs (609)

System Generated Fire Alarm checking Fire test points to be tested in both Warehouse and the Offices

07 Apr 2021 Catherine Spence

to be done today

07 Apr 2021 Catherine Spence

completed Auto Close Auto Issues

218289 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

06 Apr 2021 Sarah Walton

Covid Auto Close Auto Issues

218907 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

09 Apr 2021 Sarah Walton

Covid19 Auto Close Auto Issues

219656 Empty bins in the office, general waste and recycling (225)
System Generated
Please can you empty bins in the office, general waste and recycling and those in the kitchen.
16 Apr 2021 Sarah Walton
Covid19 Auto Close Auto Issues

220369 Empty bins in the office, general waste and recycling (225)
System Generated
Please can you empty bins in the office, general waste and recycling and those in the kitchen.
23 Apr 2021 Sarah Walton
Covid19 Auto Close Auto Issues

221042 Empty bins in the office, general waste and recycling (225)
System Generated
Please can you empty bins in the office, general waste and recycling and those in the kitchen.
30 Apr 2021 Sarah Walton
Covid19 Auto Close Auto Issues

221217 Fire Alarm checking - MCPs (609)
System Generated Fire Alarm checking Fire test points to be tested in both Warehouse and the Offices
21 May 2021 Catherine Spence
completed Auto Close Auto Issues

221804 Empty bins in the office, general waste and recycling (225)
System Generated
Please can you empty bins in the office, general waste and recycling and those in the kitchen.
07 May 2021 Sarah Walton
Covid19 Auto Close Auto Issues

222474 Empty bins in the office, general waste and recycling (225)
System Generated
Please can you empty bins in the office, general waste and recycling and those in the kitchen.
14 May 2021 Sarah Walton
Covid19 Auto Close Auto Issues

223259 Empty bins in the office, general waste and recycling (225)
System Generated
Please can you empty bins in the office, general waste and recycling and those in the kitchen.
21 May 2021 Sarah Walton
Covid19 Auto Close Auto Issues

223965 Empty bins in the office, general waste and recycling (225)
System Generated
Please can you empty bins in the office, general waste and recycling and those in the kitchen.
28 May 2021 Sarah Walton
Covid19 Auto Close Auto Issues

224186 Fire Alarm checking - MCPs (609)
System Generated Fire Alarm checking Fire test points to be tested in both Warehouse and the Offices
09 Jun 2021 Catherine Spence
done Auto Close Auto Issues

224662 Empty bins in the office, general waste and recycling (225)
System Generated
Please can you empty bins in the office, general waste and recycling and those in the kitchen.
04 Jun 2021 Sarah Walton
Covid19 Auto Close Auto Issues

225425 Empty bins in the office, general waste and recycling (225)
System Generated
Please can you empty bins in the office, general waste and recycling and those in the kitchen.

11 Jun 2021 Sarah Walton

Covid19 Auto Close Auto Issues

226175 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

22 Jun 2021 Sarah Walton

Covid19 Auto Close Auto Issues

226917 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

25 Jun 2021 Sarah Walton

Covid19 Auto Close Auto Issues

227574 Fire Alarm checking - MCPs (609)

System Generated Fire Alarm checking Fire test points to be tested in both Warehouse and the Offices

13 Jul 2021 Catherine Spence

all complete Auto Close Auto Issues

227855 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

02 Jul 2021 Sarah Walton

Covid19 Auto Close Auto Issues

228630 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

09 Jul 2021 Sarah Walton

Covid19 Auto Close Auto Issues

229255 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

01 Aug 2021 Sarah Walton

Done Auto Close Auto Issues

229951 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

01 Aug 2021 Sarah Walton

Done Auto Close Auto Issues

230642 Empty bins in the office, general waste and recycling (225)

System Generated

Please can you empty bins in the office, general waste and recycling and those in the kitchen.

01 Aug 2021 Sarah Walton

Covid Auto Close Auto Issues

230823 Fire Alarm checking - MCPs (609)

System Generated Fire Alarm checking Fire test points to be tested in both Warehouse and the Offices

02 Sep 2021 Catherine Spence

done Auto Close Auto Issues

354 Actions Created / Updated:230823 **Subject** Fire
Alarm checking - MCPs
(609)**Issued To:**Catherine
Spence**Created:** 02 Aug 2021**Notes**System Generated Fire Alarm
checking Fire test points to be tested in
both Warehouse and the Offices**Completion Notes**

Auto Close Auto Issues

Completed 03 Sep 2021 **02 Sep 2021 Catherine Spence**
Stock Ref: done
Opera A/c: 02 Sep 2021 Catherine Spence
Order # done - Completed

354 Actions Created / Updated:

231200 Subject	Notes	Completion Notes
Objective Do we have resources for current requirements	03 Aug 2021 Derek Lamb currently getting the roofs sorted,	
Issued To: General		
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

354 Actions Created / Updated:

231203 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(19.0) Responsibilities, Staff , Training Issues

Issues Reviewed

201801 Jean`s 80th Birthday

Added by Catrin Hird sent to Catherine Spence

INFORMATION ONLY ISSUE DO NOT ADD NOTES!

Jean will be celebrating her 80th birthday in December. I thought I would get in contact with everyone now regarding donations towards some gifts for her... I know it gets tight near Christmas so thought a couple of pay days warning would be appreciated. If you would like to donate you can either leave cash at work (I am usually in on a Tuesday) or if you prefer you can send directly to me either: Paypal:

paypal.me/catrinhollings or Bank Transfer: Account 50001759, sort code 40-10-42 If we can get monies collected by the 1st December it will give us chance to get somethings ordered. Thank you. PS Any suggestions are always welcome.

201802 Jean`s 80th Birthday

Copy Issue Main Issue #201801

Added by Catrin Hird sent to Catherine Spence

INFORMATION ONLY ISSUE DO NOT ADD NOTES!

Jean will be celebrating her 80th birthday in December. I thought I would get in contact with everyone now regarding donations towards some gifts for her... I know it gets tight near Christmas so thought a couple of pay days warning would be appreciated. If you would like to donate you can either leave cash at work (I am usually in on a Tuesday) or if you prefer you can send directly to me either: Paypal:

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201804 Jean`s 80th Birthday

Copy Issue Main Issue #201801

Added by Catrin Hird sent to Catherine Spence

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Added by Catrin Hird sent to Catherine Spence

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201806 Jean`s 80th Birthday

Copy Issue Main Issue #201801

Added by Catrin Hird sent to Catherine Spence

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201807 Jean`s 80th Birthday

Copy Issue Main Issue #201801

Added by Catrin Hird sent to Catherine Spence

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Jean will be celebrating her 80th birthday in December. I thought I would get in contact with everyone now regarding donations towards some gifts for her... I know it gets tight near Christmas so thought a couple of pay days warning would be appreciated. If you would like to donate you can either leave cash at work (I am usually in on a Tuesday) or if you prefer you can send directly to me either: Paypal: paypal.me/catrinhollings or Bank Transfer: Account 50001759, sort code 40-10-42 If we can get monies collected by the 1st December it will give us chance to get somethings ordered. Thank you. PS Any suggestions are always welcome.

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Added by Catrin Hird sent to Catherine Spence

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201809 Jean`s 80th Birthday

Copy Issue Main Issue #201801

Added by Catrin Hird sent to Catherine Spence

INFORMATION ONLY ISSUE **DO NOT** ADD NOTES!

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paypal.me/catrinhollings or Bank Transfer: Account 50001759, sort code 40-10-42 If we can get monies collected by the 1st December it will give us chance to get somethings ordered. Thank you. PS Any suggestions are always welcome.

201810 Jean`s 80th Birthday

Copy Issue Main Issue #201801

Added by Catrin Hird sent to Catherine Spence

INFORMATION ONLY ISSUE **DO NOT** ADD NOTES!

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201811 Jean`s 80th Birthday

Copy Issue Main Issue #201801

Added by Catrin Hird sent to Catherine Spence

INFORMATION ONLY ISSUE **DO NOT** ADD NOTES!

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201812 Jean`s 80th Birthday

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201813 Jean`s 80th Birthday

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paypal.me/catrinhollings or Bank Transfer: Account 50001759, sort code 40-10-42 If we can get monies

collected by the 1st December it will give us chance to get somethings ordered. Thank you. PS Any suggestions are always welcome.

201814 Jean`s 80th Birthday

Copy Issue Main Issue #201801

Added by Catrin Hird sent to Catherine Spence

INFORMATION ONLY ISSUE **DO NOT ADD NOTES!**

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201815 Jean`s 80th Birthday

Copy Issue Main Issue #201801

Added by Catrin Hird sent to Catherine Spence

INFORMATION ONLY ISSUE **DO NOT ADD NOTES!**

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209990 Catrin issue - thoughts needed asap

Added by Helen Lamb sent to Derek Lamb

I have spoken to Catrin and discussed the furlough request. My feeling having spoken to her is if we don't do something she will end up on sick. I also don't think we have long before she realises that its an option. There are three options - We do furlough her although upon review of the 30 page form this is not the easy option. We let her go on sick. We allow her to do as much work as she can in the hours she can fit in. No pressure to do contracted hours while this current lock down is in place. The last is something Emma is currently doing, although she is doing this in work when she can.

06 Jan 2021 Steve Nixon

An ad hoc approach will work for Catrin but could cause problems with the rest of the staff and leaves us with increased backlog of work. Business wise we have had a good 2020, but we need to knuckle down with projects during 2021. Option 1) Furlough is not a feasible option. Option 2) If Catrin is sick then of course she needs to go on sick leave as per the personnel manual. Option 3) An ad hoc approach of her working when she wants to does not work for the company. It does not allow any planning at all and it increases administrative workload. Others would have to take up Catrin's workload when we are already stretched. Option 4) She could take unpaid care for dependents short term (weeks). Option 5) We could possibly offer unpaid sabbatical (months), this would allow us to plan short-term contract cover for the role. This would have to be definite and contracted. I suggest we have a Zoom meeting to discuss.

13 Jan 2021 Helen Lamb

209991 Catrin issue - thoughts needed asap

Copy Issue Main Issue #209990

Added by Helen Lamb sent to Derek Lamb

I have spoken to Catrin and discussed the furlough request. My feeling having spoken to her is if we don't do something she will end up on sick. I also don't think we have long before she realises that its an option. There are three options - We do furlough her although upon review of the 30 page form this is not the easy option. We let her go on sick. We allow her to do as much work as she can in the hours she can fit in. No pressure to do contracted hours while this current lock down is in place. The last is something Emma is currently doing, although she is doing this in work when she can.

06 Jan 2021 Steve Nixon

An ad hoc approach will work for Catrin but could cause problems with the rest of the staff and leaves us with increased backlog of work. Business wise we have had a good 2020, but we need to knuckle down with projects during 2021. Option 1) Furlough is not a feasible option. Option 2) If Catrin is sick then of course she needs to go on sick leave as per the personnel manual. Option 3) An ad hoc approach of her working when she wants to does not work for the company. It does not allow any planning at all and it

increases administrative workload. Others would have to take up Catrin's workload when we are already stretched. Option 4) She could take unpaid care for dependents short term (weeks). Option 5) We could possibly offer unpaid sabbatical (months), this would allow us to plan short-term contract cover for the role. This would have to be definite and contracted. I suggest we have a Zoom meeting to discuss. If others follow suit it will have a detrimental effect on the business and the remaining personnel will be overstretched.

217505 derek skype from catrin after i asked about hours,

Added by Helen Lamb sent to Derek Lamb

Ok so my hours, so whilst we are still working from home: Monday 6.5 hours (at home) 8am - 2.30pm Tuesday 8.5 (in work) 8.30 - 5.30 (30 mins lunch) Wednesday 6.5 hours (at home) 8am - 2.30pm Thursday OFF Friday 4.5 (at home) 7 - 11.30am Although during school holidays I would like to be a bit more flexible, if possible, due to the kids. Tuesdays Mum is willing to have the kids so can still do that long day at work. If this in relation to my holidays it would depend on what I was doing at the time but going forward can be the above. I have also be detailing my working times on an issue which shows I've done the 26 hours a week and only claimed so many hours when taking holiday #169904.

06 Apr 2021 Derek Lamb

Done ok Auto Close Auto Issues

217805 Emma Clarks 40th Birthday Collection

Added by Catrin Hird sent to Zoey Teal

INFORMATION ONLY ISSUE DO NOT ADD NOTES!

As mentioned before 2021 is going to be a busy year for big birthdays and in May we have another. Emma is going to be 40 years young so if you can contribute please do, but if you are unable to please do not feel bad for saying no. Emma will be celebrating her 40th birthday on the 4th May. I thought I would get in contact with everyone now regarding donations towards some gifts for her. If you would like to donate please can you send directly to me: Paypal: paypal.me/catrinhollings Bank Transfer: Account 50001759, sort code 40-10-42 or I will be in the office on a Tuesday so please feel free to leave cash in an envelope on my desk in Ghyll House (just let me know if you've done that). If we can get monies collected by the 16th April (if possible) it will give us chance to get somethings ordered. Should you have any issues with this date please let me know and we can work something out :) Thank you. PS Any suggestions are always welcome.

217806 Emma Clarks 40th Birthday Collection

Copy Issue Main Issue #217805

Added by Catrin Hird sent to Zoey Teal

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Added by Catrin Hird sent to Zoey Teal

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217811 Emma Clarks 40th Birthday Collection**Copy Issue Main Issue #217805**

Added by Catrin Hird sent to Zoey Teal

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217812 Emma Clarks 40th Birthday Collection**Copy Issue Main Issue #217805**

Added by Catrin Hird sent to Zoey Teal

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217815 Emma Clarks 40th Birthday Collection

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217816 Emma Clarks 40th Birthday Collection

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217819 Emma Clarks 40th Birthday Collection

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217820 Emma Clarks 40th Birthday Collection

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217821 Emma Clarks 40th Birthday Collection

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222165 Wage Review 2021

Added by Catrin Hird sent to Derek Lamb

I just wanted to ask whether the wages were going to be reviewed this year. I am increasingly aware that the minimum wage has been rising year on year and therefore getting closer and closer to my wage. Is this something that will be looked at?

02 Jul 2021 Derek Lamb

being discussed with helen Auto Close Auto Issues

222166 Wage Review 2021

Copy Issue Main Issue #222165

Added by Catrin Hird sent to Derek Lamb

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12 Jul 2021 Helen Lamb

Done

13 Jul 2021 Catrin Hird

My apologies, but what has been done?

16 Jul 2021 Helen Lamb

sorry though it was an issue id sent to myself we have reviewed your pay. From 1st July there will be an increase ill skype you contract

19 Jul 2021 Catrin Hird

Thank you, received.

227974 Return to work plan for office staff only Sarah, Zoey, Kate and Sophie

Added by Helen Lamb sent to Helen Lamb

Return to work plan for office staff only – Sarah, Zoey, Kate and Sophie Please find a proposal attached. Steve is aware but at this time may be worth not actively discussing it out of you 4, i don't want to cause problems with others in the company who don't have the luxury of this option.

02 Jul 2021 Helen Lamb

Subject Changed From Return to work plan for office staff only ♦ Sarah, Zoey, Kate and Sophie

Subject Changed To Return to work plan for office staff only Sarah, Zoey, Kate and Sophie Auto Close Auto Issues

227975 Return to work plan for office staff only Sarah, Zoey, Kate and Sophie

Copy Issue Main Issue #227974

Added by Helen Lamb sent to Helen Lamb

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02 Jul 2021 Kate Griffiths

Subject Changed From Return to work plan for office staff only ♦ Sarah, Zoey, Kate and Sophie

Subject Changed To Return to work plan for office staff only Sarah, Zoey, Kate and Sophie Thank you, I would like to say for myself how much this is appreciated and I know I will try my best to make it a success, as I believe we all will. The attached plan looks fine to me. Auto Close Auto Issues

227976 Return to work plan for office staff only Sarah, Zoey, Kate and Sophie

Copy Issue Main Issue #227974

Added by Helen Lamb sent to Helen Lamb

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02 Jul 2021 Sarah Walton

Subject Changed From Return to work plan for office staff only ♦ Sarah, Zoey, Kate and Sophie

Subject Changed To Return to work plan for office staff only Sarah, Zoey, Kate and Sophie Thank you Auto Close Auto Issues

227977 Return to work plan for office staff only Sarah, Zoey, Kate and Sophie

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Added by Helen Lamb sent to Helen Lamb

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02 Jul 2021 Sophie Lines

Subject Changed From Return to work plan for office staff only ♦ Sarah, Zoey, Kate and Sophie

Subject Changed To Return to work plan for office staff only Sarah, Zoey, Kate and Sophie Thank you for this xx Auto Close Auto Issues

227978 Return to work plan for office staff only Sarah, Zoey, Kate and Sophie

Copy Issue Main Issue #227974

Added by Helen Lamb sent to Helen Lamb

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05 Jul 2021 Zoey Teal

Subject Changed From Return to work plan for office staff only ♦ Sarah, Zoey, Kate and Sophie

Subject Changed To Return to work plan for office staff only Sarah, Zoey, Kate and Sophie Thank you. Completed Auto Close Auto Issues

[355 Actions Created / Updated:](#)

227974 **Subject** Return to work plan for office staff only Sarah, Zoey, Kate and Sophie
Issued To: Helen Lamb
Created: 02 Jul 2021
Completed 12 Aug 2021
Stock Ref:
Opera A/c:
Order #

Notes

Added by Helen Lamb sent to Helen Lamb
 Return to work plan for office staff only – Sarah, Zoey, Kate and Sophie
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Completion Notes

Auto Close Auto Issues

02 Jul 2021 Helen Lamb

Subject Changed From Return to work plan for office staff only ♦ Sarah, Zoey, Kate and Sophie
 Subject Changed To Return to work plan for office staff only Sarah, Zoey, Kate and Sophie

355 Actions Created / Updated:

227975 **Subject** Return to work plan for office staff only Sarah, Zoey, Kate and Sophie
Issued To: Kate Griffiths
Created: 02 Jul 2021
Completed 12 Aug 2021
Stock Ref:
Opera A/c:
Order #

Notes**Copy Issue Main Issue #227974**

Added by Helen Lamb sent to Helen Lamb
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Completion Notes

Auto Close Auto Issues

02 Jul 2021 Kate Griffiths

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355 Actions Created / Updated:

227976 **Subject** Return to work plan for office staff only Sarah, Zoey, Kate and Sophie
Issued To: Sarah Walton
Created: 02 Jul 2021
Completed 12 Aug 2021
Stock Ref:
Opera A/c:
Order #

Notes**Copy Issue Main Issue #227974**

Added by Helen Lamb sent to Helen Lamb
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Completion Notes

Auto Close Auto Issues

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02 Jul 2021 Sarah Walton

Subject Changed From Return to work plan for office staff only ♦ Sarah, Zoey, Kate and Sophie

Subject Changed To Return to work plan for office staff only Sarah, Zoey, Kate and Sophie Thank you

[355 Actions Created / Updated:](#)

227977 **Subject** Return to work plan for office staff only Sarah, Zoey, Kate and Sophie
Issued To: Sophie Lines
Created: 02 Jul 2021
Completed 12 Aug 2021
Stock Ref:
Opera A/c:
Order #

Notes

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Added by Helen Lamb sent to Helen Lamb

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Completion Notes

Auto Close Auto Issues

02 Jul 2021 Sophie Lines

Subject Changed From Return to work plan for office staff only ♦ Sarah, Zoey, Kate and Sophie

Subject Changed To Return to work plan for office staff only Sarah, Zoey, Kate and Sophie Thank you for this xx

[355 Actions Created / Updated:](#)

227978 **Subject** Return to work plan for office staff only Sarah, Zoey, Kate and Sophie
Issued To: Zoey Teal
Created: 02 Jul 2021
Completed 12 Aug 2021
Stock Ref:
Opera A/c:
Order #

Notes

Copy Issue Main Issue #227974

Added by Helen Lamb sent to Helen Lamb

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Completion Notes

Auto Close Auto Issues

05 Jul 2021 Zoey Teal

Subject Changed From Return to work plan for office staff only ♦ Sarah, Zoey, Kate and Sophie

Subject Changed To Return to work plan for office staff only Sarah, Zoey, Kate and Sophie Thank you.
 Completed

[355 Actions Created / Updated:](#)

231204 **Subject**

Notes

Completion Notes

Objective check
organisation chart is up to date
Issued To: General
Created: 03 Aug 2021
Completed 03 Aug 2021
Stock Ref:
Opera A/c:
Order #

03 Aug 2021 Derek Lamb
org chart reviewed and current,
reviewed the responsibilitys - happy
with current status
aagreed we need more/futher
mandatory training

[355 Actions Created / Updated:](#)

231205 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	Michael Lamb is being trained up for	
Completed 03 Aug 2021	vandagraph	
Stock Ref:		
Opera A/c:		
Order #		

[355 Actions Created / Updated:](#)

231206 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(20.0) Distributor Issues

[356 Actions Created / Updated:](#)

231207 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	as per 2020, but been unable to	
Completed 03 Aug 2021	implement,	
Stock Ref:	tighten up on minimum yearly sales,	
Opera A/c:	review of contacts,	
Order #		

[356 Actions Created / Updated:](#)

231208 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(21.0) Supplier Issues and review

[357 Actions Created / Updated:](#)

231209 Subject	Notes	Completion Notes
Objective supplier	03 Aug 2021 Derek Lamb	
reviews up to date	supplier review has been completed,	
Issued To: General	tanda needs doing as possible we will	
Created: 03 Aug 2021	order in the future	
Completed 03 Aug 2021		

Stock Ref:
Opera A/c:
Order #

357 Actions Created / Updated:

231210 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	Teledyne CA,	
Completed: 03 Aug 2021	Neomask,	
Stock Ref:	nufer	
Opera A/c:	ITC, all for UKRP	
Order #		

357 Actions Created / Updated:

231213 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed: 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(22.0) Any other Business

Issues Reviewed

199142 Viamed Properties Loan (118)
 System Generated

Pay Viamed Properties reduce loan amount in opera and intrastats

05 Oct 2020 Helen Lamb

Not done this month Auto Close Auto Issues

203206 Viamed Properties Loan (118)
 System Generated

Pay Viamed Properties reduce loan amount in opera and intrastats

03 Nov 2020 Helen Lamb

no done Auto Close Auto Issues

206381 Viamed Properties Loan (118)
 System Generated

Pay Viamed Properties reduce loan amount in opera and intrastats

04 Dec 2020 Helen Lamb

not done Auto Close Auto Issues

208488 Viamed German Office
 Added by Derek Lamb sent to Steve Nixon
 Issue to link documentation regarding Viamed German Office

209447 Viamed Properties Loan (118)
 System Generated

Pay Viamed Properties reduce loan amount in opera and intrastats

08 Jan 2021 Helen Lamb

not done Auto Close Auto Issues

212321 Viamed Properties Loan (118)
System Generated

Pay Viamed Properties reduce loan amount in opera and intrastats

02 Feb 2021 Helen Lamb

no Auto Close Auto Issues

215173 Viamed Properties Loan (118)
System Generated

Pay Viamed Properties reduce loan amount in opera and intrastats

01 Mar 2021 Helen Lamb

not done Auto Close Auto Issues

218156 Viamed Properties Loan (118)
System Generated

Pay Viamed Properties reduce loan amount in opera and intrastats

06 Apr 2021 Helen Lamb

not done Auto Close Auto Issues

221165 Viamed Properties Loan (118)
System Generated

Pay Viamed Properties reduce loan amount in opera and intrastats

04 May 2021 Helen Lamb

not done Auto Close Auto Issues

224144 Viamed Properties Loan (118)
System Generated

Pay Viamed Properties reduce loan amount in opera and intrastats

02 Jun 2021 Helen Lamb

not Done Auto Close Auto Issues

227530 Viamed Properties Loan (118)
System Generated

Pay Viamed Properties reduce loan amount in opera and intrastats

01 Jul 2021 Helen Lamb

not done Auto Close Auto Issues

228019 Please find the corporation tax break downs for year end 2020
Added by Helen Lamb sent to Helen Lamb
Please find the corp tax break downs for year end 2020 Viamed and Viamed Properties

05 Jul 2021 Helen Lamb

Done Auto Close Auto Issues

230775 Viamed Properties Loan (118)
System Generated

Pay Viamed Properties reduce loan amount in opera and intrastats

02 Aug 2021 Helen Lamb

not done Auto Close Auto Issues

[358 Actions Created / Updated:](#)

231215 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(15.2) Non Conformities Review

[361 Actions Created / Updated:](#)

231128 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(15.3) Vigilance System

[927 Actions Created / Updated:](#)

231146 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(13.2) Calibration Index Review

[928 Actions Created / Updated:](#)

231108 Subject	Notes	Completion Notes
Objective Calibration	03 Aug 2021 Derek Lamb	
Index up to date	upto date,	
Issued To: General	3 Items on list - all due for August so	
Created: 03 Aug 2021	have only just flagged as due.	
Completed 03 Aug 2021	no problems with Calibration index	
Stock Ref:		
Opera A/c:		
Order #		

928 Actions Created / Updated:

231109 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(13.1) Storage and Stock Control

929 Actions Created / Updated:

231106 Subject	Notes	Completion Notes
Objective Suitable levels of Stock and Storage space	03 Aug 2021 Derek Lamb currently we have storage space with dropping our manufactured products,	
Issued To:General		
Created: 03 Aug 2021	we have suitable level of stock,	
Completed 03 Aug 2021		
Stock Ref:	no extreme temperatures that would affect stock.	
Opera A/c:		
Order #		

929 Actions Created / Updated:

231107 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(16.13) Audits Meeting Closure

930 Actions Created / Updated:

231188 Subject	Notes	Completion Notes
Issued To:General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	Closed 2020 audit.	
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

930 Actions Created / Updated:

231189 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(2.1) Follow-up actions from previous reviews

[936 Actions Created / Updated:](#)

231045 **Subject** **Notes**
Issued To: Next
Created: 03 Aug 2021
Completed 03 Aug 2021
Stock Ref:
Opera A/c:
Order #

Completion Notes

(10.1) Contract review , Picking, Packing and Despatch

[938 Actions Created / Updated:](#)

231081 **Subject** needs **Notes**
head on shipper stats 03 Aug 2021 Derek Lamb
Issued To:Derek Lamb its not clear its on a week by week
Created: 03 Aug 2021 basis
Completed 03 Aug 2021
Stock Ref:
Opera A/c:
Order #

Completion Notes[938 Actions Created / Updated:](#)

231082 **Subject** shipper **Notes**
statistics needs updating 03 Aug 2021 Derek Lamb
Issued To:Derek Lamb needs heading for week by week ,
Created: 03 Aug 2021 needs to be made clear,
Completed 01 Jan 1970 also need a month by month and year
Stock Ref: by year summary
Opera A/c:
Order # **27 Sep 2021 Derek Lamb**
 done
 27 Sep 2021 Derek Lamb
 done - Completed

Completion Notes[938 Actions Created / Updated:](#)

231083 **Subject** **Notes**
Issued To:General 03 Aug 2021 Derek Lamb
Created: 03 Aug 2021 overall warehouse is working well.
Completed 03 Aug 2021
Stock Ref:
Opera A/c:
Order #

Completion Notes[938 Actions Created / Updated:](#)

231084 **Subject** **Notes**
Issued To: Next
Created: 03 Aug 2021
Completed 03 Aug 2021
Stock Ref:
Opera A/c:
Order #

Completion Notes

(11.1) Purchasing controls

[941 Actions Created / Updated:](#)

231088 Subject	Notes	Completion Notes
Issued To: Derek Lamb	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	Tanda we still inteding to use, so the	
Completed 01 Jan 1970	supplier review needs completing	
Stock Ref:		
Opera A/c:	05 Aug 2021 Derek Lamb	
Order #	done	
	05 Aug 2021 Derek Lamb	
	done - Completed	

941 Actions Created / Updated:

231092 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(13.3) Process and product performance

946 Actions Created / Updated:

231110 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	Current processes are upto date and	
Completed 03 Aug 2021	running well.	
Stock Ref:		
Opera A/c:	nothing outstanding.	
Order #		

946 Actions Created / Updated:

231111 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	no product performance issue	
Completed 03 Aug 2021	currently.	
Stock Ref:		
Opera A/c:		
Order #		

946 Actions Created / Updated:

231112 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(15.1) Customer feedback

948 Actions Created / Updated:

231127 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		

Opera A/c:
Order #

(15.4) Preventive and corrective actions

[952 Actions Created / Updated:](#)

231149 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(16.12) Results of internal audits / Mini Audits

Issues Reviewed

198067 Audit 16 Sales and Marketing No issue for it and no heading in intrastats
Added by Helen Lamb sent to Derek Lamb
Audit 16 Sales and Marketing No issue for it and no heading in intrastats also not on audit calendar
28 Sep 2020 Derek Lamb
done Auto Close Auto Issues

[954 Actions Created / Updated:](#)

231184 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	agreed to 2022 schedule for audits	
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

[954 Actions Created / Updated:](#)

231187 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(16.2) Documentation and records

[956 Actions Created / Updated:](#)

231151 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	no problems with documents, and	
Completed 03 Aug 2021	records	
Stock Ref:	mostly digital now	
Opera A/c:		
Order #		

[956 Actions Created / Updated:](#)

231152 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	goldmine and opera now officially	
Completed 03 Aug 2021	discontinued	
Stock Ref:		
Opera A/c:		
Order #		

[956 Actions Created / Updated:](#)

231153 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(16.3) Quality planning

[958 Actions Created / Updated:](#)

231154 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	We are happy with the current iso	
Completed 03 Aug 2021	objectives.	
Stock Ref:		
Opera A/c:		
Order #		

[958 Actions Created / Updated:](#)

231155 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(16.4) Achievement of Quality Policy and Objectives. Confirm still suitable

[960 Actions Created / Updated:](#)

231158 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	Confirmed Quality policy still good.	
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

[960 Actions Created / Updated:](#)

231159 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		

Opera A/c:
Order #

(16.5) Changes to the Management system

962 Actions Created / Updated:

231160 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	Management system is continually	
Completed: 03 Aug 2021	evolving , has proved its worth	
Stock Ref:	throughout covid.	
Opera A/c:		
Order #		

962 Actions Created / Updated:

231161 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed: 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(16.6) Changes to CE marked products

964 Actions Created / Updated:

231162 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	No changes to CE Markets products of	
Completed: 03 Aug 2021	ours,	
Stock Ref:		
Opera A/c:	3rd Party products are migrating to	
Order #	MDR, or in most cases being	
	discontinued	

964 Actions Created / Updated:

231163 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed: 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(16.7) External Parties risks and opportunities review

967 Actions Created / Updated:

231164 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	we are happy with the External Parties	
Completed: 03 Aug 2021	risks and opportunities.	
Stock Ref:	see report	

Opera A/c:
Order #

967 Actions Created / Updated:

231165 Subject	Notes	Completion Notes
Issued To:	Next	
Created:	03 Aug 2021	
Completed	03 Aug 2021	
Stock Ref:		
Opera A/c:		
Order #		

(16.8) New products

968 Actions Created / Updated:

231166 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created:	03 Aug 2021 not directly designing inhouse	
Completed	03 Aug 2021 products,	
Stock Ref:		
Opera A/c:	we now work closely with blue point and	
Order #	development of their products.	

968 Actions Created / Updated:

231167 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created:	03 Aug 2021 Neonatal Flow Sensor	
Completed	03 Aug 2021	
Stock Ref:		
Opera A/c:		
Order #		

968 Actions Created / Updated:

231168 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created:	03 Aug 2021 Power ful hand held pulse oximeter	
Completed	03 Aug 2021	
Stock Ref:		
Opera A/c:		
Order #		

968 Actions Created / Updated:

231171 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created:	03 Aug 2021 new capograph should be next year	
Completed	03 Aug 2021	
Stock Ref:		
Opera A/c:		
Order #		

968 Actions Created / Updated:

231172 Subject	Notes	Completion Notes
Issued To:	Next	
Created:	03 Aug 2021	
Completed	03 Aug 2021	
Stock Ref:		

Opera A/c:
Order #

(16.9) Advisory notices & recalls

970 Actions Created / Updated:

231173 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	No Advisory notices or recalls of our	
Completed: 03 Aug 2021	products,	
Stock Ref:		
Opera A/c:		
Order #		

970 Actions Created / Updated:

231174 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	On behalf of ITG See issue	
Completed: 03 Aug 2021	Manufacturing Error - MLF-19 Sensors	
Stock Ref:	With Incorrect Connector	
Opera A/c:		
Order #		

970 Actions Created / Updated:

231175 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed: 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(16.10) Possible system changes

972 Actions Created / Updated:

231176 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	No major changes this year,	
Completed: 03 Aug 2021	L drive now discontinued	
Stock Ref:		
Opera A/c:		
Order #		

972 Actions Created / Updated:

231177 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed: 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(16.11) Recommendations or improvement

[974 Actions Created / Updated:](#)

231178 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	No other major improvements just	
Completed 03 Aug 2021	fixes and recommendations from staff	
Stock Ref:		
Opera A/c:		
Order #		

[974 Actions Created / Updated:](#)

231179 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(17.1) GDPR

[976 Actions Created / Updated:](#)

231191 Subject	Notes	Completion Notes
remove employee admin records	03 Aug 2021 Derek Lamb	
Issued To: Derek Lamb	need to remove employee admin	
Created: 03 Aug 2021	records from intrastats admin	
Completed 01 Jan 1970	employee page.	
Stock Ref:	as only should keep for 6 months after	
Opera A/c:	they leave	
Order #		
	06 Aug 2021 Derek Lamb	
	for the time being can only access	
	active accounts in the last 12 months	
	06 Aug 2021 Derek Lamb	
	for the time being can only access	
	active accounts in the last 12 months -	
	Completed	

[976 Actions Created / Updated:](#)

231193 Subject	Notes	Completion Notes
Issued To:	Next	
Created: 03 Aug 2021		
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

(17.2) Review of responsibilities

[978 Actions Created / Updated:](#)

231196 Subject	Notes	Completion Notes
Issued To: General	03 Aug 2021 Derek Lamb	
Created: 03 Aug 2021	happy with current responsibilities	
Completed 03 Aug 2021		
Stock Ref:		
Opera A/c:		
Order #		

978 Actions Created / Updated:

231197 Subject	Notes	Completion Notes
Issued To:	Next	
Created:	03 Aug 2021	
Completed	03 Aug 2021	
Stock Ref:		
Opera A/c:		
Order #		

(17.3) Resources required

980 Actions Created / Updated:

231198 Subject	Notes	Completion Notes
Issued To:	General	
Created:	03 Aug 2021	
Completed	03 Aug 2021	
Stock Ref:		
Opera A/c:	rebuild server and backup system.	
Order #		
	Member of staff to take weight from SN	

980 Actions Created / Updated:

231199 Subject	Notes	Completion Notes
Issued To:	Next	
Created:	03 Aug 2021	
Completed	03 Aug 2021	
Stock Ref:		
Opera A/c:		
Order #		

(21.1) Supplier / subcontractor performance

982 Actions Created / Updated:

231214 Subject	Notes	Completion Notes
Issued To:	Next	
Created:	03 Aug 2021	
Completed	03 Aug 2021	
Stock Ref:		
Opera A/c:		
Order #		
