



## Rolling 's Reviewed

### Issue 208019 Reviewed and Closed by Derek Lamb 24 Dec 2020

#### ***Emergency Lighting And Fire Extinguishers (954)***

[\*\*#208019\*\*](#) System Generated Task To be Completed TEST Emergency Lights and visual check of Fire Extinguishers. In both the Warehouse and Offices

24 Dec 2020 Derek Lamb

#### **21 Dec 2020 Catherine Spence**

Created Related Issue #208653  
Added by Catherine Spence sent to Helen Lamb  
1 emergency light not working in archive corridor

[Futher](#)  
[Action:208653](#)

#### **21 Dec 2020 Catherine Spence**

completed, light out in Archive corridor

#### **21 Dec 2020 Catherine Spence**

### Issue 199202 Reviewed and Closed by Derek Lamb 28 Oct 2020

#### ***Importance Of Effective Quality Management ISO (732)***

[\*\*#199202\*\*](#) System Generated Task To be Completed Post Read Only Issue to all Staff  
Reminder to All staff Viamed and VST are ISO 9001:2015 and Viamed is ISO 13485:2016 Registered. Its important you follow procedures and raise non conformances if things go wrong. Please re-read VM3COP00.00

28 Oct 2020 Derek Lamb

#### **02 Oct 2020 Derek Lamb**

Created Related Issue #199383  
Added by Derek Lamb sent to Derek Lamb  
INFORMATION ONLY ISSUE **DO NOT ADD NOTES!**

[Futher](#)  
[Action:199383](#)

Reminder to All staff Viamed and VST are ISO 9001:2015 and Viamed is ISO 13485:2016 Registered. Its important you follow procedures and raise non conformances if things go wrong. Please re-read VM3COP00.00 .

#### **26 Oct 2020 Derek Lamb**

Done

#### **26 Oct 2020 Derek Lamb**

### Issue 218215 Reviewed and Closed by Derek Lamb 07 Apr 2021

07 Apr 2021 Derek Lamb

#### ***Importance Of Effective Quality Management ISO (732)***

[\*\*#218215\*\*](#) System Generated Task To be Completed Post Read Only Issue to all Staff  
Reminder to All staff Viamed and VST are ISO 9001:2015 and Viamed is ISO 13485:2016 Registered. Its important you follow procedures and raise non conformances if things go wrong. Please re-read VM3COP00.00

[Futher](#)  
[Action:218493](#)

#### **06 Apr 2021 Derek Lamb**

Created Related Issue #218493  
Added by Derek Lamb sent to Derek Lamb  
INFORMATION ONLY ISSUE **DO NOT ADD NOTES!**

Scope: To Remind Staff of the Importance of the ISO systems and they should be following the procedures Covid Notes: This process is not affected by Covid 19 or other extreme national or international circumstance / crisis. System Generated Task To be Completed Post Read Only Issue to all Staff Reminder to All staff Viamed and VST are ISO 9001:2015 and

Viamed is ISO 13485:2016 Registered. Its important you follow procedures and raise non conformances if things go wrong. Please re-read VM3COP00.00 Be advised, I'll be doing ISO review of Issues this month, please if possible be ontop of your Issues

**06 Apr 2021 Derek Lamb**

Done

**06 Apr 2021 Derek Lamb**

## Issue 237419 Reviewed and Closed by Derek Lamb 07 Oct 2021

### ***Importance Of Effective Quality Management ISO (732)***

[#237419](#) System Generated Task To be Completed Post Read Only Issue to all Staff Reminder to All staff Viamed and VST are ISO 9001:2015 and Viamed is ISO 13485:2016 Registered. Its important you follow procedures and raise non conformances if things go wrong. Please re-read VM3COP00.00

07 Oct 2021 Derek Lamb

**01 Oct 2021 Derek Lamb**

Created Related Issue #237563

Added by Derek Lamb sent to Derek Lamb

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

[Futher](#)  
[Action:237563](#)

Reminder to All staff Viamed and VST are ISO 9001:2015 and Viamed is ISO 13485:2016 Registered. Its important you follow procedures and raise non conformances if things go wrong. Please re-read VM3COP00.00 .

**01 Oct 2021 Derek Lamb**

Done

**01 Oct 2021 Derek Lamb**

[#161905](#) System Generated Task To be Completed Need to Hold Official ISO Management Review for Both Viamed and VST As Per VOP 13

02 Feb 2021 Derek Lamb, Helen Lamb,

**15 Sep 2020 Derek Lamb**

Created Related Issue #197122

Added by Derek Lamb sent to Helen Lamb

Please see MAIN issue 161905 for the agenda template, pre filled with some items to be discussed, and a ZIP file of all reports used so far. any further reports used (noted in each section of the agenda which reports are applicable). Feel free to have other items to add to the agenda as we go through the meeting.

[Futher](#)  
[Action:197122](#)  
[Futher](#)  
[Action:197137](#)  
[Futher](#)  
[Action:197138](#)

**15 Sep 2020 Derek Lamb**

Created Related Issue #197137

Added by Derek Lamb sent to Steve Nixon

and a ZIP file of all reports used so far. any further reports used (noted in each section of the agenda which reports are applicable). Feel free to have other items to add to the agenda as we go through the meeting.

**15 Sep 2020 Derek Lamb**

Created Related Issue #197138

Added by Derek Lamb sent to Jean Lamb

Added by Derek Lamb sent to Helen Lamb Please see MAIN issue 161905 for the agenda template, pre filled with some items to be discussed, and a ZIP file of all reports used so far. any further reports used (noted in each section of the agenda which reports are applicable). Feel free to have other items to add to the agenda as we go through the meeting.

**01 Jan 1970 Derek Lamb**

## Issue 232437 Reviewed and Closed by Derek Lamb 20 Aug 2021

20 Aug Derek Lamb

### ***Management Meeting Turnover Report (459)***

System Generated

[Futher](#)  
[Action:232502](#)

2021

## Task To be Completed

Double check Opera UK turnover  
 compare to Intrastats Turnover screen

Note update must be performed, and no further invoices entered into opera

**13 Aug 2021 Derek Lamb**

Created Related Issue #232502  
 Added by Derek Lamb sent to Derek Lamb  
 reword issue to xero

**13 Aug 2021 Derek Lamb**

Current year Total £ 1,703,645 roughly to xero, prepayments not in  
 intrastats but show in xero

**13 Aug 2021 Derek Lamb****Issue 218423 Reviewed and Closed by Derek Lamb 07 Apr 2021****PCI DSS Compliance (983)**

[#218423](#) System Generated Task To be Completed To Obtain PCI DSS Compliance  
 Barclays web site and login Need to log in to :  
<https://www.barclaycarddatasecuritymanager.co.uk> Usually have to change  
 the password every time you log in un viamedaccess n6MBW9WFwwj7!1

07 Apr 2021 Derek Lamb

**06 Apr 2021 Derek Lamb**

You're compliant Valid until 16 Jun 2021

[Futher](#)  
[Action:222295](#)

**12 May 2021 Derek Lamb**

Created Related Issue #222295  
 Added by Derek Lamb sent to Derek Lamb  
 INFORMATION ONLY ISSUE **DO NOT ADD NOTES!**  
 NOT A NON CONFORMACE, but wanted the date logged You're compliant  
 Valid until 2022. 5. 12.

**06 Apr 2021 Derek Lamb****Issue 223310 Reviewed and Closed by Derek Lamb 21 May 2021**

21 May 2021 Derek Lamb

**Product Failures New Codes Review (750)**

[Futher](#)  
[Action:223322](#)

[#223310](#) System Generated  
 Task To be Completed

Review Intrastats Page:  
 Returns-> Repair codes Clean up

If New Faults have entered the system,  
 Review the Stock Repairs and apply a clean code and tag Fault / user or No  
 Fault.

Complete all Stock References until the list is empty

**21 May 2021 Derek Lamb**

0012165 requires Cleaning! viamed internal units beyond repair 8010004  
 requires Cleaning! being returned to supplier for investigation 8010022  
 requires Cleaning! replaced customers, tagged as unknown fault.

**21 May 2021 Derek Lamb**

Created Related Issue #223322  
 Added by Derek Lamb sent to Steve Nixon  
 Got a couple of VST sensor returns, only info i can glean from system is  
 returned to supplier for investigation, SRN33639 8010004 and Unknown  
 faults SRN32356 8010022

**21 May 2021 Derek Lamb****21 May 2021 Derek Lamb****Issue 201571 Reviewed and Closed by Derek Lamb 22 Oct 2020****Software Validation - Live Orders (810)**[#201571](#)

System Generated  
 Task To be Completed  
 Compare Opera and Intrastats  
 Back Orders,

Lists should be identical.

White order on the active list may be new to the system. so double check they appear ok after the next full update.

22 Oct 2020 Derek Lamb

[Futher](#)  
[Action:201622](#)

**22 Oct 2020 Derek Lamb**

Created Related Issue #201622  
 Added by Derek Lamb sent to Derek Lamb  
 process needs to go no opera

**22 Oct 2020 Derek Lamb**

n/a

**22 Oct 2020 Derek Lamb****Issue 201004 Reviewed and Closed by Derek Lamb 22 Oct 2020****Software Validation Non Conformance Product Risk Feedback Loop**[#201004](#)

(789)  
 System Generated  
 Task To be Completed

testitem

Create a Non Conformance from this Issue.

22 Oct 2020 Derek Lamb

then review the Post Market Surveillance against the Test Technical file  
 zztest not real file.

[Futher](#)  
[Action:201014](#)

Scroll down to the Issues section, the Non conformance issue and this Issue  
 Should be present

**16 Oct 2020 Derek Lamb**

Created Related Issue #201014  
 Added by Derek Lamb sent to Derek Lamb  
 test issue only

**16 Oct 2020 Derek Lamb**

Issue is present

**16 Oct 2020 Derek Lamb****Issue 239006 Reviewed and Closed by Derek Lamb 21 Oct 2021**

21 Oct 2021 Derek Lamb

[#239006](#)**Software Validation Non Conformance Product Risk Feedback Loop**[\(789\)](#)

[Futher](#)  
[Action:239082](#)

System Generated  
 Task To be Completed

testitem

Create a Non Conformance from this Issue.

then review the Post Market Surveillance against the Test Technical file  
zztest not real file.

Scroll down to the Issues section, the Non conformance issue and this Issue  
Should be present

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**18 Oct 2021 Derek Lamb**

Created Related Issue #239082

Added by Derek Lamb sent to Derek Lamb  
testitem Test non conformance only NOT REAL

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**18 Oct 2021 Derek Lamb**

works as intended, Issue shows in PMS report

**18 Oct 2021 Derek Lamb**

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**Issue 218822 Reviewed and Closed by Derek Lamb 22 Apr 2021**

**Software Validation Stock Tracking Check (763)**

[\*\*#218822\*\*](#) System Generated Task To be Completed. To Confirm Shelf location  
contains the correct Items. Instratats -> Stock -> Miscellaneous -> Stock  
Tracking Validation. A random shelf will be selected. Please print the screen  
and tick off the items expected on the shelf. List any items extra found on  
the shelf. Sign / date and return the Check to Management.

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**08 Apr 2021 Robert Connor**

First Picked Location: 34227 ignored, old location for medica pallet 2015,  
will delete barcodes left on location Picked Location: 838011 Main Office  
Stock Room 15 Block 7, Row 6, Shelf 5 Number Items : 16  
BarcodeReferenceDescriptionSerialnumber [ Y ]3111560022174USB cable  
for use with ViamedTracking [ Y ]4170280022174USB cable for use with  
Viamedtracking6 [ N ]4493860022174USB cable for use with  
ViamedTracking2 [ Y ]5116540022174USB cable for use with  
ViamedTracking1 [ N ]13967540022174USB cable for use with  
ViamedTracking1 [ N ]13967550022174USB cable for use with  
ViamedTracking2 [ N ]13967570022174USB cable for use with  
ViamedTracking4 [ N ]13967580022174USB cable for use with  
ViamedTracking5 [ Y ]9986094720013USB Li-Poly Battery Charger  
VehicleTracking [ Y ]9986014720020AlcoTrue Carrying Case -  
SmallTracking [ Y ]9985994720021AlcoTrue Carrying Case - LargeTracking  
[ Y ]9986064720022USB Li-Poly Battery Charger Mains PowerTracking [ Y  
]10537244750010AlcoTrue mouthpieces 1 pack (25 pieces)Tracking3 [ Y  
]10537364750010AlcoTrue mouthpieces 1 pack (25 pieces)Tracking15 [ Y  
]13628504750011AlcoPrint Paper Rolls (qty 5)Tracking1 [ Y  
]13628514750011AlcoPrint Paper Rolls (qty 5)Tracking2 Missing IDs  
449386, 1396754, 1396755, 1396757, 1396758

[Futher](#)  
[Action:219611](#)

22 Apr 2021 Derek Lamb

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**15 Apr 2021 Derek Lamb**

Created Related Issue #219611

Added by Derek Lamb sent to Derek Lamb

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

NOT non conformance, cleared the used barcodes

**08 Apr 2021 Robert Connor**

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**Issue 203204 Reviewed and Closed by Derek Lamb 05 Nov 2020**

05 Nov 2020 Derek Lamb

**VIAMED Management Meeting Review Weekly Meeting (456)**

[Futher](#)  
[Action:203173](#)  
[Futher](#)  
[Action:203357](#)

[\*\*#203204\*\*](#)

System Generated  
Task To be Completed

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**02 Nov 2020 Derek Lamb**

discussed the bsi review last weeek, and a few order purchasing queries,  
leading to a fix required in customer references

**02 Nov 2020 Derek Lamb**

Created Related Issue #203357

Added by Derek Lamb sent to Derek Lamb

Need to make the customer references work slightly differently dont always want to put on paper work,

**02 Nov 2020 Derek Lamb****Issue 235511 Reviewed and Closed by Derek Lamb 23 Sep 2021*****Audit 04 Accounts and Finance (1055)***[#235511](#) System Generated

Task To be Completed Carry out Audit 04 Accounts for Both VST and Viamed The Audit itself, Intrastats and physical process being carried out.

**Audit 04 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

**15 Sep 2021 Helen Lamb**

23 Sep 2021 Derek Lamb

Next Action Changed From Helen Lamb To Derek Lamb Derek to carry out as I am Accounts

[Futher Action:235952](#)**16 Sep 2021 Derek Lamb**

Created Related Issue #235952

Added by Derek Lamb sent to Helen Lamb

Qusetion 3 Outstanding supplier invoices over 3 months old, Ref 013761280321 still outstanding

**16 Sep 2021 Derek Lamb**

Next Action Changed From Derek Lamb To Helen Lamb Done with 1 Issue created Please scan and attech to the issue helen

**16 Sep 2021 Helen Lamb**

Next Action Changed From Helen Lamb To Derek Lamb Issue #235952 completed and Audit scanned and attached.

**16 Sep 2021 Derek Lamb****16 Sep 2021 Derek Lamb****Issue 208545 Reviewed and Closed by Derek Lamb 02 Feb 2021**

02 Feb 2021 Derek Lamb

***New UPS Rates needs checking (42)***[#208545](#) System Generated

New UPS rates due out in 10 Days

[Futher Action:211446](#)**20 Jan 2021 Derek Lamb**

Created Related Issue #211446

Added by Derek Lamb sent to Steve Nixon

20201 Rates, Ive not received any have you? looks like rates have gone up on world ship

**28 Jan 2021 Derek Lamb**  
 moved to ups system  
**28 Jan 2021 Derek Lamb**

## Issue 223802 Reviewed and Closed by Derek Lamb 18 Jun 2021

18 Jun 2021 Derek Lamb

### **Training Records (314)**

[#223802](#) System Generated See if any records require signing off. Send reminders to update intrastat file, Can you please carry out your Training Record Review From IntraStats Click Employee -> My Training Records -> Review / Update And Check MY Roles in intrastats

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### **16 Jun 2021 Helen Lamb**

Created Related Issue #225988

Added by Helen Lamb sent to Helen Lamb

Can you please carry out your Training Record Review. Add in anything new or updated you have learned or been trained on in the last 12 months. From IntraStats Click Employee -> My Training Records -> Review / Update Check MY Roles in intrastats.

[Futher](#)  
[Action:225988](#)

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### **16 Jun 2021 Helen Lamb**

225988 issues sent

### **16 Jun 2021 Helen Lamb**

## Issue 204802 Reviewed and Closed by Derek Lamb 18 Feb 2021

18 Feb 2021 Derek Lamb

### **Sales forecasts (57)**

[#204802](#) System Generated Please fill in any outstanding sales forecasts, Intrastats - Sales - Sales - Stock Sales Forecasts

Take a Look at the Sales Warnings.

Intrastats - Sales - Sales - Sales Warnings

[Futher](#)  
[Action:214292](#)

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### **15 Feb 2021 Steve Hardaker**

Most of the items in the sales Forecast list have been discontinued and the sales warnings page is messed up, seems to be mostly filled with Vandagraph, Royal Mail and UPS shipping codes.

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### **18 Feb 2021 Derek Lamb**

Created Related Issue #214292

Added by Derek Lamb sent to Derek Lamb sales warning page requires updating

### **15 Feb 2021 Steve Hardaker**

## Issue 195987 Reviewed and Closed by Derek Lamb 15 Oct 2020

15 Oct 2020 Derek Lamb

### **Review Company Data (114)**

[#195987](#) System Generated

[Futher](#)  
[Action:199898](#)

Sales Menu ->

Analysis of Data Viamed Analysis of Data VST

Search for any potential problems in the Graphs provided

Employee Menu Check Audit Roles Titles and Processes in Employee Roles and Titles. Search the Outstanding Jobs column for potential problems Do we have enough resources. Check the Issues Statistics in the meeting header, Check Issues are being completed in a timely manner.

**07 Oct 2020 Derek Lamb**

Created Related Issue #199898

Added by Derek Lamb sent to Derek Lamb

Issue statistics now broken,

**07 Oct 2020 Derek Lamb**

Check Audit Roles Titles and Processes in Employee Roles and Titles.

Done, updated to make easier mass closing of relevant issues if there is a backlog, and the backlog reason is fixed (i.e. covid build up non essential jobs) While resources have been tight personnel wise, we have shown we can deal with a sudden large throughput of stock Issue statistics now broken,

**07 Oct 2020 Derek Lamb****Issue 223155 Reviewed and Closed by Derek Lamb 24 Jun 2021*****Financial Review (733)***[#223155](#) System Generated Task To be Completed Review the Overview Screen**21 Jun 2021 Derek Lamb**

Created Related Issue #226512

24 Jun 2021 Derek Lamb

Added by Derek Lamb sent to Helen Lamb

Viamed debtors field looks wrong, its reading 1.2 million overview screen

[Futher](#)[Action:226512](#)**21 Jun 2021 Derek Lamb**

Viamed debtors field looks wrong, its reading 1.2 million, sent followon issue to Helen

**21 Jun 2021 Derek Lamb****Issue 229612 Reviewed and Closed by Derek Lamb 22 Jul 2021*****Financial Review (733)***[#229612](#) System Generated Task To be Completed Review the Overview Screen**20 Jul 2021 Derek Lamb**

Created Related Issue #229677

22 Jul 2021 Derek Lamb

Added by Derek Lamb sent to Helen Lamb

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

[Futher](#)[Action:229677](#)**20 Jul 2021 Derek Lamb**

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

**20 Jul 2021 Derek Lamb****Issue 199464 Reviewed and Closed by Derek Lamb 15 Oct 2020*****Check Expiry Dated Stock (294)***[#199464](#) System Generated Stock Book -> Expiry Dates check for out of date stock**14 Oct 2020 Robert Connor**

Created Related Issue #200723

15 Oct 2020 Derek Lamb

Added by Robert Connor sent to Derek Lamb

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

Some HumanMed stock is showing on the expired stock list. 1500121-5 ID1308077 is with Tom for demo stock, ID1308074 is in Daniel's demo stock. 1503005 ID1198389 is in Tom's demo stock. 300002-5 ID1328171 and 1328172 and 1581125-5 ID1277614, 1277928-30 expired, I have put them on their demo shelf.

[Futher](#)[Action:200723](#)**14 Oct 2020 Robert Connor**

Done.

**14 Oct 2020 Robert Connor**

**Issue 203545 Reviewed and Closed by Derek Lamb 05 Nov 2020**

05 Nov 2020 Derek Lamb

**Check Expiry Dated Stock (294)**[#203545](#) System Generated Stock Book -> Expiry Dates check for out of date stock**04 Nov 2020 Robert Connor**

Created Related Issue #203604

Added by Robert Connor sent to Derek Lamb

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

Some Humanmed stock has expired. ID 1216816 P/N 15776480 TSK

SUPRA cannulas Moved it to HumanMed demo/expired shelf. ID 1336283 - 85 P/N 103532 I was unable to locate these.

[Futher](#)  
[Action:203604](#)**04 Nov 2020 Robert Connor**

Done.

**04 Nov 2020 Robert Connor****Issue 206859 Reviewed and Closed by Derek Lamb 10 Dec 2020**

10 Dec 2020 Derek Lamb

**Check Expiry Dated Stock (294)**[#206859](#) System Generated Stock Book -> Expiry Dates check for out of date stock**09 Dec 2020 Robert Connor**

Created Related Issue #207447

Added by Robert Connor sent to Derek Lamb

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

Some more disposable stock has expired. 4421023 x 2 ID 963617 963629 used at exhibitions, deleted. 4421024 x 1 ID 963640 used at exhibition,

deleted. 4421026 x 6 ID 963596 963597 963603 963608 963609 963610

scanned to expired location, can be used for testing capnographs. 4421027 x 12 all on non-sellable locations anyway. 4421028 x 11 ID 920133 920115

920138 920135 920119 920118 920116 920122 920121 920137 920120

Scanned to expired location, can be used for QA. 2 IDs missing 920134

920117. 4421175 x 3 unable to locate ID 960195 960203 in sellable stock, 1

other in demo. 4421604 x 5 ID 1209058 - 62 scanned to expired location.

4421613 x 6 4 on demo, unable to locate ID 963659 963661 in sellable stock.

[Futher](#)  
[Action:207447](#)  
[Futher](#)  
[Action:207448](#)**09 Dec 2020 Robert Connor**

See issue 207447 for Viamed stock.

**09 Dec 2020 Robert Connor**

Created Related Issue #207448

Added by Robert Connor sent to Derek Lamb

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

Some HumanMed stock has expired, 1660000-5 ID 1333042 1333055

1333056 going to put them on their demo shelf.

**09 Dec 2020 Robert Connor**

See issue 207448 for HumanMed stock.

**09 Dec 2020 Robert Connor****Issue 215613 Reviewed and Closed by Derek Lamb 12 Mar 2021**

12 Mar 2021 Derek Lamb

**Check Expiry Dated Stock (294)**[#215613](#) System Generated Stock Book -> Expiry Dates check for out of date stock[Futher](#)  
[Action:215663](#)**04 Mar 2021 Robert Connor**

Expired stock; 500114S x 1 ID1336308 0120103 x 1 ID936330 4421026 x 11 IDs 963596-7, 963603, 963608 - 10, 1070802 - 11, 997246 - 51 9950055 x 1 ID 1244998 4420919 x 5 ID 1234757 - 61 4420915 x 1 ID 1241826

**04 Mar 2021 Robert Connor**

Created Related Issue #215663

Added by Robert Connor sent to Robert Connor

Stock to roundup and move to disposal locations; Expired stock; 500114S x 1 ID1336308 0120103 x 1 ID936330 4421026 x 11 IDs 963596-7, 963603, 963608 - 10, 1070802 - 11, 997246 - 51 9950055 x 1 ID 1244998 4420919 x 5 ID 1234757 - 61 4420915 x 1 ID 1241826

**04 Mar 2021 Robert Connor****Issue 211902 Reviewed and Closed by Derek Lamb 19 Jul 2021**

[#211902](#) System Generated Task To be Completed. Log in to the UPS GMail box and look for any Exceptions. VM3COP20.69 Procedures UPS And Royal Mail Exceptions / Claims Write Procedure.

**26 Jan 2021 Zoey Teal**

Next Action Changed From Zoey Teal To Derek Lamb

Subject Changed From UPS Exceptions Checkup (859)

Subject Changed To Is this still valid as we have not have any emails since the 6th of January and they now go to Cathy?

**11 Feb 2021 Derek Lamb**

Created Related Issue #213670

Added by Derek Lamb sent to Helen Lamb

19  
Jul  
2021  
Derek  
Lamb

Subject Changed From UPS Exceptions Checkup (859) Subject Changed To Is this still valid as we have not have any emails since the 6th of January and they now go to Cathy?. whats these any idea?

[Futher](#)  
[Action:213670](#)

**11 Feb 2021 Derek Lamb**

Next Action Changed From Derek Lamb To Helen Lamb not sure follow on issue for helen

**11 Feb 2021 Helen Lamb**

Next Action Changed From Helen Lamb To Derek Lamb maybe we look at re setting the emails back to the main. But not yet at present there are many delayed due to covid and brexit. Not sure where the email address is set in UPS

**29 Jun 2021 Derek Lamb**

not sure what im doing here sorry

**29 Jun 2021 Derek Lamb**

07  
Apr  
2021  
Derek  
Lamb,  
Helen  
Lamb,

**Product Cross References (673)**

System Generated

Task To be Completed

[Futher](#)  
[Action:143107](#)

Research Competitors online see if our Cross Reference Guides need additions

**23 Apr 2019 Catrin Hird**

Created Related Issue #143107

Added by Catrin Hird sent to Derek Lamb

Please can you change the Alternative Compatible colour to something else, as currently it is red and this confuses people with discontinued like the rest of intrastats.

**23 Apr 2019 Catrin Hird**

Next Action Changed From Catrin Hird To Steve Nixon Oxygen Sensors: psr-11-915-1 - currently shows superseded or discontinued lines - I believe

from the intrastats trail that it should be MAX-2 but the cross reference says alternative. I think it is confusing using red as the alternative compatible colour as it is usually used for discontinued. Related issue sent to DL.

[https://www.cablesandsensors.eu/collections/o2\\_07-00-0001](https://www.cablesandsensors.eu/collections/o2_07-00-0001) Hamilton Flow Sensor - although this is 2m and that shows in the cross reference, may add our part number and have as alternative instead of direct compatible. GO-07SO - T-7 GO-430 could be mistaken for GO-430 which isn't in the cross ref GO-160 could be mistaken for GO-160 which isn't in the cross ref, I have seen it stated as 0 on websites. GO-15 (or GO-150) could be mistaken for GO-15 (or GO-150) which isn't in the cross ref Same applies for the following: GO-120 GO-12 GO-110 GO-11 GO-100 GO-10 Criticare 8500 Poet Gas Analyzers I believe uses an R-22MED, if that is the case then [http://l.b5z.net/i/u/10114348/f/Brochure\\_Excel\\_O2\\_Sensor\\_Anem\\_414NP.pdf](http://l.b5z.net/i/u/10114348/f/Brochure_Excel_O2_Sensor_Anem_414NP.pdf) states it uses an PSR-11-917-MCC / CAT-644-PE which therefore should be compatible to R-22MED

(<https://www.cablesandsensors.eu/products/compatible-o2-cell-for-criticare-cat-644-pe?variant=32680292489>) 10097559 is equivalent to 0110435 therefore it is also compatible to PSR-11-75-KE13PB

(<https://www.cablesandsensors.eu/products/compatible-o2-cell-for-covidien-puritan-bennett-10097559?variant=32680253577>) PSR-11-75-KE250A compatible to MAX-250A

(<https://www.cablesandsensors.eu/products/compatible-o2-cell-for-maxtec-max-250a-r125p04-001?variant=32680245321>) PSR-11-75-KE10 compatible to MAX-250+

(<https://www.cablesandsensors.eu/products/compatible-o2-cell-for-maxtec-max-250-r125p02-011?variant=32680224009>) PSR-11-75-KE2 currently states not known but <https://www.cablesandsensors.eu/products/compatible-o2-cell-for-covidien-puritan-bennett-g-062010?variant=32680204169> states compatible for G-062010 which we state is compatible with R-45V

<https://www.cablesandsensors.eu/products/compatible-o2-cell-for-flight-medical-g-6025000-29?variant=32680179145> R-22Vi 0110020 G-6025000-29 Hudson RCI 5804 compatible to PSR-11-58-HC therefore compatible to MAX-49 See following link for numerous xref for R-17MED:

<https://www.cablesandsensors.eu/products/compatible-o2-cell-for-envitec-oom102-1?variant=32675169033>

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### 16 Sep 2019 Steve Nixon

Priority Changed From 5 To 4 These are not urgent and do need dedicated time to verify.

### 01 Jan 1970 Steve Nixon

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## Issue 234236 Reviewed and Closed by Derek Lamb 09 Sep 2021

09 Derek  
Sep Lamb [#234236](#) **Proforma And Quote Chasing (409)**  
2021 System Generated Task To be Completed Chase quotes that are 25+ days old, and proformas 2 weeks old. indicated by red cross Give to colleagues where applicable. Do not chase quotes or proformas that are SJH or RS responsibility

[Futher Action:235075](#)

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### 01 Sep 2021 Sarah Walton

Next Action Changed From Sarah Walton To Derek Lamb These belong to Ryan. MVM128202, QVM128529, MVM129751 and QVM129805 are quite old and no recent notes have been added. If still required, some will need their freight charges redoing, if not they need deleting from system.

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### 08 Sep 2021 Derek Lamb

Created Related Issue #235075

Added by Derek Lamb sent to Ryan Swaine

Hi ryan , can you look at Next Action Changed From Sarah Walton To Derek Lamb These belong to Ryan. MVM128202, QVM128529, MVM129751 and QVM129805 are quite old and no recent notes have been added. If still

required, some will need their freight charges redoing, if not they need deleting from system. .

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**08 Sep 2021 Derek Lamb**

Done

**08 Sep 2021 Derek Lamb**

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## Issue 226556 Reviewed and Closed by Derek Lamb 24 Jun 2021

**SRS Folder (792)**

[#226556](#) System Generated  
Task To be Completed

Go through SRS folder and chase quotes/proformas where necessary

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**22 Jun 2021 Zoey Teal**

24 Jun 2021 Derek Lamb

Next Action Changed From Zoey Teal To Derek Lamb Is this issue still required? All repairs etc are done via the system so are able to chase from there

[Futher](#)  
[Action:226588](#)

---

**22 Jun 2021 Derek Lamb**

Created Related Issue #226588

Added by Derek Lamb sent to Derek Lamb

files are now digital, and chased from the system so the wording of the issue needs upating

---

**22 Jun 2021 Derek Lamb**

Done

**22 Jun 2021 Derek Lamb**

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## Issue 203035 Reviewed and Closed by Derek Lamb 05 Nov 2020

**VST Customer Agreements (1067)**

[#203035](#) System Generated  
Task To be Completed To check the Current Customer Agreements are still Valid Customer Agreement Documents

05 Nov 2020 Derek Lamb

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**02 Nov 2020 Derek Lamb**

task just fired, review underway need to move this audit back a few months - To close to task being fired no chance to complete it before the audit

[Futher](#)  
[Action:203362](#)

---

**02 Nov 2020 Derek Lamb**

Created Related Issue #203362

Added by Derek Lamb sent to Derek Lamb

task just fired, review underway need to move this audit back a few months - To close to task being fired no chance to complete it before the audit

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**02 Nov 2020 Derek Lamb**

task just fired, review underway need to move this audit back a few months - To close to task being fired no chance to complete it before the audit

**02 Nov 2020 Derek Lamb**

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## Issue 200337 Reviewed and Closed by Derek Lamb 15 Oct 2020

15 Oct 2020 Derek Lamb

**Missing Stock or Adjustments (783)**

[Futher](#)  
[Action:200468](#)

[#200337](#) System Generated

\*\*\* AUDIT \*\*\* Ensure the Task is being Completed

Carry out the Opera Production Stock Adjustments list is being completed.

Use last entry in list and find the transaction in opera confirm the qtys are correct

---

**12 Oct 2020 Derek Lamb**

Created Related Issue #200468

Added by Derek Lamb sent to Derek Lamb

All Automatic, this screen can go now

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**12 Oct 2020 Derek Lamb**

All Automatic, this screen can go now

**12 Oct 2020 Derek Lamb**

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**Issue 199513 Reviewed and Closed by Derek Lamb 15 Oct 2020**

**Production Start Job List (554)**

[#199513](#) System Generated

\*\*\* AUDIT \*\*\* Ensure the Task is being Completed

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15 Oct 2020 Derek Lamb

**07 Oct 2020 Derek Lamb**

Created Related Issue #199874

Added by Derek Lamb sent to Steve Nixon

From Audit Viamed PR02953 Steve Nixon 29 Jun 2020 10 x 0110073 Oxygen sensor R-22VA. Pack of 2 Added to list in June still unstarted

[Futher](#)  
[Action:199874](#)

**07 Oct 2020 Derek Lamb**

done

**07 Oct 2020 Derek Lamb**

---

**Issue 201786 Reviewed and Closed by Derek Lamb 28 Oct 2020**

**Stamp Deliveries (836)**

[#201786](#)

System Generated Task To be Completed Date and sign any unopened parcels in goods in. and fill in the delivery database in intrastats.

---

28 Oct 2020 Derek Lamb

**27 Oct 2020 Robert Connor**

Created Related Issue #202177

Added by Robert Connor sent to Derek Lamb

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

There's no point sending me this one on a Friday as i won't be in to do it

[Futher](#)  
[Action:202177](#)

**27 Oct 2020 Robert Connor**

**27 Oct 2020 Robert Connor**

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**Issue 207390 Reviewed and Closed by Derek Lamb 17 Dec 2020**

17 Dec 2020 Derek Lamb

**Supplier Review - Outstanding orders (616)**

[#207390](#) System Generated Task To be Completed Check PO log for overdue orders, and unconfirmed orders

---

[Futher](#)  
[Action:207574](#)

**10 Dec 2020 Zoey Teal**

Next Action Changed From Zoey Teal To Derek Lamb Summary

Unconfirmed Orders PVM1662 Bluepoint Medical Created: 01 Dec 2020

PVM1652 Farnell Created: 26 Nov 2020 PVM1649 EnviteC-Wismar GmbH (2170) Created: 25 Nov 2020 PVM1569 Renlim Labels Created: 22 Oct

2020 PVM1387 Created: 16 Jun 2020 Summary Confirmed but no Ship  
 Date PVM1629 Maxtec Inc. Confirmed: 20 Nov 2020 PVM1576 Oxylitre  
 Confirmed: 20 Nov 2020 PVM1570 Oxylitre Confirmed: 20 Nov 2020  
 PVM1565 Teledyne Analytical Instrument Confirmed: 03 Oct 2020 PVM1544  
 Confirmed: 21 Sep 2020 PVM1484 Bluepoint Medical Confirmed: 10 Sep  
 2020 PVM1352 Confirmed: 30 Sep 2020

---

### 10 Dec 2020 Derek Lamb

Created Related Issue #207574  
 Added by Derek Lamb sent to Steve Nixon  
 PVM1662 Bluepoint Medical Created: 01 Dec 2020 PVM1649 EnviteC-Wismar GmbH (2170) Created: 25 Nov 2020 appearing as unconfirmed, No found any confirmations in email

---

### 10 Dec 2020 Derek Lamb

### 10 Dec 2020 Derek Lamb

## Issue 225125 Reviewed and Closed by Derek Lamb 18 Jun 2021

### Office Staff Meeting (275)

[#225125](#) System Generated Hold meeting with Management, discuss any issues regarding office processes. To include office sales projects Include in the discussion training requirements of staff and competence of staff

---

### 14 Jun 2021 Derek Lamb

Created Related Issue #225706  
 Added by Derek Lamb sent to Derek Lamb  
 Kate would like her office chair

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18 Jun 2021 Derek Lamb

### 14 Jun 2021 Derek Lamb

Created Related Issue #225707  
 Added by Derek Lamb sent to Derek Lamb  
 sarah needs webcam posting

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[Futher](#)  
[Action:225706](#)  
[Futher](#)  
[Action:225707](#)  
[Futher](#)  
[Action:225708](#)

### 14 Jun 2021 Derek Lamb

Created Related Issue #225708  
 Added by Derek Lamb sent to Derek Lamb  
 floor mat for zoey

---

### 14 Jun 2021 Derek Lamb

discussed rolling issues, covid return to work (still pending boris decisions)  
 see related issues for euipment requests

### 14 Jun 2021 Derek Lamb

## Issue 203222 Reviewed and Closed by Derek Lamb 05 Nov 2020

05 Nov 2020 Derek Lamb

### Export Sales Report (385)

[#203222](#) System Generated  
 Export Sales report due.

[Futher](#)  
[Action:203356](#)

please send to SN for compiling with other areas

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### 02 Nov 2020 Ryan Swaine

Next Action Changed From Ryan Swaine To Derek Lamb To Delete this ongoing issue until a new plan is implemented

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### 02 Nov 2020 Derek Lamb

Created Related Issue #203356  
 Added by Derek Lamb sent to Ryan Swaine  
 INFORMATION ONLY ISSUE **DO NOT ADD NOTES!**  
 am working on base system atm, but do not want to delete the rolling

issues, as they a pain to setup, much prefer leaving them running and a quick - not doing until new reports in place or something in the notes,

---

**02 Nov 2020 Derek Lamb**

**02 Nov 2020 Derek Lamb**

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## **Issue 201920 Reviewed and Closed by Derek Lamb 28 Oct 2020**

### ***Delivered not Invoiced (523)***

[\*\*#201920\*\*](#) System Generated Task To be Completed OPERA tab Delivered not Invoiced report Date Picked should be no more than 1 Day old, Or the Last Friday if today is a Monday

---

**26 Oct 2020 Zoey Teal**

28 Oct 2020 Derek Lamb

Next Action Changed From Zoey Teal To Derek Lamb 2 x VST invoices

[Futher Action:202132](#)

**26 Oct 2020 Derek Lamb**

Created Related Issue #202132

Added by Derek Lamb sent to Catherine Spence  
delivered not invoice list (vst \*2) foc invoices are on there, are they stuck?

---

**26 Oct 2020 Derek Lamb**

**26 Oct 2020 Derek Lamb**