



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

Potential Task and Audit Clashes

Processid Description Task Audit User
[7865](#) Software Validation Conflicting Audits 779 781 Derek Lamb

Areas with High Outstanding Issues

#	User	Task Subject	Time Scale	On Behalf of	#Trained	Outstanding	Next Due	Details	IP	1	2	3	4	5	6	7	8	9	10	11
495	 Emma Clark	Top Up Quick Shipping Shelves	Every 1 Weeks	Warehouse Team Leader	3	4	01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
544	 Emma Clark	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 1 Weeks	Warehouse Team Leader	1	4	02 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1086	 Michael Lamb	Shred CC Slips	Every 1 Weeks	Accounts Processes	4	3	29 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
452	 Michael Lamb	Off Site Backup	Every 7 Days	IT Controller	2	3	30 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Areas of Responsibilities and Supervisor

Main Catagory	Supervisor	Responsibilities	Members
Share Holder		Responsibilities	Jean Lamb Derek Lamb
Managing Director	Share Holder Jean Lamb Derek Lamb	Responsibilities	Derek Lamb
Company Secretary	Share Holder Jean Lamb Derek Lamb	Responsibilities	Helen Lamb
Director 1 (Derek)	Managing Director Derek Lamb	Responsibilities	Derek Lamb
Director 3 (Steve)	Managing Director Derek Lamb	Responsibilities	Steve Nixon
Director 2 (Helen)	Managing Director Derek Lamb	Responsibilities	Helen Lamb
Product Controller	Director 3 (Steve) Steve Nixon	Responsibilities	Steve Nixon
Documentation And Records Controller	Director 1 (Derek) Derek Lamb	Responsibilities	Derek Lamb
Maintenance Controller	Director 2 (Helen) Helen Lamb	Responsibilities	Helen Lamb
IT Controller	Director 2 (Helen) Helen Lamb	Responsibilities	Derek Lamb

Health And Safety Controller	Director 2 (Helen) Helen Lamb	Responsibilities	Helen Lamb
ISO Controller	Managing Director Derek Lamb	Responsibilities	Derek Lamb
QA Controller	Warehouse Team Leader Derek Lamb	Responsibilities	Derek Lamb
Humanmed Controller	Director 1 (Derek) Derek Lamb	Responsibilities	Derek Lamb
Accounts Controller	Director 2 (Helen) Helen Lamb	Responsibilities	Helen Lamb
Office Team Leader	Director 2 (Helen) Helen Lamb	Responsibilities	Derek Lamb
Warehouse Team Leader	Director 1 (Derek) Derek Lamb	Responsibilities	Derek Lamb
Sales Controller	Director 3 (Steve) Steve Nixon	Responsibilities	Steve Nixon
Marketing Controller	Director 3 (Steve) Steve Nixon	Responsibilities	Steve Nixon
Vet Sales Controller	Sales Controller Steve Nixon	Responsibilities	Steve Nixon
UK Sales Controller	Sales Controller Steve Nixon	Responsibilities	Steve Hardaker
EX Sales Controller	Sales Controller Steve Nixon	Responsibilities	Ryan Swaine
EX Sales Force	EX Sales Controller Ryan Swaine	Responsibilities	Ryan Swaine
Vet Sales UK	Vet Sales Controller Steve Nixon	Responsibilities	Steve Hardaker
Vet Sales Export	Vet Sales Controller Steve Nixon	Responsibilities	Ryan Swaine
OEM Sales Controller	Sales Controller Steve Nixon	Responsibilities	Steve Nixon
UK Sales Force	UK Sales Controller Steve Hardaker	Responsibilities	Steve Hardaker
OEM Sales Force	OEM Sales Controller Steve Nixon	Responsibilities	Steve Nixon
Customer Training	Sales Controller Steve Nixon	Responsibilities	Ryan Swaine Steve Hardaker
Accounts Processes	Accounts Controller Helen Lamb	Responsibilities	Helen Lamb Emily Hanson Derek Lamb
Audits	ISO Controller Derek Lamb	Responsibilities	Derek Lamb Helen Lamb Auditor(InActive)
Repairs Controller	Warehouse Team Leader Derek Lamb	Responsibilities	Derek Lamb
Vandagraph	Share Holder Jean Lamb Derek Lamb	Responsibilities	Jean Lamb Derek Lamb
Data Protection Officer	Managing Director Derek Lamb	Responsibilities	Helen Lamb
QA Repairs	QA Controller Derek Lamb	Responsibilities	Philip Crossley Michael Green Robert Connor Ryan Swaine

Repair Processes	Repairs Controller Derek Lamb	Responsibilities Michael Green Philip Crossley
Design Products	Director 1 (Derek) Derek Lamb	Responsibilities Steve Nixon
Technical Files	Product Development Steve Nixon	Responsibilities Derek Lamb Steve Nixon
Production Processes	Warehouse Team Leader Derek Lamb	Responsibilities Philip Crossley Michael Green
Product Development	Director 3 (Steve) Steve Nixon	Responsibilities Steve Nixon
QA Production	QA Controller Derek Lamb	Responsibilities Linda Shearing Robert Connor
QA Goods In	QA Controller Derek Lamb	Responsibilities Robert Connor Emma Clark Linda Shearing
Goods In	Warehouse Team Leader Derek Lamb	Responsibilities Robert Connor Emma Clark
Goods Out	Warehouse Team Leader Derek Lamb	Responsibilities Emma Clark Catherine Spence
Marketing Processes	Marketing Controller Steve Nixon	Responsibilities Catrin Hird
Office Processes	Office Team Leader Derek Lamb	Responsibilities Sarah Walton Sophie Lines Zoey Teal Kate Griffiths Gail Bell Emma Clark Michael Lamb
Human Resources	Director 2 (Helen) Helen Lamb	Responsibilities Helen Lamb

Tasks / Responsibilities

#	User	Task Subject	Time Scale	On behalf of	#Trained	Outstanding	Next Due	Details	IP	1	2	3	4	5	6	7	8	9	10	11
733	Derek Lamb	Financial Review	Every 1 Months	Share Holder	2		20 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
300	Derek Lamb	Viamed Quality Policy	Every 12 Months	Managing Director	1		24 Aug 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
114	Derek Lamb	Review Company Data	Every 1 Months	Managing Director	2		05 Nov 2021	Details	✓	✓	✓	NON	NON	✓	✓	✓	✓	✓	✓	✓
290	Derek Lamb	Complete Auto_calender Issues Management Review	Every 1 Weeks	Managing Director	2		28 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
49	Derek Lamb	CMDCAS Obligation to Inform	Every 12 Months	Managing Director	1		14 Sep 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
33	Derek Lamb	Master indemnity Letter	Every 12 Months	Managing Director	3		26 Jun 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
730	Derek Lamb	Audits Up to Date and Confirm next years Audit schedule	Every 12 Months	Managing Director	1		01 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
46	Helen Lamb	Enviromental Policy Document Review	Every 12 Months	Managing Director	2		14 Sep 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
266	Derek Lamb	ISO 22301:2012	Every 12 Months	Managing Director	1		14 Feb 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

267	🔍 Steve Nixon	UK Sales Meeting update due	Every 4 Weeks	Managing Director	4	1	16 Nov 2021	Details											
268	🔍 Steve Nixon	Sale Meeting update	Every 3 Weeks	Managing Director	3		02 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	🔍 Derek Lamb	Car Online Database	Every 6 Months	Managing Director	1		30 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
456	🔍 Derek Lamb	VIAMED Management Meeting Review Weekly Meeting	Every 1 Weeks	Managing Director	2		01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
728	🔍 Derek Lamb	Customer Complaints	Every 1 Weeks	Managing Director	2		31 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
83	🔍 Derek Lamb	Quartly Management Meeting Due	Every 3 Months	Managing Director	3		01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
548	🔍 Derek Lamb	Review Roles And Responsibilities Process Manual	Every 1 Months	Managing Director	2		20 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
47	🔍 Helen Lamb	Review Ethical Policy	Every 12 Months	Managing Director	2		14 Sep 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
727	🔍 Robert Connor	QA Failures Report	Every 1 Months	Managing Director	2		02 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
743	🔍 Derek Lamb	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director	2		01 Oct 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
739	🔍 Derek Lamb	Review VIAMED Feedback - Customer Feedback Negative	Every 1 Months	Managing Director	3		22 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
737	🔍 Derek Lamb	Review VIAMED Feedback - Customer Complaints	Every 1 Months	Managing Director	3		22 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
740	🔍 Derek Lamb	Review VST Feedback - Customer Feedback Negative	Every 1 Months	Managing Director	2		22 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
738	🔍 Derek Lamb	Review VST Feedback - Customer Complaints	Every 1 Months	Managing Director	2		22 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
741	🔍 Derek Lamb	Review VIAMED Product Feedback Negative	Every 1 Months	Managing Director	3		22 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
742	🔍 Derek Lamb	Review VST Product Feedback Negative	Every 1 Months	Managing Director	3		22 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
745	🔍 Derek Lamb	7.1.4 Environment Of Operations	Every	Managing Director	2		23 Oct 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
746	🔍 Derek Lamb	ISO System Management Review	Every 12 Months	Managing Director	4		01 Sep 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
749	🔍 Derek Lamb	Review ISO Scopes	Every 12	Managing Director	3		27 Sep	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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	Michael Lamb	Web Services Collect Invoice	1 Months				Nov 2021													
512	Helen Lamb	Vandagraph Pay Pay Retrieve Funds	Every 1 Months	IT Controller	2		06 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
562	Derek Lamb	Intrastats Amendment Log	Every 1 Weeks	IT Controller	1		29 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
597	Michael Lamb	Fast Hosts Invoice	Every 1 Months	IT Controller	2	1	08 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
731	Derek Lamb	Emailed Invoices Cleardown	Every 2 Weeks	IT Controller	1		27 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
752	Catherine Spence	Scan Incorrect Product - Software Validation	Every 9 Months	IT Controller	5		01 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
754	Catherine Spence	Software Validation Scan UnQA Product To Order	Every 6 Months	IT Controller	5		12 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
756	Catherine Spence	Software Validation Expired Stock	Every 12 Months	IT Controller	5		12 Oct 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
759	Catherine Spence	Software Validation Non Sell Able Shelf	Every 12 Months	IT Controller	4		01 Sep 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
761	Robert Connor	Software Validation In Production List	Every 3 Months	IT Controller	3		01 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
764	Sarah Walton	Software Validation Unchecked Orders	Every 12 Months	IT Controller	3		01 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
763	Robert Connor	Software Validation Stock Tracking Check	Every 6 Months	IT Controller	1		08 Apr 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
766	Sarah Walton	Software Validation Attempt To QA Some Stock	Every 6 Months	IT Controller	3		01 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
768	Derek Lamb	Software Validation Of Training Documents Forced Reading	Every 12 Months	IT Controller	1		04 Oct 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
779	Derek Lamb	Software Validation Conflicting Audits	Every 12 Months	IT Controller	2		08 Oct 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
789	Derek Lamb	Software Validation Non Conformance Product Risk Feedback Loop	Every 12 Months	IT Controller	1		16 Oct 2022	Details	✓	✓	✓	✓	✓	✓	✓	NON	✓	✓	✓	✓
802	Derek Lamb	Software Validation Document Control	Every 12 Months	IT Controller	2		20 Oct 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
808	Derek Lamb	Software Validation Scheduled Tasks And Audits	Every 12 Months	IT Controller	2		22 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
919	Derek Lamb	Google Webmaster Tools	Every 1 Months	IT Controller	1		16 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	NON	NON	✓	✓	✓
923	Helen Lamb	Backup Jeans Local Folder	Every 1	IT Controller	1		08 Nov	Details	✓	✓	✓	✓	✓	✓	✓	NON	NON	✓	✓	✓

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	Spence	Repairs	1 Weeks	Team Leader			Nov 2021												
907	🔍 Steve Nixon	Production Requirements	Every 1 Weeks	Warehouse Team Leader	2	1	Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
547	🔍 Philip Crossley	Calibration	Every 1 Months	Warehouse Team Leader	2		Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
795	🔍 Derek Lamb	Non Conformance Issues Any New QC21 Forms	Every 1 Months	Warehouse Team Leader	2		Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
294	🔍 Robert Connor	Check Expiry Dated Stock	Every 1 Months	Warehouse Team Leader	2		Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
468	🔍 Catherine Spence	Check Repairs Ready For Invoice	Every 2 Weeks	Warehouse Team Leader	4		Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
479	🔍 Steve Nixon	Check Stock Requirements Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	3		Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
480	🔍 Steve Nixon	Check Stock Requirements Supplier Envitec	Every 2 Weeks	Warehouse Team Leader	2	1	Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
481	🔍 Robert Connor	Check Stock Requirements Supplier Posey	Every 2 Weeks	Warehouse Team Leader	2		Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
482	🔍 Steve Nixon	Check Stock Requirements Supplier Bluepoint	Every 2 Weeks	Warehouse Team Leader	2	1	Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
484	🔍 Steve Nixon	Check Stock Requirements For Proformas	Every 1 Weeks	Warehouse Team Leader	2	1	Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
486	🔍 Catherine Spence	Repairs Ready For Quote	Every 1 Days	Warehouse Team Leader	3		Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
485	🔍 Catherine Spence	Repairs Ready For Invoice	Every 2 Days	Warehouse Team Leader	3	1	Oct 2021	Details	✓	✓	✓	NON	✓	✓	✓	✓	✓	✓	✓
488	🔍 Robert Connor	Vandagraph Duckets	Every 1 Weeks	Warehouse Team Leader	3		Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
545	🔍 Robert Connor	Move Stock From QA Shelf To Stock Shelf Monday	Every 1 Weeks	Warehouse Team Leader	6		Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
544	🔍 Emma Clark	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 1 Weeks	Warehouse Team Leader	1	4	Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
495	🔍 Emma Clark	Top Up Quick Shipping Shelves	Every 1 Weeks	Warehouse Team Leader	3	4	Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
503	🔍 Emma Clark	Clean Toilets	Every 3 Weeks	Warehouse Team Leader	2	1	Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
589	🔍 Derek Lamb	Management Meeting Warehouse	Every 1 Months	Warehouse Team Leader	2	2	Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
622	🔍 Robert Connor	Check Returns Supplier Envitec	Every 1 Weeks	Warehouse Team Leader	2		Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
624	🔍 Robert Connor	Check Returns Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	2		Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
623	🔍 Robert Connor	Check Returns Supplier Maxtec	Every 2 Weeks	Warehouse Team Leader	2		Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
626	🔍 Robert Connor	Check Supplier	Every 1	Warehouse Team Leader	1		Nov	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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635	🔍 Helen Lamb	Humanmed Invoice For Previous Month	Every 1 Months	Accounts Processes	2		02 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
641	🔍 Steve Nixon	V1000 Commissions Review	Every 3 Months	Accounts Processes	1	1	01 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
651	🔍 Helen Lamb	Opera Purchase Ledger Close	Every 1 Months	Accounts Processes	2		15 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
652	🔍 Helen Lamb	Opera Nominal Ledger Close	Every 1 Months	Accounts Processes	2		15 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
104	🔍 Helen Lamb	Check suggested invoice report in operas	Every 1 Months	Accounts Processes	4		01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
422	🔍 Helen Lamb	Check purchasing jnls to see if VAT handled correctly Previous Month	Every 1 Months	Accounts Processes	2		11 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
421	🔍 Emily Hanson	check contra account 8000 and clear it	Every 1 Months	Accounts Processes	2		01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
713	🔍 Helen Lamb	Chase The Debtors VST	Every 1 Months	Accounts Processes	4		03 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
62	🔍 Helen Lamb	Debtors and Creditors Figures	Every 1 Months	Accounts Processes	2		02 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
794	🔍 Helen Lamb	Embargo Countries NOT Allowed To Sell To	Every 6 Months	Accounts Processes	2		17 Apr 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
811	🔍 Helen Lamb	Purchase Payments	Every 1 Weeks	Accounts Processes	3	2	01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
837	🔍 Helen Lamb	Region Checker	Every 1 Months	Accounts Processes	2		07 Nov 2021	Details	✓	✓	✓	NON	✓	✓	✓	✓	✓	✓	✓
858	🔍 Helen Lamb	Royal Mail - Mail Retention Form	Every 12 Months	Accounts Processes	1		01 Mar 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
928	🔍 Helen Lamb	Send Debtors Overview To Derek	Every 1 Months	Accounts Processes	2		01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
931	🔍 Steve Nixon	VST Bags And Grey Sensor	Every	Accounts Processes	1		03 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
961	🔍 Helen Lamb	Check Debtors Report	Every 3 Months	Accounts Processes	2		18 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
965	🔍 Helen Lamb	Purchasing Invoice Processing	Every 2 Weeks	Accounts Processes	2		27 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
983	🔍 Derek Lamb	PCI DSS Compliance	Every 3 Months	Accounts Processes	2		04 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
995	🔍 Helen Lamb	VAT Return Vandagraph	Every 3 Months	Accounts Processes	2		20 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
997	🔍 Helen Lamb	VAT Return VST	Every 3 Months	Accounts Processes	2	1	20 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1020	🔍 Helen Lamb	Xero Review Sales Contacts	Every 1 Months	Accounts Processes	1		05 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1022	🔍 Helen Lamb	Xero Merge Customers That Are Duplicates	Every 1 Months	Accounts Processes	2		12 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

1034	 Helen Lamb	Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed	Every 1 Months	Accounts Processes	2		02 Nov 2021	Details															
1052	 Helen Lamb	Exchange Rate In To Intrastats	Every 1 Months	Accounts Processes	2		01 Nov 2021	Details															
1078	 Derek Lamb	Xero Sync	Every 1 Weeks	Accounts Processes	2		28 Oct 2021	Details															
1086	 Michael Lamb	Shred CC Slips	Every 1 Weeks	Accounts Processes	4	3	29 Oct 2021	Details															
1055	 Helen Lamb	Audit 04 Accounts and Finance	Every 12 Months	Audits	3		11 Sep 2022	Details															
1056	 Helen Lamb	Audit 16 Sales And Marketing Viamed	Every 12 Months	Audits	2		01 Sep 2022	Details															
1057	 Helen Lamb	Audit 16 Sales And Marketing VST	Every 12 Months	Audits	2		01 Sep 2022	Details															
79	 Philip Crossley	Saftey Tester Data	Every 12 Months	Repairs Controller	2		02 Aug 2022	Details															
636	 Ryan Swaine	Price List Check	Every 1 Months	Vandagraph	3		06 Nov 2021	Details															
910	 Helen Lamb	Review CCTV Warning Signs	Every 12 Months	Data Protection Officer	2	1	21 Sep 2022	Details															
911	 Helen Lamb	Review Security Of The Special Category Personal Data (Sensitive Data)	Every 12 Months	Data Protection Officer	1		02 Oct 2022	Details															
912	 Helen Lamb	Review The Personal Information We Collect and Store	Every 12 Months	Data Protection Officer	2		08 Oct 2022	Details															
913	 Helen Lamb	Review Personnel Files	Every 3 Months	Data Protection Officer	1		15 Jan 2022	Details															
958	 Helen Lamb	Review Flow Of Data	Every 12 Months	Data Protection Officer	2		13 Mar 2022	Details					NON	NON					NON				
834	 Philip Crossley	Daily O2 Sensors Returns	Every 1 Days	Repair Processes	2		27 Oct 2021	Details										NON					
553	 Catherine Spence	Production Start Job List	Every 1 Months	Production Processes	1		05 Nov 2021	Details															
556	 Derek Lamb	Production In Production List	Every 1 Months	Production Processes	3		01 Nov 2021	Details															
551	 Derek Lamb	Production Statistics	Every 1 Months	Production Processes	1		05 Nov 2021	Details															
1003	 Helen Lamb	Review The Tom Thumb Grease Date	Every 12 Months	Production Processes	4		10 Oct 2022	Details															
1011	 Michael Green	Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For	Every 6 Months	Production Processes	4		08 Jan 2022	Details															

[illegible]

[illegible]

526	Michael Lamb	Import Bank CSV	Every 1 Days	Office Processes	5	2	27 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
528	Zoey Teal	Review Inward Payments	Every 1 Days	Office Processes	4	1	27 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
549	Sophie Lines	Ensure Sale or returns (SORs) Are Followed Up	Every 1 Weeks	Office Processes	4	1	29 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
275	Derek Lamb	Office Staff Meeting	Every 1 Months	Office Processes	2	1	09 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
584	Sarah Walton	VST Purchase Order Log	Every 1 Weeks	Office Processes	6		01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
792	Zoey Teal	SRS Folder	Every 1 Months	Office Processes	4	1	22 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
603	Kate Griffiths	Check For GHX Orders	Every 1 Weeks	Office Processes	4		27 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
607	Catrin Hird	Send Service Offers	Every 1 Weeks	Office Processes	4	1	02 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
620	Sarah Walton	Send VST Delivery Notifications	Every 1 Days	Office Processes	3	1	27 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
637	Derek Lamb	Shipped Order Success Report	Every 3 Months	Office Processes	3		01 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
655	Sophie Lines	Clean Kitchen Sides and Table	Every 1 Weeks	Office Processes	7		01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
657	Zoey Teal	Dishwashing	Every 1 Days	Office Processes	4		27 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
659	Kate Griffiths	Sweep Kitchen Floor	Every 1 Weeks	Office Processes	7		29 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
663	Sarah Walton	Watering Plants	Every 1 Weeks	Office Processes	4		29 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
859	Catherine Spence	UPS Exceptions Checkup	Every 1 Days	Office Processes	2	2	27 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
917	Helen Lamb	Proofs of Delivery	Every 1 Months	Office Processes	3		17 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
939	Kate Griffiths	Providing Ebay Feedback	Every 1 Weeks	Office Processes	5		27 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
990	Zoey Teal	B2B Router / Peppol Responsibilities	Every 1 Weeks	Office Processes	3		29 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1006	Sarah Walton	Review Stocks Of 8000004	Every 1 Months	Office Processes	1		07 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1026	Sarah Walton	8010004 - JJ-CCR Oxygen Sensor Orders	Every 1 Months	Office Processes	3		01 Nov 2021	Details	✓	✓	✓	NON	NON	✓	✓	✓	✓	✓	✓
1028	Sarah Walton	8010006 - REVo Oxygen Sensor Orders	Every 1 Months	Office Processes	3		01 Nov 2021	Details	✓	✓	✓	NON	NON	✓	✓	✓	✓	✓	✓
1031	Steve Nixon	Envitec Oxygen Sensor Parts Stock Check	Every 1 Months	Office Processes	3	1	06 Nov 2021	Details	✓	✓	✓	NON	NON	✓	✓	✓	✓	✓	✓
1043	Gail Bell	Vandagraph Delivery Notifications	Every 1 Days	Office Processes	3		27 Oct 2021	Details	✓	✓	✓	NON	NON	✓	✓	✓	✓	✓	✓
1044	Gail Bell	Vandagraph Shipper	Every 1 Days	Office Processes	2		27 Oct 2021	Details	✓	✓	✓	NON	NON	✓	✓	✓	✓	✓	✓

SignOff Collection										
314	🔍 Helen Lamb	Training Records	Every 3 Months	Human Resources	2		27 Nov 2021	Details	✓✓✓✓	✓✓✓✓✓✓✓✓
448	🔍 Helen Lamb	Wages Calculations	Every 1 Months	Human Resources	2		17 Nov 2021	Details	✓✓✓✓	✓✓✓✓✓✓✓✓
287	🔍 Derek Lamb	Review Accident Book	Every 6 Months	Human Resources	2		16 Jan 2022	Details	✓✓✓✓	✓✓✓✓✓✓✓✓
771	🔍 Helen Lamb	Alarm Key Holders	Every 6 Months	Human Resources	7	1	05 Apr 2022	Details	✓✓✓✓	✓✓✓✓✓✓✓✓
606	🔍 Helen Lamb	Health Declaration Sheet	Every 12 Months	Human Resources	1		24 Jan 2022	Details	✓✓✓✓	✓✓✓✓✓✓✓✓
813	🔍 Helen Lamb	Appraisal	Every 12 Months	Human Resources	3		20 Feb 2022	Details	✓✓✓✓	✓✓✓✓✓✓✓✓
815	🔍 Helen Lamb	Pay Review	Every 12 Months	Human Resources	4		06 Jun 2022	Details	✓✓✓✓	✓✓✓✓✓✓✓✓
889	🔍 Helen Lamb	Private Information Data	Every 12 Months	Human Resources	1	1	28 Jul 2022	Details	✓✓✓✓	NON ✓✓✓✓✓✓✓✓
992	🔍 Derek Lamb	Diversity Impact Assessment	Every 12 Months	Human Resources	2		28 Jun 2022	Details	✓✓✓✓	NON NON ✓✓✓✓✓✓✓✓
1065	🔍 Helen Lamb	Check Roles And Tasks For Incomplete Data	Every 3 Months	Human Resources	2		30 Oct 2021	Details	✓✓✓✓	✓✓✓✓✓✓✓✓

Audits

#	User	Task Subject	Time Scale	On Behalf of	#Trained	Outstanding	Next Due	Details	IP	1	2	3	4	5	6	7	8	9	10	11
769	Helen Lamb	Financial Review	Every 3 Months	Share Holder	2		03 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
173	Derek Lamb	Audit 21 Audit Of Audit Viamed	Every 12 Months	Share Holder	2		01 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
775	Helen Lamb	Management Reviews And Quality Audits	Every 6 Months	Managing Director	2		17 Apr 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
561	Helen Lamb	Review Company Data	Every 12 Months	Managing Director	3		13 Oct 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
774	Helen Lamb	Customer Complaints	Every 6 Months	Managing Director	2		01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
729	Derek Lamb	QA Failures Report	Every 3 Months	Managing Director	2		01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
784	Helen Lamb	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director	2		01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
751	Steve Nixon	Review Product Failures New Codes	Every 3 Months	Managing Director	2	1	01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
805	Helen Lamb	Maintain Update Of ISO Route Maps	Every 1 Months	Managing Director	2		18 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1070	Helen Lamb	New UPS Rates Needs Checking	Every 12 Months	Managing Director	1		30 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

374	Derek Lamb	Check the Stock FAQ Admin	Every 3 Months	Product Controller	2		19 Jan 2022	Details										
71	Derek Lamb	Price Check	Every 3 Months	Product Controller	3		04 Dec 2021	Details	✓	✓	NON	✓	✓	✓	✓	✓	✓	✓
502	Derek Lamb	Yearly Pricing Review	Every 12 Months	Product Controller	2		27 May 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
773	Derek Lamb	Maintain Repair Codes List	Every 24 Months	Product Controller	3		06 Oct 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
372	Helen Lamb	Documentation out of date	Every 6 Months	Documentation And Records Controller	2	1	03 Mar 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
369	Helen Lamb	Check for Duplicate Documents	Every 6 Months	Documentation And Records Controller	2		22 Feb 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
888	Michael Lamb	Annual GDPR Review Doc Management	Every 12 Months	Documentation And Records Controller	2		16 Aug 2022	Details	✓	✓	✓	NON	✓	✓	✓	✓	✓	✓
1088	Derek Lamb	Weee Waste Reporting	Every 12 Months	Documentation And Records Controller	2		01 Aug 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
95	Michael Lamb	ESD Workstations	Every 12 Months	Maintenance Controller	4		15 Mar 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1058	Derek Lamb	R D Room - Tidy, Empty Bins, Remove Cups. Caution Around Oxygen Supply	Every 1 Months	Maintenance Controller	3		02 Nov 2021	Details	✓	✓	✓	NON	NON	✓	✓	✓	✓	✓
455	Helen Lamb	Backup Server Status	Every 12 Months	IT Controller	3		19 May 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
416	Helen Lamb	Guest Access Wifi	Every 3 Months	IT Controller			23 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
902	Emily Hanson	Emails - check they have been done	Every 1 Weeks	IT Controller	9		28 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
414	Steve Hardaker	Weather Station	Every 1 Months	IT Controller	2		04 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
460	Helen Lamb	Management Meeting Turnover Report	Every 12 Months	IT Controller	2		04 Jun 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
457	Steve Nixon	Intrastats Cross Reference Database Tables Updates	Every 3 Months	IT Controller	2	1	22 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
453	Helen Lamb	Off Site Backup	Every 1 Months	IT Controller	2		01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
780	Derek Lamb	Vandagraph Pay Pay Retrieve Funds	Every 6 Months	IT Controller	2		09 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
753	Derek Lamb	Scan Incorrect Product	Every 12 Months	IT Controller	5		02 Feb 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
755	Derek Lamb	Software Validation Scan Un-QA Product To Order	Every 12 Months	IT Controller	5		01 Feb 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
757	Derek Lamb	Software Validation Expired Stock	Every 12 Months	IT Controller	5		03 Mar 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

760	Derek Lamb	Software Validation Non Sell Able Shelf	Every 12 Months	IT Controller	4		03 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
762	Derek Lamb	Software Validation In Production List	Every 6 Months	IT Controller	3		01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
765	Derek Lamb	Software Validation Unchecked Orders	Every 12 Months	IT Controller	3		03 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
781	Derek Lamb	Software Validation Conflicting Audits	Every 12 Months	IT Controller	2		14 Oct 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
803	Helen Lamb	Software Validation Document Control	Every 12 Months	IT Controller	2		01 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
809	Helen Lamb	Software Validation Scheduled Tasks And Audits	Every 6 Months	IT Controller	2	1	25 Apr 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
1033	Derek Lamb	Server Review	Every 3 Months	IT Controller	2		01 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
952	Derek Lamb	Fire Alarm Evacuation Drill	Every 12 Months	Health And Safety Controller	2		21 Mar 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
953	Helen Lamb	Fire Alarm PIR Checking	Every 12 Months	Health And Safety Controller	3		20 Mar 2022	Details	✓	✓	✓	NON	NON	✓	✓	✓	✓
955	Helen Lamb	Emergency Lighting And Fire Extinguishers	Every 12 Months	Health And Safety Controller	3		17 Apr 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
610	Helen Lamb	Supplier Review	Every 12 Months	ISO Controller	2		09 Feb 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
464	Catrin Hird	Check Website ISO Documents	Every 6 Months	ISO Controller	2		01 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
14	Helen Lamb	Audit 22 Post Market Surveillance Viamed	Every 12 Months	ISO Controller	2		30 Apr 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
284	Derek Lamb	Non conformance review history Viamed	Every 12 Months	ISO Controller	2		04 Feb 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
819	Helen Lamb	Review Processes Linked To VOPs And Audits	Every 12 Months	ISO Controller	2		04 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
286	Derek Lamb	Non conformance review history VST	Every 12 Months	ISO Controller	2		04 Feb 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
373	Helen Lamb	Vacuuming of the Office, Hall and meeting room	Every 1 Months	Warehouse Team Leader	2		08 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
375	Derek Lamb	Send Teledyne back orders list	Every 1 Months	Warehouse Team Leader	6		18 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
69	Derek Lamb	Return Goods to Suppliers	Every 2 Months	Warehouse Team Leader	3	1	26 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
424	Michael Lamb	Warehouse Floors	Every 1 Months	Warehouse Team Leader	3	1	17 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
942	Derek Lamb	Supplier Review -	Every 1	Warehouse Team Leader	1		03 Nov	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓

		Outstanding orders	Months				2021												
964	Derek Lamb	Supplier Review Future orders	Every 12 Months	Warehouse Team Leader	2		17 Oct 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
778	Derek Lamb	Current Stock Levels	Every 6 Months	Warehouse Team Leader	3		17 Apr 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
895	Derek Lamb	Current Repairs	Every 3 Months	Warehouse Team Leader	4		13 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
908	Derek Lamb	Production Requirements	Every 1 Months	Warehouse Team Leader	2		08 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
80	Derek Lamb	Check the Calibration Index	Every 3 Months	Warehouse Team Leader	3		07 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
796	Helen Lamb	Non Conformance Issues Any New QC21 Forms	Every 12 Months	Warehouse Team Leader	2	1	25 Oct 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
477	Derek Lamb	Check Expiry Dated Stock	Every 3 Months	Warehouse Team Leader	2		18 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
469	Robert Connor	Check Repairs Read For Invoice	Every 3 Months	Warehouse Team Leader	4		24 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
916	Derek Lamb	Check Stock Requirements Supplier Envitec	Every 1 Months	Warehouse Team Leader	2		16 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
782	Michael Lamb	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 12 Months	Warehouse Team Leader	1	1	17 Oct 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
590	Helen Lamb	Management Meeting warehouse	Every 3 Months	Warehouse Team Leader	2	1	30 Oct 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
625	Derek Lamb	Check Returns Suppliers	Every 1 Months	Warehouse Team Leader	2		24 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
646	Helen Lamb	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	3		15 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
648	Derek Lamb	Check Order Are Being Picked In Priority Order	Every 3 Months	Warehouse Team Leader	3		12 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
650	Helen Lamb	Orders And Items Shipped Per Month	Every 3 Months	Warehouse Team Leader	3		11 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
734	Michael Lamb	Goods In Processes	Every 3 Months	Warehouse Team Leader	3		25 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
879	Michael Lamb	Empty Warehouse Depleted Sensor Bin	Every 6 Months	Warehouse Team Leader	3		01 Feb 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
881	Michael Lamb	Check Weeee Waste Pallet And Sensor Bin	Every 12 Months	Warehouse Team Leader	3		01 Sep 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
883	Michael Lamb	Generate RMA Box, Link Items And Add Faults	Every 3 Months	Warehouse Team Leader	2		28 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
936	Robert Connor	Review Of Credits Received From Suppliers	Every 1 Months	Warehouse Team Leader	3		08 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1037	Derek Lamb	Do We Have Service	Every 12 Months	Warehouse Team Leader	3	1	01 Apr	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

		Manual / QA For All Our Stock Coming In.	Months				2022													
1046	Derek Lamb	Teledyne Stock For Vandagraph Stock Items with Temporary Notices	Every 12 Months	Warehouse Team Leader	3		01 Oct 2022	Details	✓✓✓✓	NON	NON	✓✓✓✓✓	✓✓✓✓							
206	Derek Lamb	Reports filed monthly	Every 3 Months	Sales Controller	2		28 Nov 2021	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
387	Derek Lamb	VST Price Review	Every 12 Months	Sales Controller	5		10 Dec 2021	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
654	Steve Nixon	EAN GTIN Online Database	Every 6 Months	Sales Controller	2		25 Dec 2021	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
894	Derek Lamb	Sales Projects Send To Sales Team	Every 3 Months	Sales Controller	1		01 Feb 2022	Details	✓✓✓✓	NON	NON	✓✓✓✓✓	✓✓✓✓							
1030	Michael Lamb	Product Cross References	Every 3 Months	Marketing Controller	1		01 Dec 2021	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
674	Steve Nixon	Pro-Active Marketing	Every 3 Months	Marketing Controller	2	1	26 Dec 2021	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
672	Steve Nixon	Research Activities	Every 3 Months	Marketing Controller	3	1	19 Dec 2021	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
676	Steve Nixon	Contract Pricing Review	Every 3 Months	UK Sales Controller	3	1	03 Jan 2022	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
945	Steve Hardaker	Distributor Agreements	Every 3 Months	EX Sales Controller	3		18 Nov 2021	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
379	Derek Lamb	Check Sale or Returns	Every 3 Months	EX Sales Force	2		18 Nov 2021	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
293	Derek Lamb	Proforma And Quote Chasing Ryan	Every 6 Months	EX Sales Force	3		11 Dec 2021	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
1090	Michael Lamb	Ensure All Invoice Correctly Tagged	Every 6 Months	OEM Sales Controller	2		31 Jan 2022	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
704	Steve Nixon	VST Customer Agreements	Every 3 Months	OEM Sales Controller	2	1	07 Jan 2022	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
1067	Derek Lamb	VST Feedback	Every 12 Months	OEM Sales Controller	2		28 Mar 2022	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
1069	Derek Lamb	Proforma And Quote Chasing UK	Every 6 Months	UK Sales Force	3		04 Apr 2022	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
1092	Michael Lamb	Viamed Properties Loan	Every 6 Months	Accounts Processes	2		31 Jan 2022	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
559	Michael Lamb	Accounts on Stop	Every 3 Months	Accounts Processes	3		01 Mar 2022	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
377	Michael Lamb	Viamed End Of Month Shutdown	Every 3 Months	Accounts Processes	2		25 Nov 2021	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
558	Michael Lamb	Bank Details Entered	Every 12 Months	Accounts Processes	2		01 Dec 2021	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
679	Michael Lamb	Fill in Cashbook / Bank Rec for previous Month	Every 12 Months	Accounts Processes	2		14 Mar 2022	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							
681	Michael Lamb				4		11 Oct 2022	Details	✓✓✓✓	✓	✓	✓✓✓✓✓	✓✓✓✓							

694	Michael Lamb	Journals for the End of Month accounts	Every 12 Months	Accounts Processes	2		14 May 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
682	Michael Lamb	Cheques To Bank	Every 12 Months	Accounts Processes	3		24 Jul 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
683	Michael Lamb	Credit Cards	Every 12 Months	Accounts Processes	2		20 Jun 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
684	Michael Lamb	Credits Done	Every 12 Months	Accounts Processes	2		29 Aug 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
677	Michael Lamb	Accounts Filing	Every 12 Months	Accounts Processes	3		14 Jun 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
687	Michael Lamb	HMRC Intrastats Data	Every 12 Months	Accounts Processes	3		27 Feb 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
698	Michael Lamb	VAT Return	Every 12 Months	Accounts Processes	3		26 Jun 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
696	Michael Lamb	Purchase Invoices	Every 12 Months	Accounts Processes	2		29 Jun 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
697	Helen Lamb	Remit Processing	Every 24 Months	Accounts Processes	4		04 Sep 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
678	Michael Lamb	Accounts Review - Debtors	Every 6 Months	Accounts Processes	3		08 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
560	Michael Lamb	Staff Training	Every 3 Months	Accounts Processes	2		01 Dec 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
451	Michael Lamb	Viamed Debtors	Every 6 Months	Accounts Processes	3		13 Apr 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
689	Derek Lamb	Issues for Accountants	Every 48 Months	Accounts Processes	2		15 Mar 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
699	Michael Lamb	Weights Per Region Needed To Submit EC Sales List	Every 12 Months	Accounts Processes	3		27 Sep 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
930	Helen Lamb	UPS Invoices Vandagraph	Every 1 Months	Accounts Processes	2	1	16 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
700	Michael Lamb	Withdraw Funds From Paypal	Every 6 Months	Accounts Processes	3		03 Mar 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
688	Michael Lamb	Humanmed Invoice For Previous Month	Every 12 Months	Accounts Processes	2		20 Jun 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
695	Michael Lamb	Opera end of month Close downs Sales Purchasing and nominal	Every 24 Months	Accounts Processes	2		29 Nov 2021	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
690	Derek Lamb	Issues For Accountants	Every 12 Months	Accounts Processes	4		18 Jun 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
691	Derek Lamb	Issues For Accountants	Every 12 Months	Accounts Processes	2		02 Aug 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
692	Derek Lamb	Issues For Accountant	Every 24 Months	Accounts Processes	2		22 Apr 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
714	Michael Lamb	Chase The Debtors VST	Every 3 Months	Accounts Processes	4		07 Jan 2022	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓
812	Michael Lamb	Purchase Payments	Every 3 Months	Accounts Processes	3		21 Dec	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓

			Months				2021						
838	Michael Lamb	Region Checker	Every 6 Months	Accounts Processes	2		02 Feb 2022	Details	✓✓✓	NON	✓	✓✓✓✓	✓✓✓
929	Michael Lamb	Send Debtors Overview To Derek	Every 6 Months	Accounts Processes	2		01 Dec 2021	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
962	Michael Lamb	Check Debtors Report	Every 12 Months	Accounts Processes	2		01 May 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
996	Michael Lamb	VAT Return Vandagraph	Every 12 Months	Accounts Processes	2		26 Jun 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
998	Michael Lamb	VAT Return VST	Every 12 Months	Accounts Processes	2		26 Jul 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
1021	Emily Hanson	Xero Review Sales Contacts	Every 3 Months	Accounts Processes	1		10 Nov 2021	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
1035	Michael Lamb	Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed	Every 6 Months	Accounts Processes	2		09 Jan 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
1053	Michael Lamb	Exchange Rate In To Intrastats	Every 12 Months	Accounts Processes	2		17 Feb 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
1087	Helen Lamb	Shred CC Slips	Every 6 Months	Accounts Processes	4		20 Feb 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
24	Helen Lamb	Audit 01 Picking Packing Viamed	Every 12 Months	Audits	2		01 Jan 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
36	Helen Lamb	Audit 02 Contract Review Viamed	Every 12 Months	Audits	2		01 Sep 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
22	Helen Lamb	Audit 03 Design Control Viamed	Every 12 Months	Audits	2		01 Jan 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
37	Helen Lamb	Audit 05 Purchasing Suppliers Viamed	Every 12 Months	Audits	2		01 Sep 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
20	Helen Lamb	Audit 06 Calibration Viamed	Every 12 Months	Audits	2		20 May 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
25	Helen Lamb	Audit 07 Handling And Storage Viamed	Every 12 Months	Audits	2		15 Apr 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
10	Derek Lamb	Audit 08 Training Viamed	Every 12 Months	Audits	2		30 Jun 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
170	Helen Lamb	Audit 09 Goods Inward And Product Identity Viamed	Every 12 Months	Audits	2		09 Mar 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
27	Helen Lamb	Audit 10 Documentation Control Viamed	Every 12 Months	Audits	2		10 Jun 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
171	Helen Lamb	Audit 11 Repairs And Service Viamed	Every 12 Months	Audits	2		01 Jul 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
16	Helen Lamb	Audit 12 CE Files Viamed	Every 12 Months	Audits	2		22 Mar 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
30	Helen Lamb	Audit 14 Complaints	Every 12 Months	Audits	2		14 Nov	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓

		Audits	Frequency	Due Date	Status	Comments	Score	Feedback	Next Audit	Overall Rating
28	Helen Lamb	Audit 15 Production Viamed	Every 12 Months	01 May 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
11	Helen Lamb	Audit 17 Internal Audits Viamed	Every 12 Months	01 Dec 2021	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
13	Helen Lamb	Audit 19 Health And Saftey Viamed	Every 12 Months	01 Aug 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
172	Helen Lamb	Audit 20 Process Verification To Managment Viamed	Every 12 Months	01 Nov 2021	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
43	Helen Lamb	Audit 23 Analysis Of Data Viamed	Every 12 Months	13 Jul 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
194	Helen Lamb	Audit 01 Picking Packing VST	Every 12 Months	01 Jan 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
187	Helen Lamb	Audit 02 Contract Review VST	Every 12 Months	01 Sep 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
193	Helen Lamb	Audit 03 Design Control VST	Every 12 Months	01 Jan 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
190	Helen Lamb	Audit 05 Purchasing Suppliers VST	Every 12 Months	01 Sep 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
182	Helen Lamb	Audit 06 Calibration VST	Every 12 Months	20 May 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
178	Helen Lamb	Audit 07 Handling And Storage VST	Every 12 Months	15 Apr 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
184	Derek Lamb	Audit 08 Training VST	Every 12 Months	30 Jun 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
174	Helen Lamb	Audit 09 Goods Inward And Product Identity VST	Every 12 Months	09 Mar 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
183	Helen Lamb	Audit 10 Documentation Control VST	Every 12 Months	10 Jun 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
179	Helen Lamb	Audit 11 Repairs And Service VST	Every 12 Months	01 Jul 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
176	Helen Lamb	Audit 12 CE Files VST	Every 12 Months	22 Mar 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
189	Helen Lamb	Audit 14 Complaints And Corrective Actions VST	Every 12 Months	14 Nov 2021	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
175	Helen Lamb	Audit 15 Production VST	Every 12 Months	01 May 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
191	Helen Lamb	Audit 17 Internal Audits VST	Every 12 Months	01 Dec 2021	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
186	Helen Lamb	Audit 19 Health And Saftey VST	Every 12 Months	01 Aug 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
181	Helen Lamb	Audit 20 Process Verification To Managment VST	Every 12 Months	01 Nov 2021	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓
192	Derek Lamb	Audit 21 Audit Of Audit VST	Every 12 Months	01 Dec	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓

	ID	Name	Description	Freq.	Type	Cnt.	Prior	Date	Status	Q1-2022	Q2-2022	Q3-2022	Q4-2022	Avg	Score
		Helen Lamb	Audit 22 Post Market Surveillance VST	Every 12 Months	Audits	2		30 Apr 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Helen Lamb	Audit 23 Analysis Of Data VST	Every 12 Months	Audits	2		13 Jul 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Helen Lamb	Audit 18 Management Review Viamed	Every 12 Months	Audits	2	1	16 Oct 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Helen Lamb	Audit 18 Management Review VST	Every 12 Months	Audits	2	1	15 Oct 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Helen Lamb	Audit 24 Due Servicing	Every 12 Months	Audits	2		01 Aug 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Helen Lamb	Audit 27 Software Validation	Every 12 Months	Audits	2		08 Feb 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Derek Lamb	Safety Tester Data	Every 12 Months	Repairs Controller	2		31 Aug 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Derek Lamb	Review Flow Of Data	Every 12 Months	Data Protection Officer	2		12 Apr 2022	Details	✓ ✓ ✓ ✓	NON	NON	✓ ✓ ✓ NON	✓ ✓ ✓	
		Derek Lamb	Production Start Job List	Every 3 Months	Production Processes	1		03 Jan 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Helen Lamb	Production In Production List	Every 3 Months	Production Processes	3		01 Jan 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Helen Lamb	Production Statistics	Every 3 Months	Production Processes	1		03 Jan 2022	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Derek Lamb	Review The Tom Thumb Grease Date Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST	Every 12 Months	Production Processes	4		20 Nov 2021	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Helen Lamb	VST Supplier QA Results	Every 6 Months	QA Goods In	2		02 Dec 2021	Details	✓ ✓ ✓ ✓	NON	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Helen Lamb	Goods Out Review	Every 1 Month	Goods Out	3	1	04 Nov 2021	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Helen Lamb	Back Orders Review - By Customer	Every 1 Month	Goods Out	3	1	25 Nov 2021	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Emma Clark	Ship Repairs	Every 1 Month	Goods Out	2	1	01 Nov 2021	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Derek Lamb	Check Repair orders against the customer paperwork	Every 1 Month	Goods Out	2		09 Nov 2021	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Michael Lamb	Answering Telephones	Every 3 Months	Office Processes	6		02 Dec 2021	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Kate Griffiths	Checking Of Sales Orders	Every 1 Weeks	Office Processes	11	1	02 Nov 2021	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	
		Derek Lamb	Email Distribution	Every 1 Week	Office Processes	6		17 Nov 2021	Details	✓ ✓ ✓ ✓	✓	✓	✓ ✓ ✓ ✓	✓ ✓ ✓	

[illegible]

https://www.vmsecure.me.uk/intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek_Lamb&idp=rabPIHYi6uUW6... 29/30

1032	Derek Lamb	Envitec Oxygen Sensor Parts Stock Check	Every 3 Months	Office Processes	3	11 Dec 2021	Details	✓✓✓	NON	NON	✓✓✓✓	✓✓✓
380	Derek Lamb	Training Records updated	Every 6 Months	Human Resources	2	04 Mar 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
1071	Helen Lamb	Health And Safety Review	Every 12 Months	Human Resources	2	01 Jan 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
814	Derek Lamb	Appraisal	Every 24 Months	Human Resources	3	13 Jun 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
816	Derek Lamb	Pay Review	Every 24 Months	Human Resources	4	15 Aug 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓
890	Michael Lamb	Private Information Data	Every 12 Months	Human Resources	1	12 Sep 2022	Details	✓✓✓	NON	✓	✓✓✓✓	✓✓✓
1066	Derek Lamb	Check Roles And Tasks For Incomplete Data	Every 12 Months	Human Resources	2	01 Jul 2022	Details	✓✓✓	✓	✓	✓✓✓✓	✓✓✓

Total Issues Outstanding / Unread Per User

Name	Number Issues	Number Unread
Catherine Spence	23	14
Catrin Hird	9	4
Derek Lamb	98	1
Emily Hanson	3	1
Emma Clark	18	11
Gail Bell	1	
Helen Lamb	62	12
Jean Lamb	14	13
Kate Griffiths	1	1
Linda Shearing		
Michael Green	15	
Michael Lamb	25	18
Philip Crossley	2	
Robert Connor	2	
Ryan Swaine	6	3
Sarah Walton	6	6
Sophie Lines	1	1
Steve Hardaker	17	
Steve Nixon	150	111
Zoey Teal	7	6