Catherine Spence Areas of Responsibility and Supervisor

VM3COP02 Organisation chart
VM3COP02 Organisation Complete Overview

Main Catagory	Supervisor	Responsibilities	Members
Goods Out	Warehouse Team Leader Derek Lamb	Responsibilities	Emma Clark Catherine Spence

Tasks Catherine Spence Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
752	Scan Incorrect Product - Software Validation	Every 9 Months	IT Controller		01 Sep 2022	
754	Software Validation Scan UnQA Product To Order	Every 6 Months	IT Controller		12 Jun 2022	
756	Software Validation Expired Stock	Every 12 Months	IT Controller		12 Oct 2022	
759	Software Validation Non Sell Able Shelf	Every 12 Months	IT Controller		01 Sep 2022	
609	Fire Alarm checking - MCPs	Every 1 Months	Health And Safety Controller		01 Jun 2022	
954	Emergency Lighting And Fire Extinguishers	Every 1 Months	Health And Safety Controller	1	15 Jun 2022	
66	Request RMAs	Every 1 Weeks	Warehouse Team Leader		20 May 2022	
614	Current Repairs	Every 1 Weeks	Warehouse Team Leader	1	17 May 2022	
468	Check Repairs Ready For Invoice	Every 2 Weeks	Warehouse Team Leader	1	30 May 2022	
486	Repairs Ready For Quote	Every 1 Days	Warehouse Team Leader		17 May 2022	
485	Repairs Ready For	Every 2	Warehouse	1	17	

Invoice		Days	Team Leader		May 2022
645	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader		08 Aug 2022
915	Goods In Processes	Every 1 Months	Warehouse Team Leader		26 May 2022
935	Review Of Credits Received From Suppliers	Every 2 Weeks	Warehouse Team Leader	1	25 May 2022
564	Franking Mail	Every 1 Days	Office Processes	1	17 May 2022
107	PUT OUT BLUE BINS	Every 1 Months	Office Processes	1	15 Jun 2022
903	Filling Credit Card Slips	Every 1 Weeks	Office Processes	1	23 May 2022
506	Collect Repair Filing	Every 1 Weeks	Office Processes	2	20 May 2022
859	UPS Exceptions Checkup	Every 1 Days	Office Processes	1	17 May 2022
105	Goods Out Review	Every 1 Weeks	Goods Out		17 May 2022
905	Back Orders Review - By Customer	Every 1 Weeks	Goods Out		19 May 2022
492	Ship Repairs	Every 1 Days	Goods Out	1	17 May 2022
491	Ship Sale Or Returns	Every 1 Days	Goods Out		17 May 2022
575	Check Repair orders against the customer paperwork	Every 7 Days	Goods Out	2	19 May 2022
576	Check Repair Quotes	Every 1 Days	Goods Out		17 May 2022
884	Request RMA Based On The RMA Boxes	Every 1 Weeks	Goods Out	1	23 May 2022
553	Production Start Job List	Every 1 Months	Production Processes		05 Jun 2022

Audits Catherine Spence Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
539	Maintaining Leaflet Stocks	Every 1 Months	Office Processes		01 Jun 2022	