



Michael Lamb Areas of Responsibility and Supervisor

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

Main Catagory	Supervisor Responsibilities Members		
Servicing Onsite	Director 3 (Steve)	Responsibilities	Steve Nixon Philip Crossley Michael Lamb Michael Green
	Steve Nixon		
Office Processes	Office Team Leader	Responsibilities	Sarah Walton Sophie Lines Zoey Teal Kate Griffiths Gail Bell Emma Clark
	Derek Lamb		Michael Lamb

Tasks Michael Lamb Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
139	Server Review	Every 1 Months	IT Controller	1	05 Jun 2022	
454	Backup Server Status	Every 2 Weeks	IT Controller	1	26 May 2022	
452	Off Site Backup	Every 7 Days	IT Controller	1	21 May 2022	
510	Domain Name Management	Every 1 Months	IT Controller	1	20 May 2022	
511	AWS Amazon Web Services Collect Invoice	Every 1 Months	IT Controller	1	07 Jun 2022	
597	Fast Hosts Invoice	Every 1 Months	IT Controller	2	08 Jun 2022	
766	Software Validation Attempt To QA Some Stock	Every 6 Months	IT Controller		01 Jun 2022	
973	Test Website Questions	Every 1 Months	IT Controller	1	06 Jun 2022	
139	Server Review	Every 1 Months	IT Controller	1	05 Jun 2022	

		Months			Jun 2022
<u>370</u>	Duplicate Documents	Every 1 Months	Documentation And Records Controller	1	18 May 2022
<u>1162</u>	Verification Warehouse Hand Sanitiser	Every 3 Months	Warehouse Team Leader		22 May 2022
<u>1164</u>	Verification Stock Items And Locations	Every 6 Months	Warehouse Team Leader		22 Aug 2022
<u>1156</u>	Verification Of SRS Information added	Every 12 Months	Repairs Controller	1	02 May 2023
<u>1086</u>	Shred CC Slips	Every 1 Weeks	Accounts Processes	1	20 May 2022
<u>233</u>	Check the Service visit logs	Every 1 Weeks	Office Processes	1	17 May 2022
<u>225</u>	Empty bins in the office, general waste and recycling	Every 1 Weeks	Office Processes	1	20 May 2022
<u>508</u>	Shred Sensitive Paperwork	Every 2 Weeks	Office Processes		20 May 2022
<u>526</u>	Import Bank CSV	Every 1 Days	Office Processes	1	17 May 2022
<u>225</u>	Empty bins in the office, general waste and recycling	Every 1 Weeks	Office Processes	1	20 May 2022
<u>1006</u>	Review Stocks Of 8000004	Every 1 Months	Office Processes	1	07 Jun 2022
<u>1026</u>	8010004 - JJ-CCR Oxygen Sensor Orders	Every 1 Months	Office Processes		01 Jun 2022
<u>1028</u>	8010006 - REVo Oxygen Sensor Orders	Every 1 Months	Office Processes		01 Jun 2022
<u>1043</u>	Vandagraph Delivery Notifications	Every 1 Days	Office Processes	1	17 May 2022
<u>1044</u>	Vandagraph Shipper SignOff Collection	Every 1 Days	Office Processes	1	17 May 2022
<u>1149</u>	Verification Todays Goods In	Every 12 Months	Goods In	1	21 Feb 2023
<u>1151</u>	Verification Supplier Delivery Notes	Every 12 Months	Goods In		01 Mar 2023
<u>1153</u>	Verification Of Non Conforming Products	Every 12 Months	Goods In		21 Feb 2023

Audits Michael Lamb Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
<u>95</u>	ESD Workstations	Every 12 Months	Maintenance Controller		15 Mar 2023	
<u>888</u>	Annual GDPR Review Doc Management	Every 12 Months	Documentation And Records Controller		16 Aug 2022	
<u>1030</u>	Sales Projects Send To Sales Team	Every 3 Months	Sales Controller		01 Jun 2022	
<u>424</u>	Warehouse Floors	Every 1 Months	Warehouse Team Leader	1	17 May 2022	
<u>424</u>	Warehouse Floors	Every 1 Months	Warehouse Team Leader	1	17 May 2022	
<u>424</u>	Warehouse Floors	Every 1 Months	Warehouse Team Leader	1	17 May 2022	
<u>424</u>	Warehouse Floors	Every 1 Months	Warehouse Team Leader	1	17 May 2022	
<u>424</u>	Warehouse Floors	Every 1 Months	Warehouse Team Leader	1	17 May 2022	
<u>424</u>	Warehouse Floors	Every 1 Months	Warehouse Team Leader	1	17 May 2022	
<u>782</u>	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 12 Months	Warehouse Team Leader		17 Oct 2022	
<u>734</u>	Goods In Processes	Every 3 Months	Warehouse Team Leader		25 Jun 2022	
<u>879</u>	Empty Warehouse Depleted Sensor Bin	Every 6 Months	Warehouse Team Leader		01 Aug 2022	
<u>881</u>	Check Weeee Waste Pallet And Sensor Bin	Every 12 Months	Warehouse Team Leader		01 Sep 2022	
<u>883</u>	Generate RMA Box, Link Items And Add Faults	Every 3 Months	Warehouse Team Leader		28 May 2022	
<u>1167</u>	Verification Of Ebay Stock	Every 12 Months	Warehouse Team Leader	1	13 Apr 2023	
<u>1092</u>	Proforma And Quote Chasing UK	Every 6 Months	UK Sales Force		31 Jul 2022	
<u>1090</u>	Proforma And Quote Chasing Ryan	Every 6 Months	EX Sales Force		31 Jul 2022	
<u>890</u>	Private Information Data	Every 12 Months	Human Resources		12 Sep	

		Months			2022
<u>1111</u>	To Check On Line And See If There Have Been Any Changes To Gdpr We Need To Be Aware Of.	Every 24 Months	Human Resources		13 Apr 2023
<u>1171</u>	Verification Warranty Repairs Customer Approval	Every 12 Months	Repairs Controller		23 Nov 2022
<u>559</u>	Viamed Properties Loan	Every 6 Months	Accounts Processes		01 Sep 2022
<u>377</u>	Accounts on Stop	Every 3 Months	Accounts Processes		25 May 2022
<u>558</u>	Viamed End Of Month Shutdown	Every 3 Months	Accounts Processes		01 Jun 2022
<u>679</u>	Bank Details Entered	Every 12 Months	Accounts Processes		14 Mar 2023
<u>681</u>	Fill in Cashbook / Bank Rec for previous Month	Every 12 Months	Accounts Processes		11 Oct 2022
<u>694</u>	Journals for the End of Month accounts	Every 12 Months	Accounts Processes	1	14 May 2023
<u>682</u>	Cheques To Bank	Every 12 Months	Accounts Processes		24 Jul 2022
<u>683</u>	Credit Cards	Every 12 Months	Accounts Processes		20 Jun 2022
<u>684</u>	Credits Done	Every 12 Months	Accounts Processes		29 Aug 2022
<u>677</u>	Accounts Filing	Every 12 Months	Accounts Processes		14 Jun 2022
<u>687</u>	HMRC Intrastats Data	Every 12 Months	Accounts Processes		27 Feb 2023
<u>698</u>	VAT Return	Every 12 Months	Accounts Processes		26 Jun 2022
<u>696</u>	Purchase Invoices	Every 12 Months	Accounts Processes		29 Jun 2022
<u>678</u>	Accounts Review - Debtors	Every 6 Months	Accounts Processes	1	08 Nov 2022
<u>560</u>	Staff Training	Every 3 Months	Accounts Processes		01 Jun 2022
<u>451</u>	Viamed Debtors	Every 6 Months	Accounts Processes	1	13 Oct 2022
<u>696</u>	Purchase Invoices	Every	Accounts		29

		12 Months	Processes		Jun 2022
<u>678</u>	Accounts Review - Debtors	Every 6 Months	Accounts Processes	1	08 Nov 2022
<u>678</u>	Accounts Review - Debtors	Every 6 Months	Accounts Processes	1	08 Nov 2022
<u>699</u>	Weights Per Region Needed To Submit EC Sales List	Every 12 Months	Accounts Processes		27 Sep 2022
<u>930</u>	UPS Invoices Vandagraph	Every 1 Months	Accounts Processes	2	16 Jun 2022
<u>700</u>	Withdraw Funds From Paypal	Every 6 Months	Accounts Processes		03 Sep 2022
<u>688</u>	Humanmed Invoice For Previous Month	Every 12 Months	Accounts Processes		20 Jun 2022
<u>695</u>	Opera end of month Close downs Sales Purchasing and nominal	Every 24 Months	Accounts Processes		29 Nov 2023
<u>695</u>	Opera end of month Close downs Sales Purchasing and nominal	Every 24 Months	Accounts Processes		29 Nov 2023
<u>714</u>	Chase The Debtors VST	Every 3 Months	Accounts Processes		07 Jul 2022
<u>812</u>	Purchase Payments	Every 3 Months	Accounts Processes		21 Jun 2022
<u>838</u>	Region Checker	Every 6 Months	Accounts Processes		02 Aug 2022
<u>929</u>	Send Debtors Overview To Derek	Every 6 Months	Accounts Processes		01 Jun 2022
<u>962</u>	Check Debtors Report	Every 12 Months	Accounts Processes	1	01 May 2023
<u>996</u>	VAT Return Vandagraph	Every 12 Months	Accounts Processes		26 Jun 2022
<u>998</u>	VAT Return VST	Every 12 Months	Accounts Processes		26 Jul 2022
<u>1035</u>	Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed	Every 6 Months	Accounts Processes		09 Jul 2022
<u>1053</u>	Exchange Rate In To Intrastats	Every 12 Months	Accounts Processes		17 Feb 2023
<u>1114</u>	Check For Viking	Every	Accounts		15

	Invoices	6 Months	Processes		Jun 2022
<u>1119</u>	Check Creditors	Every 3 Months	Accounts Processes		02 Jun 2022
<u>1178</u>	VAT Return Viamed Properties	Every 12 Months	Accounts Processes		20 Apr 2023
<u>668</u>	Answering Telephones	Every 3 Months	Office Processes		02 Jun 2022
<u>401</u>	Check Paypal For Orders	Every 1 Months	Office Processes	2	16 Jun 2022
<u>777</u>	Completing Office Job List	Every 1 Months	Office Processes	1	20 May 2022
<u>568</u>	Franking Mail	Every 6 Months	Office Processes		09 Oct 2022
<u>410</u>	Proforma And Quote Chasing	Every 1 Months	Office Processes	2	15 Jun 2022
<u>507</u>	Collect Repair Filing From Warehouse	Every 1 Months	Office Processes	1	27 May 2022
<u>524</u>	Delivered not Invoiced	Every 1 Months	Office Processes	1	10 Jun 2022
<u>585</u>	VST Purchase Order Log	Every 1 Weeks	Office Processes	1	18 May 2022
<u>793</u>	SRS Folder	Every 3 Months	Office Processes	1	16 Aug 2022
<u>656</u>	Clean Kitchen Sides and Table	Every 2 Weeks	Office Processes	1	27 May 2022
<u>658</u>	Dishwashing	Every 1 Weeks	Office Processes	1	20 May 2022
<u>918</u>	Proofs of Delivery	Every 6 Months	Office Processes		12 Sep 2022