



Michael Lamb Areas of Responsibility and Supervisor

VM3COP02 Organisation chart VM3COP02 Organisation Complete Overview

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

Tasks Michael Lamb Directly Allocated

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

		Months		Jun 2022	
<u>370</u>	Duplicate Documents	Every 1 Months	Documentation And Records Controller	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	02 May 2023	
<u>1086</u>	Shred CC Slips	Every 1 Weeks	Accounts Processes	20 May 2022	
<u>233</u>	Check the Service visit logs	Every 1 Weeks	Office Processes	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	1	01 Jun 2022
<u>1028</u>	8010006 - REVo Oxygen Sensor Orders	Every 1 Months	Office Processes	1	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	1	01 Mar 2023
<u>1153</u>	Verification Of Non Conforming Products	Every 12 Months	Goods In	1	21 Feb 2023

Audits Michael Lamb Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
95	ESD Workstations	Every 12 Months	Maintenance Controller		15 Mar 2023	
888	Annual GDPR Review Doc Management	Every 12 Months	Documentation And Records Controller		16 Aug 2022	
1030	Sales Projects Send To Sales Team	Every 3 Months	Sales Controller		01 Jun 2022	
424	Warehouse Floors	Every 1 Months	Warehouse Team Leader	1	17 May 2022	
424	Warehouse Floors	Every 1 Months	Warehouse Team Leader	1	17 May 2022	
424	Warehouse Floors	Every 1 Months	Warehouse Team Leader	1	17 May 2022	
424	Warehouse Floors	Every 1 Months	Warehouse Team Leader	1	17 May 2022	
424	Warehouse Floors	Every 1 Months	Warehouse Team Leader	1	17 May 2022	
424	Warehouse Floors	Every 1 Months	Warehouse Team Leader	1	17 May 2022	
424	Warehouse Floors	Every 1 Months	Warehouse Team Leader	1	17 May 2022	
782	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 12 Months	Warehouse Team Leader		17 Oct 2022	
734	Goods In Processes	Every 3 Months	Warehouse Team Leader		25 Jun 2022	
879	Empty Warehouse Depleted Sensor Bin	Every 6 Months	Warehouse Team Leader		01 Aug 2022	
881	Check Weeee Waste Pallet And Sensor Bin	Every 12 Months	Warehouse Team Leader		01 Sep 2022	
883	Generate RMA Box, Link Items And Add Faults	Every 3 Months	Warehouse Team Leader		28 May 2022	
1167	Verification Of Ebay Stock	Every 12 Months	Warehouse Team Leader	1	13 Apr 2023	
1092	Proforma And Quote Chasing UK	Every 6 Months	UK Sales Force		31 Jul 2022	
1090	Proforma And Quote Chasing Ryan	Every 6 Months	EX Sales Force		31 Jul 2022	
890	Private Information Data	Every 12	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	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	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	13 Oct 2022
<u>696</u>	Purchase Invoices	Every	Accounts	29

		12	Processes		Jun
		Months		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	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	15 Jun 2022
<u>507</u>	Collect Repair Filing From Warehouse	Every 1 Months	Office Processes	27 May 2022
<u>524</u>	Delivered not Invoiced	Every 1 Months	Office Processes	10 Jun 2022
<u>585</u>	VST Purchase Order Log	Every 1 Weeks	Office Processes	18 May 2022
<u>793</u>	SRS Folder	Every 3 Months	Office Processes	16 Aug 2022
<u>656</u>	Clean Kitchen Sides and Table	Every 2 Weeks	Office Processes	27 May 2022
<u>658</u>	Dishwashing	Every 1 Weeks	Office Processes	20 May 2022
<u>918</u>	Proofs of Delivery	Every 6 Months	Office Processes	12 Sep 2022