Sophie Lines Areas of Responsibility and Supervisor

VM3COP02 Organisation chart
VM3COP02 Organisation Complete Overview

Main Catagory	Supervisor	Responsibilities	Members
Office Processes	Office Team Leader Derek Lamb	Responsibilities	Sarah Walton Sophie Lines Zoey Teal Kate Griffiths Gail Bell Emma Clark Michael Lamb

Tasks Sophie Lines Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
764	Software Validation Unchecked Orders	Every 12 Months	IT Controller		01 Jan 2023	
382	Send Post To Humanmed	Every 1 Weeks	Office Processes		20 May 2022	
393	Cleaning Of Office Windows	Every 1 Months	Office Processes		13 Jun 2022	
404	Link Call Log Contacts To The CRM	Every 1 Weeks	Office Processes	1	23 May 2022	
519	Update Virus Software And Scan For Viruses	Every 1 Weeks	Office Processes		20 May 2022	
549	Ensure Sale or returns (SORs) Are Followed Up	Every 1 Weeks	Office Processes		20 May 2022	
655	Clean Kitchen Sides and Table	Every 1 Weeks	Office Processes	1	23 May 2022	

Audits Sophie Lines Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
466	Check For Human Med Orders In Logistics Mailbox	Every 1 Months	Office Processes	1	01 Jun	

			2022
529 Review Inward Payments	Every 1 Weeks	Office Processes	19 May 2022
604 Check For GHX Orders	Every 1 Months	Office Processes	20 May 2022