



# Robert Connor Areas of Responsibility and Supervisor

## VM3COP02 Organisation chart VM3COP02 Organisation Complete Overview

Main Catagory	Supervisor	Responsibilities Members
Goods In	Warehouse Team Leader <u>Derek Lamb</u>	<u>Responsibilities</u> <u>Robert Connor</u> <u>Emma Clark</u>
QA Goods In	QA Controller <u>Derek Lamb</u>	<u>Responsibilities</u> <u>Robert Connor</u> <u>Emma Clark</u> <u>Linda Shearing</u>
QA Repairs	QA Controller <u>Derek Lamb</u>	<u>Responsibilities</u> <u>Philip Crossley</u> <u>Michael Green</u> <u>Robert Connor</u> <u>Ryan Swaine</u>
QA Production	QA Controller <u>Derek Lamb</u>	<u>Responsibilities</u> <u>Linda Shearing</u> <u>Robert Connor</u>

## Tasks Robert Connor Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
<u>727</u>	QA Failures Report	Every 1 Months	Managing Director		02 Jun 2022	
<u>761</u>	Software Validation In Production List	Every 3 Months	IT Controller		01 Jul 2022	
<u>761</u>	Software Validation In Production List	Every 3 Months	IT Controller		01 Jul 2022	
<u>763</u>	Software Validation Stock Tracking Check	Every 6 Months	IT Controller	1	08 Oct 2022	
<u>125</u>	Gents	Every 1 Months	Warehouse Team Leader		17 Jun 2022	
<u>541</u>	Empty Paper Bins	Every 1 Weeks	Warehouse Team Leader		18 May 2022	
<u>543</u>	Hoover Warehouse	Every 1 Weeks	Warehouse Team Leader		23 May 2022	
<u>423</u>	Sweep Warehouse	Every 1 Weeks	Warehouse Team Leader		23 May 2022	
<u>542</u>	Empty Warehouse Bins	Every 1	Warehouse		19	

		Weeks	Team Leader	May 2022
<u>426</u>	Clean Duckets	Every 1 Weeks	Warehouse Team Leader	19 May 2022
<u>427</u>	Clear Cardboard	Every 2 Weeks	Warehouse Team Leader	20 May 2022
<u>615</u>	Current Stock Levels	Every 2 Weeks	Warehouse Team Leader	31 May 2022
<u>294</u>	Check Expiry Dated Stock	Every 1 Months	Warehouse Team Leader 1	04 Jun 2022
<u>481</u>	Check Stock Requirements Supplier Posey	Every 2 Weeks	Warehouse Team Leader	26 May 2022
<u>488</u>	Vandagraph Duckets	Every 1 Weeks	Warehouse Team Leader	23 May 2022
<u>545</u>	Move Stock From QA Shelf To Stock Shelf Monday	Every 1 Weeks	Warehouse Team Leader	23 May 2022
<u>622</u>	Check Returns Supplier Envitec	Every 1 Weeks	Warehouse Team Leader	20 May 2022
<u>624</u>	Check Returns Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	20 May 2022
<u>623</u>	Check Returns Supplier Maxtec	Every 2 Weeks	Warehouse Team Leader	20 May 2022
<u>626</u>	Check Supplier Returns All Suppliers	Every 1 Months	Warehouse Team Leader	24 May 2022
<u>647</u>	Check Order Are Being Picked In Priority Order	Every 8 Weeks 2 Days	Warehouse Team Leader	31 May 2022
<u>878</u>	Empty Warehouse Depleted Sensor Bin	Every 1 Months 3 Weeks	Warehouse Team Leader	06 Jul 2022
<u>880</u>	Check Weeee Waste Pallet And Sensor Bin	Every 6 Months	Warehouse Team Leader	02 Aug 2022
<u>882</u>	Generate RMA Box, Link Items And Add Faults	Every 1 Weeks	Warehouse Team Leader	22 May 2022
<u>921</u>	Reserve Stock Review	Every 1 Weeks	Warehouse Team Leader	19 May 2022
<u>1084</u>	VST Stock Count For End April	Every 12 Months	Warehouse Team Leader	24 Mar 2023
<u>406</u>	Processing Depleted Sensors	Every 2 Weeks	Office Processes	31 May 2022
<u>767</u>	Check POR Files For Items Delivered But Not	Every 1 Months	Goods In	18 May

	Removed From File		2022
<u>836</u>	Stamp Deliveries	Every 1 Days	18 May 2022
<u>1098</u>	Decontamination Of Incomming Products And Repairs	Every 1 Months	15 Jun 2022
<u>1145</u>	Verification Production Paperwork	Every 12 Months	09 Feb 2023

## Audits Robert Connor Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
<u>469</u>	Check Repairs Read For Invoice	Every 3 Months	Warehouse Team Leader		24 Jun 2022	
<u>936</u>	Review Of Credits Received From Suppliers	Every 1 Months	Warehouse Team Leader		08 Jun 2022	