



Robert Connor Areas of Responsibility and Supervisor

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

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

Tasks Robert Connor Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
727	QA Failures Report	Every 1 Months	Managing Director		02 Jun 2022	
761	Software Validation In Production List	Every 3 Months	IT Controller		01 Jul 2022	
761	Software Validation In Production List	Every 3 Months	IT Controller		01 Jul 2022	
763	Software Validation Stock Tracking Check	Every 6 Months	IT Controller	1	08 Oct 2022	
125	Gents	Every 1 Months	Warehouse Team Leader		17 Jun 2022	
541	Empty Paper Bins	Every 1 Weeks	Warehouse Team Leader		18 May 2022	
543	Hoover Warehouse	Every 1 Weeks	Warehouse Team Leader		23 May 2022	
423	Sweep Warehouse	Every 1 Weeks	Warehouse Team Leader		23 May 2022	
542	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	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	Goods In		18 May 2022
<u>1098</u>	Decontamination Of Incoming Products And Repairs	Every 1 Months	Goods In		15 Jun 2022
<u>1145</u>	Verification Production Paperwork	Every 12 Months	Production Processes		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	