

## Potential Task and Audit Clashes

| Processid            | Description                            | Task Audit | User       |
|----------------------|----------------------------------------|------------|------------|
| <a href="#">5932</a> | Remit Processing and entry into Opera  | 444 697    | Helen Lamb |
| <a href="#">7753</a> | Management Meeting Warehouse           | 589 590    | Helen Lamb |
| <a href="#">7865</a> | Software Validation Conflicting Audits | 779 781    | Derek Lamb |

## Areas with High Outstanding Issues

| #                   | User             | Task Subject                | Time Scale     | On Behalf of       | #Trained | Outstanding | Next Due    | Details                 | IP | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---------------------|------------------|-----------------------------|----------------|--------------------|----------|-------------|-------------|-------------------------|----|---|---|---|---|---|---|---|---|---|----|----|----|
| <a href="#">409</a> | 🔍 Kate Griffiths | Proforma And Quote Chasing  | Every 1 Weeks  | Office Processes   | 6        | 7           | 09 Nov 2022 | <a href="#">Details</a> | ✓  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓  | ✓  | ✗  |
| <a href="#">418</a> | 🔍 Steve Nixon    | Price Checking              | Every 1 Months | Product Controller | 3        | 3           | 03 Dec 2022 | <a href="#">Details</a> | ✓  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓  | ✓  | ✗  |
| <a href="#">496</a> | 🔍 Janine Gill    | Send Delivery Notifications | Every 1 Days   | Office Processes   | 7        | 3           | 04 Nov 2022 | <a href="#">Details</a> | ✓  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓  | ✓  | ✗  |

## Areas of Responsibilities and Supervisor

| Main Catagory          | Supervisor                | Responsibilitys                  | Members              |
|------------------------|---------------------------|----------------------------------|----------------------|
| Share Holder           |                           | <a href="#">Responsibilities</a> | Jean Lamb Derek Lamb |
|                        | Share Holder              |                                  |                      |
| Managing Director      | Jean Lamb<br>Derek Lamb   | <a href="#">Responsibilities</a> | Derek Lamb           |
|                        | Share Holder              |                                  |                      |
| Company Secretary      | Jean Lamb<br>Derek Lamb   | <a href="#">Responsibilities</a> | Helen Lamb           |
|                        | Managing                  |                                  |                      |
| Director 1 (Derek)     | Director<br>Derek Lamb    | <a href="#">Responsibilities</a> | Derek Lamb           |
|                        | Managing                  |                                  |                      |
| Director 3 (Steve)     | Director<br>Derek Lamb    | <a href="#">Responsibilities</a> | Steve Nixon          |
|                        | Managing                  |                                  |                      |
| Director 2 (Helen)     | Director<br>Derek Lamb    | <a href="#">Responsibilities</a> | Helen Lamb           |
|                        | Managing                  |                                  |                      |
| ISO Controller         | Director<br>Derek Lamb    | <a href="#">Responsibilities</a> | Derek Lamb           |
|                        | Warehouse                 |                                  |                      |
| QA Controller          | Team Leader<br>Derek Lamb | <a href="#">Responsibilities</a> | Derek Lamb           |
|                        | Director 2                |                                  |                      |
| IT Controller          | (Helen)<br>Helen Lamb     | <a href="#">Responsibilities</a> | Derek Lamb           |
|                        | Director 2                |                                  |                      |
| Maintenance Controller | (Helen)<br>Helen Lamb     | <a href="#">Responsibilities</a> | Helen Lamb           |
| Documentation And      | Director 1                | <a href="#">Responsibilities</a> | Derek Lamb           |

|                              |                                             |                                                                                            |
|------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------|
| Records Controller           | (Derek)<br>Derek Lamb                       |                                                                                            |
| Product Controller           | Director 3<br>(Steve)<br>Steve Nixon        | <a href="#">Responsibilities</a> Steve Nixon                                               |
| Health And Safety Controller | Director 2<br>(Helen)<br>Helen Lamb         | <a href="#">Responsibilities</a> Helen Lamb                                                |
| Marketing Controller         | Director 3<br>(Steve)<br>Steve Nixon        | <a href="#">Responsibilities</a> Steve Nixon                                               |
| Humanmed Controller          | Director 1<br>(Derek)<br>Derek Lamb         | <a href="#">Responsibilities</a> Derek Lamb                                                |
| Sales Controller             | Director 3<br>(Steve)<br>Steve Nixon        | <a href="#">Responsibilities</a> Steve Nixon                                               |
| Warehouse Team Leader        | Director 1<br>(Derek)<br>Derek Lamb         | <a href="#">Responsibilities</a> Derek Lamb                                                |
| Office Team Leader           | Director 2<br>(Helen)<br>Helen Lamb         | <a href="#">Responsibilities</a> Derek Lamb                                                |
| Accounts Controller          | Director 2<br>(Helen)<br>Helen Lamb         | <a href="#">Responsibilities</a> Helen Lamb                                                |
| Vet Sales Controller         | Sales<br>Controller<br>Steve Nixon          | <a href="#">Responsibilities</a> Steve Nixon                                               |
| EX Sales Controller          | Sales<br>Controller<br>Steve Nixon          | <a href="#">Responsibilities</a> Ryan Swaine                                               |
| UK Sales Controller          | Sales<br>Controller<br>Steve Nixon          | <a href="#">Responsibilities</a> Steve Hardaker                                            |
| Vet Sales Export             | Vet Sales<br>Controller<br>Steve Nixon      | <a href="#">Responsibilities</a> Ryan Swaine                                               |
| UK Sales Force               | UK Sales<br>Controller<br>Steve<br>Hardaker | <a href="#">Responsibilities</a> Steve Hardaker                                            |
| EX Sales Force               | EX Sales<br>Controller<br>Ryan Swaine       | <a href="#">Responsibilities</a> Ryan Swaine                                               |
| Vet Sales UK                 | Vet Sales<br>Controller<br>Steve Nixon      | <a href="#">Responsibilities</a> Steve Hardaker                                            |
| OEM Sales Controller         | Sales<br>Controller<br>Steve Nixon          | <a href="#">Responsibilities</a> Steve Nixon                                               |
| Servicing Onsite             | Director 3<br>(Steve)<br>Steve Nixon        | <a href="#">Responsibilities</a> Steve Nixon Philip Crossley Michael Lamb<br>Michael Green |
| OEM Sales Force              | OEM Sales<br>Controller<br>Steve Nixon      | <a href="#">Responsibilities</a> Steve Nixon                                               |
| Human Resources              | Director 2<br>(Helen)<br>Helen Lamb         | <a href="#">Responsibilities</a> Helen Lamb                                                |
| Technical Files              | Product<br>Development<br>Steve Nixon       | <a href="#">Responsibilities</a> Derek Lamb Steve Nixon                                    |
| Data Protection Officer      | Managing<br>Director<br>Derek Lamb          | <a href="#">Responsibilities</a> Helen Lamb                                                |

|                      |              |                                  |                                               |
|----------------------|--------------|----------------------------------|-----------------------------------------------|
| Customer Training    | Sales        | <a href="#">Responsibilities</a> | Ryan Swaine Steve Hardaker                    |
|                      | Controller   |                                  |                                               |
|                      | Steve Nixon  |                                  |                                               |
|                      | Share Holder |                                  |                                               |
| Vandagraph           | Jean Lamb    | <a href="#">Responsibilities</a> | Jean Lamb Derek Lamb                          |
|                      | Derek Lamb   |                                  |                                               |
|                      | Warehouse    |                                  |                                               |
| Repairs Controller   | Team Leader  | <a href="#">Responsibilities</a> | Derek Lamb                                    |
|                      | Derek Lamb   |                                  |                                               |
|                      | ISO          |                                  |                                               |
| Audits               | Controller   | <a href="#">Responsibilities</a> | Derek Lamb Helen Lamb Auditor(InActive)       |
|                      | Derek Lamb   |                                  |                                               |
|                      | Accounts     |                                  |                                               |
| Accounts Processes   | Controller   | <a href="#">Responsibilities</a> | Helen Lamb Emily Hanson Derek Lamb            |
|                      | Helen Lamb   |                                  |                                               |
|                      | Office Team  |                                  | Sarah Walton(InActive) Sophie Lines Zoey Teal |
| Office Processes     | Leader       | <a href="#">Responsibilities</a> | Kate Griffiths Gail Bell(InActive) Emma Clark |
|                      | Derek Lamb   |                                  | Michael Lamb                                  |
|                      | Marketing    |                                  |                                               |
| Marketing Processes  | Controller   | <a href="#">Responsibilities</a> | Catrin Hird                                   |
|                      | Steve Nixon  |                                  |                                               |
|                      | Warehouse    |                                  |                                               |
| Goods Out            | Team Leader  | <a href="#">Responsibilities</a> | Emma Clark Catherine Spence                   |
|                      | Derek Lamb   |                                  |                                               |
|                      | Warehouse    |                                  |                                               |
| Goods In             | Team Leader  | <a href="#">Responsibilities</a> | Robert Connor Emma Clark                      |
|                      | Derek Lamb   |                                  |                                               |
|                      | QA           |                                  |                                               |
| QA Goods In          | Controller   | <a href="#">Responsibilities</a> | Robert Connor Emma Clark Linda Shearing       |
|                      | Derek Lamb   |                                  |                                               |
|                      | QA           |                                  |                                               |
| QA Repairs           | Controller   | <a href="#">Responsibilities</a> | Philip Crossley Michael Green Robert Connor   |
|                      | Derek Lamb   |                                  | Ryan Swaine                                   |
|                      | Repairs      |                                  |                                               |
| Repair Processes     | Controller   | <a href="#">Responsibilities</a> | Michael Green Philip Crossley                 |
|                      | Derek Lamb   |                                  |                                               |
|                      | QA           |                                  |                                               |
| QA Production        | Controller   | <a href="#">Responsibilities</a> | Linda Shearing Robert Connor                  |
|                      | Derek Lamb   |                                  |                                               |
|                      | Director 3   |                                  |                                               |
| Product Development  | (Steve)      | <a href="#">Responsibilities</a> | Steve Nixon                                   |
|                      | Steve Nixon  |                                  |                                               |
|                      | Warehouse    |                                  |                                               |
| Production Processes | Team Leader  | <a href="#">Responsibilities</a> | Philip Crossley Michael Green                 |
|                      | Derek Lamb   |                                  |                                               |
|                      | Director 1   |                                  |                                               |
| Design Products      | (Derek)      | <a href="#">Responsibilities</a> | Steve Nixon                                   |
|                      | Derek Lamb   |                                  |                                               |

## Tasks / Responsibilities

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|                     |                 | Issues Management Review                                           | Weeks           |                   |   |   | 2022        |                                                     |
|---------------------|-----------------|--------------------------------------------------------------------|-----------------|-------------------|---|---|-------------|-----------------------------------------------------|
| <a href="#">49</a>  | 🔍 Derek Lamb    | CMDCAS Obligation to Inform                                        | Every 12 Months | Managing Director | 1 |   | 14 Sep 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">33</a>  | 🔍 Derek Lamb    | Master indemnity Letter                                            | Every 12 Months | Managing Director | 3 |   | 26 Jun 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">730</a> | 🔍 Derek Lamb    | Audits Up to Date and Confirm next years Audit schedule / calendar | Every 12 Months | Managing Director | 1 |   | 01 Jan 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">46</a>  | 🔍 Helen Lamb    | Enviromental Policy Document Review                                | Every 12 Months | Managing Director | 2 |   | 14 Sep 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">266</a> | 🔍 Derek Lamb    | ISO 22301:2012 Business Continuity Plan                            | Every 12 Months | Managing Director | 1 |   | 14 Feb 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">267</a> | 🔍 Steve Nixon   | UK Sales Meeting update due                                        | Every 4 Weeks   | Managing Director | 4 | 2 | 15 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">268</a> | 🔍 Steve Nixon   | Sale Meeting update                                                | Every 3 Weeks   | Managing Director | 3 | 2 | 15 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">4</a>   | 🔍 Derek Lamb    | Car Online Database                                                | Every 6 Months  | Managing Director | 1 |   | 30 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">456</a> | 🔍 Derek Lamb    | VIAMED Management Meeting Review Weekly Meeting                    | Every 1 Weeks   | Managing Director | 2 |   | 07 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">728</a> | 🔍 Derek Lamb    | Customer Complaints                                                | Every 1 Weeks   | Managing Director | 2 |   | 06 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">83</a>  | 🔍 Derek Lamb    | 6 Monthly Management Meeting Due                                   | Every 3 Months  | Managing Director | 3 |   | 01 Feb 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">548</a> | 🔍 Derek Lamb    | Review Roles And Responsibilitys Process Manual                    | Every 1 Months  | Managing Director | 2 |   | 20 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">47</a>  | 🔍 Helen Lamb    | Review Ethical Policy                                              | Every 12 Months | Managing Director | 2 |   | 14 Sep 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">727</a> | 🔍 Robert Connor | QA Failures Report                                                 | Every 1 Months  | Managing Director | 2 |   | 02 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">743</a> | 🔍 Derek Lamb    | Review External Parties Influencing The QMS VST / Viamed           | Every 12 Months | Managing Director | 2 |   | 01 Oct 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">739</a> | 🔍 Derek Lamb    | Review VIAMED Feedback - Customer Feedback Negative                | Every 1 Months  | Managing Director | 3 |   | 22 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">737</a> | 🔍 Derek Lamb    | Review VIAMED Feedback - Customer Complaints                       | Every 1 Months  | Managing Director | 3 |   | 22 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
|                     |                 |                                                                    |                 |                   |   |   |             | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓                           |

|                      |                                                                                     |                                                           |                 |                   |   |   |             |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
|----------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------|-------------------|---|---|-------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <a href="#">740</a>  |     | Review VST Feedback - Customer Feedback Negative          | Every 1 Months  | Managing Director | 2 |   | 22 Nov 2022 | <a href="#">Details</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |
| <a href="#">738</a>  |    | Review VST Feedback - Customer Complaints                 | Every 1 Months  | Managing Director | 2 |   | 22 Nov 2022 | <a href="#">Details</a> |                               |    |
| <a href="#">741</a>  |    | Review VIAMED Product Feedback Negative                   | Every 1 Months  | Managing Director | 3 |   | 22 Nov 2022 | <a href="#">Details</a> |                               |    |
| <a href="#">742</a>  |    | Review VST Product Feedback Negative                      | Every 1 Months  | Managing Director | 3 |   | 22 Nov 2022 | <a href="#">Details</a> |                               |    |
| <a href="#">746</a>  |    | ISO System Management Review                              | Every 12 Months | Managing Director | 4 | 1 | 01 Aug 2023 | <a href="#">Details</a> |                               |    |
| <a href="#">749</a>  |    | Review ISO Scopes                                         | Every 12 Months | Managing Director | 3 |   | 27 Sep 2023 | <a href="#">Details</a> |                               |    |
| <a href="#">750</a>  |    | Product Failures New Codes Review                         | Every 1 Weeks   | Managing Director | 2 |   | 04 Nov 2022 | <a href="#">Details</a> |                               |    |
| <a href="#">790</a>  |    | Review Exclusion From Viamed 13485:2016 And VST 9001:2015 | Every 12 Months | Managing Director | 3 |   | 01 Aug 2023 | <a href="#">Details</a> |                               |    |
| <a href="#">128</a>  |  | Med Dev 2.12-1 Rev xxx                                    | Every 12 Months | Managing Director | 2 |   | 11 Oct 2023 | <a href="#">Details</a> |           |  |
| <a href="#">804</a>  |  | Maintain Update Of ISO Route Maps                         | Every 1 Weeks   | Managing Director | 2 |   | 05 Nov 2022 | <a href="#">Details</a> |           |  |
| <a href="#">806</a>  |  | Disaster Planning                                         | Every 12 Months | Managing Director | 3 |   | 21 Oct 2023 | <a href="#">Details</a> |           |  |
| <a href="#">807</a>  |  | Review Possible Upcoming Regulation Changes               | Every 3 Months  | Managing Director | 1 |   | 22 Jan 2023 | <a href="#">Details</a> |           |  |
| <a href="#">42</a>   |  | New UPS Rates needs checking                              | Every 12 Months | Managing Director | 1 |   | 20 Dec 2022 | <a href="#">Details</a> |           |  |
| <a href="#">825</a>  |  | FDA Device Establishment Registration                     | Every 12 Months | Managing Director | 1 |   | 01 Nov 2023 | <a href="#">Details</a> |           |  |
| <a href="#">1094</a> |  | ISO System Management Review Vst                          | Every 12 Months | Managing Director | 3 | 1 | 26 Oct 2023 | <a href="#">Details</a> |           |  |
| <a href="#">1189</a> |  | Review VIAMED Product Feedback Positive                   | Every 1 Months  | Managing Director | 3 |   | 22 Nov 2022 | <a href="#">Details</a> |           |  |
| <a href="#">1190</a> |  | Review VST Product Feedback Positive                      | Every 1 Months  | Managing Director | 3 |   | 22 Nov 2022 | <a href="#">Details</a> |           |  |
| <a href="#">1188</a> |  | Review VIAMED Customer                                    | Every 1 Months  | Managing Director | 3 |   | 22 Nov 2022 | <a href="#">Details</a> |           |  |

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|                      |                    | Funds                                                          | Months          |               |   |   |  |  | 2022                                                |
|----------------------|--------------------|----------------------------------------------------------------|-----------------|---------------|---|---|--|--|-----------------------------------------------------|
| <a href="#">562</a>  | 🔍 Derek Lamb       | Intrastats Amendment Log                                       | Every 1 Weeks   | IT Controller | 1 |   |  |  | 04 Nov 2022                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">597</a>  | 🔍 Michael Lamb     | Fast Hosts Invoice                                             | Every 1 Months  | IT Controller | 2 |   |  |  | 08 Nov 2022                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">731</a>  | 🔍 Derek Lamb       | Emailed Invoices Cleardown                                     | Every 2 Weeks   | IT Controller | 1 |   |  |  | 09 Nov 2022                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">752</a>  | 🔍 Catherine Spence | Scan Incorrect Product - Software Validation                   | Every 9 Months  | IT Controller | 5 |   |  |  | 01 Jun 2023                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">754</a>  | 🔍 Catherine Spence | Software Validation Scan UnQA Product To Order                 | Every 6 Months  | IT Controller | 5 |   |  |  | 12 Dec 2022                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓   |
| <a href="#">756</a>  | 🔍 Catherine Spence | Software Validation Expired Stock                              | Every 12 Months | IT Controller | 5 | 1 |  |  | 12 Oct 2023                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">759</a>  | 🔍 Catherine Spence | Software Validation Non Sell Able Shelf                        | Every 12 Months | IT Controller | 4 |   |  |  | 01 Sep 2023                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">761</a>  | 🔍 Robert Connor    | Software Validation In Production List                         | Every 3 Months  | IT Controller | 3 |   |  |  | 01 Jan 2023                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">764</a>  | 🔍 Sophie Lines     | Software Validation Unchecked Orders                           | Every 12 Months | IT Controller | 3 |   |  |  | 01 Jan 2023                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">763</a>  | 🔍 Robert Connor    | Software Validation Stock Tracking Check                       | Every 6 Months  | IT Controller | 1 | 1 |  |  | 08 Apr 2023                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">766</a>  | 🔍 Michael Lamb     | Software Validation Attempt To QA Some Stock                   | Every 6 Months  | IT Controller | 3 |   |  |  | 01 Dec 2022                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">768</a>  | 🔍 Derek Lamb       | Software Validation Of Training Documents Forced Reading       | Every 12 Months | IT Controller | 1 |   |  |  | 04 Oct 2023                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">779</a>  | 🔍 Derek Lamb       | Software Validation Conflicting Audits                         | Every 12 Months | IT Controller | 2 |   |  |  | 08 Oct 2023                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">789</a>  | 🔍 Derek Lamb       | Software Validation Non Conformance Product Risk Feedback Loop | Every 12 Months | IT Controller | 1 |   |  |  | 16 Oct 2023                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">802</a>  | 🔍 Derek Lamb       | Software Validation Document Control                           | Every 12 Months | IT Controller | 2 |   |  |  | 20 Oct 2023                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">808</a>  | 🔍 Derek Lamb       | Software Validation Scheduled Tasks And Audits                 | Every 12 Months | IT Controller | 2 |   |  |  | 22 Jan 2023                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">919</a>  | 🔍 Derek Lamb       | Google Webmaster Tools                                         | Every 1 Months  | IT Controller | 1 |   |  |  | 16 Nov 2022                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">973</a>  | 🔍 Michael Lamb     | Test Website Questions                                         | Every 1 Months  | IT Controller | 2 |   |  |  | 06 Nov 2022                                         |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1064</a> | 🔍 Helen            | NON REAL Test                                                  | Every           | IT Controller | 2 |   |  |  | 10                                                  |
|                      |                    |                                                                |                 |               |   |   |  |  | <a href="#">Details</a> ✓ ✗ ✗ ✗ ✗ ✓ ✗ ✗ ✓ ✗ ✗ ✗ ✗   |

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|                      |                    |                                           |                 |                                      |   |   |             |                                                     |
|----------------------|--------------------|-------------------------------------------|-----------------|--------------------------------------|---|---|-------------|-----------------------------------------------------|
|                      | Lamb               | Reminders                                 | Months          | Controller                           |   |   | 2023        |                                                     |
| <a href="#">1147</a> | 🔍 Derek Lamb       | Verification Stock Linked To Documents    | Every 12 Months | Documentation And Records Controller | 1 |   | 08 Mar 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">231</a>  | 🔍 Steve Nixon      | Check the Stock FAQ Admin list            | Every 1 Months  | Product Controller                   | 2 | 1 | 01 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">418</a>  | 🔍 Steve Nixon      | Price Checking                            | Every 1 Months  | Product Controller                   | 3 | 3 | 03 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">501</a>  | 🔍 Steve Nixon      | Yearly Pricing Review                     | Every 12 Months | Product Controller                   | 2 |   | 01 May 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">772</a>  | 🔍 Steve Nixon      | Maintain Repair Codes List                | Every 12 Months | Product Controller                   | 3 | 1 | 05 Oct 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">800</a>  | 🔍 Helen Lamb       | On Site Environment Review                | Every 3 Months  | Product Controller                   | 2 |   | 18 Jan 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">822</a>  | 🔍 Steve Nixon      | VST Price Lists                           | Every 3 Months  | Product Controller                   | 2 | 1 | 28 Jan 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1095</a> | 🔍 Steve Nixon      | VST Product Performance                   | Every 12 Months | Product Controller                   | 2 | 1 | 01 Nov 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1096</a> | 🔍 Steve Nixon      | VST Product Performance - Suppliers       | Every 12 Months | Product Controller                   | 2 | 1 | 01 Nov 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">712</a>  | 🔍 Helen Lamb       | First Aid                                 | Every 12 Months | Health And Safety Controller         | 3 |   | 23 Aug 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">12</a>   | 🔍 Helen Lamb       | HSE Risk Assessment                       | Every 12 Months | Health And Safety Controller         | 2 | 1 | 29 Oct 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">52</a>   | 🔍 Helen Lamb       | Fire Alarm Test                           | Every 6 Months  | Health And Safety Controller         | 4 |   | 05 Mar 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">787</a>  | 🔍 Philip Crossley  | Pillar Drill Checklist                    | Every 6 Months  | Health And Safety Controller         | 2 |   | 19 Apr 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">788</a>  | 🔍 Philip Crossley  | Hand Drill Checklist                      | Every 24 Months | Health And Safety Controller         | 3 |   | 19 Oct 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">141</a>  | 🔍 Helen Lamb       | Fire Alarm Evacuation Drill               | Every 3 Months  | Health And Safety Controller         | 2 | 1 | 01 Feb 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">609</a>  | 🔍 Catherine Spence | Fire Alarm checking - MCPs                | Every 1 Months  | Health And Safety Controller         | 3 | 1 | 01 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">954</a>  | 🔍 Catherine Spence | Emergency Lighting And Fire Extinguishers | Every 1 Months  | Health And Safety Controller         | 3 | 1 | 15 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">673</a>  | 🔍 Catrin Hird      | Product Cross References                  | Every 1 Months  | Marketing Controller                 | 2 |   | 19 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">671</a>  | 🔍 Catrin Hird      | Pro-Active Marketing                      | Every 3 Months  | Marketing Controller                 | 3 |   | 01 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">675</a>  | 🔍 Catrin Hird      | Research Activities                       | Every 1 Months  | Marketing Controller                 | 3 |   | 26 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">611</a>  | 🔍 Kate Griffiths   | Humanmed general Issues                   | Every           | Humanmed Controller                  | 1 |   | 09 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">770</a>  | 🔍 Derek            | Remove Started                            | Every           | Humanmed                             | 2 |   | 03          | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |

|                      |                       |                                            |                       |                          |   |   |                |                                                       |
|----------------------|-----------------------|--------------------------------------------|-----------------------|--------------------------|---|---|----------------|-------------------------------------------------------|
|                      | Lamb                  | But Not Used<br>Order Numbers              | 3<br>Months           | Controller               |   |   | Jan<br>2023    |                                                       |
| <a href="#">207</a>  | 🔍 Steve<br>Nixon      | Stock Items with<br>Temporary<br>Notices   | Every<br>1<br>Months  | Sales<br>Controller      | 2 | 1 | 12<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">388</a>  | 🔍 Steve<br>Nixon      | Sales and<br>Marketing<br>Report           | Every<br>1<br>Months  | Sales<br>Controller      | 5 |   | 07<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">653</a>  | 🔍 Steve<br>Nixon      | VST Price<br>Review                        | Every<br>12<br>Months | Sales<br>Controller      | 1 |   | 15<br>Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">893</a>  | 🔍 Derek<br>Lamb       | EAN GTIN<br>Online Database                | Every<br>1<br>Months  | Sales<br>Controller      | 2 |   | 06<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">960</a>  | 🔍 Derek<br>Lamb       | Competitor<br>Pricing                      | Every<br>1<br>Months  | Sales<br>Controller      | 1 |   | 15<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1029</a> | 🔍 Derek<br>Lamb       | Sales Projects<br>Send To Sales<br>Team    | Every<br>1<br>Months  | Sales<br>Controller      | 1 |   | 05<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">125</a>  | 🔍 Robert<br>Connor    | Gents                                      | Every<br>1<br>Months  | Warehouse<br>Team Leader | 2 |   | 17<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">220</a>  | 🔍 Steve<br>Nixon      | Send Teledyne<br>back orders list          | Every<br>1<br>Weeks   | Warehouse<br>Team Leader | 5 | 1 | 07<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">66</a>   | 🔍 Catherine<br>Spence | Request RMAs                               | Every<br>1<br>Weeks   | Warehouse<br>Team Leader | 3 |   | 04<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">541</a>  | 🔍 Robert<br>Connor    | Empty Paper<br>Bins                        | Every<br>1<br>Weeks   | Warehouse<br>Team Leader | 3 |   | 09<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">543</a>  | 🔍 Robert<br>Connor    | Hoover<br>Warehouse                        | Every<br>1<br>Weeks   | Warehouse<br>Team Leader | 3 |   | 07<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">423</a>  | 🔍 Robert<br>Connor    | Sweep<br>Warehouse                         | Every<br>1<br>Weeks   | Warehouse<br>Team Leader | 4 |   | 07<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">542</a>  | 🔍 Robert<br>Connor    | Empty<br>Warehouse Bins                    | Every<br>1<br>Weeks   | Warehouse<br>Team Leader | 4 | 1 | 10<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">426</a>  | 🔍 Robert<br>Connor    | Clean Duckets                              | Every<br>1<br>Weeks   | Warehouse<br>Team Leader | 3 | 1 | 10<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">427</a>  | 🔍 Robert<br>Connor    | Clear Cardboard                            | Every<br>2<br>Weeks   | Warehouse<br>Team Leader | 6 |   | 04<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">447</a>  | 🔍 Helen<br>Lamb       | Stock<br>Allocations                       | Every<br>2<br>Weeks   | Warehouse<br>Team Leader | 2 |   | 09<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">616</a>  | 🔍 Kate<br>Griffiths   | Supplier Review<br>- Outstanding<br>orders | Every<br>1<br>Weeks   | Warehouse<br>Team Leader | 1 |   | 09<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">483</a>  | 🔍 Steve<br>Nixon      | Supplier Review<br>Future orders           | Every<br>1<br>Months  | Warehouse<br>Team Leader | 2 |   | 19<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">615</a>  | 🔍 Robert<br>Connor    | Current Stock<br>Levels                    | Every<br>2<br>Weeks   | Warehouse<br>Team Leader | 3 |   | 15<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">614</a>  | 🔍 Catherine<br>Spence | Current Repairs                            | Every<br>1<br>Weeks   | Warehouse<br>Team Leader | 4 | 1 | 08<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">907</a>  | 🔍 Steve<br>Nixon      | Production<br>Requirements                 | Every<br>1<br>Weeks   | Warehouse<br>Team Leader | 2 | 1 | 07<br>Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1170</a> | 🔍 Derek               | Stock Transfers.                           | Every                 | Warehouse                | 2 |   | 22             | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |

|                     |                    |                                                 |                |                       |   |   |             |                                                     |
|---------------------|--------------------|-------------------------------------------------|----------------|-----------------------|---|---|-------------|-----------------------------------------------------|
|                     | Lamb               | (QC19)                                          | 12 Months      | Team Leader           |   |   | Feb 2023    |                                                     |
| <a href="#">547</a> | 🔍 Philip Crossley  | Calibration                                     | Every 1 Months | Warehouse Team Leader | 2 | 1 | 03 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">795</a> | 🔍 Derek Lamb       | Non Conformance Issues Any New QC21 Forms       | Every 1 Months | Warehouse Team Leader | 2 |   | 17 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">294</a> | 🔍 Robert Connor    | Check Expiry Dated Stock                        | Every 1 Months | Warehouse Team Leader | 2 |   | 04 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">468</a> | 🔍 Catherine Spence | Check Repairs Ready For Invoice                 | Every 2 Weeks  | Warehouse Team Leader | 4 | 1 | 14 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">479</a> | 🔍 Steve Nixon      | Check Stock Requirements Supplier Teledyne      | Every 2 Weeks  | Warehouse Team Leader | 3 |   | 09 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">480</a> | 🔍 Steve Nixon      | Check Stock Requirements Supplier Envitec       | Every 2 Weeks  | Warehouse Team Leader | 2 |   | 08 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">481</a> | 🔍 Robert Connor    | Check Stock Requirements Supplier Posey         | Every 2 Weeks  | Warehouse Team Leader | 2 |   | 10 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">482</a> | 🔍 Steve Nixon      | Check Stock Requirements Supplier Bluepoint     | Every 2 Weeks  | Warehouse Team Leader | 2 |   | 11 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">484</a> | 🔍 Steve Nixon      | Check Stock Requirements For Proformas          | Every 1 Weeks  | Warehouse Team Leader | 2 | 2 | 10 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">486</a> | 🔍 Catherine Spence | Repairs Ready For Quote                         | Every 1 Days   | Warehouse Team Leader | 2 | 1 | 04 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">485</a> | 🔍 Catherine Spence | Repairs Ready For Invoice                       | Every 2 Days   | Warehouse Team Leader | 2 | 1 | 05 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">488</a> | 🔍 Robert Connor    | Vandagraph Duckets                              | Every 1 Weeks  | Warehouse Team Leader | 3 |   | 07 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">545</a> | 🔍 Robert Connor    | Move Stock From QA Shelf To Stock Shelf Monday  | Every 1 Weeks  | Warehouse Team Leader | 6 |   | 07 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">544</a> | 🔍 Emma Clark       | Move Stock From QA Shelf To Stock Shelf Tuesday | Every 1 Weeks  | Warehouse Team Leader | 1 | 1 | 08 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">495</a> | 🔍 Emma Clark       | Top Up Quick Shipping Shelves                   | Every 1 Weeks  | Warehouse Team Leader | 3 |   | 07 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">503</a> | 🔍 Emma Clark       | Clean Toilets                                   | Every 3 Weeks  | Warehouse Team Leader | 2 |   | 15 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">589</a> | 🔍 Helen Lamb       | Management Meeting Warehouse                    | Every 1 Months | Warehouse Team Leader | 2 |   | 22 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">622</a> | 🔍 Robert Connor    | Check Returns Supplier Envitec                  | Every 1 Weeks  | Warehouse Team Leader | 2 |   | 04 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">624</a> | 🔍 Robert Connor    | Check Returns Supplier Teledyne                 | Every 2 Weeks  | Warehouse Team Leader | 2 |   | 04 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">623</a> | 🔍 Robert Connor    | Check Returns Supplier Maxtec                   | Every 2 Weeks  | Warehouse Team Leader | 2 |   | 04 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |

|                      |                    |                                                             |                        |                       |   |   |             |                         |                  |   |
|----------------------|--------------------|-------------------------------------------------------------|------------------------|-----------------------|---|---|-------------|-------------------------|------------------|---|
| <a href="#">626</a>  | 🔍 Robert Connor    | Check Supplier Returns All Suppliers                        | Every 1 Months         | Warehouse Team Leader | 1 |   | 24 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">645</a>  | 🔍 Catherine Spence | Review Franking Label Errors                                | Every 3 Months         | Warehouse Team Leader | 3 |   | 08 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">647</a>  | 🔍 Robert Connor    | Check Order Are Being Picked In Priority Order              | Every 8 Weeks 2 Days   | Warehouse Team Leader | 3 |   | 21 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">649</a>  | 🔍 Derek Lamb       | Orders And Items Shipped Per Month                          | Every 1 Months         | Warehouse Team Leader | 3 |   | 11 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">915</a>  | 🔍 Catherine Spence | Goods In Processes                                          | Every 1 Months         | Warehouse Team Leader | 3 |   | 26 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">785</a>  | 🔍 Philip Crossley  | Oxygen Cylinders Check                                      | Every 3 Months         | Warehouse Team Leader | 2 |   | 14 Jan 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">878</a>  | 🔍 Robert Connor    | Empty Warehouse Depleted Sensor Bin                         | Every 1 Months 3 Weeks | Warehouse Team Leader | 3 |   | 09 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">880</a>  | 🔍 Robert Connor    | Check Weeee Waste Pallet And Sensor Bin                     | Every 6 Months         | Warehouse Team Leader | 3 |   | 02 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">882</a>  | 🔍 Robert Connor    | Generate RMA Box, Link Items And Add Faults                 | Every 1 Weeks          | Warehouse Team Leader | 2 |   | 06 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">921</a>  | 🔍 Robert Connor    | Reserve Stock Review                                        | Every 1 Weeks          | Warehouse Team Leader | 2 | 1 | 10 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">935</a>  | 🔍 Catherine Spence | Review Of Credits Received From Suppliers                   | Every 2 Weeks          | Warehouse Team Leader | 3 |   | 09 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1036</a> | 🔍 Helen Lamb       | Do We Have Service Manual / QA For All Our Stock Coming In. | Every 6 Months         | Warehouse Team Leader | 3 | 1 | 09 Mar 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1045</a> | 🔍 Ryan Swaine      | Teledyne Stock For Vandagraph                               | Every 1 Months         | Warehouse Team Leader | 3 |   | 01 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1047</a> | 🔍 Steve Nixon      | Warehouse Requests                                          | Every 1 Months         | Warehouse Team Leader | 3 |   | 19 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1084</a> | 🔍 Robert Connor    | VST Stock Count For End April                               | Every 12 Months        | Warehouse Team Leader | 4 |   | 24 Mar 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1097</a> | 🔍 Steve Nixon      | Arrange Teledyne Returns                                    | Every 3 Months         | Warehouse Team Leader | 2 | 2 | 01 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1158</a> | 🔍 Helen Lamb       | Verification Warehouse Unidentified Stock                   | Every 12 Months        | Warehouse Team Leader | 2 |   | 09 Mar 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1162</a> | 🔍 Michael Lamb     | Verification Warehouse Hand Sanitiser                       | Every 3 Months         | Warehouse Team Leader | 4 |   | 22 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1164</a> | 🔍 Michael Lamb     | Verification Stock Items And Locations                      | Every 6 Months         | Warehouse Team Leader | 3 |   | 22 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1166</a> | 🔍 Catrin Hird      | Verification Of Ebay Stock                                  | Every 6 Months         | Warehouse Team Leader | 3 |   | 23 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1168</a> | 🔍 Catrin           | Verification Of                                             | Every                  | Warehouse             | 3 | 1 | 04          | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |

|                      |                |                                         |                 |                      |   |   |             |                                                     |
|----------------------|----------------|-----------------------------------------|-----------------|----------------------|---|---|-------------|-----------------------------------------------------|
|                      | Hird           | Demo Stock                              | 12 Months       | Team Leader          |   |   | Apr 2023    |                                                     |
| <a href="#">1160</a> | Derek Lamb     | Verification Credit Notes               | Every 12 Months | Accounts Controller  | 2 |   | 21 Feb 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">204</a>  | Ryan Swaine    | Distributor Agreements                  | Every 1 Months  | EX Sales Controller  | 2 |   | 26 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">385</a>  | Ryan Swaine    | Export Sales Report                     | Every 1 Months  | EX Sales Controller  | 5 |   | 01 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">384</a>  | Steve Hardaker | UK Sales report due                     | Every 1 Months  | UK Sales Controller  | 2 |   | 01 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">57</a>   | Steve Hardaker | Sales forecasts                         | Every 1 Months  | UK Sales Controller  | 1 |   | 14 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">944</a>  | Catrin Hird    | Contract Pricing Review                 | Every 1 Months  | UK Sales Controller  | 3 |   | 15 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">292</a>  | Steve Hardaker | Check Sale or Returns                   | Every 1 Months  | UK Sales Force       | 2 |   | 04 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1091</a> | Steve Hardaker | Proforma And Quote Chasing - Steve H UK | Every 1 Months  | UK Sales Force       | 2 |   | 06 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">291</a>  | Ryan Swaine    | Check Sale or Returns                   | Every 1 Months  | EX Sales Force       | 3 |   | 04 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">58</a>   | Ryan Swaine    | Sales forecasts                         | Every 1 Months  | EX Sales Force       | 1 |   | 14 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1089</a> | Ryan Swaine    | Proforma And Quote Chasing - Ryan       | Every 1 Months  | EX Sales Force       | 2 | 1 | 06 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">670</a>  | Derek Lamb     | Ensure All Invoice Correctly Tagged     | Every 1 Months  | OEM Sales Controller | 2 |   | 01 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">823</a>  | Steve Nixon    | VST Customer Agreements                 | Every 6 Months  | OEM Sales Controller | 2 | 1 | 28 Apr 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1068</a> | Steve Nixon    | VST Feedback                            | Every 3 Months  | OEM Sales Controller | 2 | 1 | 30 Jan 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1115</a> | Helen Lamb     | OverDue Servicing                       | Every 6 Months  | Servicing Onsite     | 5 |   | 01 Mar 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">314</a>  | Helen Lamb     | Training Records                        | Every 3 Months  | Human Resources      | 2 | 1 | 27 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1117</a> | Derek Lamb     | Taking On New Staff                     | Every 12 Months | Human Resources      | 2 |   | 01 Mar 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">448</a>  | Helen Lamb     | Wages Calculations                      | Every 1 Months  | Human Resources      | 2 |   | 17 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">287</a>  | Derek Lamb     | Review Accident Book                    | Every 6 Months  | Human Resources      | 2 |   | 16 Jan 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">771</a>  | Helen Lamb     | Alarm Key Holders                       | Every 6 Months  | Human Resources      | 7 |   | 05 Apr 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">606</a>  | Helen Lamb     | Health Declaration Sheet                | Every 12 Months | Human Resources      | 1 |   | 24 Jan 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
|                      |                |                                         |                 |                      |   |   |             | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓                           |

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|                     |               |                                                                      |                 |                    |   |   |             |                                                     |
|---------------------|---------------|----------------------------------------------------------------------|-----------------|--------------------|---|---|-------------|-----------------------------------------------------|
|                     | Lamb          | Viamed                                                               | 3 Months        | Processes          |   |   | Dec 2022    |                                                     |
| <a href="#">443</a> | 🔍 Helen Lamb  | Purchase Invoices                                                    | Every 1 Weeks   | Accounts Processes | 2 |   | 07 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">444</a> | 🔍 Helen Lamb  | Remit Processing                                                     | Every 1 Weeks   | Accounts Processes | 4 |   | 08 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">446</a> | 🔍 Helen Lamb  | Sales Accounts Reminders                                             | Every 1 Months  | Accounts Processes | 3 |   | 09 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">316</a> | 🔍 Helen Lamb  | check training from tuesday and sign off if present                  | Every 1 Weeks   | Accounts Processes | 2 |   | 09 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">142</a> | 🔍 Helen Lamb  | P11D Form re Benefits to Revenue and Customs                         | Every 12 Months | Accounts Processes | 2 |   | 19 Jun 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">563</a> | 🔍 Helen Lamb  | Weights Per Region Needed To Submit EC Sales List                    | Every 1 Months  | Accounts Processes | 3 |   | 14 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">572</a> | 🔍 Helen Lamb  | UPS Invoices Viamed                                                  | Every 1 Months  | Accounts Processes | 2 |   | 04 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">573</a> | 🔍 Helen Lamb  | UPS Invoices VST                                                     | Every 1 Months  | Accounts Processes | 2 |   | 04 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">571</a> | 🔍 Helen Lamb  | UPS Invoices Vandagraph                                              | Every 1 Weeks   | Accounts Processes | 2 | 1 | 08 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">629</a> | 🔍 Helen Lamb  | Petty Cash Reconciliation                                            | Every 12 Months | Accounts Processes | 2 |   | 03 Jan 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">630</a> | 🔍 Helen Lamb  | Withdraw Funds From Paypal                                           | Every 1 Months  | Accounts Processes | 3 |   | 01 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">635</a> | 🔍 Helen Lamb  | Humanmed Invoice For Previous Month                                  | Every 1 Months  | Accounts Processes | 2 |   | 02 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">641</a> | 🔍 Steve Nixon | V1000 Commissions Review                                             | Every 3 Months  | Accounts Processes | 1 |   | 01 Jan 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">651</a> | 🔍 Helen Lamb  | Opera Purchase Ledger Close                                          | Every 1 Months  | Accounts Processes | 2 |   | 15 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">652</a> | 🔍 Helen Lamb  | Opera Nominal Ledger Close                                           | Every 1 Months  | Accounts Processes | 2 |   | 15 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">104</a> | 🔍 Helen Lamb  | Check suggested invoice report in operas                             | Every 1 Months  | Accounts Processes | 4 |   | 01 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">422</a> | 🔍 Helen Lamb  | Check purchasing jnls to see if VAT handled correctly Previous Month | Every 1 Months  | Accounts Processes | 2 | 1 | 11 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">421</a> | 🔍 Helen Lamb  | check contra account 8000 and clear it                               | Every 1 Months  | Accounts Processes | 2 |   | 01 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">713</a> | 🔍 Helen Lamb  | Chase The Debtors VST                                                | Every 1 Months  | Accounts Processes | 3 | 1 | 03 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">62</a>  | 🔍 Helen Lamb  | Debtors and Creditors                                                | Every 1         | Accounts Processes | 2 |   | 02 Dec      | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |

|                      |                  | Figures                                                                      | Months          |                    |   |   | 2022                                                  |
|----------------------|------------------|------------------------------------------------------------------------------|-----------------|--------------------|---|---|-------------------------------------------------------|
| <a href="#">794</a>  | 🔍 Helen Lamb     | Embargo Countries NOT Allowed To Sell To                                     | Every 6 Months  | Accounts Processes | 2 | 1 | 17 Apr 2023 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">811</a>  | 🔍 Helen Lamb     | Purchase Payments                                                            | Every 1 Weeks   | Accounts Processes | 3 |   | 07 Nov 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">837</a>  | 🔍 Helen Lamb     | Region Checker                                                               | Every 1 Months  | Accounts Processes | 2 |   | 07 Nov 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">858</a>  | 🔍 Helen Lamb     | Royal Mail - Mail Retention Form                                             | Every 12 Months | Accounts Processes | 1 |   | 01 Mar 2023 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">928</a>  | 🔍 Helen Lamb     | Send Debtors Overview To Derek                                               | Every 1 Months  | Accounts Processes | 2 |   | 01 Dec 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">961</a>  | 🔍 Helen Lamb     | Check Debtors Report                                                         | Every 3 Months  | Accounts Processes | 2 |   | 18 Dec 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">965</a>  | 🔍 Helen Lamb     | Purchasing Invoice Processing                                                | Every 2 Weeks   | Accounts Processes | 2 |   | 09 Nov 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">983</a>  | 🔍 Derek Lamb     | PCI DSS Compliance                                                           | Every 3 Months  | Accounts Processes | 2 |   | 04 Jan 2023 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">995</a>  | 🔍 Helen Lamb     | VAT Return Vandagraph                                                        | Every 3 Months  | Accounts Processes | 2 |   | 20 Dec 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">997</a>  | 🔍 Helen Lamb     | VAT Return VST                                                               | Every 3 Months  | Accounts Processes | 2 | 1 | 20 Jan 2023 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">1020</a> | 🔍 Helen Lamb     | Xero Review Sales Contacts                                                   | Every 1 Months  | Accounts Processes | 1 |   | 05 Nov 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">1022</a> | 🔍 Helen Lamb     | Xero Merge Customers That Are Duplicates                                     | Every 1 Months  | Accounts Processes | 2 |   | 12 Nov 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">1034</a> | 🔍 Helen Lamb     | Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed | Every 1 Months  | Accounts Processes | 2 | 1 | 02 Dec 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">1052</a> | 🔍 Helen Lamb     | Exchange Rate In To Intrastats                                               | Every 1 Months  | Accounts Processes | 2 |   | 01 Dec 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">1078</a> | 🔍 Derek Lamb     | Xero Sync                                                                    | Every 1 Weeks   | Accounts Processes | 2 | 1 | 10 Nov 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">1086</a> | 🔍 Michael Lamb   | Shred CC Slips                                                               | Every 1 Weeks   | Accounts Processes | 4 |   | 04 Nov 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">1113</a> | 🔍 Helen Lamb     | Check For Viking Invoices                                                    | Every 1 Months  | Accounts Processes | 1 | 1 | 03 Dec 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">1118</a> | 🔍 Helen Lamb     | Check Creditors                                                              | Every 1 Months  | Accounts Processes | 3 |   | 04 Nov 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">1177</a> | 🔍 Helen Lamb     | VAT Return Viamed Properties                                                 | Every 3 Months  | Accounts Processes | 3 |   | 01 Jan 2023 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">599</a>  | 🔍 Kate Griffiths | Distribution Of Mail                                                         | Every 1 Days    | Office Processes   | 4 |   | 04 Nov 2022 <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖ |
| <a href="#">567</a>  | 🔍 Derek          | Filing                                                                       | Every 31        | Office Processes   | 5 |   | 04 Nov <a href="#">Details</a> ✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✔✖      |

|                     |                    |                                                       |                |                  |   |   |  |                                                     |
|---------------------|--------------------|-------------------------------------------------------|----------------|------------------|---|---|--|-----------------------------------------------------|
|                     | Lamb               |                                                       | Days           |                  |   |   |  | 2022                                                |
| <a href="#">538</a> | 🔍 Catrin Hird      | Maintaining Leaflet Stocks                            | Every 1 Weeks  | Office Processes | 3 |   |  | 07 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">402</a> | 🔍 Catrin Hird      | Processing Of Mail Shots                              | Every 1 Weeks  | Office Processes | 7 |   |  | 07 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">570</a> | 🔍 Catrin Hird      | Office Sales Projects                                 | Every 1 Weeks  | Office Processes | 3 |   |  | 09 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">430</a> | 🔍 Sophie Lines     | Emailing Of Invoices                                  | Every 1 Days   | Office Processes | 4 |   |  | 04 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">243</a> | 🔍 Janine Gill      | Vacuuming of the Office, Hall and meeting room        | Every 1 Weeks  | Office Processes | 5 |   |  | 04 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">233</a> | 🔍 Michael Lamb     | Check the Service visit logs                          | Every 1 Weeks  | Office Processes | 4 | 1 |  | 08 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">239</a> | 🔍 Kate Griffiths   | Please check Paypal for orders                        | Every 1 Weeks  | Office Processes | 5 |   |  | 10 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">225</a> | 🔍 Michael Lamb     | Empty bins in the office, general waste and recycling | Every 1 Weeks  | Office Processes | 3 | 1 |  | 04 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">397</a> | 🔍 Kate Griffiths   | Checking EBay For Orders And Messages                 | Every 1 Days   | Office Processes | 6 |   |  | 04 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">643</a> | 🔍 Kate Griffiths   | Answering Web Questions                               | Every 1 Days   | Office Processes | 5 |   |  | 04 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">896</a> | 🔍 Kate Griffiths   | Checking Of Active List                               | Every 1 Weeks  | Office Processes | 7 |   |  | 05 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">776</a> | 🔍 Derek Lamb       | Completing Office Job List                            | Every 1 Weeks  | Office Processes | 5 |   |  | 07 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">564</a> | 🔍 Catherine Spence | Franking Mail                                         | Every 1 Days   | Office Processes | 6 | 1 |  | 04 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">406</a> | 🔍 Robert Connor    | Processing Depleted Sensors                           | Every 2 Weeks  | Office Processes | 6 |   |  | 15 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">409</a> | 🔍 Kate Griffiths   | Proforma And Quote Chasing                            | Every 1 Weeks  | Office Processes | 6 | 7 |  | 09 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">393</a> | 🔍 Sophie Lines     | Cleaning Of Office Windows                            | Every 1 Months | Office Processes | 5 |   |  | 13 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">404</a> | 🔍 Sophie Lines     | Link Call Log Contacts To The CRM                     | Every 1 Weeks  | Office Processes | 3 |   |  | 07 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">107</a> | 🔍 Catherine Spence | PUT OUT BLUE BINS                                     | Every 2 Weeks  | Office Processes | 1 |   |  | 08 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">530</a> | 🔍 Kate Griffiths   | Check Cardea And Multiquote                           | Every 1 Weeks  | Office Processes | 7 |   |  | 07 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">903</a> | 🔍 Catherine Spence | Filling Credit Card Slips                             | Every 1 Weeks  | Office Processes | 6 |   |  | 07 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">487</a> | 🔍 Kate Griffiths   | Checking Of Awaiting Action Tray - Priority 8s        | Every 7 Days   | Office Processes | 5 |   |  | 04 Nov 2022                                         |
|                     |                    |                                                       |                |                  |   |   |  | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
|                     | 🔍                  |                                                       |                |                  |   |   |  | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓                           |

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|                      |                                                                                                  |                                         |                |                  |   |   |             |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------|----------------|------------------|---|---|-------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">917</a>  |  Helen Lamb      | Proofs of Delivery                      | Every 1 Months | Office Processes | 3 |   | 17 Nov 2022 | <a href="#">Details</a> |                    |
| <a href="#">939</a>  |  Kate Griffiths | Providing Ebay Feedback                 | Every 1 Weeks  | Office Processes | 4 |   | 09 Nov 2022 | <a href="#">Details</a> |                    |
| <a href="#">990</a>  |  Sophie Lines   | B2B Router / Peppol Responsibilities    | Every 1 Weeks  | Office Processes | 3 |   | 04 Nov 2022 | <a href="#">Details</a> |                    |
| <a href="#">1006</a> |  Michael Lamb   | Review Stocks Of 8000004                | Every 1 Months | Office Processes | 1 |   | 07 Nov 2022 | <a href="#">Details</a> |                    |
| <a href="#">1026</a> |  Michael Lamb   | 8010004 - JJ-CCR Oxygen Sensor Orders   | Every 1 Months | Office Processes | 3 | 1 | 01 Dec 2022 | <a href="#">Details</a> |                    |
| <a href="#">1028</a> |  Michael Lamb   | 8010006 - REVo Oxygen Sensor Orders     | Every 1 Months | Office Processes | 3 | 1 | 01 Dec 2022 | <a href="#">Details</a> |                    |
| <a href="#">1031</a> |  Steve Nixon    | Envitec Oxygen Sensor Parts Stock Check | Every 1 Months | Office Processes | 2 |   | 06 Nov 2022 | <a href="#">Details</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



|                      |             |                                                                                         |                 |                   |   |   |             |                         |                      |   |
|----------------------|-------------|-----------------------------------------------------------------------------------------|-----------------|-------------------|---|---|-------------|-------------------------|----------------------|---|
| <a href="#">561</a>  | Helen Lamb  | Review Company Data                                                                     | Every 12 Months | Managing Director | 3 | 1 | 13 Oct 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">774</a>  | Helen Lamb  | Customer Complaints                                                                     | Every 6 Months  | Managing Director | 2 |   | 01 May 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">729</a>  | Derek Lamb  | QA Failures Report                                                                      | Every 3 Months  | Managing Director | 2 |   | 01 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">784</a>  | Helen Lamb  | Review External Parties Influencing The QMS VST / Viamed                                | Every 12 Months | Managing Director | 2 | 1 | 01 Nov 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">751</a>  | Steve Nixon | Review Product Failures New Codes                                                       | Every 3 Months  | Managing Director | 2 | 1 | 01 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">805</a>  | Helen Lamb  | Maintain Update Of ISO Route Maps                                                       | Every 1 Months  | Managing Director | 2 |   | 18 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">1070</a> | Helen Lamb  | New UPS Rates Needs Checking                                                            | Every 12 Months | Managing Director | 1 |   | 30 Jan 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">610</a>  | Helen Lamb  | Supplier Review                                                                         | Every 12 Months | ISO Controller    | 2 |   | 09 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">464</a>  | Catrin Hird | Check Website ISO Documents                                                             | Every 6 Months  | ISO Controller    | 2 |   | 01 Jan 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">14</a>   | Helen Lamb  | Audit 22 Post Market Surveillance Viamed                                                | Every 12 Months | ISO Controller    | 2 |   | 30 Apr 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">284</a>  | Derek Lamb  | Non conformance review history Viamed                                                   | Every 12 Months | ISO Controller    | 2 |   | 04 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">819</a>  | Helen Lamb  | Review Processes Linked To VOPs And Audits                                              | Every 12 Months | ISO Controller    | 2 |   | 04 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">286</a>  | Derek Lamb  | Non conformance review history VST                                                      | Every 12 Months | ISO Controller    | 2 |   | 04 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">1101</a> | Derek Lamb  | Review The Agenda For The Management Review / Board Meeting Prior To The Annual Meeting | Every 12 Months | ISO Controller    | 2 | 1 | 28 Sep 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |   |
| <a href="#">1105</a> | Helen Lamb  | Review Process Updates For Risk To Systems                                              | Every 12 Months | ISO Controller    | 2 |   | 01 Nov 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">1142</a> | Derek Lamb  | Verification Calibrated Equipment                                                       | Every 12 Months | ISO Controller    | 2 |   | 18 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">455</a>  | Helen Lamb  | Backup Server Status                                                                    | Every 12 Months | IT Controller     | 3 |   | 19 May 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">416</a>  | Helen Lamb  | Guest Access Wifi                                                                       | Every 3 Months  | IT Controller     | 1 |   | 23 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |
| <a href="#">902</a>  | Catrin Hird | Emails - check they have been done                                                      | Every 1 Weeks   | IT Controller     | 7 | 1 | 10 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓  | ✗ |

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| <a href="#">414</a>  | Helen Lamb  | Weather Station                                    | Every 1 Months  | IT Controller | 3 | 04 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">460</a>  | Helen Lamb  | Management Meeting Turnover Report                 | Every 12 Months | IT Controller | 2 | 04 Jun 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">457</a>  | Steve Nixon | Intrastats Cross Reference Database Tables Updates | Every 3 Months  | IT Controller | 2 | 22 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">453</a>  | Helen Lamb  | Off Site Backup                                    | Every 3 Months  | IT Controller | 2 | 01 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">780</a>  | Derek Lamb  | Vandagraph Pay Pay Retrieve Funds                  | Every 6 Months  | IT Controller | 2 | 09 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">753</a>  | Derek Lamb  | Scan Incorrect Product                             | Every 12 Months | IT Controller | 5 | 02 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">755</a>  | Derek Lamb  | Software Validation Scan Un-QA Product To Order    | Every 12 Months | IT Controller | 5 | 01 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✓ |
| <a href="#">757</a>  | Derek Lamb  | Software Validation Expired Stock                  | Every 12 Months | IT Controller | 5 | 03 Mar 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">760</a>  | Derek Lamb  | Software Validation Non Sell Able Shelf            | Every 12 Months | IT Controller | 4 | 03 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">762</a>  | Derek Lamb  | Software Validation In Production List             | Every 6 Months  | IT Controller | 3 | 01 May 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">765</a>  | Derek Lamb  | Software Validation Unchecked Orders               | Every 12 Months | IT Controller | 3 | 03 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1155</a> | Derek Lamb  | Software Validation Stock Tracking Check           | Every 12 Months | IT Controller | 1 | 02 Mar 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1175</a> | Derek Lamb  | Software Validation Attempt To QA Some Stock       | Every 12 Months | IT Controller | 3 | 09 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">781</a>  | Derek Lamb  | Software Validation Conflicting Audits             | Every 12 Months | IT Controller | 2 | 14 Oct 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">803</a>  | Helen Lamb  | Software Validation Document Control               | Every 12 Months | IT Controller | 2 | 01 Nov 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">809</a>  | Helen Lamb  | Software Validation Scheduled Tasks And Audits     | Every 6 Months  | IT Controller | 2 | 25 Apr 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1176</a> | Derek Lamb  | Test Website Questions                             | Every 12 Months | IT Controller | 2 | 08 Jun 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1033</a> | Derek Lamb  | Server Review                                      | Every 3 Months  | IT Controller | 2 | 01 Jan 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1121</a> | Helen Lamb  | Sync External Telephone Logs                       | Every 6 Months  | IT Controller | 2 | 01 May 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1180</a> | Derek Lamb  | Software Validation Test Email System              | Every 12 Months | IT Controller | 2 | 01 Mar 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |

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| <a href="#">95</a>   | Michael Lamb | ESD Workstations                                                       | Every 12 Months | Maintenance Controller               | 4 |   | 15 Mar 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1058</a> | Derek Lamb   | R D Room - Tidy, Empty Bins, Remove Cups. Caution Around Oxygen Supply | Every 1 Months  | Maintenance Controller               | 3 | 1 | 02 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1144</a> | Helen Lamb   | Building Risk Assesments                                               | Every 24 Months | Maintenance Controller               | 2 |   | 03 Mar 2024 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">372</a>  | Helen Lamb   | Documentation out of date                                              | Every 6 Months  | Documentation And Records Controller | 2 |   | 03 Mar 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">369</a>  | Helen Lamb   | Check for Duplicate Documents                                          | Every 6 Months  | Documentation And Records Controller | 2 |   | 22 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">888</a>  | Michael Lamb | Annual GDPR Review Doc Management                                      | Every 12 Months | Documentation And Records Controller | 2 |   | 16 Aug 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1088</a> | Derek Lamb   | Weee Waste Reporting                                                   | Every 12 Months | Documentation And Records Controller | 2 |   | 01 Aug 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1130</a> | Derek Lamb   | COSHH Datasheet Reminders                                              | Every 12 Months | Documentation And Records Controller | 2 |   | 01 Aug 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1148</a> | Helen Lamb   | Verification Stock Linked To Documents                                 | Every 12 Months | Documentation And Records Controller | 1 |   | 16 Jun 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">374</a>  | Derek Lamb   | Check the Stock FAQ Admin                                              | Every 3 Months  | Product Controller                   | 2 |   | 19 Jan 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">71</a>   | Derek Lamb   | Price Check                                                            | Every 3 Months  | Product Controller                   | 3 |   | 04 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">502</a>  | Derek Lamb   | Yearly Pricing Review                                                  | Every 12 Months | Product Controller                   | 2 |   | 27 May 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">773</a>  | Derek Lamb   | Maintain Repair Codes List                                             | Every 24 Months | Product Controller                   | 3 |   | 06 Oct 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">952</a>  | Derek Lamb   | Fire Alarm Evacuation Drill                                            | Every 12 Months | Health And Safety Controller         | 2 |   | 21 Mar 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">953</a>  | Helen Lamb   | Fire Alarm PIR Checking                                                | Every 12 Months | Health And Safety Controller         | 3 |   | 20 Mar 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">955</a>  | Helen Lamb   | Emergency Lighting And Fire Extinguishers                              | Every 12 Months | Health And Safety Controller         | 3 |   | 17 Apr 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">387</a>  | Derek Lamb   | Reports filed monthly                                                  | Every 3 Months  | Marketing Controller                 | 3 |   | 10 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">674</a>  | Steve Nixon  | Product Cross References                                               | Every 3 Months  | Marketing Controller                 | 2 | 1 | 26 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">672</a>  | Steve Nixon  | Pro-Active Marketing                                                   | Every 3 Months  | Marketing Controller                 | 3 | 1 | 19 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">676</a>  | Steve Nixon  | Research Activities                                                    | Every 3 Months  | Marketing Controller                 | 3 | 1 | 03 Jan 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">206</a>  | Derek Lamb   | Stock Items with Temporary Notices                                     | Every 3 Months  | Sales Controller                     | 2 |   | 28 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |

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| <a href="#">654</a>  | Derek Lamb    | VST Price Review                                | Every 12 Months | Sales Controller      | 1 |   | 25 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">894</a>  | Catrin Hird   | EAN GTIN Online Database                        | Every 6 Months  | Sales Controller      | 2 |   | 01 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1030</a> | Michael Lamb  | Sales Projects Send To Sales Team               | Every 3 Months  | Sales Controller      | 1 |   | 01 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">373</a>  | Helen Lamb    | Vacuuming of the Office, Hall and meeting room  | Every 1 Months  | Warehouse Team Leader | 2 |   | 08 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">375</a>  | Derek Lamb    | Send Teledyne back orders list                  | Every 1 Months  | Warehouse Team Leader | 5 |   | 18 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">69</a>   | Derek Lamb    | Return Goods to Suppliers                       | Every 2 Months  | Warehouse Team Leader | 3 |   | 26 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">424</a>  | Michael Lamb  | Warehouse Floors                                | Every 1 Months  | Warehouse Team Leader | 3 |   | 17 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">942</a>  | Derek Lamb    | Supplier Review - Outstanding orders            | Every 1 Months  | Warehouse Team Leader | 1 | 1 | 03 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">964</a>  | Derek Lamb    | Supplier Review Future orders                   | Every 12 Months | Warehouse Team Leader | 2 |   | 17 Oct 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">778</a>  | Derek Lamb    | Current Stock Levels                            | Every 6 Months  | Warehouse Team Leader | 3 |   | 17 Apr 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">895</a>  | Derek Lamb    | Current Repairs                                 | Every 3 Months  | Warehouse Team Leader | 4 |   | 13 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">908</a>  | Derek Lamb    | Production Requirements                         | Every 1 Months  | Warehouse Team Leader | 2 |   | 08 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">80</a>   | Derek Lamb    | Check the Calibration Index                     | Every 3 Months  | Warehouse Team Leader | 3 |   | 07 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">796</a>  | Helen Lamb    | Non Conformance Issues Any New QC21 Forms       | Every 12 Months | Warehouse Team Leader | 2 |   | 25 Oct 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">477</a>  | Derek Lamb    | Check Expiry Dated Stock                        | Every 3 Months  | Warehouse Team Leader | 2 |   | 18 Jan 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">469</a>  | Robert Connor | Check Repairs Read For Invoice                  | Every 3 Months  | Warehouse Team Leader | 4 |   | 24 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">916</a>  | Derek Lamb    | Check Stock Requirements Supplier Envitec       | Every 1 Months  | Warehouse Team Leader | 2 |   | 16 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">782</a>  | Michael Lamb  | Move Stock From QA Shelf To Stock Shelf Tuesday | Every 12 Months | Warehouse Team Leader | 1 |   | 17 Oct 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">590</a>  | Helen Lamb    | Management Meeting warehouse                    | Every 3 Months  | Warehouse Team Leader | 2 |   | 30 Jan 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">625</a>  | Derek Lamb    | Check Returns Suppliers                         | Every 1 Months  | Warehouse Team Leader | 2 |   | 24 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">646</a>  | Helen Lamb    | Review Franking Label Errors                    | Every 3 Months  | Warehouse Team Leader | 3 |   | 15 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">648</a>  | Derek         | Check Order Are                                 | Every           | Warehouse             | 3 |   | 12          | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |

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|----------------------|----------------|-------------------------------------------------------------|-----------------|-----------------------|---|-------------|---------------------------------------------------|
|                      | Lamb           | Being Picked In Priority Order                              | 3 Months        | Team Leader           |   | Nov 2022    |                                                   |
| <a href="#">650</a>  | Helen Lamb     | Orders And Items Shipped Per Month                          | Every 3 Months  | Warehouse Team Leader | 3 | Nov 2022    | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">734</a>  | Michael Lamb   | Goods In Processes                                          | Every 3 Months  | Warehouse Team Leader | 3 | 25 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">879</a>  | Michael Lamb   | Empty Warehouse Depleted Sensor Bin                         | Every 6 Months  | Warehouse Team Leader | 3 | 01 Feb 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">881</a>  | Michael Lamb   | Check Weeee Waste Pallet And Sensor Bin                     | Every 12 Months | Warehouse Team Leader | 3 | 01 Sep 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">883</a>  | Michael Lamb   | Generate RMA Box, Link Items And Add Faults                 | Every 3 Months  | Warehouse Team Leader | 2 | 28 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">936</a>  | Robert Connor  | Review Of Credits Received From Suppliers                   | Every 1 Months  | Warehouse Team Leader | 3 | 08 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1037</a> | Derek Lamb     | Do We Have Service Manual / QA For All Our Stock Coming In. | Every 12 Months | Warehouse Team Leader | 3 | 01 Apr 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1046</a> | Derek Lamb     | Teledyne Stock For Vandagraph                               | Every 12 Months | Warehouse Team Leader | 3 | 01 Oct 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1159</a> | Derek Lamb     | Verification Warehouse Unidentified Stock                   | Every 12 Months | Warehouse Team Leader | 2 | 02 Jun 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1163</a> | Michael Green  | Verification Warehouse Hand Sanitiser                       | Every 12 Months | Warehouse Team Leader | 4 | 02 Mar 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1165</a> | Michael Green  | Verification Stock Items And Locations                      | Every 12 Months | Warehouse Team Leader | 3 | 09 Mar 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1167</a> | Michael Lamb   | Verification Of Ebay Stock                                  | Every 12 Months | Warehouse Team Leader | 3 | 13 Apr 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1169</a> | Derek Lamb     | Verification Of Demo Stock                                  | Every 12 Months | Warehouse Team Leader | 3 | 02 Jun 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1161</a> | Helen Lamb     | Verification Credit Notes                                   | Every 12 Months | Accounts Controller   | 2 | 01 Sep 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">379</a>  | Derek Lamb     | Distributor Agreements                                      | Every 3 Months  | EX Sales Controller   | 2 | 18 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">945</a>  | Steve Hardaker | Contract Pricing Review                                     | Every 3 Months  | UK Sales Controller   | 3 | 18 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">293</a>  | Derek Lamb     | Check Sale or Returns                                       | Every 3 Months  | UK Sales Force        | 2 | 11 Dec 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1092</a> | Michael Lamb   | Proforma And Quote Chasing UK                               | Every 6 Months  | UK Sales Force        | 2 | 31 Jan 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">1090</a> | Michael Lamb   | Proforma And Quote Chasing Ryan                             | Every 6 Months  | EX Sales Force        | 2 | 31 Jan 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">704</a>  | Steve Nixon    | Ensure All Invoice Correctly Tagged                         | Every 3 Months  | OEM Sales Controller  | 2 | 07 Jan 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |

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| <a href="#">1067</a> | Derek Lamb   | VST Customer Agreements                                                                 | Every 12 Months | OEM Sales Controller    | 2 | 28 Mar 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1069</a> | Derek Lamb   | VST Feedback                                                                            | Every 12 Months | OEM Sales Controller    | 2 | 04 Apr 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1116</a> | Derek Lamb   | OverDue Servicing                                                                       | Every 12 Months | Servicing Onsite        | 5 | 01 Jul 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">380</a>  | Derek Lamb   | Training Records updated                                                                | Every 6 Months  | Human Resources         | 2 | 04 Mar 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1071</a> | Derek Lamb   | Health And Safety Review                                                                | Every 12 Months | Human Resources         | 2 | 01 Jan 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">814</a>  | Derek Lamb   | Appraisal                                                                               | Every 24 Months | Human Resources         | 3 | 13 Jun 2024 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">816</a>  | Derek Lamb   | Pay Review                                                                              | Every 24 Months | Human Resources         | 4 | 15 Aug 2024 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">890</a>  | Michael Lamb | Private Information Data                                                                | Every 12 Months | Human Resources         | 1 | 12 Sep 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1066</a> | Derek Lamb   | Check Roles And Tasks For Incomplete Data                                               | Every 12 Months | Human Resources         | 2 | 01 Jul 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1109</a> | Derek Lamb   | Check There Are No Changes To Employment Law                                            | Every 24 Months | Human Resources         | 1 | 08 Mar 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1111</a> | Michael Lamb | 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         | 1 | 13 Apr 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">959</a>  | Derek Lamb   | Review Flow Of Data                                                                     | Every 12 Months | Data Protection Officer | 2 | 12 Apr 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">711</a>  | Derek Lamb   | Saftey Tester Data                                                                      | Every 12 Months | Repairs Controller      | 2 | 31 Aug 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1171</a> | Michael Lamb | Verification Warranty Repairs Customer Approval                                         | Every 12 Months | Repairs Controller      | 2 | 23 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1133</a> | Derek Lamb   | Verification Repairs Paperwork Completed                                                | Every 12 Months | Repairs Controller      | 2 | 15 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1135</a> | Derek Lamb   | Verification Visual Check Repair Shelf                                                  | Every 12 Months | Repairs Controller      | 2 | 16 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1137</a> | Derek Lamb   | Verification Repairs Older Repairs                                                      | Every 12 Months | Repairs Controller      | 2 | 15 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1140</a> | Derek Lamb   | Verification Repair Qa Reports                                                          | Every 12 Months | Repairs Controller      | 2 | 15 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">1157</a> | Derek Lamb   | Verification Of SRS Information added                                                   | Every 12 Months | Repairs Controller      | 3 | 01 Sep 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |
| <a href="#">24</a>   | Helen Lamb   | Audit 01 Picking Packing Viamed                                                         | Every 12        | Audits                  | 2 | 01 Jan      | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✗ |

|                     |            |                                                   |                 |        |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------|------------|---------------------------------------------------|-----------------|--------|---|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |            |                                                   | Months          |        |   |   | 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <a href="#">36</a>  | Helen Lamb | Audit 02 Contract Review Viamed                   | Every 12 Months | Audits | 2 |   | 01 Sep 2023 <a href="#">Details</a>                                        |
| <a href="#">22</a>  | Helen Lamb | Audit 03 Design Control Viamed                    | Every 12 Months | Audits | 2 |   | 01 Jan 2023 <a href="#">Details</a>                                        |
| <a href="#">37</a>  | Helen Lamb | Audit 05 Purchasing Suppliers Viamed              | Every 12 Months | Audits | 2 |   | 01 Sep 2023 <a href="#">Details</a>                                        |
| <a href="#">20</a>  | Helen Lamb | Audit 06 Calibration Viamed                       | Every 12 Months | Audits | 2 |   | 20 May 2023 <a href="#">Details</a>                                        |
| <a href="#">25</a>  | Helen Lamb | Audit 07 Handling And Storage Viamed              | Every 12 Months | Audits | 2 |   | 15 Apr 2023 <a href="#">Details</a>                                        |
| <a href="#">10</a>  | Derek Lamb | Audit 08 Training Viamed                          | Every 12 Months | Audits | 2 |   | 30 Jun 2023 <a href="#">Details</a>                                        |
| <a href="#">170</a> | Helen Lamb | Audit 09 Goods Inward And Product Identity Viamed | Every 12 Months | Audits | 2 |   | 09 Mar 2023 <a href="#">Details</a>                                        |
| <a href="#">27</a>  | Helen Lamb | Audit 10 Documentation Control Viamed             | Every 12 Months | Audits | 2 |   | 10 Jun 2023 <a href="#">Details</a>                                        |
| <a href="#">171</a> | Helen Lamb | Audit 11 Repairs And Service Viamed               | Every 12 Months | Audits | 2 |   | 01 Jul 2023 <a href="#">Details</a>                                        |
| <a href="#">16</a>  | Helen Lamb | Audit 12 CE Files Viamed                          | Every 12 Months | Audits | 2 |   | 22 Mar 2023 <a href="#">Details</a>              |
| <a href="#">30</a>  | Helen Lamb | Audit 14 Complaints And Corrective Actions Viamed | Every 12 Months | Audits | 2 |   | 14 Nov 2022 <a href="#">Details</a>              |
| <a href="#">28</a>  | Helen Lamb | Audit 15 Production Viamed                        | Every 12 Months | Audits | 2 |   | 01 May 2023 <a href="#">Details</a>              |
| <a href="#">11</a>  | Helen Lamb | Audit 17 Internal Audits Viamed                   | Every 12 Months | Audits | 2 |   | 01 Dec 2022 <a href="#">Details</a>              |
| <a href="#">13</a>  | Helen Lamb | Audit 19 Health And Saftey Viamed                 | Every 12 Months | Audits | 2 |   | 01 Aug 2023 <a href="#">Details</a>              |
| <a href="#">172</a> | Helen Lamb | Audit 20 Process Verification To Managment Viamed | Every 12 Months | Audits | 2 | 1 | 01 Nov 2023 <a href="#">Details</a>              |
| <a href="#">43</a>  | Helen Lamb | Audit 23 Analysis Of Data Viamed                  | Every 12 Months | Audits | 2 |   | 13 Jul 2023 <a href="#">Details</a>              |
| <a href="#">194</a> | Helen Lamb | Audit 01 Picking Packing VST                      | Every 12 Months | Audits | 2 |   | 01 Jan 2023 <a href="#">Details</a>              |
| <a href="#">187</a> | Helen Lamb | Audit 02 Contract Review VST                      | Every 12 Months | Audits | 2 |   | 01 Sep 2023 <a href="#">Details</a>              |
| <a href="#">193</a> | Helen Lamb | Audit 03 Design Control VST                       | Every 12 Months | Audits | 2 |   | 01 Jan 2023 <a href="#">Details</a>              |
| <a href="#">190</a> | Helen Lamb | Audit 05 Purchasing Suppliers VST                 | Every 12 Months | Audits | 2 |   | 01 Sep 2023 <a href="#">Details</a>              |
| <a href="#">182</a> | Helen Lamb | Audit 06 Calibration VST                          | Every 12        | Audits | 2 |   | 20 May <a href="#">Details</a>                   |

|                     |              |                                                |                 |                    |   |   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------|--------------|------------------------------------------------|-----------------|--------------------|---|---|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |              |                                                | Months          |                    |   |   |  |  | 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <a href="#">178</a> | Helen Lamb   | Audit 07 Handling And Storage VST              | Every 12 Months | Audits             | 2 |   |  |  | 15 Apr 2023 <a href="#">Details</a>                                                 |
| <a href="#">184</a> | Derek Lamb   | Audit 08 Training VST                          | Every 12 Months | Audits             | 2 |   |  |  | 30 Jun 2023 <a href="#">Details</a>                                                 |
| <a href="#">174</a> | Helen Lamb   | Audit 09 Goods Inward And Product Identity VST | Every 12 Months | Audits             | 2 |   |  |  | 09 Mar 2023 <a href="#">Details</a>                                                 |
| <a href="#">183</a> | Helen Lamb   | Audit 10 Documentation Control VST             | Every 12 Months | Audits             | 2 |   |  |  | 10 Jun 2023 <a href="#">Details</a>                                                 |
| <a href="#">179</a> | Helen Lamb   | Audit 11 Repairs And Service VST               | Every 12 Months | Audits             | 2 |   |  |  | 01 Jul 2023 <a href="#">Details</a>                                                 |
| <a href="#">176</a> | Helen Lamb   | Audit 12 CE Files VST                          | Every 12 Months | Audits             | 2 |   |  |  | 22 Mar 2023 <a href="#">Details</a>                                                 |
| <a href="#">189</a> | Helen Lamb   | Audit 14 Complaints And Corrective Actions VST | Every 12 Months | Audits             | 2 |   |  |  | 14 Nov 2022 <a href="#">Details</a>                                                 |
| <a href="#">175</a> | Helen Lamb   | Audit 15 Production VST                        | Every 12 Months | Audits             | 2 |   |  |  | 01 May 2023 <a href="#">Details</a>                                                 |
| <a href="#">191</a> | Helen Lamb   | Audit 17 Internal Audits VST                   | Every 12 Months | Audits             | 2 |   |  |  | 01 Dec 2022 <a href="#">Details</a>                                                 |
| <a href="#">186</a> | Helen Lamb   | Audit 19 Health And Saftey VST                 | Every 12 Months | Audits             | 2 |   |  |  | 01 Aug 2023 <a href="#">Details</a>                 |
| <a href="#">181</a> | Helen Lamb   | Audit 20 Process Verification To Managment VST | Every 12 Months | Audits             | 2 | 1 |  |  | 01 Nov 2023 <a href="#">Details</a>                 |
| <a href="#">192</a> | Derek Lamb   | Audit 21 Audit Of Audit VST                    | Every 12 Months | Audits             | 2 |   |  |  | 01 Dec 2022 <a href="#">Details</a>                 |
| <a href="#">180</a> | Helen Lamb   | Audit 22 Post Market Surveillance VST          | Every 12 Months | Audits             | 2 |   |  |  | 30 Apr 2023 <a href="#">Details</a>                 |
| <a href="#">185</a> | Helen Lamb   | Audit 23 Analysis Of Data VST                  | Every 12 Months | Audits             | 2 |   |  |  | 13 Jul 2023 <a href="#">Details</a>                 |
| <a href="#">21</a>  | Helen Lamb   | Audit 18 Management Review Viamed              | Every 12 Months | Audits             | 2 | 1 |  |  | 16 Oct 2023 <a href="#">Details</a>                 |
| <a href="#">188</a> | Helen Lamb   | Audit 18 Management Review VST                 | Every 12 Months | Audits             | 2 | 1 |  |  | 15 Oct 2023 <a href="#">Details</a>                 |
| <a href="#">288</a> | Helen Lamb   | Audit 24 Due Servicing                         | Every 12 Months | Audits             | 2 |   |  |  | 01 Aug 2023 <a href="#">Details</a>                 |
| <a href="#">821</a> | Helen Lamb   | Audit 27 Software Validation                   | Every 12 Months | Audits             | 2 |   |  |  | 08 Feb 2023 <a href="#">Details</a>                 |
| <a href="#">559</a> | Michael Lamb | Viamed Properties Loan                         | Every 6 Months  | Accounts Processes | 3 |   |  |  | 01 Mar 2023 <a href="#">Details</a>                 |
| <a href="#">377</a> | Michael Lamb | Accounts on Stop                               | Every 3 Months  | Accounts Processes | 2 |   |  |  | 25 Nov 2022 <a href="#">Details</a>                 |
| <a href="#">558</a> | Michael Lamb | Viamed End Of Month Shutdown                   | Every 3 Months  | Accounts Processes | 2 |   |  |  | 01 Dec 2022 <a href="#">Details</a>                 |
|                     |              |                                                |                 |                    |   |   |  |  |                                                                                                                                          |

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|                      |                  |                                                                              |                 |                    |   |   |             |                                           |
|----------------------|------------------|------------------------------------------------------------------------------|-----------------|--------------------|---|---|-------------|-------------------------------------------|
|                      | Lamb             | Accountants                                                                  | 12 Months       | Processes          |   |   | Aug 2023    |                                           |
| <a href="#">692</a>  | Derek Lamb       | Issues For Accountant                                                        | Every 24 Months | Accounts Processes | 2 |   | 22 Apr 2024 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">714</a>  | Michael Lamb     | Chase The Debtors VST                                                        | Every 3 Months  | Accounts Processes | 3 |   | 07 Jan 2023 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">812</a>  | Michael Lamb     | Purchase Payments                                                            | Every 3 Months  | Accounts Processes | 3 |   | 21 Dec 2022 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">838</a>  | Michael Lamb     | Region Checker                                                               | Every 6 Months  | Accounts Processes | 2 |   | 02 Feb 2023 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">929</a>  | Michael Lamb     | Send Debtors Overview To Derek                                               | Every 6 Months  | Accounts Processes | 2 |   | 01 Dec 2022 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">962</a>  | Michael Lamb     | Check Debtors Report                                                         | Every 12 Months | Accounts Processes | 2 |   | 01 May 2023 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">996</a>  | Michael Lamb     | VAT Return Vandagraph                                                        | Every 12 Months | Accounts Processes | 2 |   | 26 Jun 2023 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">998</a>  | Michael Lamb     | VAT Return VST                                                               | Every 12 Months | Accounts Processes | 2 |   | 26 Jul 2023 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">1021</a> | Michael Lamb     | Xero Review Sales Contacts                                                   | Every 3 Months  | Accounts Processes | 1 |   | 10 Nov 2022 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">1035</a> | Michael Lamb     | Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed | Every 6 Months  | Accounts Processes | 2 |   | 09 Jan 2023 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">1053</a> | Michael Lamb     | Exchange Rate In To Intrastats                                               | Every 12 Months | Accounts Processes | 2 |   | 17 Feb 2023 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">1087</a> | Helen Lamb       | Shred CC Slips                                                               | Every 6 Months  | Accounts Processes | 4 |   | 20 Feb 2023 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">1114</a> | Michael Lamb     | Check For Viking Invoices                                                    | Every 6 Months  | Accounts Processes | 1 |   | 15 Dec 2022 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">1119</a> | Michael Lamb     | Check Creditors                                                              | Every 3 Months  | Accounts Processes | 3 |   | 02 Dec 2022 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">1178</a> | Michael Lamb     | VAT Return Viamed Properties                                                 | Every 12 Months | Accounts Processes | 3 |   | 20 Apr 2023 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">668</a>  | Michael Lamb     | Answering Telephones                                                         | Every 3 Months  | Office Processes   | 5 |   | 02 Dec 2022 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">901</a>  | Kate Griffiths   | Checking Of Sales Orders                                                     | Every 1 Weeks   | Office Processes   | 9 |   | 08 Nov 2022 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">366</a>  | Derek Lamb       | Email Distribution                                                           | Every 1 Months  | Office Processes   | 5 |   | 17 Nov 2022 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">539</a>  | Catherine Spence | Maintaining Leaflet Stocks                                                   | Every 1 Months  | Office Processes   | 3 | 1 | 01 Dec 2022 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">403</a>  | Helen Lamb       | Processing Of Mail Shots                                                     | Every 1 Months  | Office Processes   | 7 |   | 17 Nov 2022 | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |
| <a href="#">534</a>  | Derek Lamb       | Office Sales Projects                                                        | Every 1         | Office Processes   | 3 |   | 24 Nov      | <a href="#">Details</a> ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗ |

|                     |                |                                                     |                 |                  |   |   |             |                                                     |
|---------------------|----------------|-----------------------------------------------------|-----------------|------------------|---|---|-------------|-----------------------------------------------------|
|                     |                |                                                     | Months          |                  |   |   | 2022        |                                                     |
| <a href="#">362</a> | Helen Lamb     | Check the Invoices to be Emailed list               | Every 1 Weeks   | Office Processes | 4 | 2 | 04 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">234</a> | Steve Hardaker | Check the Service visit logs                        | Every 1 Months  | Office Processes | 4 | 1 | 26 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">401</a> | Michael Lamb   | Check Paypal For Orders                             | Every 1 Months  | Office Processes | 5 |   | 16 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">398</a> | Sophie Lines   | Checking EBay And Amazon For Orders And Messages    | Every 1 Weeks   | Office Processes | 6 |   | 07 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">396</a> | Helen Lamb     | Answering Website Questions                         | Every 1 Months  | Office Processes | 5 |   | 15 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">897</a> | Derek Lamb     | Checking Of Active List                             | Every 6 Months  | Office Processes | 7 |   | 01 May 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">777</a> | Michael Lamb   | Completing Office Job List                          | Every 1 Months  | Office Processes | 5 |   | 20 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">568</a> | Michael Lamb   | Franking Mail                                       | Every 6 Months  | Office Processes | 6 |   | 09 Apr 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">535</a> | Helen Lamb     | Processing Depleted Sensors                         | Every 2 Weeks   | Office Processes | 6 |   | 04 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">410</a> | Michael Lamb   | Proforma And Quote Chasing                          | Every 1 Months  | Office Processes | 6 |   | 15 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">394</a> | Helen Lamb     | Cleaning Of Office                                  | Every 1 Months  | Office Processes | 5 |   | 07 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">405</a> | Helen Lamb     | Link Call Log Contacts To The CRM                   | Every 1 Months  | Office Processes | 3 |   | 21 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">279</a> | Helen Lamb     | Check cardea and Multiquote                         | Every 1 Months  | Office Processes | 7 |   | 06 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">669</a> | Helen Lamb     | Adding New Accounts To Opera                        | Every 12 Months | Office Processes | 2 |   | 01 Jun 2023 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">904</a> | Helen Lamb     | Filling Credit Card Slips                           | Every 1 Months  | Office Processes | 6 |   | 04 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">467</a> | Derek Lamb     | UPS Shipping Fuel Surcharge                         | Every           | Office Processes | 4 |   | 12 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">569</a> | Helen Lamb     | Thorough Checking Of Awaiting Action Tray And Board | Every 1 Months  | Office Processes | 5 |   | 13 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">507</a> | Michael Lamb   | Collect Repair Filing From Warehouse                | Every 1 Months  | Office Processes | 4 |   | 27 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">537</a> | Kate Griffiths | Send Delivery Notifications                         | Every 1 Weeks   | Office Processes | 7 |   | 07 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">509</a> | Kate Griffiths | Shred Sensitive Paperwork warehouse                 | Every 1 Months  | Office Processes | 4 | 1 | 23 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
| <a href="#">518</a> | Helen Lamb     | Checking For Uploaded Files                         | Every 1 Weeks   | Office Processes | 5 |   | 09 Nov 2022 | <a href="#">Details</a> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗ |
|                     |                |                                                     |                 |                  |   |   |             | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓                           |

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|----------------------|------------|----------------------------------------------------------------------------------------------------------------|-----------------|----------------------|---|---|-------------|-------------------------|------------------|---|
| <a href="#">1127</a> | Derek Lamb | Verification Invoice Details Accounts                                                                          | Every 12 Months | Office Processes     | 2 |   | 16 Nov 2022 | <a href="#">Details</a> |                  | ✖ |
| <a href="#">364</a>  | Helen Lamb | Goods Out Review                                                                                               | Every 1 Months  | Goods Out            | 3 |   | 04 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |
| <a href="#">906</a>  | Helen Lamb | Back Orders Review - By Customer                                                                               | Every 1 Months  | Goods Out            | 3 |   | 25 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |
| <a href="#">758</a>  | Emma Clark | Ship Repairs                                                                                                   | Every 1 Months  | Goods Out            | 2 | 1 | 01 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |
| <a href="#">1054</a> | Derek Lamb | Check Repair orders against the customer paperwork                                                             | Every 12 Months | Goods Out            | 2 |   | 09 Apr 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |
| <a href="#">1099</a> | Helen Lamb | Decontamination Of Incomming Products And Repairs                                                              | Every 12 Months | Goods In             | 3 |   | 14 Feb 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |
| <a href="#">1150</a> | Helen Lamb | Verification Todays Goods In                                                                                   | Every 12 Months | Goods In             | 3 |   | 01 Apr 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |
| <a href="#">1152</a> | Helen Lamb | Verification Supplier Delivery Notes                                                                           | Every 12 Months | Goods In             | 4 |   | 01 Jun 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |
| <a href="#">1154</a> | Helen Lamb | Verification Of Non Conforming Products                                                                        | Every 12 Months | Goods In             | 3 |   | 10 May 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |
| <a href="#">1060</a> | Derek Lamb | VST Supplier QA Results                                                                                        | Every 6 Months  | QA Goods In          | 2 |   | 02 Dec 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |
| <a href="#">554</a>  | Derek Lamb | Production Start Job List                                                                                      | Every 3 Months  | Production Processes | 1 |   | 03 Jan 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |
| <a href="#">557</a>  | Helen Lamb | Production In Production List                                                                                  | Every 3 Months  | Production Processes | 3 |   | 01 Jan 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |
| <a href="#">552</a>  | Helen Lamb | Production Statistics                                                                                          | Every 3 Months  | Production Processes | 1 |   | 03 Jan 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |
| <a href="#">1004</a> | Derek Lamb | Review The Tom Thumb Grease Date                                                                               | Every 12 Months | Production Processes | 4 |   | 20 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |
| <a href="#">1012</a> | Helen Lamb | Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST | Every 12 Months | Production Processes | 4 |   | 25 Nov 2022 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |
| <a href="#">1146</a> | Derek Lamb | Verification Production Paperwork                                                                              | Every 12 Months | Production Processes | 2 |   | 01 Apr 2023 | <a href="#">Details</a> | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✖ |

## Total Issues Outstanding / Unread Per User

| Name                             | Number Issues | Number Unread |
|----------------------------------|---------------|---------------|
| <a href="#">Aqib Majeed</a>      | 11            |               |
| <a href="#">BANK HOLIDAY</a>     | 1             | 1             |
| <a href="#">Catherine Spence</a> | 29            | 19            |

|                                 |     |    |
|---------------------------------|-----|----|
| <a href="#">Catrin Hird</a>     | 10  | 3  |
| <a href="#">Derek Lamb</a>      | 52  | 5  |
| <a href="#">Emily Hanson</a>    | 9   | 7  |
| <a href="#">Emma Clark</a>      | 2   | 2  |
| <a href="#">Helen Lamb</a>      | 52  | 16 |
| <a href="#">Janine Gill</a>     | 3   |    |
| <a href="#">Jean Lamb</a>       | 6   | 4  |
| <a href="#">Kate Griffiths</a>  | 5   | 1  |
| <a href="#">Linda Shearing</a>  | 1   |    |
| <a href="#">Michael Green</a>   | 11  | 3  |
| <a href="#">Michael Lamb</a>    | 16  | 9  |
| <a href="#">Philip Crossley</a> | 5   |    |
| <a href="#">Robert Connor</a>   | 10  | 7  |
| <a href="#">Ryan Swaine</a>     | 7   |    |
| <a href="#">Sophie Lines</a>    | 3   | 1  |
| <a href="#">Steve Hardaker</a>  | 12  |    |
| <a href="#">Steve Nixon</a>     | 108 | 41 |
| <a href="#">Zoey Teal</a>       | 9   | 9  |