

VST

# Internal Audit Check list

## HEALTH & SAFETY

|            |              |                    |              |
|------------|--------------|--------------------|--------------|
| Created:   | 17/May 1995  | Audit No 19        |              |
| Revised:   | 12 June 2017 |                    | Page 1 of 11 |
| Audit Date | 1-8-23       | Auditor Helen Lamb |              |

Ed spacing and layout

| Company / ISO Section            | Criteria of ISO Section   | Auditor Comments / Issues  |
|----------------------------------|---|--|
| VST Ltd<br>ISO9001:2015<br>7.1.3 | <b>Infrastructure</b><br>The organization shall determine, provide and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services.<br>NOTE Infrastructure can include:<br>a) buildings and associated utilities;<br>b) equipment, including hardware and software;<br>c) transportation resources;<br>d) information and communication technology.   | management<br>Review<br>Feedback<br>QA system<br>procedures<br>IT system<br>H+S Questionnaire                  |
| VST Ltd<br>ISO9001:2015<br>7.1.4 | <b>Environment for the operation of processes</b><br>The organization shall determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services.<br>NOTE A suitable environment can be a combination of human and physical factors, such as:<br>a) social (e.g. non-discriminatory, calm, non-confrontational);<br>b) psychological (e.g. stress-reducing, burnout prevention, emotionally protective);<br>c) physical (e.g. temperature, heat, humidity, light, airflow, hygiene, noise).<br>These factors can differ substantially depending on the products and services provided.   | Feedback<br>H+S Questionnaire<br>Doc index<br>Staff Review<br>Reg Reading<br>CPM<br>Environment of operations. |
| VST Ltd<br>ISO9001:2015 7.2      | <b>Competence</b><br>7.2 Competence<br>The organization shall:<br>a) determine the necessary competence of person(s) doing work under its control that affects the performance and effectiveness of the quality management system;<br>b) ensure that these persons are competent on the basis of appropriate education, training, or experience;<br>c) where applicable, take actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken;<br>d) retain appropriate documented information as evidence of competence.<br>NOTE Applicable actions can include, for example, the provision of training to, the mentoring of, or the reassignment of currently employed persons; or the hiring or contracting of competent persons. | Training Records<br>Roles + titles<br>Appraisals<br>Doc index<br>Roles + titles                                |
| VST Ltd<br>ISO9001:2015 7.3      | <b>Awareness</b><br>The organization shall ensure that persons doing work under   | Doc index<br>Reg Reading   |

|   |   |                                   |
|---|---|-----------------------------------|
|   | <p>the organization's control are aware of:</p> <p>a) the quality policy;</p> <p>b) relevant quality objectives;</p> <p>c) their contribution to the effectiveness of the quality management system, including the benefits of improved performance;</p> <p>d) the implications of not conforming with the quality management system requirements.</p>  | <p>C Pm</p> <p>Rules + titles</p> |
| <p>Viamed Ltd</p> <p>ISO13485:2016</p> <p>5.5.1</p> | <p><b>Responsibility and authority</b></p> <p>Top management shall ensure that responsibilities and authorities are defined, documented and communicated within the organization.</p> <p>Top management shall document the interrelation of all personnel who manage, perform and verify work affecting quality and shall ensure the independence and authority necessary to perform these tasks.</p>   |                                   |
| <p>Viamed Ltd</p> <p>ISO13485:2016</p> <p>6.2</p>   | <p><b>Human resources</b></p> <p>Personnel performing work affecting product quality shall be competent on the basis of appropriate education, training, skills and experience.</p> <p>The organization shall document the process(es) for establishing competence, providing needed training, and ensuring awareness of personnel.</p> <p>The organization shall:</p> <p>a) determine the necessary competence for personnel performing work affecting product quality;</p> <p>b) provide training or take other actions to achieve or maintain the necessary competence;</p> <p>c) evaluate the effectiveness of the actions taken;</p> <p>d) ensure that its personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives;</p> <p>e) maintain appropriate records of education, training, skills and experience (see 4.2.5).</p> <p>NOTE The methodology used to check effectiveness is proportionate to the risk associated with the work for which the training or other action is being provided.</p> |                                   |
| <p>Viamed Ltd</p> <p>ISO13485:2016</p> <p>6.3</p>   | <p><b>Infrastructure</b></p> <p>The organization shall document the requirements for the infrastructure needed to achieve conformity to product requirements, prevent product mix-up and ensure orderly handling of product.</p> <p>Infrastructure includes, as appropriate:</p> <p>a) buildings, workspace and associated utilities;</p> <p>b) process equipment (both hardware and software);</p> <p>c) supporting services (such as transport, communication, or information systems).</p> <p>The organization shall document requirements for the maintenance activities, including the interval of performing the</p>  |                                   |

|   |  |  |
|---|--|--|
|   | <p>maintenance activities, when such maintenance activities, or lack thereof, can affect product quality. As appropriate, the requirements shall apply to equipment used in production, the control of the work environment and monitoring and measurement.</p> <p>Records of such maintenance shall be maintained</p>   |  |
| <p>Viamed Ltd<br/>ISO13485:2016<br/>6.4.1</p> | <p><b>Work environment</b></p> <p>The organization shall document the requirements for the work environment needed to achieve conformity to product requirements.</p> <p>If the conditions for the work environment can have an adverse effect on product quality, the organization shall document the requirements for the work environment and the procedures to monitor and control the work environment.</p> <p>The organization shall:</p> <ul style="list-style-type: none"> <li>a) document requirements for health, cleanliness and clothing of personnel if contact between such personnel and the product or work environment could affect medical device safety or performance;</li> <li>b) ensure that all personnel who are required to work temporarily under special environmental conditions within the work environment are competent or supervised by a competent person.</li> </ul> <p>NOTE Further information can be found in ISO 14644 and ISO 14698</p> |  |
| <p>Viamed Ltd<br/>ISO13485:2016<br/>6.4.2</p> | <p><b>Contamination control</b></p> <p>As appropriate, the organization shall plan and document arrangements for the control of contaminated or potentially contaminated product in order to prevent contamination of the work environment, personnel, or product.</p> <p>For sterile medical devices, the organization shall document requirements for control of contamination with microorganisms or particulate matter and maintain the required cleanliness during assembly or packaging processes.</p>   |  |
| <p>Viamed Ltd<br/>ISO13485:2016<br/>8.2.4</p> | <p><b>Internal audit</b></p> <p>The organization shall conduct internal audits at planned intervals to determine whether the quality management system:</p> <ul style="list-style-type: none"> <li>a) conforms to planned and documented arrangements, requirements of this International Standard, quality management system requirements established by the organization, and applicable regulatory requirements;</li> <li>b) is effectively implemented and maintained.</li> </ul> <p>The organization shall document a procedure to describe the responsibilities and requirements for planning and conducting audits and recording and reporting audit results.</p> <p>An audit program shall be planned, taking into consideration the status and importance of the processes and area to be audited, as well as the results of previous audits. The audit</p>   |  |

VST

|  |   |  |
|--|---|--|
|  | <p>criteria, scope, interval and methods shall be defined and recorded (see 4.2.5). The selection of auditors and conduct of audits shall ensure objectivity and impartiality of the audit process. Auditors shall not audit their own work.</p> <p>Records of the audits and their results, including identification of the processes and areas audited and the conclusions, shall be maintained (see 4.2.5).</p> <p>The management responsible for the area being audited shall ensure that any necessary corrections and corrective actions are taken without undue delay to eliminate detected nonconformities and their causes. Follow-up activities shall include the verification of the actions taken and the reporting of verification results.</p> <p>NOTE Further information can be found in ISO 19011.</p> |  |
|--|---|--|

Do HSE Audit, Audit No 19.

Send out HSE Personnel Questionnaire, and the HSE DSE Personnel Questionnaire and reissue message of the day reminding users all HSE Documents are available in Intrastats.

Issue Sent 302812 ✓

|    | <b>QUESTION:</b>  | <b>RESPONSE:</b>                                    | <b>Y/N</b> |
|----|---|---|------------|
| 1  | Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory.   | Nothing outstanding                                 | Y          |
| 2  | Check that personnel are aware of the company's H & S policy.   |   | Y          |
| 3  | Is the policy readily accessible?   | Intrastats  | N/A Y      |
| 4  | Check that new personnel have undergone induction checklist.  | No one new  | Y          |
| 5  | Verify that existing personnel are still aware of locations for First aid and Fire extinguishers & exit routes. Task 12.  | # 276137  | Y          |
| 6  | Check that documentation, data sheets and specs etc. for our new products / new services equipment are reviewed for H & S implications. This relates to Medical Products only. See Technical controller for the list. | See Technical controller for the list<br>No medical | N/A        |
| 7  | Check that personnel know where to retrieve information from the company manual.  | Intrastats  | N/A Y      |
| 8  | Check that the First aid accident book is reviewed and any action required is taken and recorded. Task 287. 712   | # 276139 ✓<br># 269807 ✓                            | Y          |
| 9  | Verify that risk assessments are being carried out in a timely manner. Task 12.   | Intrastats<br># 276137                              | N/A Y      |
| 10 | Check that the Risk Assessment / Health and Safety report produced, detail all corrective actions required. Task 12.  | Audit 13<br># 276137                                | Y          |
| 11 | Verify that the corrective actions are completed on time.   |   | Y          |

|    |  |                           |   |
|----|--|---------------------------|---|
| 12 | Verify that these sheets are filed accordingly   | Intrastats and Audit file | Y |
| 13 | Verify that any hazardous products are safely contained in storage. Check Chemicals cupboard, R+D room and workshop. |                           | Y |

### Sub Processes Linked to Audit

Review the below processes tasks and audits and ensure they are completed in a timely manner.

### List Processes Per Title

| Managing Director   |                                       |                                       |                               |                         |                        |
|---|---------------------------------------|---------------------------------------|-------------------------------|-------------------------|------------------------|
| Process Scope   | Roll Task                             | Roll Audit                            | Risk                          | Action                  | Referenced in Document |
| PROCESSID 39<br>Ensure our Viamed Environment and WEEE Polycys are upto date and suitable for current legislation | 46<br>Company Secretary<br>271 860 ✓  |                                       | Freq 1<br>Risk 2<br>Overall 2 | Task<br>12M             |                        |
| PROCESSID 7741<br>Review the current Ethical Policy in intrastats   | 47<br>Company Secretary<br>271 861 ✓  |                                       | Freq 1<br>Risk 1<br>Overall 1 | Task<br>12M             |                        |
| IT Controller   |                                       |                                       |                               |                         |                        |
| Process Scope   | Roll Task                             | Roll Audit                            | Risk                          | Action                  | Referenced in Document |
| PROCESSID 45<br>Check the status of the Main Server   | 139<br>Office Processes<br>299 806 ✓  |                                       | Freq 3<br>Risk 3<br>Overall 9 | Task<br>1M              |                        |
| PROCESSID 46<br>Check the status of the Backup Server,<br><br>is done at same time as primary server              | 454<br>Office Processes<br>301 449 ✓  | 455<br>Company Secretary<br>295 583 ✓ | Freq 1<br>Risk 3<br>Overall 3 | Task<br>2W<br>Audit 12M |                        |
| PROCESSID 49<br>Ensure Viamed Wifi is operational   | 415<br>Managing Director<br>299 675 ✓ | 416<br>Company Secretary<br>298 756 ✓ | Freq 1<br>Risk 1<br>Overall 1 | Task<br>1M<br>Audit 3M  |                        |
| PROCESSID 50<br>Backup Internet Connection  | 415<br>Managing Director<br>299 675 ✓ | 416<br>Company Secretary<br>298 756 ✓ | Freq 3<br>Risk 1<br>Overall 3 | Task<br>1M<br>Audit 3M  |                        |

|  |   |                                      |                               |                        |                               |
|--|---|--------------------------------------|-------------------------------|------------------------|-------------------------------|
| PROCESSID 5903<br>To record the daily barometric pressure  | 413<br>Managing Director<br>3020590         | 414<br>Company Secretary ✓<br>299674 | Freq 4<br>Risk 1<br>Overall 4 | Task<br>1W<br>Audit 1M |                               |
| <b>Maintenance Controller</b>  |   |                                      |                               |                        |                               |
| <b>Process Scope</b>   | <b>Roll Task</b>                            | <b>Roll Audit</b>                    | <b>Risk</b>                   | <b>Action</b>          | <b>Referenced in Document</b> |
| PROCESSID 56<br>Check the Boiler system before winter  | 85<br>Company Secretary<br>292591 ✓         |                                      | Freq 1<br>Risk 1<br>Overall 1 | Task<br>12M            |                               |
| PROCESSID 5919<br>Check outside drain is not BLocked   | 431<br>Company Secretary<br>298207 * chased |                                      | Freq 2<br>Risk 1<br>Overall 2 | Task<br>3M             |                               |
| PROCESSID 5921<br>Check the Archives for Signs of Water, ensure the pump is working  | 433<br>Company Secretary<br>300377 ✓        |                                      | Freq 2<br>Risk 1<br>Overall 2 | Task<br>1M             |                               |
| PROCESSID 7120<br>Review any General Maintenance required on the physical Site(s)  | 602<br>Company Secretary<br>300058 ✓        |                                      | Freq 2<br>Risk 1<br>Overall 2 | Task<br>3M             |                               |
| PROCESSID 7742<br>Get Boiler / Heating Checked / Serviced before Winter  | 7<br>Company Secretary<br>300360 ✓          |                                      | Freq 1<br>Risk 1<br>Overall 1 | Task<br>12M            |                               |
| PROCESSID 7756<br>Check Carbon Monoxide Alarm is working   | 117<br>Company Secretary<br>299808 * chased |                                      | Freq 2<br>Risk 1<br>Overall 2 | Task<br>6M             |                               |
| PROCESSID 7820<br>The renewal of our waste transfer agreement with North Yorkshire County Council                          | 702<br>Company Secretary<br>287408 ✓        |                                      | Freq 1<br>Risk 2<br>Overall 2 | Task<br>12M            |                               |
| PROCESSID 7821<br>The renewal of our waste transfer agreement with our waste disposal companies                            | 701<br>Company Secretary<br>284356 ✓        |                                      | Freq 1<br>Risk 2<br>Overall 2 | Task<br>12M            |                               |
| PROCESSID 7835<br>To get the Electrics checked by External Electrician, so certificate can be provided for Employee Safety | 164<br>Managing Director<br>158792 ✓        |                                      | Freq 1<br>Risk 1<br>Overall 1 | Task<br>48M            |                               |
| PROCESSID 7836<br>Reset the Heating for Winter   | 211   |                                      | Freq 1<br>Risk 1              |                        |                               |

|  |   |                                       |                               |                             |                               |
|--|---|---------------------------------------|-------------------------------|-----------------------------|-------------------------------|
|  |   |                                       | Overall<br>1                  |                             |                               |
| PROCESSID <b>7864</b><br>Check the workshop benches ESD equipment is in place  | 94<br>Production Processes<br>289457 ✓  | 95<br>Office Processes<br>289458 ✓    | Freq 2<br>Risk 1<br>Overall 2 | Task<br>6M<br>Audit<br>12M  |                               |
| PROCESSID <b>7896</b><br>To Maintain the Tree in the Car Park  | 829<br>Company Secretary<br>298643 ✓    |                                       | Freq 1<br>Risk 3<br>Overall 3 | Task<br>3M                  |                               |
| PROCESSID <b>7961</b><br>To Clean Tidy the research and development rooms  | 540<br>Production Processes<br>301957 ✓ | 1058<br>Managing Director<br>299563 ✓ | Freq 1<br>Risk 1<br>Overall 1 | Task<br>1W<br>Audit<br>1M   |                               |
| PROCESSID <b>7999</b><br>To review the physical buildings health and safety, and fire risk assessments.  | 1143<br>Managing Director<br>302484 ✓   | 1144<br>Company Secretary<br>302489 ✓ | Freq 1<br>Risk 2<br>Overall 2 | Task<br>24M<br>Audit<br>24M |                               |
| <b>Health And Safety Controller</b>  |   | ✓                                     |                               |                             |                               |
| <b>Process Scope</b>   | <b>Roll Task</b>                        | <b>Roll Audit</b>                     | <b>Risk</b>                   | <b>Action</b>               | <b>Referenced in Document</b> |
| PROCESSID <b>6849</b><br>To make sure we have a qualified member of staff trained in First Aid at Work. With the training up to date. Review the accident book. Check that there were no health and safety issues flagged up from these.   | 712<br>Company Secretary<br>269807 ✓    |                                       | Freq 1<br>Risk 3<br>Overall 3 | Task<br>12M                 |                               |
| PROCESSID <b>6855</b><br>Update the Site HSE file. Ensure staff are aware of this and the location of HSE equipment  | 12<br>Company Secretary<br>276139 ✓     |                                       | Freq 1<br>Risk 1<br>Overall 1 | Task<br>12M                 |                               |
| PROCESSID <b>6856</b><br>To ensure the fire alarms, MPC (manual call points), fire extinguishers and emergency lights are all in place, working and tested regularly. The log booked filled in. Tested by Keybury (alarms and emergency lights) annually and Airedale Fire protection (Fire extinguishers) annually. Evacuation Drills to check staff readiness. | 52<br>Company Secretary<br>288481 ✓     |                                       | Freq 1<br>Risk 3<br>Overall 3 | Task<br>6M                  |                               |
| PROCESSID <b>7867</b>  | 786                                     |                                       | Freq 1                        |                             |                               |



This is a check list to ensure safe use of the bandsaw

BANDSAW HAS BEEN REMOVED, PROCESS CAN BE CLOSED / TASKS CLOSED

**PROCESSID 7868**

This is a check list to ensure safe use of the Pillar Drill

787

Production Processes

292743 ✓

Risk 1  
Overall  
1

Freq 1 Task  
Risk 3 6M  
Overall  
3

**PROCESSID 7869**

This is a check list to ensure safe use of the Hand Drill

788

Production Processes

239163 ✓

Freq 1 Task  
Risk 3 24M  
Overall  
3

**PROCESSID 7891**

To test the evacuation of the buildings in case of fire

141

Company Secretary

302435<sup>+</sup>  
in terms

952

Managing

Director

270050 ✓

Freq 1 Task  
Risk 3 3M  
Overall Audit  
3 12M

**PROCESSID 7928**

To Test the Fire alarm glass boxes

609

Goods Out

302463<sup>+</sup>  
in terms

953

Company

Secretary

289934 ✓

Freq 1 Task  
Risk 1 1M  
Overall Audit  
1 12M

**PROCESSID 7929**

The regular review of the Emergency Lighting And Fire Extinguishers.

954

Goods Out

301081<sup>+</sup>  
in terms

955

Company

Secretary

292515 ✓

Freq 1 Task  
Risk 3 1M  
Overall Audit  
3 12M

**Warehouse Team Leader**

**Process Scope**

**Roll Task**

**Roll Audit**

**Risk Action**

Referenced in Document

**PROCESSID 54**

Bleech the Gents Toilets

125

Goods In

301046 ✓

373

Company

Secretary

300267 ✓

Freq 3 Task  
Risk 1 1M  
Overall Audit  
3 1M

**PROCESSID 5906**

Emptying of the recycling and waste bins into external bin for refuge collectors

541

Goods In ✓

301979

424

Office Processes

301066 ✓

Freq 1 Task  
Risk 1 1W  
Overall Audit  
1 1M

**PROCESSID 5907**

Cleaning of floors. Tidying so as to clean more effectively.

543

Goods In

302315<sup>+</sup>  
in terms

424

Office Processes

301066 ✓

Freq 1 Task  
Risk 1 1W  
Overall Audit  
1 1M

**PROCESSID 5908**

Cleaning of floors. Tidying so as to clean more effectively.

423

Goods In

302226<sup>+</sup>  
in terms

424

Office Processes

301066 ✓

Freq 1 Task  
Risk 1 1W  
Overall Audit  
1 1M

**PROCESSID 5909**

542

302078 ✓

424

301066 ✓

Freq 1 Task



|   |                      |                  |         |       |
|---|----------------------|------------------|---------|-------|
| Emptying of the waste bins into external bin for refuge collectors                | Goods In             | Office Processes | Risk 1  | 1W    |
|   |                      |                  | Overall | Audit |
|   |                      |                  | 1       | 1M    |
| PROCESSID 5910  | 426                  | 424              | Freq 1  | Task  |
| Cleaning of duckets   | Goods In             | Office Processes | Risk 1  | 1W    |
|   | 302060 ✓             | 301066 ✓         | Overall | Audit |
|   |                      |                  | 1       | 1M    |
| PROCESSID 5911  | 427                  | 424              | Freq 1  | Task  |
| To remove and dispose of the cardboard with in the company                        | Goods In             | Office Processes | Risk 1  | 2W    |
|   | 302485 x<br>in terms | 301066 ✓         | Overall | Audit |
|   |                      |                  | 1       | 1M    |
| PROCESSID 7687  | 488                  |                  | Freq 1  | Task  |
| Collecting, cleaning and returning duckets to Vandagraph.                         | Goods In             |                  | Risk 1  | 1W    |
|   | 302302 ✓ in terms    |                  | Overall |       |
|   |                      |                  | 1       |       |
| PROCESSID 7698  | 503                  |                  | Freq 1  | Task  |
| Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively. | Goods In             |                  | Risk 1  | 3W    |
|   | 301832 ✓ in terms    |                  | Overall |       |
|   |                      |                  | 1       |       |

## Human Resources

| Process Scope   | Roll Task         | Roll Audit        | Risk    | Action | Referenced in Document |
|---|-------------------|-------------------|---------|--------|------------------------|
| PROCESSID 7847  | 12                | 1071              | Freq 1  | Task   |                        |
| Perform HSE Risk Assessment,  | Company Secretary | Managing Director | Risk 1  | 12M    |                        |
| Re issue Message of the Day or send company issue with regard to Employees being aware of HSE documentation / policy. | 276137 ✓          | 281966 ✓          | Overall | Audit  |                        |
| and Location of Fire Exits and First Aid Kits.  |                   |                   | 1       | 12M    |                        |
| Send new Issue to Projects Asking if New HSE implications have arisen from new products.                              |                   |                   |         |        |                        |
| Review Online the Local Community Risk Register.  |                   |                   |         |        |                        |
| Check the Viamed Overall Risk Analysis Program Document in the Index to check its still current.                      |                   |                   |         |        |                        |
| Check the health and safety signage   |                   |                   |         |        |                        |
| PROCESSID 7982  | 1107              | 1109              | Freq 1  | Task   |                        |
| To Check online and see if there have been any changes to   | Company Secretary | Managing Director | Risk 1  | 12M    |                        |
|   | 287569 ✓          | 288809 ✓          | Overall | Audit  |                        |

|   |                                    |                                    |                               |                           |                               |
|---|------------------------------------|------------------------------------|-------------------------------|---------------------------|-------------------------------|
| Minimum wage or employment law we need to be aware of.  |                                    |                                    | 1                             | 24M                       |                               |
| <b>Data Protection Officer</b>  |                                    |                                    |                               |                           |                               |
| <b>Process Scope</b>  | <b>Roll Task</b>                   | <b>Roll Audit</b>                  | <b>Risk</b>                   | <b>Action</b>             | <b>Referenced in Document</b> |
| PROCESSID 7910<br>To check the signs we have are appropriate, clear and positioned in the correct   | 910<br>Company Secretary<br>272448 |                                    | Freq 1<br>Risk 1<br>Overall 1 | Task<br>12M               |                               |
| PROCESSID 7911<br>Review Security Of The Special Category Personal Data                             | 911<br>Company Secretary<br>373514 |                                    | Freq 1<br>Risk 2<br>Overall 2 | Task<br>12M               |                               |
| <b>Audits</b>   |                                    |                                    |                               |                           |                               |
| <b>Process Scope</b>  | <b>Roll Task</b>                   | <b>Roll Audit</b>                  | <b>Risk</b>                   | <b>Action</b>             | <b>Referenced in Document</b> |
| PROCESSID 7729<br>To carry out Audit 19 Health And Safety Viamed                                    | viamed<br>Audit                    | 13<br>Company Secretary<br>302429  | Freq 1<br>Risk 2<br>Overall 2 | Audit<br>12M              |                               |
| PROCESSID 7777<br>To carry out Audit 19 Health And Safety VST                                       | This<br>Audit                      | 186<br>Company Secretary<br>302436 | Freq 1<br>Risk 2<br>Overall 2 | Audit<br>12M              |                               |
| <b>Office Processes</b>   |                                    |                                    |                               |                           |                               |
| <b>Process Scope</b>  | <b>Roll Task</b>                   | <b>Roll Audit</b>                  | <b>Risk</b>                   | <b>Action</b>             | <b>Referenced in Document</b> |
| PROCESSID 5853<br>Ensure customer facing areas are vacuumed   | 243<br>302179                      | 373<br>Company Secretary<br>300367 | Freq 1<br>Risk 1<br>Overall 1 | Task<br>1W<br>Audit<br>1M |                               |
| PROCESSID 5856<br>to clean the kitchen, work tops and floor. make sure it is safe for people to use | 227                                | 373<br>Company Secretary<br>300367 | Freq 1<br>Risk 1<br>Overall 1 | Audit<br>1M               |                               |
| PROCESSID 5878<br>Emptying of the recycling and waste bins into external bin for refuse collectors  | 225<br>Office Processes<br>302177  | 532                                | Freq 1<br>Risk 1<br>Overall 1 | Task<br>1W                |                               |
| PROCESSID 5900<br>Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively. | 393<br>Office Processes<br>300847  | 394<br>Company Secretary<br>300064 | Freq 3<br>Risk 1<br>Overall 3 | Task<br>1M<br>Audit<br>1M |                               |

|   |   |                                     |  |
|---|---|-------------------------------------|--|
| PROCESSID 5912<br>To put the recycling bins out   | 107<br>Goods Out<br>302434x<br>in terms       | Freq 3<br>Risk 1<br>Overall 3       | Task<br>2W   |
| PROCESSID 7706<br>Updating of anti-virus software and scanning computers for viruses  | 519<br>Office Processes<br>302180✓            | Freq 2<br>Risk 2<br>Overall 4       | Task<br>1W   |
| PROCESSID 7802<br>Cleaning the kitchen surfaces to ensure they are fit for use  | 655<br>Office Processes<br>302322<br>in terms | 656<br>Office Processes<br>301597✓  | Freq 1<br>Risk 1<br>Overall 1<br>Task<br>1W<br>Audit<br>2W |
| PROCESSID 7803<br>To ensure crockery and cutlery is cleaned and fit for use   | 657<br>301985✓                                | 658<br>Office Processes<br>301098✓  | Freq 1<br>Risk 1<br>Overall 1<br>Task<br>1W<br>Audit<br>1M |
| PROCESSID 7804<br>To sweep the kitchen floor and clear and mess ready for mopping   | 659<br>302215✓                                | 662<br>Company Secretary<br>297539✓ | Freq 1<br>Risk 1<br>Overall 1<br>Task<br>1W<br>Audit<br>1M |
| PROCESSID 7805<br>Emptying of the recycling and waste bins into external bin for refuge collection<br><br>Diasbled currently - have Global task on bins | 225<br>Office Processes<br>302177✓            | 661                                 | Freq 1<br>Risk 1<br>Overall 1<br>Task<br>1W                |
| PROCESSID 7806<br>To water the plants and ensure their survival   | 663<br>Company Secretary<br>302208✓           | 664                                 | Freq 1<br>Risk 1<br>Overall 1<br>Task<br>1W                |
| PROCESSID 7910<br>To check the signs we have are appropriate, clear and positioned in the correct   | 910<br>Company Secretary<br>272448✓           |                                     | Freq 1<br>Risk 1<br>Overall 1<br>Task<br>12M               |