

Potential Task and Audit Clashes

Processid	Description	Task	Audit	User
7865	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
225	 Michael Lamb	Empty bins in the office, general waste and recycling	Every 1 Weeks	Office Processes	3	3	29 Sep 2023	Details													

Areas of Responsibilities and Supervisor

Main Catagory	Supervisor	Responsibilitys	Members
Share Holder		Responsibilities	Jean Lamb Derek Lamb Jean Lamb Jean Lamb Lamb Jean Lamb Derek Lamb Derek Lamb Lamb Derek Lamb
Managing Director	Share Holder Jean Lamb Derek Lamb Jean Lamb Jean Lamb Jean Lamb Derek Lamb Derek Lamb Lamb	Responsibilities	Derek Lamb Steve Nixon Derek Lamb Derek Lamb
Company Secretary	Share Holder Jean Lamb Derek Lamb Jean Lamb Jean Lamb Jean Lamb Derek Lamb Derek Lamb Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Director 1 (Derek)	Managing Director Derek Lamb Steve Nixon Derek Lamb Derek Lamb	Responsibilities	Derek Lamb Derek Lamb Derek Lamb Derek Lamb
Director 3 (Steve)	Managing Director Derek Lamb Steve Nixon Derek Lamb Derek Lamb	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
Director 2 (Helen)	Managing Director Derek Lamb Steve Nixon Derek Lamb Derek Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
ISO Controller	Managing Director Derek Lamb Steve Nixon Derek Lamb Derek Lamb	Responsibilities	Derek Lamb Derek Lamb Derek Lamb Derek Lamb
QA Controller	Warehouse Team Leader Derek Lamb Derek	Responsibilities	Derek Lamb Derek Lamb Derek Lamb Derek Lamb

	Lamb Derek Lamb Derek Lamb		
IT Controller	Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb	Responsibilities	Derek Lamb Derek Lamb Derek Lamb Derek Lamb
Maintenance Controller	Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Documentation And Records Controller	Director 1 (Derek) Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Derek Lamb Derek Lamb Derek Lamb Derek Lamb
Product Controller	Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
Health And Safety Controller	Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Marketing Controller	Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
Humanmed Controller	Director 1 (Derek) Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Derek Lamb Derek Lamb Derek Lamb Derek Lamb
Sales Controller	Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
Warehouse Team Leader	Director 1 (Derek) Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Derek Lamb Derek Lamb Derek Lamb Derek Lamb
Office Team Leader	Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb	Responsibilities	Derek Lamb Derek Lamb Derek Lamb Derek Lamb
Accounts Controller	Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Vet Sales Controller	Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
EX Sales Controller	Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Ryan Swaine Ryan Swaine Ryan Swaine Ryan Swaine
UK Sales Controller	Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Steve Hardaker Steve Hardaker Steve Hardaker Steve Hardaker
Vet Sales Export	Vet Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Ryan Swaine Ryan Swaine Ryan Swaine Ryan Swaine
UK Sales Force	UK Sales Controller Steve Hardaker Steve Hardaker Steve Hardaker Steve Hardaker	Responsibilities	Steve Hardaker Steve Hardaker Steve Hardaker Steve Hardaker
EX Sales Force	EX Sales Controller Ryan Swaine Ryan Swaine Ryan Swaine Ryan Swaine	Responsibilities	Ryan Swaine Ryan Swaine Ryan Swaine Ryan Swaine
Vet Sales UK	Vet Sales Controller Steve Nixon Steve	Responsibilities	Steve Hardaker Steve Hardaker Steve Hardaker Steve Hardaker

	Nixon Steve Nixon Steve Nixon Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
OEM Sales Controller			
	Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Steve Nixon Philip Crossley Michael Lamb Michael Green Steve Nixon Steve Nixon Steve Nixon Philip Crossley Philip Crossley Philip Crossley Michael Lamb Michael Lamb Michael Lamb Michael Green Michael Green Michael Green
Servicing Onsite			
	OEM Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
OEM Sales Force			
	Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Human Resources			
	Product Development Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Derek Lamb Steve Nixon Derek Lamb Derek Lamb Derek Lamb Steve Nixon Steve Nixon Steve Nixon
Technical Files			
	Managing Director Derek Lamb Steve Nixon Derek Lamb Derek Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Data Protection Officer			
	Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Ryan Swaine Steve Hardaker Ryan Swaine Ryan Swaine Ryan Swaine Steve Hardaker Steve Hardaker Steve Hardaker
Customer Training			
	Share Holder Jean Lamb Derek Lamb Jean Lamb Jean Lamb Jean Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Jean Lamb Derek Lamb Jean Lamb Jean Lamb Jean Lamb Derek Lamb Derek Lamb Derek Lamb
Vandagraph			
	Warehouse Team Leader Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Derek Lamb Derek Lamb Derek Lamb Derek Lamb
Repairs Controller			
	ISO Controller Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Derek Lamb Helen Lamb Auditor(InActive) Derek Lamb Derek Lamb Derek Lamb Helen Lamb Helen Lamb Helen Lamb Auditor(InActive) Auditor(InActive) Auditor(InActive)
Audits			
	Accounts Controller Helen Lamb Helen Lamb Helen Lamb Helen Lamb	Responsibilities	Helen Lamb Emily Hanson Derek Lamb Helen Lamb Helen Lamb Helen Lamb Emily Hanson Emily Hanson Emily Hanson Derek Lamb Derek Lamb Derek Lamb
Accounts Processes			
	Office Team Leader Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Sophie Lines Zoey Teal Kate Griffiths Emma Clark Michael Lamb Sophie Lines Sophie Lines Sophie Lines Zoey Teal Zoey Teal Zoey Teal Kate Griffiths Kate Griffiths Kate Griffiths Emma Clark Emma Clark Emma Clark Michael Lamb Michael Lamb Michael Lamb
Office Processes			
	Marketing Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Catrin Hird Catrin Hird Catrin Hird Catrin Hird
Marketing Processes			
	Warehouse Team Leader Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Emma Clark Catherine Spence Emma Clark Emma Clark Emma Clark Catherine Spence Catherine Spence Catherine Spence
Goods Out			
	Warehouse Team Leader Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Robert Connor Emma Clark Robert Connor Robert Connor Robert Connor Emma Clark Emma Clark Emma Clark
Goods In			

QA Goods In	QA Controller	Responsibilities	Robert Connor Emma Clark Linda
	Derek Lamb Derek Lamb Derek Lamb		Shearing Robert Connor Robert Connor Robert Connor Emma Clark Emma Clark Emma Clark Linda Shearing Linda Shearing Linda Shearing
QA Repairs	QA Controller	Responsibilities	Philip Crossley Michael Green Robert
	Derek Lamb Derek Lamb Derek Lamb		Connor Ryan Swaine Philip Crossley Philip Crossley Philip Crossley Michael Green Michael Green Michael Green Robert Connor Robert Connor Robert Connor Ryan Swaine Ryan Swaine Ryan Swaine
Repair Processes	Repairs Controller	Responsibilities	Michael Green Philip Crossley Michael
	Derek Lamb Derek Lamb Derek Lamb		Green Michael Green Michael Green Philip Crossley Philip Crossley Philip Crossley
QA Production	QA Controller	Responsibilities	Linda Shearing Robert Connor Linda
	Derek Lamb Derek Lamb Derek Lamb		Shearing Linda Shearing Linda Shearing Robert Connor Robert Connor Robert Connor
Product Development	Director 3 (Steve)	Responsibilities	Steve Nixon Steve Nixon Steve Nixon
	Steve Nixon Steve Nixon Steve Nixon		Steve Nixon
Production Processes	Warehouse Team Leader	Responsibilities	Philip Crossley Michael Green Philip
	Derek Lamb Derek Lamb Derek Lamb		Crossley Philip Crossley Philip Crossley Michael Green Michael Green Michael Green
Design Products	Director 1 (Derek)	Responsibilities	Steve Nixon Steve Nixon Steve Nixon
	Derek Lamb Derek Lamb Derek Lamb		Steve Nixon

Tasks / Responsibilities

#	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
733	Derek Lamb	Financial Review	Every 1 Months	Share Holder	2		20 Oct 2023	Details													
300	Derek Lamb	Viamed Quality Policy	Every 12 Months	Managing Director	1		24 Aug 2024	Details													
114	Derek Lamb	Review Company Data	Every 1 Months	Managing Director	2		05 Oct 2023	Details													
290	Derek Lamb	Complete Auto_calender Issues Management Review	Every 1 Weeks	Managing Director	2		28 Sep 2023	Details													
49	Derek Lamb	CMDCAS Obligation to Inform	Every 12 Months	Managing Director	1		14 Sep 2024	Details													
33	Derek Lamb	Master imdemnity Letter	Every 12 Months	Managing Director	3		26 Jun 2024	Details													
730	Derek Lamb	Audits Up to Date and Confirm next years Audit schedule / calendar	Every 12 Months	Managing Director	1		01 Jan 2024	Details													
46	Helen Lamb	Enviromental Policy Document Review	Every 12 Months	Managing Director	2	1	14 Sep 2024	Details													
266	Derek Lamb	ISO 22301:2012 Business Continuity Plan	Every 12 Months	Managing Director	1		14 Feb 2024	Details													
267	Steve Nixon	UK Sales Meeting update due	Every 4 Weeks	Managing Director	4	1	17 Oct 2023	Details													
268	Steve Nixon	Sale Meeting update	Every 3 Weeks	Managing Director	3	1	26 Sep 2023	Details													

4	 Derek Lamb	Car Online Database	Every 6 Months	Managing Director	1		30 Dec 2023	Details	            
456	 Derek Lamb	VIAMED Management Meeting Review Weekly Meeting	Every 1 Weeks	Managing Director	2		25 Sep 2023	Details	            
728	 Derek Lamb	Customer Complaints	Every 1 Weeks	Managing Director	2		24 Sep 2023	Details	            
83	 Derek Lamb	6 Monthly Management Meeting Due	Every 3 Months	Managing Director	3		01 Nov 2023	Details	            
548	 Derek Lamb	Review Roles And Responsibilitys Process Manual	Every 1 Months	Managing Director	2		20 Oct 2023	Details	            
47	 Helen Lamb	Review Ethical Policy	Every 12 Months	Managing Director	2		14 Sep 2024	Details	            
727	 Robert Connor	QA Failures Report	Every 1 Months	Managing Director	2		02 Oct 2023	Details	            
743	 Derek Lamb	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director	2		01 Oct 2023	Details	            
739	 Derek Lamb	Review VIAMED Feedback - Customer Feedback Negative	Every 1 Months	Managing Director	3		22 Oct 2023	Details	            
737	 Derek Lamb	Review VIAMED Feedback - Customer Complaints	Every 1 Months	Managing Director	3		22 Oct 2023	Details	            
740	 Derek Lamb	Review VST Feedback - Customer Feedback Negative	Every 1 Months	Managing Director	2		22 Oct 2023	Details	            
738	 Derek Lamb	Review VST Feedback - Customer Complaints	Every 1 Months	Managing Director	2		22 Oct 2023	Details	            
741	 Derek Lamb	Review VIAMED Product Feedback Negative	Every 1 Months	Managing Director	3		22 Oct 2023	Details	            
742	 Derek Lamb	Review VST Product Feedback Negative	Every 1 Months	Managing Director	3		22 Oct 2023	Details	            
746	 Derek Lamb	ISO System Management Review	Every 12 Months	Managing Director	4	1	01 Aug 2024	Details	            
749	 Derek Lamb	Review ISO Scopes	Every 12 Months	Managing Director	3		27 Sep 2023	Details	            
750	 Derek Lamb	Product Failures New Codes Review	Every 1 Weeks	Managing Director	2	1	29 Sep 2023	Details	            
790	 Derek Lamb	Review Exclusion From Viamed 13485:2016 And VST 9001:2015	Every 12 Months	Managing Director	3		01 Aug 2024	Details	            
128	 Derek Lamb	Med Dev 2.12-1 Rev xxx	Every 12 Months	Managing Director	2		11 Oct 2023	Details	            
804	 Derek Lamb	Maintain Update Of ISO Route Maps	Every 1 Weeks	Managing Director	2		23 Sep 2023	Details	            
806	 Derek Lamb	Disaster Planning	Every 12 Months	Managing Director	3		21 Oct 2023	Details	            
807	 Derek Lamb	Review Possible Upcoming Regulation Changes	Every 3 Months	Managing Director	1		22 Oct 2023	Details	            
42	 Derek Lamb	New UPS Rates needs checking	Every 12 Months	Managing Director	1		20 Dec 2023	Details	            
825	 Derek Lamb	FDA Device Establishment Registration	Every 12 Months	Managing Director	1		01 Nov 2023	Details	            

1094	 Derek Lamb	ISO System Management Review Vst	Every 12 Months	Managing Director	3			26 Oct 2023	Details	             
1189	 Derek Lamb	Review VIAMED Product Feedback Positive	Every 1 Months	Managing Director	3			22 Oct 2023	Details	             
1190	 Derek Lamb	Review VST Product Feedback Positive	Every 1 Months	Managing Director	3			22 Oct 2023	Details	             
1188	 Derek Lamb	Review VIAMED Customer Feedback Positive	Every 1 Months	Managing Director	3			22 Oct 2023	Details	             
1191	 Derek Lamb	Review VST Customer Feedback Positive	Every 1 Months	Managing Director	3			22 Oct 2023	Details	             
1193	 Derek Lamb	Wednesday Office Meeting	Every 1 Weeks	Director 1 (Derek)	2	1		27 Sep 2023	Details	             
15	 Derek Lamb	Supplier Review	Every 12 Months	ISO Controller	2			31 Jul 2024	Details	             
235	 Derek Lamb	Review ISO documents	Every 3 Months	ISO Controller	1			24 Sep 2023	Details	             
463	 Catrin Hird	Check Website ISO Documents	Every 1 Months	ISO Controller	2			10 Oct 2023	Details	 

48	 Derek Lamb	Regulatory Requirements	Every 12 Months	ISO Controller	1		27 Oct 2023	Details	            
1102	 Derek Lamb	Review The Template Of The QC 21 Form To Ensure It Is Current And Valid	Every 12 Months	ISO Controller	2		27 Jul 2024	Details	            
1103	 Derek Lamb	Review Gov Website For Applicable Required Standards ISO9001	Every 12 Months	ISO Controller	1		16 Nov 2023	Details	            
1104	 Derek Lamb	Review Process Updates For Risk To Systems	Every 1 Months	ISO Controller	2		22 Oct 2023	Details	            
1141	 Helen Lamb	Verification Calibrated Equipment	Every 12 Months	ISO Controller	2		10 May 2024	Details	            
412	 Derek Lamb	Secure Socket Level Certificate	Every 12 Months	IT Controller	1		02 Sep 2024	Details	            
139	 Michael Lamb	Server Review	Every 1 Months	IT Controller	1		05 Oct 2023	Details	            
454	 Michael Lamb	Backup Server Status	Every 2 Weeks	IT Controller	3	1	28 Sep 2023	Details	            
415	 Derek Lamb	Guest Access Wifi	Every 1 Months	IT Controller	1		04 Oct 2023	Details	            
413	 Derek Lamb	Weather Station	Every 1 Weeks	IT Controller	3		28 Sep 2023	Details	            
459	 Derek Lamb	Management Meeting Turnover Report	Every 1 Months	IT Controller	2		13 Oct 2023	Details	            
458	 Derek Lamb	Intrastats Requested Page updates	Every 1 Months	IT Controller	1		05 Oct 2023	Details	            
462	 Derek Lamb	Intrastats Cross Reference Database Tables Updates	Every 1 Months	IT Controller	2		09 Oct 2023	Details	            
452	 Michael Lamb	Off Site Backup	Every 1 Months	IT Controller	2		04 Oct 2023	Details	            
510	 Michael Lamb	Domain Name Management	Every 1 Months	IT Controller	1	2	20 Oct 2023	Details	            
511	 Michael Lamb	AWS Amazon Web Services Collect Invoice	Every 1 Months	IT Controller	2	2	07 Oct 2023	Details	            
512	 Helen Lamb	Vandagraph Pay Pay Retrieve Funds	Every 1 Months	IT Controller	2		06 Oct 2023	Details	            
562	 Derek Lamb	Intrastats Amendment Log	Every 1 Weeks	IT Controller	1		29 Sep 2023	Details	            
597	 Michael Lamb	Fast Hosts Invoice	Every 1 Months	IT Controller	2	1	08 Oct 2023	Details	            
731	 Derek Lamb	Emailed Invoices Cleardown	Every 2 Weeks	IT Controller	1		27 Sep 2023	Details	            
752	 Catherine Spence	Scan Incorrect Product - Software Validation	Every 9 Months	IT Controller	5		01 Mar 2024	Details	            
754	 Catherine Spence	Software Validation Scan UnQA Product To Order	Every 6 Months	IT Controller	5		12 Dec 2023	Details	            
756	 Catherine Spence	Software Validation Expired Stock	Every 12 Months	IT Controller	5		12 Oct 2023	Details	
759	Catherine	Software Validation Non Sell Able Shelf	Every 12 Months	IT Controller	4		01 Sep	Details	

[https://www.vmsecure.me.uk/intranet/databases/employee roles/Audit roles total.php?zz=1&vui=2&user=Derek Lamb&idp...](https://www.vmsecure.me.uk/intranet/databases/employee%20roles/Audit%20roles%20total.php?zz=1&vui=2&user=Derek%20Lamb&idp...) 8/33

			Months					2023	
94	Michael Green	ESD Workstations	Every 6 Months	Maintenance Controller	4	1	15 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
829	Helen Lamb	Tree In Car Park	Every 3 Months	Maintenance Controller	3		22 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
540	Michael Green	R + D Room - tidy, empty bins, remove cups. Caution around Oxygen supply.	Every 1 Weeks	Maintenance Controller	3	1	27 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1143	Derek Lamb	Building Risk Assesments	Every 24 Months	Maintenance Controller	2		09 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
371	Derek Lamb	Documentation out of date	Every 1 Months	Documentation And Records Controller	2		25 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
370	Michael Lamb	Duplicate Documents	Every 1 Months	Documentation And Records Controller	2	2	18 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
155	Derek Lamb	Document index Thumbnails	Every 1 Months	Documentation And Records Controller	1		05 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
887	Helen Lamb	Annual Review Doc Management	Every 12 Months	Documentation And Records Controller	2		28 Jul 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
76	Helen Lamb	Weee Report Due Viamed Annual	Every 12 Months	Documentation And Records Controller	2		31 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1129	Helen Lamb	COSHH Datasheet Reminders	Every 12 Months	Documentation And Records Controller	2		10 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1147	Derek Lamb	Verification Stock Linked To Documents	Every 12 Months	Documentation And Records Controller	1		08 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1223	Catrin Hird	Review Contact Documentation	Every 1 Months	Documentation And Records Controller	2		23 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
231	Steve Nixon	Check the Stock FAQ Admin list	Every 1 Months	Product Controller	2		01 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
418	Steve Nixon	Price Checking	Every 1 Months	Product Controller	3		03 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
501	Steve Nixon	Yearly Pricing Review	Every 12 Months	Product Controller	2		01 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
772	Steve Nixon	Maintain Repair Codes List	Every 12 Months	Product Controller	3		05 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
800	Helen Lamb	On Site Environment Review	Every 3 Months	Product Controller	2		18 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
822	Steve Nixon	VST Price Lists	Every 3 Months	Product Controller	2		28 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1095	Steve Nixon	VST Product Performance	Every 12 Months	Product Controller	2	1	01 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1096	Steve Nixon	VST Product Performance - Suppliers	Every 12 Months	Product Controller	2	1	01 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
712	Helen Lamb	First Aid	Every 12 Months	Health And Safety Controller	3		23 Aug 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
12	Helen Lamb	HSE Risk Assessment	Every 12 Months	Health And Safety Controller	2		29 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
52	Helen Lamb	Fire Alarm Test	Every 6 Months	Health And Safety Controller	4		05 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
787	Philip Crossley	Pillar Drill Checklist	Every 6 Months	Health And Safety	2		19 Oct	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

			Months	Controller				2023	
788	 Philip Crossley	Hand Drill Checklist	Every 24 Months	Health And Safety Controller	3			19 Oct 2023	Details             
141	 Helen Lamb	Fire Alarm Evacuation Drill	Every 3 Months	Health And Safety Controller	2			01 Nov 2023	Details             
609	 Catherine Spence	Fire Alarm checking - MCPs	Every 1 Months	Health And Safety Controller	3	1		01 Oct 2023	Details             
954	 Catherine Spence	Emergency Lighting And Fire Extinguishers	Every 1 Months	Health And Safety Controller	3	1		15 Oct 2023	Details             
673	 Catrin Hird	Product Cross References	Every 1 Months	Marketing Controller	2	1		19 Oct 2023	Details             
671	 Catrin Hird	Pro-Active Marketing	Every 3 Months	Marketing Controller	3			01 Dec 2023	Details             
675	 Catrin Hird	Research Activities	Every 1 Months	Marketing Controller	3	1		26 Sep 2023	Details             
971	 Catrin Hird	Discontinue/Supersede Stock Once Depleted	Every 1 Weeks	Marketing Controller	1			27 Sep 2023	Details             
770	 Derek Lamb	Remove Started But Not Used Order Numbers	Every 3 Months	Humanmed Controller	2			03 Oct 2023	Details    

426	 Robert Connor	Clean Duckets	Every 1 Weeks	Warehouse Team Leader	3		28 Sep 2023	Details	             
427	 Robert Connor	Clear Cardboard	Every 2 Weeks	Warehouse Team Leader	6	1	06 Oct 2023	Details	             
447	 Helen Lamb	Stock Allocations	Every 2 Weeks	Warehouse Team Leader	2		27 Sep 2023	Details	             
616	 Steve Nixon	Supplier Review - Outstanding orders	Every 1 Months	Warehouse Team Leader	1		16 Oct 2023	Details	             
483	 Steve Nixon	Supplier Review Future orders	Every 1 Months	Warehouse Team Leader	2	1	19 Oct 2023	Details	             
615	 Robert Connor	Current Stock Levels	Every 2 Weeks	Warehouse Team Leader	3		03 Oct 2023	Details	             
614	 Catherine Spence	Current Repairs	Every 1 Weeks	Warehouse Team Leader	4	1	26 Sep 2023	Details	             
907	 Steve Nixon	Production Requirements	Every 1 Weeks	Warehouse Team Leader	2		25 Sep 2023	Details	             
1170	 Derek Lamb	Stock Transfers. (QC19)	Every 12 Months	Warehouse Team Leader	2		22 Feb 2024	Details	  

503	🔍 Emma Clark	Clean Toilets	Every 3 Weeks	Warehouse Team Leader	2		26 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
589	🔍 Derek Lamb	Management Meeting Warehouse	Every 1 Months	Warehouse Team Leader	2	1	22 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
622	🔍 Robert Connor	Check Returns Supplier Envitec	Every 1 Weeks	Warehouse Team Leader	2	1	29 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
624	🔍 Robert Connor	Check Returns Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	2	1	06 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
623	🔍 Robert Connor	Check Returns Supplier Maxtec	Every 2 Weeks	Warehouse Team Leader	2	1	06 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
626	🔍 Robert Connor	Check Supplier Returns All Suppliers	Every 1 Months	Warehouse Team Leader	1		24 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
645	🔍 Catherine Spence	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	3		08 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
647	🔍 Robert Connor	Check Order Are Being Picked In Priority Order	Every 8 Weeks 2 Days	Warehouse Team Leader	3		04 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
649	🔍 Derek Lamb	Orders And Items Shipped Per Month	Every 1 Months	Warehouse Team Leader	3		11 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
915	🔍 Catherine Spence	Goods In Processes	Every 1 Months	Warehouse Team Leader	3		26 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
785	🔍 Philip Crossley	Oxygen Cylinder Check	Every 3 Months	Warehouse Team Leader	2		14 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
878	🔍 Robert Connor	Empty Warehouse Depleted Sensor Bin	Every 1 Months 3 Weeks	Warehouse Team Leader	3		17 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
880	🔍 Robert Connor	Check Weeee Waste Pallet And Sensor Bin	Every 6 Months	Warehouse Team Leader	3		02 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
882	🔍 Robert Connor	Generate RMA Box, Link Items And Add Faults	Every 1 Weeks	Warehouse Team Leader	2		24 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
921	🔍 Robert Connor	Reserve Stock Review	Every 1 Weeks	Warehouse Team Leader	2		28 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
935	🔍 Catherine Spence	Review Of Credits Received From Suppliers	Every 2 Weeks	Warehouse Team Leader	3	1	27 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1036	🔍 Helen Lamb	Do We Have Service Manual / QA For All Our Stock Coming In.	Every 6 Months	Warehouse Team Leader	3	1	09 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1045	🔍 Ryan Swaine	Teledyne Stock For Vandagraph	Every 1 Months	Warehouse Team Leader	3		01 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1047	🔍 Steve Nixon	Warehouse Requests	Every 1 Months	Warehouse Team Leader	3		19 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1084	🔍 Robert Connor	VST Stock Count For End April	Every 12 Months	Warehouse Team Leader	4		24 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1097	🔍 Steve Nixon	Arrange Teledyne Returns	Every 3 Months	Warehouse Team Leader	2		01 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1158	🔍 Helen Lamb	Verification Warehouse Unidentified Stock	Every 12 Months	Warehouse Team Leader	2		09 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1162	🔍 Michael Lamb	Verification Warehouse Hand Sanitiser	Every 3 Months	Warehouse Team Leader	4		22 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

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[https://www.vmsecure.me.uk/intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek Lamb&id...](https://www.vmsecure.me.uk/intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek%20Lamb&id...) 14/33

[https://www.vmsecure.me.uk/intranet/databases/employee roles/Audit roles total.php?zz=1&vui=2&user=Derek Lamb&id...](https://www.vmsecure.me.uk/intranet/databases/employee%20roles/Audit%20roles%20total.php?zz=1&vui=2&user=Derek%20Lamb&id...) 15/33

446	 Helen Lamb	Sales Accounts Reminders	Every 1 Months	Accounts Processes	3	1	09 Oct 2023	Details	              
316	 Helen Lamb	check training from tuesday and sign off if present	Every 1 Weeks	Accounts Processes	2		27 Sep 2023	Details	              
142	 Helen Lamb	P11D Form re Benefits to Revenue and Customs	Every 12 Months	Accounts Processes	2		19 Jun 2024	Details	              
563	 Helen Lamb	Weights Per Region Needed To Submit EC Sales List	Every 1 Months	Accounts Processes	3		14 Oct 2023	Details	              
572	 Helen Lamb	UPS Invoices Viamed	Every 1 Months	Accounts Processes	2		04 Oct 2023	Details	              
573	 Helen Lamb	UPS Invoices VST	Every 1 Months	Accounts Processes	2		04 Oct 2023	Details	              
571	 Helen Lamb	UPS Invoices Vandagraph	Every 1 Weeks	Accounts Processes	2		26 Sep 2023	Details	              
629	 Helen Lamb	Petty Cash Reconciliation	Every 12 Months	Accounts Processes	2		03 Jan 2024	Details	              
630	 Helen Lamb	Withdraw Funds From Paypal	Every 1 Months	Accounts Processes	3		01 Oct 2023	Details	              
641	 Steve Nixon	V1000 Commissions Review	Every 3 Months	Accounts Processes	1		01 Oct 2023	Details	              
651	 Helen Lamb	Opera Purchase Ledger Close	Every 1 Months	Accounts Processes	2		15 Oct 2023	Details	              
652	 Helen Lamb	Opera Nominal Ledger Close	Every 1 Months	Accounts Processes	2		15 Oct 2023	Details	              
104	 Helen Lamb	Check suggested invoice report in operas	Every 1 Months	Accounts Processes	4		01 Oct 2023	Details	              
422	 Helen Lamb	Check purchasing jnls to see if VAT handled correctly Previous Month	Every 1 Months	Accounts Processes	2	2	11 Oct 2023	Details	              
421	 Helen Lamb	check contra account 8000 and clear it	Every 1 Months	Accounts Processes	2		01 Oct 2023	Details	              
713	 Helen Lamb	Chase The Debtors VST	Every 1 Months	Accounts Processes	3		03 Oct 2023	Details	              
62	 Helen Lamb	Debtors and Creditors Figures	Every 1 Months	Accounts Processes	2		02 Oct 2023	Details	              
794	 Helen Lamb	Embargo Countries NOT Allowed To Sell To	Every 6 Months	Accounts Processes	2		17 Oct 2023	Details	              
811	 Helen Lamb	Purchase Payments	Every 1 Weeks	Accounts Processes	3	1	25 Sep 2023	Details	              
837	 Helen Lamb	Region Checker	Every 1 Months	Accounts Processes	2		07 Oct 2023	Details	              
858	 Helen Lamb	Royal Mail - Mail Retention Form	Every 12 Months	Accounts Processes	1		01 Mar 2024	Details	              
928	 Helen Lamb	Send Debtors Overview To Derek	Every 1 Months	Accounts Processes	2		01 Oct 2023	Details	              
961	 Helen Lamb	Check Debtors Report	Every 3 Months	Accounts Processes	2		18 Dec 2023	Details	              
965	 Helen Lamb	Purchasing Invoice Processing	Every 2 Weeks	Accounts Processes	2		27 Sep 2023	Details	   

983	 Derek Lamb	PCI DSS Compliance	Every 3 Months	Accounts Processes	2		04 Oct 2023	Details	                 
995	 Helen Lamb	VAT Return Vandagraph	Every 3 Months	Accounts Processes	2	1	20 Dec 2023	Details	                 
997	 Helen Lamb	VAT Return VST	Every 3 Months	Accounts Processes	2		20 Oct 2023	Details	                 
1020	 Helen Lamb	Xero Review Sales Contacts	Every 1 Months	Accounts Processes	1		05 Oct 2023	Details	                 
1022	 Helen Lamb	Xero Merge Customers That Are Duplicates	Every 1 Months	Accounts Processes	2		12 Oct 2023	Details	                 
1034	 Helen Lamb	Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed	Every 1 Months	Accounts Processes	2		02 Oct 2023	Details	                 
1052	 Helen Lamb	Exchange Rate In To Intrastats	Every 1 Months	Accounts Processes	2		01 Oct 2023	Details	               

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905	 Catherine Spence	Back Orders Review - By Customer	Every 1 Weeks	Goods Out	3	2	28 Sep 2023	Details	             
492	 Catherine Spence	Ship Repairs	Every 1 Days	Goods Out	2		23 Sep 2023	Details	             
491	 Catherine Spence	Ship Sale Or Returns	Every 1 Days	Goods Out	2		23 Sep 2023	Details	             
575	 Catherine Spence	Check Repair orders against the customer paperwork	Every 7 Days	Goods Out	2	1	28 Sep 2023	Details	             
576	 Catherine Spence	Check Repair Quotes	Every 1 Days	Goods Out	2		23 Sep 2023	Details	             
884	 Catherine Spence	Request RMA Based On The RMA Boxes	Every 1 Weeks	Goods Out	2		25 Sep 2023	Details	             
767	 Robert Connor	Check POR Files For Items Delivered But Not Removed From File	Every 1 Months	Goods In	1		18 Oct 2023	Details	             
836	 Robert Connor	Stamp Deliveries	Every 1 Days	Goods In	3	1	23 Sep 2023	Details	             
1098	 Robert Connor	Decontamination Of Incoming Products And Repairs	Every 1 Months	Goods In	3		15 Oct 2023	Details	             
1128	 Helen Lamb	Verification Purchasing Documentation	Every 12 Months	Goods In	2		18 Apr 2024	Details	             
1149	 Michael Lamb	Verification Todays Goods In	Every 12 Months	Goods In	3		21 Feb 2024	Details	             
1151	 Michael Lamb	Verification Supplier Delivery Notes	Every 12 Months	Goods In	4		01 Mar 2024	Details	             
1153	 Michael Lamb	Verification Of Non Conforming Products	Every 12 Months	Goods In	3		21 Feb 2024	Details	             
1059	 Robert Connor	VST Supplier QA Results	Every 1 Months	QA Goods In	2		01 Oct 2023	Details	             
834	 Philip Crossley	Daily O2 Sensors Returns	Every 1 Days	Repair Processes	2		23 Sep 2023	Details	             
92	 Ryan Swaine	Check Vandagraph Returns	Every 1 Months	Repair Processes	2		08 Oct 2023	Details	             
553	 Catherine Spence	Production Start Job List	Every 1 Months	Production Processes	1		05 Oct 2023	Details	             
556	 Derek Lamb	Production In Production List	Every 1 Months	Production Processes	3		01 Oct 2023	Details	             
551	 Derek Lamb	Production Statistics	Every 1 Months	Production Processes	1		05 Oct 2023	Details	             
1003	 Helen Lamb	Review The Tom Thumb Grease Date	Every 12 Months	Production Processes	4		10 Oct 2023	Details	             
1011	 Michael Green	Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST	Every 6 Months	Production Processes	4		08 Jan 2024	Details	             
1145	 Robert Connor	Verification Production Paperwork	Every 12 Months	Production Processes	2		09 Feb 2024	Details	             

Audits

#	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
769	Helen Lamb	Financial Review	Every 3 Months	Share Holder	2		03 Oct 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
173	Derek Lamb	Audit 21 Audit Of Audit Viamed	Every 12 Months	Share Holder	2		01 Dec 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
775	Helen Lamb	Management Reviews And Quality Audits	Every 6 Months	Managing Director	2		17 Oct 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
561	Helen Lamb	Review Company Data	Every 12 Months	Managing Director	3		13 Oct 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
774	Helen Lamb	Customer Complaints	Every 6 Months	Managing Director	2		01 Nov 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
1218	Helen Lamb	Review Roles And Responsibilities	Every 6 Months	Managing Director	2		03 Jan 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
729	Derek Lamb	QA Failures Report	Every 3 Months	Managing Director	2		01 Nov 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
784	Helen Lamb	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director	2		01 Nov 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
751	Steve Nixon	Review Product Failures New Codes	Every 3 Months	Managing Director	2	1	01 Nov 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
805	Helen Lamb	Maintain Update Of ISO Route Maps	Every 1 Months	Managing Director	2		18 Oct 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
1070	Helen Lamb	New UPS Rates Needs Checking	Every 12 Months	Managing Director	1		30 Jan 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
610	Helen Lamb	Supplier Review	Every 12 Months	ISO Controller	2		09 Feb 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
464	Derek Lamb	Check Website ISO Documents	Every 6 Months	ISO Controller	2		01 Jan 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
14	Helen Lamb	Audit 22 Post Market Surveillance Viamed	Every 12 Months	ISO Controller	2		30 Apr 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
284	Derek Lamb	Non conformance review history Viamed	Every 12 Months	ISO Controller	2		04 Feb 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
819	Helen Lamb	Review Processes Linked To VOPs And Audits	Every 12 Months	ISO Controller	2		04 Dec 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
286	Derek Lamb	Non conformance review history VST	Every 12 Months	ISO Controller	2		04 Feb 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
1101	Derek Lamb	Review The Agenda For The Management Review / Board Meeting Prior To The Annual Meeting	Every 12 Months	ISO Controller	2		28 Sep 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1105	Helen Lamb	Review Process Updates For Risk To Systems	Every 12 Months	ISO Controller	2		01 Nov 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
1142	Derek Lamb	Verification Calibrated Equipment	Every 12 Months	ISO Controller	2		18 Nov 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
455	Helen Lamb	Backup Server Status	Every 12 Months	IT Controller	3		19 May 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
416	Helen Lamb	Guest Access Wifi	Every 3 Months	IT Controller	1		23 Sep 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
902	Catrin Hird	Emails - check they have been done	Every 1 Weeks	IT Controller	7		28 Sep 2023	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗

414	Helen Lamb	Weather Station	Every 1 Months	IT Controller	3	04 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
460	Helen Lamb	Management Meeting Turnover Report	Every 12 Months	IT Controller	2	04 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
457	Steve Nixon	Intrastats Cross Reference Database Tables Updates	Every 3 Months	IT Controller	2	22 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
453	Helen Lamb	Off Site Backup	Every 3 Months	IT Controller	2	01 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
780	Derek Lamb	Vandagraph Pay Pay Retrieve Funds	Every 6 Months	IT Controller	2	09 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
753	Derek Lamb	Scan Incorrect Product	Every 12 Months	IT Controller	5	02 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
755	Derek Lamb	Software Validation Scan Un-QA Product To Order	Every 12 Months	IT Controller	5	01 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✓
757	Derek Lamb	Software Validation Expired Stock	Every 12 Months	IT Controller	5	03 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
760	Derek Lamb	Software Validation Non Sell Able Shelf	Every 12 Months	IT Controller	4	03 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
762	Derek Lamb	Software Validation In Production List	Every 6 Months	IT Controller	3	01 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
765	Derek Lamb	Software Validation Unchecked Orders	Every 12 Months	IT Controller	3	03 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1155	Derek Lamb	Software Validation Stock Tracking Check	Every 12 Months	IT Controller	1	02 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1175	Derek Lamb	Software Validation Attempt To QA Some Stock	Every 12 Months	IT Controller	3	09 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
781	Derek Lamb	Software Validation Conflicting Audits	Every 12 Months	IT Controller	2	14 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
803	Helen Lamb	Software Validation Document Control	Every 12 Months	IT Controller	2	01 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
809	Helen Lamb	Software Validation Scheduled Tasks And Audits	Every 6 Months	IT Controller	2	25 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1033	Derek Lamb	Server Review	Every 3 Months	IT Controller	2	01 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1121	Helen Lamb	Sync External Telephone Logs	Every 6 Months	IT Controller	2	01 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1180	Derek Lamb	Software Validation Test Email System	Every 12 Months	IT Controller	2	01 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1215	Helen Lamb	Update Pricing For Viamed Shopify	Every 6 Months	IT Controller	3	02 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1216	Helen Lamb	Viamed Shopify Sales Report Export	Every 6 Months	IT Controller	2	01 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
95	Michael Lamb	ESD Workstations	Every 12 Months	Maintenance Controller	4	15 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1058	Steve Nixon	R D Room - Tidy, Empty Bins, Remove Cups. Caution Around Oxygen Supply	Every 1 Months	Maintenance Controller	3	02 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1144	Helen Lamb	Building Risk Assesments	Every 24 Months	Maintenance Controller	2	03 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

372	Helen Lamb	Documentation out of date	Every 6 Months	Documentation And Records Controller	2		03 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
369	Helen Lamb	Check for Duplicate Documents	Every 6 Months	Documentation And Records Controller	2	1	22 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
888	Michael Lamb	Annual GDPR Review Doc Management	Every 12 Months	Documentation And Records Controller	2		16 Aug 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1088	Derek Lamb	Weee Waste Reporting	Every 12 Months	Documentation And Records Controller	2		01 Aug 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1130	Derek Lamb	COSHH Datasheet Reminders	Every 12 Months	Documentation And Records Controller	2		01 Aug 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1148	Helen Lamb	Verification Stock Linked To Documents	Every 12 Months	Documentation And Records Controller	1		16 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1224	Derek Lamb	Review Contact Documentation	Every 6 Months	Documentation And Records Controller	2		01 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗✗✗	
374	Derek Lamb	Check the Stock FAQ Admin	Every 3 Months	Product Controller	2		19 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
71	Derek Lamb	Price Check	Every 3 Months	Product Controller	3		04 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
502	Derek Lamb	Yearly Pricing Review	Every 12 Months	Product Controller	2		27 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
773	Derek Lamb	Maintain Repair Codes List	Every 24 Months	Product Controller	3		06 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
952	Derek Lamb	Fire Alarm Evacuation Drill	Every 12 Months	Health And Safety Controller	2		21 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
953	Helen Lamb	Fire Alarm PIR Checking	Every 12 Months	Health And Safety Controller	3		20 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
955	Helen Lamb	Emergency Lighting And Fire Extinguishers	Every 12 Months	Health And Safety Controller	3		17 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
387	Derek Lamb	Reports filed monthly	Every	Marketing Controller	3		10 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
674	Steve Nixon	Product Cross References	Every 3 Months	Marketing Controller	2		26 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
672	Steve Nixon	Pro-Active Marketing	Every 3 Months	Marketing Controller	3	2	19 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
676	Steve Nixon	Research Activities	Every 3 Months	Marketing Controller	3	1	03 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1211	Michael Lamb	Discontinue/Supersede Stock	Every 12 Months	Marketing Controller	1		08 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
206	Derek Lamb	Stock Items with Temporary Notices	Every 3 Months	Sales Controller	2		28 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
654	Derek Lamb	VST Price Review	Every 12 Months	Sales Controller	1		25 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
894	Catrin Hird	EAN GTIN Online Database	Every 6 Months	Sales Controller	2		01 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1030	Derek Lamb	Sales Projects Send To Sales Team	Every 3 Months	Sales Controller	2		01 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1217	Helen Lamb	Send Intercompany Invoices To Jean	Every 12 Months	Sales Controller	2		15 Aug 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

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883	Michael Lamb	Generate RMA Box, Link Items And Add Faults	Every 3 Months	Warehouse Team Leader	2	28 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
936	Robert Connor	Review Of Credits Received From Suppliers	Every 1 Months	Warehouse Team Leader	3	08 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1037	Derek Lamb	Do We Have Service Manual / QA For All Our Stock Coming In.	Every 12 Months	Warehouse Team Leader	3	01 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1046	Derek Lamb	Teledyne Stock For Vandagraph	Every 12 Months	Warehouse Team Leader	3	01 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1159	Derek Lamb	Verification Warehouse Unidentified Stock	Every 12 Months	Warehouse Team Leader	2	02 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1163	Michael Green	Verification Warehouse Hand Sanitiser	Every 12 Months	Warehouse Team Leader	4	02 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1165	Michael Green	Verification Stock Items And Locations	Every 12 Months	Warehouse Team Leader	3	09 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1167	Michael Lamb	Verification Of Ebay Stock	Every 12 Months	Warehouse Team Leader	3	13 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1169	Derek Lamb	Verification Of Demo Stock	Every 12 Months	Warehouse Team Leader	3	02 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1161	Helen Lamb	Verification Credit Notes	Every 12 Months	Accounts Controller	2	01 Sep 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1201	Helen Lamb	Checking Proformas And Quotes Vandagraph To The Bank	Every 3 Months	Accounts Controller	2	24 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1203	Michael Lamb	Check Xero Bank For The Year To The Barclays Bank Account	Every 12 Months	Accounts Controller	1	21 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
379	Derek Lamb	Distributor Agreements	Every 3 Months	EX Sales Controller	2	18 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
945	Steve Hardaker	Contract Pricing Review	Every 3 Months	UK Sales Controller	3	18 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
293	Derek Lamb	Check Sale or Returns	Every 3 Months	UK Sales Force	2	11 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1092	Michael Lamb	Proforma And Quote Chasing UK	Every 6 Months	UK Sales Force	2	31 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1090	Michael Lamb	Proforma And Quote Chasing Ryan	Every 6 Months	EX Sales Force	2	31 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
704	Steve Nixon	Ensure All Invoice Correctly Tagged	Every 3 Months	OEM Sales Controller	2	07 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1067	Derek Lamb	VST Customer Agreements	Every 12 Months	OEM Sales Controller	2	28 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1069	Derek Lamb	VST Feedback	Every 12 Months	OEM Sales Controller	2	04 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1116	Derek Lamb	OverDue Servicing	Every 12 Months	Servicing Onsite	5	01 Jul 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
380	Derek Lamb	Training Records updated	Every 12 Months	Human Resources	2	04 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1071	Derek Lamb	Health And Safety Review	Every 12 Months	Human Resources	2	01 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
814	Derek Lamb	Appraisal	Every 24 Months	Human Resources	3	13 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

816	Derek Lamb	Pay Review	Every 24 Months	Human Resources	4	15 Aug 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
890	Michael Lamb	Private Information Data	Every 12 Months	Human Resources	1	12 Sep 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1066	Derek Lamb	Check Roles And Tasks For Incomplete Data	Every 12 Months	Human Resources	2	01 Jul 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1109	Derek Lamb	Check There Are No Changes To Employment Law	Every 24 Months	Human Resources	1	08 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1111	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 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1209	Derek Lamb	Check We Do Not Require A EU European Representatives	Every 12 Months	Human Resources	2	26 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
959	Derek Lamb	Review Flow Of Data	Every 12 Months	Data Protection Officer	2	12 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
711	Derek Lamb	Saftey Tester Data	Every 12 Months	Repairs Controller	2	31 Aug 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1171	Michael Lamb	Verification Warranty Repairs Customer Approval	Every 12 Months	Repairs Controller	2	23 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1133	Derek Lamb	Verification Repairs Paperwork Completed	Every 12 Months	Repairs Controller	2	15 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1135	Derek Lamb	Verification Visual Check Repair Shelf	Every 12 Months	Repairs Controller	2	16 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1137	Derek Lamb	Verification Repairs Older Repairs	Every 12 Months	Repairs Controller	2	15 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1140	Derek Lamb	Verification Repair Qa Reports	Every 12 Months	Repairs Controller	2	15 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1157	Derek Lamb	Verification Of SRS Information added	Every 12 Months	Repairs Controller	3	01 Sep 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
24	Helen Lamb	Audit 01 Picking Packing Viamed	Every 12 Months	Audits	2	01 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
36	Helen Lamb	Audit 02 Contract Review Viamed	Every 12 Months	Audits	2	01 Sep 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
22	Helen Lamb	Audit 03 Design Control Viamed	Every 12 Months	Audits	2	01 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
37	Helen Lamb	Audit 05 Purchasing Suppliers Viamed	Every 12 Months	Audits	2	01 Sep 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
20	Helen Lamb	Audit 06 Calibration Viamed	Every 12 Months	Audits	2	20 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
25	Helen Lamb	Audit 07 Handling And Storage Viamed	Every 12 Months	Audits	2	15 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
10	Derek Lamb	Audit 08 Training Viamed	Every 12 Months	Audits	2	30 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
170	Helen Lamb	Audit 09 Goods Inward And Product Identity Viamed	Every 12 Months	Audits	2	09 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
27	Helen Lamb	Audit 10 Documentation Control Viamed	Every 12 Months	Audits	2	10 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

171	Helen Lamb	Audit 11 Repairs And Service Viamed	Every 12 Months	Audits	2	01 Jul 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
16	Derek Lamb	Audit 12 CE Files Viamed	Every 12 Months	Audits	2	22 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
30	Helen Lamb	Audit 14 Complaints And Corrective Actions Viamed	Every 12 Months	Audits	2	14 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
28	Helen Lamb	Audit 15 Production Viamed	Every 12 Months	Audits	2	01 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
11	Helen Lamb	Audit 17 Internal Audits Viamed	Every 12 Months	Audits	2	01 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
13	Helen Lamb	Audit 19 Health And Saftey Viamed	Every 12 Months	Audits	2	01 Aug 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
172	Helen Lamb	Audit 20 Process Verification To Managment Viamed	Every 12 Months	Audits	2	01 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
43	Helen Lamb	Audit 23 Analysis Of Data Viamed	Every 12 Months	Audits	2	13 Jul 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
194	Helen Lamb	Audit 01 Picking Packing VST	Every 12 Months	Audits	2	01 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
187	Helen Lamb	Audit 02 Contract Review VST	Every 12 Months	Audits	2	01 Sep 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
193	Helen Lamb	Audit 03 Design Control VST	Every 12 Months	Audits	2	01 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
190	Helen Lamb	Audit 05 Purchasing Suppliers VST	Every 12 Months	Audits	2	01 Sep 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
182	Helen Lamb	Audit 06 Calibration VST	Every 12 Months	Audits	2	20 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
178	Helen Lamb	Audit 07 Handling And Storage VST	Every 12 Months	Audits	2	15 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
184	Derek Lamb	Audit 08 Training VST	Every 12 Months	Audits	2	30 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
174	Helen Lamb	Audit 09 Goods Inward And Product Identity VST	Every 12 Months	Audits	2	09 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
183	Helen Lamb	Audit 10 Documentation Control VST	Every 12 Months	Audits	2	10 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
179	Helen Lamb	Audit 11 Repairs And Service VST	Every 12 Months	Audits	2	01 Jul 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
176	Helen Lamb	Audit 12 CE Files VST	Every 12 Months	Audits	2	22 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
189	Helen Lamb	Audit 14 Complaints And Corrective Actions VST	Every 12 Months	Audits	2	14 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
175	Helen Lamb	Audit 15 Production VST	Every 12 Months	Audits	2	01 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
191	Helen Lamb	Audit 17 Internal Audits VST	Every 12 Months	Audits	2	01 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
186	Helen Lamb	Audit 19 Health And Saftey VST	Every 12 Months	Audits	2	01 Aug 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
181	Helen Lamb	Audit 20 Process Verification To Managment VST	Every 12 Months	Audits	2	01 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

192	Derek Lamb	Audit 21 Audit Of Audit VST	Every 12 Months	Audits	2	01 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
180	Helen Lamb	Audit 22 Post Market Surveillance VST	Every 12 Months	Audits	2	30 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
185	Helen Lamb	Audit 23 Analysis Of Data VST	Every 12 Months	Audits	2	13 Jul 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
21	Helen Lamb	Audit 18 Management Review Viamed	Every 12 Months	Audits	2	16 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
188	Helen Lamb	Audit 18 Management Review VST	Every 12 Months	Audits	2	15 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
288	Helen Lamb	Audit 24 Due Servicing	Every 12 Months	Audits	2	01 Aug 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
821	Helen Lamb	Audit 27 Software Validation	Every 12 Months	Audits	2	08 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
559	Michael Lamb	Viamed Properties Loan	Every 6 Months	Accounts Processes	3	01 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
377	Michael Lamb	Accounts on Stop	Every 3 Months	Accounts Processes	2	25 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
558	Michael Lamb	Viamed End Of Month Shutdown	Every 3 Months	Accounts Processes	2	01 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
679	Michael Lamb	Bank Details Entered	Every 12 Months	Accounts Processes	2	14 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
681	Michael Lamb	Fill in Cashbook / Bank Rec for previous Month	Every 12 Months	Accounts Processes	4	11 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
694	Michael Lamb	Journals for the End of Month accounts	Every 12 Months	Accounts Processes	2	14 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
682	Michael Lamb	Cheques To Bank	Every 12 Months	Accounts Processes	3	24 Jul 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
683	Michael Lamb	Credit Cards	Every 12 Months	Accounts Processes	2	20 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
684	Michael Lamb	Credits Done	Every 12 Months	Accounts Processes	2	29 Aug 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
677	Michael Lamb	Accounts Filing	Every 12 Months	Accounts Processes	3	14 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
687	Michael Lamb	HMRC Intrastats Data	Every 12 Months	Accounts Processes	3	27 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
698	Michael Lamb	VAT Return	Every 12 Months	Accounts Processes	3	26 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
696	Michael Lamb	Purchase Invoices	Every 12 Months	Accounts Processes	2	29 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
697	Derek Lamb	Remit Processing	Every 24 Months	Accounts Processes	4	04 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
678	Michael Lamb	Accounts Review - Debtors	Every 6 Months	Accounts Processes	3	08 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
560	Michael Lamb	Staff Training	Every 3 Months	Accounts Processes	2	01 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
451	Michael Lamb	Viamed Debtors	Every 6 Months	Accounts Processes	3	13 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

689	Derek Lamb	Issues for Accountants	Every 48 Months	Accounts Processes	2		15 Mar 2026	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
699	Michael Lamb	Weights Per Region Needed To Submit EC Sales List	Every 12 Months	Accounts Processes	3		27 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
930	Michael Lamb	UPS Invoices Vandagraph	Every 1 Months	Accounts Processes	2	1	16 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
700	Michael Lamb	Withdraw Funds From Paypal	Every 6 Months	Accounts Processes	3		03 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
695	Michael Lamb	Opera end of month Close downs Sales Purchasing and nominal	Every 24 Months	Accounts Processes	2		29 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
690	Derek Lamb	Issues For Accountants	Every 12 Months	Accounts Processes	4		18 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
691	Derek Lamb	Issues For Accountants	Every 12 Months	Accounts Processes	2		02 Aug 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
692	Derek Lamb	Issues For Accountant	Every 24 Months	Accounts Processes	2		22 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
714	Michael Lamb	Chase The Debtors VST	Every 3 Months	Accounts Processes	3		07 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
812	Michael Lamb	Purchase Payments	Every 3 Months	Accounts Processes	3	1	21 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
838	Michael Lamb	Region Checker	Every 6 Months	Accounts Processes	2		02 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
929	Michael Lamb	Send Debtors Overview To Derek	Every 6 Months	Accounts Processes	2		01 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
962	Michael Lamb	Check Debtors Report	Every 12 Months	Accounts Processes	2		01 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
996	Michael Lamb	VAT Return Vandagraph	Every 12 Months	Accounts Processes	2		26 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
998	Michael Lamb	VAT Return VST	Every 12 Months	Accounts Processes	2		26 Jul 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1021	Michael Lamb	Xero Review Sales Contacts	Every 3 Months	Accounts Processes	1		10 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1035	Michael Lamb	Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed	Every 6 Months	Accounts Processes	2		09 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1053	Michael Lamb	Exchange Rate In To Intrastats	Every 12 Months	Accounts Processes	2		17 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1087	Helen Lamb	Shred CC Slips	Every 6 Months	Accounts Processes	4		20 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1114	Michael Lamb	Check For Viking Invoices	Every 6 Months	Accounts Processes	1		15 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1119	Michael Lamb	Check Creditors	Every 3 Months	Accounts Processes	3		02 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1178	Michael Lamb	VAT Return Viamed Properties	Every 12 Months	Accounts Processes	3		20 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
668	Michael Lamb	Answering Telephones	Every 3 Months	Office Processes	5		02 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

901	Kate Griffiths	Checking Of Sales Orders	Every 1 Weeks	Office Processes	9		26 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
366	Derek Lamb	Email Distribution	Every 1 Months	Office Processes	5		17 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
539	Catherine Spence	Maintaining Leaflet Stocks	Every 1 Months	Office Processes	3		01 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
403	Helen Lamb	Processing Of Mail Shots	Every 1 Months	Office Processes	7		17 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
534	Derek Lamb	Office Sales Projects	Every 1 Months	Office Processes	3		24 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
362	Helen Lamb	Check the Invoices to be Emailed list	Every 1 Weeks	Office Processes	4		29 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
234	Steve Hardaker	Check the Service visit logs	Every 1 Months	Office Processes	4		26 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
401	Michael Lamb	Check Paypal For Orders	Every 1 Months	Office Processes	5	1	16 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
398	Sophie Lines	Checking EBay And Amazon For Orders And Messages	Every 1 Weeks	Office Processes	6		25 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
897	Derek Lamb	Checking Of Active List	Every 3 Months	Office Processes	7		01 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
777	Michael Lamb	Completing Office Job List	Every 1 Months	Office Processes	5	1	20 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
568	Michael Lamb	Franking Mail	Every 6 Months	Office Processes	6		09 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
535	Helen Lamb	Processing Depleted Sensors	Every 2 Weeks	Office Processes	6		06 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
410	Michael Lamb	Proforma And Quote Chasing	Every 1 Months	Office Processes	6	1	15 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
394	Helen Lamb	Cleaning Of Office	Every 1 Months	Office Processes	5		07 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
405	Helen Lamb	Link Call Log Contacts To The CRM	Every 1 Months	Office Processes	3		21 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
279	Helen Lamb	Check cardea and Multiquote	Every 1 Months	Office Processes	7		06 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
669	Helen Lamb	Adding New Accounts To Opera	Every 12 Months	Office Processes	2		01 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
904	Helen Lamb	Filling Credit Card Slips	Every 1 Months	Office Processes	6		04 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
569	Helen Lamb	Thorough Checking Of Awaiting Action Tray And Board	Every 1 Months	Office Processes	5		13 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
507	Michael Lamb	Collect Repair Filing From Warehouse	Every 1 Months	Office Processes	4		27 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
537	Kate Griffiths	Send Delivery Notifications	Every 1 Weeks	Office Processes	7		25 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
509	Kate Griffiths	Shred Sensitive Paperwork warehouse	Every 1 Months	Office Processes	4		23 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
521	Helen Lamb	Send Purchase Orders To Suppliers	Every 1 Weeks	Office Processes	5		28 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

524	Michael Lamb	Delivered not Invoiced	Every 1 Months	Office Processes	3		10 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
527	Helen Lamb	Import Bank CSV	Every 1 Weeks	Office Processes	4		29 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
529	Sophie Lines	Review Inward Payments	Every 1 Weeks	Office Processes	2		28 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
550	Steve Hardaker	Ensure SORs Are Followed Up	Every 1 Months	Office Processes	6		02 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
585	Michael Lamb	VST Purchase Order Log	Every 1 Weeks	Office Processes	6	1	27 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
793	Michael Lamb	SRS Folder	Every 3 Months	Office Processes	3		16 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
604	Sophie Lines	Check For GHX Orders	Every 1 Months	Office Processes	6		20 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
898	Helen Lamb	Send Service Offers	Every 4 Weeks	Office Processes	4		20 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
621	Sophie Lines	Send VST Delivery Notifications	Every 1 Weeks	Office Processes	3		29 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
638	Helen Lamb	Shipped Order Success Report	Every 3 Months	Office Processes	2		01 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
656	Michael Lamb	Clean Kitchen Sides and Table	Every 2 Weeks	Office Processes	8	1	29 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
658	Michael Lamb	Dishwashing	Every 1 Months	Office Processes	6		15 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
662	Helen Lamb	Sweep Kitchen Floor	Every 1 Months	Office Processes	5		02 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
918	Michael Lamb	Proofs of Delivery	Every 6 Months	Office Processes	3		12 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
938	Helen Lamb	PDFing Of Invoices Vandagraph	Every 1 Months	Office Processes	3		20 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
940	Catrin Hird	Providing Ebay Feedback	Every 6 Months	Office Processes	4		20 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
991	Catrin Hird	B2B Router / Peppol Responsibilities	Every 1 Months	Office Processes	3		25 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1027	Steve Nixon	8010004 - JJ-CCR Oxygen Sensor Orders	Every 3 Months	Office Processes	3		06 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1032	Derek Lamb	Envitec Oxygen Sensor Parts Stock Check	Every 3 Months	Office Processes	2		11 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1123	Derek Lamb	Verification Contact Details	Every 12 Months	Office Processes	2		02 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1125	Derek Lamb	Verification Contact Details Accounts	Every 12 Months	Office Processes	2		15 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1127	Derek Lamb	Verification Invoice Details Accounts	Every 12 Months	Office Processes	2		16 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1207	Helen Lamb	Vandagraph Check Shopify Order Delivery Notifications	Every 3 Months	Office Processes	3	1	22 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1220	Michael Lamb	Purchase Order Invoice Review	Every 6 Months	Office Processes	2		29 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

364	Helen Lamb	Goods Out Review	Every 1 Months	Goods Out	3	04 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
906	Helen Lamb	Back Orders Review - By Customer	Every 1 Months	Goods Out	3	25 Sep 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
758	Emma Clark	Ship Repairs	Every 1 Months	Goods Out	2	01 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1054	Derek Lamb	Check Repair orders against the customer paperwork	Every 12 Months	Goods Out	2	09 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1099	Helen Lamb	Decontamination Of Incoming Products And Repairs	Every 12 Months	Goods In	3	14 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1150	Helen Lamb	Verification Today's Goods In	Every 12 Months	Goods In	3	01 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1152	Helen Lamb	Verification Supplier Delivery Notes	Every 12 Months	Goods In	4	01 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1154	Helen Lamb	Verification Of Non Conforming Products	Every 12 Months	Goods In	3	10 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1060	Derek Lamb	VST Supplier QA Results	Every 6 Months	QA Goods In	2	02 Dec 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
91	Derek Lamb	Check Vandagraph Returns	Every 1 Months	Repair Processes	2	01 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
554	Derek Lamb	Production Start Job List	Every 3 Months	Production Processes	1	03 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
557	Helen Lamb	Production In Production List	Every 3 Months	Production Processes	3	01 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
552	Helen Lamb	Production Statistics	Every 3 Months	Production Processes	1	03 Oct 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1004	Derek Lamb	Review The Tom Thumb Grease Date	Every 12 Months	Production Processes	4	20 Nov 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1012	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 2023	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1146	Derek Lamb	Verification Production Paperwork	Every 12 Months	Production Processes	2	01 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

Total Issues Outstanding / Unread Per User

Name	Number Issues	Number Unread
Aqib Majeed	10	1
BANK HOLIDAY	1	1
Catherine Spence	24	12
Catrin Hird	17	
Derek Lamb	67	1
Emily Hanson	2	2
Emma Clark	5	2
Helen Lamb	49	16
Janine Gill	5	4
Jean Lamb	2	1
Kate Griffiths	1	
Linda Shearing		
Michael Green	12	4

Michael Lamb	39	33
Philip Crossley	5	
Robert Connor	21	15
Ryan Swaine	19	4
Sophie Lines	2	
Steve Hardaker	13	1
Steve Nixon	91	29
Zoey Teal		