



Oct 2023	09 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	16 Mon	17 Tue	18 Wed	19 Thu	20 Fri	21 Sat	22 Sun	23 Mon	24 Tue	25 Wed	26 Thu	27 Fri	28 Sat	29 Sun	30 Mon	31 Tue						
Nov 2023	01 Wed	02 Thu	03 Fri	04 Sat	05 Sun	06 Mon	07 Tue	08 Wed	09 Thu	10 Fri	11 Sat	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mo		
Dec 2023	01 Fri	02 Sat	03 Sun	04 Mon	05 Tue	06 Wed	07 Thu	08 Fri	09 Sat	10 Sun	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun	25 Mon	26 Tue	27 We		
Jan 2024	01 Mon	02 Tue	03 Wed	04 Thu	05 Fri	06 Sat	07 Sun	08 Mon	09 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed	18 Thu	19 Fri	20 Sat	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat		
Feb 2024	01 Thu	02 Fri	03 Sat	04 Sun	05 Mon	06 Tue	07 Wed	08 Thu	09 Fri	10 Sat	11 Sun	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun	19 Mon	20 Tue	21 Wed	22 Thu	23 Fri	24 Sat	25 Sun	26 Mon	27 Tue		
Mar 2024	01 Fri	02 Sat	03 Sun	04 Mon	05 Tue	06 Wed	07 Thu	08 Fri	09 Sat	10 Sun	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun	18 Mon	19 Tue	20 Wed	21 Thu	22 Fri	23 Sat	24 Sun	25 Mon	26 Tue	27 We		
Apr 2024	01 Mon	02 Tue	03 Wed	04 Thu	05 Fri	06 Sat	07 Sun	08 Mon	09 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed	18 Thu	19 Fri	20 Sat	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat		
May 2024	01 Wed	02 Thu	03 Fri	04 Sat	05 Sun	06 Mon	07 Tue	08 Wed	09 Thu	10 Fri	11 Sat	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mo		
Jun 2024	01 Sat	02 Sun	03 Mon	04 Tue	05 Wed	06 Thu	07 Fri	08 Sat	09 Sun	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue	19 Wed	20 Thu	21 Fri	22 Sat	23 Sun	24 Mon	25 Tue	26 Wed	27 Thu		
Jul 2024	01 Mon	02 Tue	03 Wed	04 Thu	05 Fri	06 Sat	07 Sun	08 Mon	09 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed	18 Thu	19 Fri	20 Sat	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat		
Aug 2024	01 Thu	02 Fri	03 Sat	04 Sun	05 Mon	06 Tue	07 Wed	08 Thu	09 Fri	10 Sat	11 Sun	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun	19 Mon	20 Tue	21 Wed	22 Thu	23 Fri	24 Sat	25 Sun	26 Mon	27 Tue		
Sep 2024	01 Sun	02 Mon	03 Tue	04 Wed	05 Thu	06 Fri	07 Sat	08 Sun	09 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	16 Mon	17 Tue	18 Wed	19 Thu	20 Fri	21 Sat	22 Sun	23 Mon	24 Tue	25 Wed	26 Thu	27 Fri		
Oct 2024	01 Tue	02 Wed	03 Thu	04 Fri	05 Sat	06 Sun	07 Mon	08 Tue	09 Wed																				

Upcoming Audits			
Due Date	Meeting	Audit Number	Description
10 Oct 2023	VIAMED Sales And Marketing	Checking Of Sales Orders	System Generated Task To be Completed Process to check customer orders and enable picking.
10 Oct 2023	VIAMED Sales And Marketing		Checking Of Sales Orders - are all orders checked within 4 working hours of receipt and entry on to Opera. Go to the checking tray and list any orders older then this.
10 Oct 2023	VIAMED Sales And Marketing	Delivered not Invoiced	System Generated *** AUDIT *** Ensure the Task is being Completed Ensure the Tasks are upto date
11 Oct 2023	VIAMED Sales And Marketing	VST Purchase Order Log	System Generated *** AUDIT *** Ensure the Task is being Completed
11 Oct 2023	VIAMED Management Meeting	Fill in Cashbook / Bank Rec for previous Month	System Generated *** AUDIT *** Ensure the Task is being Completed
12 Oct 2023	VIAMED Sales And Marketing	Send Purchase Orders To Suppliers	System Generated *** AUDIT *** Enure the Task is being Completed Ensure all PORs have been sent to suppliers and all POR filing has been returned to the filing tray
12 Oct 2023	VIAMED Sales And Marketing	Review Inward Payments	System Generated *** AUDIT *** Ensure the Task is being Completed Review USD, EUR and GBP bank accounts and ensure all proforma and quotation payments have been processed into orders for the last 8 days
12 Oct 2023	VIAMED Management Meeting	Emails - check they have been done	System Generated Task To be Completed Have all the emails in the main Gmail inbox been done. List any older than a day.

13 Oct 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Thorough Checking Of Awaiting Action Tray And Board	System Generated *** AUDIT *** Ensure the Task is being Completed
			System Generated *** AUDIT *** Ensure the Task is being Completed Lookup / Search menu -> Work Lists
			Invoices to be Emailed List
13 Oct 2023	VIAMED Stock Meeting VIAMED Stock Meeting	Check the Invoices to be Emailed list	Ensure the list is being maintained.
13 Oct 2023	VIAMED Management Meeting VIAMED Management Meeting	Viamed Debtors	System Generated AUDIT Ensure the Task is being Completed Overall Debtors should be less 15% of expected Turnover
13 Oct 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Import Bank CSV	System Generated *** AUDIT *** Ensure the Task is being Completed
13 Oct 2023	VIAMED Management Meeting VIAMED Management Meeting	Review Company Data	System Generated *** AUDIT *** Enure the Task is being Completed
13 Oct 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Send VST Delivery Notifications	System Generated *** AUDIT *** Enure the Task is being Completed
13 Oct 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Clean Kitchen Sides and Table	System Generated *** AUDIT *** Ensure the Task is being Completed
14 Oct 2023	VIAMED Management Meeting Software Validation	Software Validation Conflicting Audits	System Generated *** AUDIT *** Enure the Task is being Completed Employee Menu, Audit of Roles titles and Processes, should see this task in the conflicts list.
15 Oct 2023	VST Audits Calander VST Audits Calander	Audit 18 Management Review VST	System Generated Audit 18 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
15 Oct 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Proforma And Quote Chasing	System Generated AUDIT Enure the Task is being Completed To check all users outstanding quotes and remind them to chase/ask for PO
15 Oct 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Dishwashing	System Generated *** AUDIT *** Ensure the Task is being Completed
16 Oct 2023	Audits Calander Audits Calander	Audit 18 Management Review Viamed	System Generated Audit 18 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
16 Oct 2023	VIAMED Management Meeting VIAMED Management Meeting	UPS Invoices Vandagraph	System Generated Task To be Completed Go on to the UPS web site and download the unpaid invoices. Working from the accounts package to find the date that these need to go back to. These are then entered on to the accounts package and paid. The UPS website.
16 Oct 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Checking EBay And Amazon For Orders And Messages	System Generated AUDIT Ensure the Task is being Completed
16 Oct 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Check Paypal For Orders	System Generated AUDIT Ensure the Task is being Completed
16 Oct 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Send Delivery Notifications	System Generated *** AUDIT *** Enure the Task is being Completed Ensure delivery notifications are being completed

16 Oct 2023	VIAMED Stock Meeting	Check Stock Requirements Supplier Envitec	System Generated Task To be Completed To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered. Office requests for stock quantities. Customer proformas and orders. Intrastats and Opera stock levels. Stock counts.
17 Oct 2023	Audits Calander	Email Distribution	System Generated Check the global mailbox, there should be no mails more than a Day old. Give allowance for Monday mornings, there should be no emails older than Friday afternoon. Also note size of space used in Global inbox
17 Oct 2023	VIAMED Sales And Marketing	Processing Of Mail Shots	System Generated AUDIT Enure the Task is being Completed Whats Mail shots are currently being processed
17 Oct 2023	VIAMED Stock Meeting	Warehouse Floors	System Generated AUDIT Ensure the Task is being Completed Ensure once a week the warehouse is being swept, hovered, and the bins are being emptied System Generated *** AUDIT *** Ensure the Task is being Completed
17 Oct 2023	VIAMED Management Meeting	Management Reviews And Quality Audits	Issue tab -> Completed Auto Calender Issues Management review should be no more than 2 weeks worth, check the oldest Outstanding System Generated Task To be Completed Review current stock levels Forward customer orders, supplier lead times, supplier closing times eg Holidays. Stock takes Stock allocation. Historic trends for purchases.
17 Oct 2023	VIAMED Stock Meeting	Current Stock Levels	System Generated *** AUDIT *** Ensure the Task is being Completed Task To be Completed Move Stock From QA Shelf To Stock Shelf Tuesday
17 Oct 2023	VIAMED Stock Meeting	Supplier Review Future orders	System Generated Task To be Completed Orders that will be placed in the future. Decided up on using information gained from customers, suppliers and other sources. System Generated NOTE this is an Audit You do not have to perform the process just ensure it is being done
18 Oct 2023	VIAMED Stock Meeting	Send Teledyne back orders list	Send Teledyne back orders list
18 Oct 2023	VIAMED Stock Meeting	Check Expiry Dated Stock	System Generated *** AUDIT *** Ensure the Task is being Completed
18 Oct 2023	VIAMED Management Meeting	Maintain Update Of ISO Route Maps	System Generated Check the Viamed 13485 2016 route map from ISO Does the Manual need an update Revision? will say Update Required if it does Check the VST 9001 2015 route map from ISO Does the Manual need an update Revision? will say Update Required if it does Check Exlusions to ISO Standard are still applicable System Generated Please check the FAQ List *** AUDIT *** Ensure the Task is being Completed
19 Oct 2023	VIAMED Stock Meeting	Check the Stock FAQ Admin	Note this is and Audit you do not have to do the Job simply ensure its being carried out. Intrastats -> Stock -> Miscellaneous -> Admin FAQ
20 Oct 2023	VIAMED Sales And Marketing	Check For GHX Orders	See if any questions require answers / confirming / linking any extra stock System Generated *** AUDIT *** Ensure the Task is being Completed Search the main inbox for system@exchange.ghxeurope.net and ensure all orders have been entered into Opera for the last month
20 Oct 2023	VIAMED Sales And Marketing	Send Service Offers	System Generated Task To be Completed Send letters to existing customers to remind them that a service is due on their equipment Overdue service
20 Oct 2023	VIAMED Sales And Marketing	Processing Depleted Sensors	System Generated *** AUDIT *** Ensure the Task is being Completed Ensure depleted sensors are being processed.
20 Oct 2023	VIAMED Sales And Marketing	Completing Office Job List	System Generated *** AUDIT *** Ensure the Task is being Completed Task To be Completed Need to check the Office Jobs List Remind other members of the office to review the office jobs list
20 Oct	VIAMED Sales And Marketing	PDFing Of Invoices Vandagraph	System Generated Task To be Completed

2023	VIAMED Sales And Marketing		
21 Oct 2023	VIAMED Sales And Marketing	Link Call Log Contacts To The CRM	System Generated AUDIT Ensure the Task is being Completed
23 Oct 2023	VIAMED Sales And Marketing	Shred Sensitive Paperwork warehouse	System Generated *** AUDIT *** Ensure the Task is being Completed Ensure the contents of all the sensitive paper waste bins are being shredded, or boxed for secure shredding
23 Oct 2023	VST Stock Meeting VST Stock Meeting	Production of JJCCR Cables	System Generated Check stock of JJCCR cable and produce new stock if needed. Aim to keep at least 800 in stock
24 Oct 2023	VIAMED Sales And Marketing	Office Sales Projects	System Generated *** AUDIT *** Ensure the Task is being Completed To be discussed at management meeting Ensure office job list is being completed
24 Oct 2023	VIAMED Stock Meeting VIAMED Stock Meeting	Check Returns Suppliers	System Generated *** AUDIT *** Ensure the Task is being Completed Check all tasks have been completed within the last 3 weeks, list any tasks older than 3 weeks
24 Oct 2023	VIAMED Management Meeting VIAMED Management Meeting	Checking Proformas And Quotes Vandagraph To The Bank	System Generated Task To be Completed Check Proformas And Quotes for Vandagraph To The Bank. To see if any have paid Bank Statement customers orders list Xero accounts package Audit only System Generated
25 Oct 2023	VIAMED Stock Meeting VIAMED Stock Meeting	Non Conformance Issues Any New QC21 Forms	To review any new QC 21 Forms Intrastats Issues header System Generated Task To be Completed To check the Scheduled Tasks and Audits is working as Intended.To also Check the Out of Date documents is working as Intended. Rolling Task ID.Out of Date Documents.
25 Oct 2023	VIAMED Management Meeting VIAMED Management Meeting	Software Validation Scheduled Tasks And Audits	Just need to check the Task History from the link in this Issue check things are working as intended. Search The Document index for Software Validation Scheduled Tasks And Audits. should have an in date expiry date set System Generated Task To be Completed
25 Oct 2023	VIAMED Stock Meeting VIAMED Stock Meeting	Back Orders Review - By Customer	Check the issues is being completed.
25 Oct 2023		B2B Router / Peppol Responsibility	Speak to goods out to check they are satisfied with the back orders. Note any issues. System Generated *** AUDIT *** Enure the Task is being Completed Check this has been carried out System Generated
26 Oct 2023	VIAMED Stock Meeting VIAMED Stock Meeting	Return Goods to Suppliers	Check Supplier returns, see if any new returns require a RMA requesting. Return all outstanding returns to Suppliers.
26 Oct 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Check the Service visit logs	System Generated *** AUDIT *** Ensure the Task is being Completed As per Audit 24 Service Logs Note this is an Audit you do not have to perform the process just check its being done
27 Oct 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Collect Repair Filing From Warehouse	System Generated *** AUDIT *** Enure the Task is being Completed
30 Oct 2023	VIAMED Stock Meeting VIAMED Stock Meeting	Management Meeting warehouse	System Generated *** AUDIT *** Ensure the Task is being Completed Check meetings are being held
01 Nov 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Checking Of Active List	System Generated Task To be Completed Check the Active Back orders ensure no orders get missed
01 Nov 2023	Audits Calander Audits Calander	Audit 20 Process Verification To Managment Viamed	System Generated Audit 20 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
01 Nov 2023	VST Audits Calander VST Audits Calander	Audit 20 Process Verification To Managment VST	System Generated Audit 20 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its

still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18

01 Nov 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Maintaining Leaflet Stocks	System Generated *** AUDIT *** Ensure the Task is being Completed Ensure there is adequate stock of leaflets
01 Nov 2023	VIAMED Management Meeting VIAMED Management Meeting	Review External Parties Influencing The QMS VST / Viamed	System Generated Audit To be Completed Check the Task to Review the External Parties Influencing The QMS VST / ViamedChecked the Scopes and Risks,Review the Underlining Processes and Tasks Intrastats LinkDocument index File Groups - > External Parties Influencing The QMS VST / Viamed has been completed
01 Nov 2023	VIAMED Management Meeting VIAMED Management Meeting	QA Failures Report	System Generated System Generated Task To be Completed Stock->Quality Control->QA Fails
01 Nov 2023	VIAMED Management Meeting VIAMED Management Meeting	Review Product Failures New Codes	System Generated *** AUDIT *** Enure the Task is being Completed
01 Nov 2023	VIAMED Stock Meeting VIAMED Stock Meeting	Ship Repairs	System Generated *** AUDIT *** Ensure the Task is being Completed.
01 Nov 2023	VIAMED Management Meeting VIAMED Management Meeting	Software Validation In Production List	System Generated *** AUDIT *** Enure the Task is being Completed
01 Nov 2023	VIAMED Management Meeting VIAMED Management Meeting	Customer Complaints	System Generated *** AUDIT *** Ensure the Task is being Completed
01 Nov 2023	VIAMED Management Meeting VIAMED Management Meeting	Software Validation Document Control	System Generated *** AUDIT *** Enure the Task is being Completed
01 Nov 2023	VIAMED Management Meeting VIAMED Management Meeting	Review Process Updates For Risk To Systems	System Generated Audit To be Completed To Review monthly any changes to running processes for risks to ISO systems.
01 Nov 2023	VIAMED Management Meeting VIAMED Management Meeting	Sync External Telephone Logs	System Generated Task To be Completed To Export Telephone logs from the phone system to intrastats
02 Nov 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Ensure SORs Are Followed Up	System Generated *** AUDIT *** Ensure the Task is being Completed
02 Nov 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Sweep Kitchen Floor	System Generated *** AUDIT *** Ensure the Task is being Completed Sweeping should be completed after lunch on Friday
02 Nov 2023	General Maintenance Requirements General Maintenance Requirements	R D Room - Tidy, Empty Bins, Remove Cups. Caution Around Oxygen Supply	System Generated Task To be Completed
02 Nov 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Verification Contact Details	System Generated Task To be Completed To confirm contact details are being entered into the system correctly.Between our Invoice, Customer Paperwork and the existing CRM System Generated System Generated
04 Nov 2023	VIAMED Stock Meeting VIAMED Stock Meeting	Goods Out Review	audit and snap shot - this is an audit of a part of goods out, please make a list of the parcels that are sat waiting on a customer response, if there isnt any please state this.
04 Nov 2023	VIAMED Management Meeting VIAMED Management Meeting	Weather Station	System Generated AUDIT Ensure the Task is being Completed Check weather station is running
04 Nov	VIAMED Sales And Marketing	Tenders Review	System Generated Task To be Completed

2023	VIAMED Sales And Marketing		
04 Nov 2023	VIAMED Sales And Marketing	Filling Credit Card Slips	System Generated Task To be Completed
06 Nov 2023	VIAMED Sales And Marketing		Check the issues for problems that need to be addressed with staff
07 Nov 2023	VIAMED Sales And Marketing	Check cardea and Multiquote	System Generated Audit. Ensure Cardea and Multiquote are being checked for orders and quote requests
08 Nov 2023	VIAMED Sales And Marketing	Cleaning Of Office	System Generated AUDIT Ensure the Task is being Completed
08 Nov 2023	General Maintenance Requirements	Vacuuming of the Office, Hall and meeting room	System Generated Note this is an Audit you just need to ensure its being done correctly. Ensure the Office has Vacuuming of the Office, Hall and meeting room The Kitchen is Getting Cleaned and the bins in the office, general waste and recycling are getting done. Ensure the Gents is being cleaned in the warehouse
08 Nov 2023	VIAMED Management Meeting	Accounts Review - Debtors	System Generated *** AUDIT *** Ensure the Task is being Completed
08 Nov 2023	VIAMED Stock Meeting	Production Requirements	System Generated Task To be Completed Review the task issues to ensure the task is being completed.
08 Nov 2023	VIAMED Stock Meeting	Review Of Credits Received From Suppliers	System Generated Task To be Completed To Review and tidy up any outstanding RMAs that have been resolved by Supplier credit notes Credits received, and Intrastats Supplier returns screen
09 Nov 2023	VIAMED Management Meeting	Vandagraph Pay Pay Retrieve Funds	System Generated *** AUDIT *** Ensure the Task is being Completed Confirm Pay Pal Funds are being retrieved
10 Nov 2023	VIAMED Management Meeting	Xero Review Sales Contacts	System Generated Task To be Completed Check this job has been done and check a few accounts in Xero for VAT numbers and correct TAX status
11 Nov 2023	VIAMED Stock Meeting	Orders And Items Shipped Per Month	System Generated *** AUDIT *** Ensure the Task is being Completed Number of orders and items shipped by each shipper. Check task history to ensure the task is being completed
12 Nov 2023	VIAMED Stock Meeting	Check Order Are Being Picked In Priority Order	System Generated *** AUDIT *** Ensure the Task is being Do a check on Todays Active List, at 11 AM or there abouts List any picked out of Order
13 Nov 2023	VIAMED Stock Meeting	Current Repairs	System Generated Task To be Completed The repairs that are currently in the building. Confirm the Stage and Location of repairs Repairs coming in and information from customers and suppliers. Inputting it in to intrastats.
14 Nov 2023	Audits Calander	Audit 14 Complaints And Corrective Actions Viamed	System Generated BSI Audits Calendar BSI Audit Customer Complaints Audit 14 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Confirmation of Resolution If its a major / critical non conformance complete form QC 18
14 Nov 2023	VST Audits Calander	Audit 14 Complaints And Corrective Actions VST	System Generated Audit 14 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Confirmation of Resolution If its a major / critical non conformance complete form QC 18
15 Nov 2023	VIAMED Stock Meeting	Review Franking Label Errors	System Generated *** AUDIT *** Enure the Task is being Completed details below Too much postage and errors resulting in unusable slips If you have paid too much postage: Dont post the items. Remove the contents and start again with a new envelope. Send any unused franked envelope (the whole envelope). The total claim must be for at least £10.00. All the impressions must be clear and readable and made within six months of the date. Royal Mail Franking Stone Hill Road Farnworth BOLTON BL4 9XX You will get a cheque refund for the value of the unused impressions minus a 15% administration fee.
15 Nov 2023	VIAMED Sales And Marketing	Verification Contact Details Accounts	System Generated Task To be Completed Verifying the contact details on invoices match between internal system and the external accounts package
15 Nov 2023	VIAMED Stock Meeting	Verification Repairs Paperwork Completed	System Generated Task To be Completed Verification Completed Repairs Paperwork
15 Nov 2023	VIAMED Stock Meeting	Verification Repairs Older Repairs	System Generated Task To be Completed Verification Repairs Older Repairs

15 Nov 2023	VIAMED Stock Meeting	Verification Repair Qa Reports	System Generated Task To be Completed Verification Repair Qa Reports
15 Nov 2023	VIAMED Stock Meeting	Verification Repair Qa Reports	System Generated Task To be Completed Verification Repair Qa Reports
16 Nov 2023	VIAMED Sales And Marketing	SRS Folder	System Generated *** AUDIT *** Enure the Task is being Completed Go through SRS folder and chase quotes/proformas where necessary
16 Nov 2023	VIAMED Sales And Marketing	Verification Invoice Details Accounts	System Generated Task To be Completed Verification of Invoice details between internal systems and external accounts
16 Nov 2023	VIAMED Stock Meeting	Verification Visual Check Repair Shelf	System Generated Task To be Completed Verification Visual Check Repair Shelf
18 Nov 2023	VIAMED Sales And Marketing	Contract Pricing Review	System Generated Task To be Completed To check Contract prices are still valid and within date Report Screens
18 Nov 2023	Audits Calander	Distributor Agreements	System Generated Note this is an Audit - simply need to ensure its being carried out Sales -> Distributor Agreements -> Check Sales Against Agreements, List should be up to date / empty.
18 Nov 2023	VIAMED Management Meeting	Verification Calibrated Equipment	System Generated Task To be Completed Verify Equipment used is logged and uptodate in the ISO calibration Index
20 Nov 2023	VIAMED Sales And Marketing	Providing Ebay Feedback	System Generated Task To be Completed Audit Check all feedback done on Ebay
20 Nov 2023	VIAMED Stock Meeting	Review The Tom Thumb Grease Date	System Generated Task To be Completed To check the date of the grease used in the production and servicing of the Tom Thumb. To see if it needs to be removed. Look at date purchased then add 4 years to the date. Dispose of this when it goes beyond this date.
22 Nov 2023	VIAMED Management Meeting	Intrastats Cross Reference Database Tables Updates	System Generated Audit To be Completed Please check the online website for any new additions you have added before today. Check its got the latest data. If not forward Issue to Derek
23 Nov 2023	VIAMED Stock Meeting	Verification Warranty Repairs Customer Approval	System Generated Audit check Task To be Completed Verification Warranty Repairs Customer Approval
25 Nov 2023	VIAMED Stock Meeting	Accounts on Stop	System Generated Note this is an audit - just need to ensure its being done. Check the debtors list for accounts on stop and confirm they should still be on stop
25 Nov 2023	VIAMED Stock Meeting	Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST	System Generated Task To be Completed To check the use by date or manufacturers life span, of any Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST. To see if it needs to be disposed of. Dispose of and where needed re order new, when it goes beyond this date. Sealant, Glues, Greases, Sprays, Gases And Tapesupplierdata sheetpurchase order
28 Nov 2023	VIAMED Stock Meeting	Generate RMA Box, Link Items And Add Faults	System Generated Task To be Completed To arrange Supplier Returns Generate RMA box, link items and add faults Failed Goods shelf
28 Nov 2023	VIAMED Stock Meeting	Stock Items with Temporary Notices	System Generated Please check the Temporary Notice List Intrastats -> Stock -> Temporary Notes, Confirm / remove Notes.
29 Nov 2023	VIAMED Management Meeting	Opera end of month Close downs Sales Purchasing and nominal	System Generated *** AUDIT *** Ensure the Task is being Completed
01 Dec 2023	VIAMED Sales And Marketing	Sales Projects Send To Sales Team	System Generated Audit check the Task history is upto date
01 Dec 2023	Audits Calander	Audit 17 Internal Audits Viamed	System Generated BSI Audits Calendar BSI Audit Internal Audits Audit 17 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18

01 Dec 2023	VIAMED Board ISO Review Directors Meeting VIAMED Board ISO Review Directors Meeting	Audit 21 Audit Of Audit Viamed	System Generated Audit 21 Review the Audit Calendar Screen ISO -> Audit Calendar Complete Audit 21 Confirm if Audit calendar needs changing. BEFORE starting Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution if its a major / critical non conformance complete form QC 18 Review Last years Audit see if its still suitable Before Proceeding you need to update the Processes attached to the Audit Search the Document in the Index, View the Admin Page Copy and Paste the Attached Processes, replacing them in the current audit Any non Conformances from the Audit: Create a follow up / related Issue, With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
01 Dec 2023	VST Audits Calander VST Audits Calander	Audit 17 Internal Audits VST	System Generated Audit 17 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
01 Dec 2023	VST Audits Calander VST Audits Calander	Audit 21 Audit Of Audit VST	System Generated Audit 21 due Review the Audit Calendar Screen ISO -> Audit Calendar Complete Audit 21 Confirm if Audit calendar needs changing. BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
01 Dec 2023	VIAMED Management Meeting VIAMED Management Meeting	Off Site Backup	System Generated AUDIT Ensure the Task is being Completed
01 Dec 2023	VIAMED Management Meeting VIAMED Management Meeting	Viamed End Of Month Shutdown	System Generated *** AUDIT *** Ensure the Task is being Completed
01 Dec 2023	VIAMED Management Meeting VIAMED Management Meeting	Staff Training	System Generated *** AUDIT *** Enure the Task is being Completed
01 Dec 2023	VIAMED Management Meeting VIAMED Management Meeting	Send Debtors Overview To Derek	System Generated Task To be Completed send a report to Derek of what is happening with the debtors from the last month, include problems and payments due. Can add to issue and redirect debtors report and bank statement
02 Dec 2023	VIAMED Sales And Marketing VIAMED Sales And Marketing	Answering Telephones	System Generated *** AUDIT *** Ensure the Task is being Completed Check the Telephone log is being updated, Check there are no outstanding Calls waiting on users that are Too long overdue
02 Dec 2023	VIAMED Stock Meeting VIAMED Stock Meeting	VST Supplier QA Results	System Generated Audit To be Completed Check email for VST qa and check have been uploaded
02 Dec 2023	VIAMED Management Meeting VIAMED Management Meeting	Check Creditors	System Generated Task To be Completed Ensure suppliers are paid within terms
03 Dec 2023	VIAMED Stock Meeting VIAMED Stock Meeting	Supplier Review - Outstanding orders	System Generated Task To be Completed Orders that have not been supplied in the time scale provided. correspondences from the supplier. Information from shippers.
03 Dec 2023	VIAMED Management Meeting VIAMED Management Meeting	Software Validation Non Sell Able Shelf	System Generated *** AUDIT *** Ensure the Task is being Completed
03 Dec 2023	VIAMED Management Meeting VIAMED Management Meeting	Software Validation Unchecked Orders	System Generated Audit of process: To check order picking cannot pick against an unchecked order Active List,Request to pick from a new unchecked order
04 Dec 2023	VIAMED Stock Meeting VIAMED Stock Meeting	Price Check	*** AUDIT *** Ensure the Task is being Completed Check Stock Price Check Page: Intrastats: Stock - stock analysis - Price Check

Correct Special Price Lists of any Items showing.

04 Dec 2023	VIAMED Management Meeting	Review Processes Linked To VOPs And Audits	System Generated ** Audit Review ** Ensure the task is being done and check no blanks in the system Task To be Completed Ensure All Sub Processes are linked to a VOP and an Audit. Intrastats Processes To Audits and VOPs Screen System Generated
07 Dec 2023	VIAMED Calibration	Check the Calibration Index	Check the Calibration Index *** AUDIT *** Ensure the Task is being Completed Has any equipemnt failed external Calibration, Was potential recall assessed
10 Dec 2023	VIAMED Sales And Marketing	Reports filed monthly	System Generated PUTTING ISSUES ON HOLD, while new sales reporting page is made the primary report and a living page. System Generated *** AUDIT *** Ensure the Task is being Completed
11 Dec 2023	VIAMED Stock Meeting	Check Sale or Returns	List any outstanding tasks over a month old Chase up with Sales Rep any SOR which appears to be overdue
11 Dec 2023	VIAMED Sales And Marketing	Envitec Oxygen Sensor Parts Stock Check	System Generated AUDIT To be Completed Envitec oxygen sensor parts stock checkCheck to see whether in the past 6 weeks Envitec (Honeywell) have ordered any parts to used in the production of 8010004 R17JJ-CCR oxygen sensors.
15 Dec 2023	VIAMED Management Meeting	Check For Viking Invoices	System Generated Task To be Completed Has task been completed System Generated *** AUDIT / Review *** Enure the Task is being Completed
19 Dec 2023	VIAMED Sales And Marketing	Pro-Active Marketing	New Rolling Task to produce a report (maybe same as johns) Subject to be Covered Proactive Marketing Previous 3 months Proactive Market Plan/Strategy for Next 3 Months Schedule
21 Dec 2023	VIAMED Management Meeting	Purchase Payments	System Generated Audit To be Completed Pay suppliers within terms Supplier invoices Check task is being done
22 Dec 2023	VIAMED Sales And Marketing	Vandagraph Check Shopify Order Delivery Notifications	System Generated Task To be Completed Vandagraph Check Shopify Order Delivery Notifications are sent and updated on the list. Shopify orders list Intrastats Audit only
23 Dec 2023	VIAMED Management Meeting	Guest Access Wifi	System Generated AUDIT Ensure the Task is being Completed Check the Guest Wifi is Operational System Generated *** AUDIT *** Ensure the Task is being Completed
24 Dec 2023	VIAMED Stock Meeting	Check Repairs Read For Invoice	 Check no long time repairs stuck on repairs ready for invoice list
25 Dec 2023	VIAMED Sales And Marketing	VST Price Review	System Generated *** AUDIT *** Ensure the Task HAS being Completed VST Price Review Include VST Opera, L Drive Price lists and any Printed Price lists
25 Dec 2023	VIAMED Stock Meeting	Goods In Processes	System Generated Task To be Completed To Receive Goods from Suppliers Stock Arriving Purchase Orders. Supplier Paper Work. Check Goods in for stock in longer than a week if staff on holiday. otherwise 2 Days
26 Dec 2023	VIAMED Sales And Marketing	Product Cross References	System Generated *** AUDIT *** Enure the Task is being Completed Research Competitors online see if our Cross Reference Guides need additions
01 Jan 2024	VIAMED Management Meeting	Check Website ISO Documents	System Generated AUDIT Ensure the Task is being Completed

	Management Meeting		
01 Jan 2024	Audits Calander Audits Calander	Audit 03 Design Control Viamed	Audit 03 Design Control Review Last years Audit see if its still suitable Before Proceeding you need to update the Processes attached to the Audit Search the Document in the Index, View the Admin Page Copy and Paste the Attached Processes, replacing them in the current audit Any non Conformances from the Audit: Create a follow up / related Issue, With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution if its a major / critical non conformance complete form QC 18 System Generated BEFORE starting Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
01 Jan 2024	Audits Calander Audits Calander	Audit 01 Picking Packing Viamed	System Generated Audit 03 NOTE DESIGN REMOVED FROM VST, AUDIT NOT REQUIRED. LEFT IN FOR FUTURE USE Review Last years Audit see if its still suitable Before Proceeding you need to update the Processes attached to the Audit Search the Document in the Index, View the Admin Page Copy and Paste the Attached Processes, replacing them in the current audit Any non Conformances from the Audit: Create a follow up / related Issue, With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution if its a major / critical non conformance complete form QC 18 System Generated Audit 01 due BEFORE starting Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
01 Jan 2024	VST Audits Calander VST Audits Calander	Audit 03 Design Control VST	System Generated Task To be Completed Perform HSE Risk Assessment, Reissue Message of the Day with regard to Employees being aware of HSE documentation / policy and Location of Fire Exits and First Aid Kits. 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. HSE Site Review in intrastats Issue System Local Community Risk Register Check the health and safety signage
01 Jan 2024	VIAMED Management Meeting VIAMED Management Meeting	Health And Safety Review	System Generated *** AUDIT *** Ensure the Task is being Completed Tell Katie you need your report!
01 Jan 2024	VIAMED Sales And Marketing VIAMED Sales And Marketing	Shipped Order Success Report	System Generated *** AUDIT *** Enure the Task is being Completed
01 Jan 2024	VIAMED Stock Meeting VIAMED Stock Meeting	Production In Production List	System Generated *** AUDIT *** Enure the Task is being Completed
01 Jan 2024	VIAMED Management Meeting VIAMED Management Meeting	Server Review	System Generated AUDIT To be Completed Check the Server space and Size of important files Access to raw servers Via SSH
03 Jan 2024	VIAMED Management Meeting VIAMED Management Meeting	Review Roles And Responsibilities	System Generated Task To be Completed Ensure All tasks allocated to active Members of staff, Review Roles And Responsibilities Screens Simply check the task is being completed and there is not a big back log of over due tasks
03 Jan 2024	VIAMED Stock Meeting VIAMED Stock Meeting	Production Statistics	System Generated *** AUDIT *** Enure the Task is being Completed
03 Jan 2024	VIAMED Stock Meeting VIAMED Stock Meeting	Production Start Job List	System Generated *** AUDIT *** Enure the Task is being Completed
03 Jan 2024	VIAMED Sales And Marketing VIAMED Sales And Marketing	Research Activities	System Generated *** AUDIT *** Enure the Task is being Completed Take Next Product in Line - (List to be created), Review our activities, research if there are other possible ways to market the product range, Include in the research if possible, prices of competitor products.
03 Jan 2024	VIAMED Board ISO Review Directors Meeting VIAMED Board ISO Review Directors Meeting	Financial Review	System Generated Check ISO Management Reviews Viamed Process Reviews History System Generated AUDIT ONLY CHECK task completion
06 Jan 2024	VIAMED Sales And Marketing VIAMED Sales And Marketing	8010004 - JJ-CCR Oxygen Sensor Orders	There should be at least two sets of orders on the system. Sales orders from JJ-CCR for this current month and next month, as well as the corresponding production orders. If there are just two orders, send a VST email to Jan Petersen (jp@jj-ccr.com) at JJ-CCR asking if he wishes to place any additional orders for subsequent months. We should be aiming for at least 2 to 4 scheduled orders on the system at any one time. JJCCR contact screen
07 Jan 2024	VIAMED Sales And Marketing VIAMED Sales And Marketing	Ensure All Invoice Correctly Tagged	System Generated *** AUDIT *** Ensure the Task is being Completed Intrastats -> Sales -> OEM Sales Check the Invoices are being Tagged Correctly

07 Jan 2024	VIAMED Management Meeting	Chase The Debtors VST	System Generated *** AUDIT *** Ensure the Task is being Completed Review Last reminder dates. Not all accounts will have had reminders. Check the tasks are being signed off
09 Jan 2024	VIAMED Management Meeting	Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed	System Generated Task To be Completed Check issues being competed. This is an audit of the task
30 Jan 2024	VIAMED Management Meeting	New UPS Rates Needs Checking	System Generated Task To be Completed To get the next years UPS zone and areas and PricingImport into intrastats,No formal procedure as UPS keep changing style and layout,can be done manually UPS Spreadsheets
31 Jan 2024	VIAMED Sales And Marketing	Proforma And Quote Chasing Ryan	System Generated Task To be Completed Audit this task Chase outstanding Quotes and Proformas put on by Ryan or that he is responsible for. Quotes and proformas in intrastats put on by Ryan or that he is responsible for.
31 Jan 2024	VIAMED Sales And Marketing	Proforma And Quote Chasing UK	System Generated System Generated Task To be Completed Audit this task. Chase outstanding Quotes and Proformas put on by Steve H or that he is responsible for. Quotes and proformas in intrastats put on by Steve or that he is responsible for.
01 Feb 2024	VIAMED Stock Meeting	Software Validation Scan Un-QA Product To Order	System Generated *** AUDIT *** Enure the Task is being Completed
01 Feb 2024	VIAMED Stock Meeting	Empty Warehouse Depleted Sensor Bin	System Generated AUDIT Empty Warehouse depleted sensor bin into Bin in cage and record weights Weights Database in Intrastats, Returns Menu, Tradeins / Non Repair Returns : Sensor Returns Container Weights
01 Feb 2024	VIAMED Sales And Marketing	EAN GTIN Online Database	System Generated Task To be Completed To update the online GTIN / EAN13 databases of stock descriptionsfor peppol use intrastats
01 Feb 2024	VIAMED Management Meeting	Viamed Shopify Sales Report Export	System Generated Task To be Completed Audit to check task is being completed
02 Feb 2024	VIAMED Stock Meeting	Scan Incorrect Product	System Generated *** AUDIT *** Ensure the Task is being Completed
02 Feb 2024	VIAMED Management Meeting	Region Checker	System Generated *** AUDIT *** Enure the Task is being Completed
02 Feb 2024	VIAMED Management Meeting	Update Pricing For Viamed Shopify	System Generated Task To be Completed Check this task has been carried out
04 Feb 2024	Non Conformance Issues Non Conformance Issues	Non conformance review history Viamed	System Generated Check the below review is being carried out Check the history of the last Non conformance review, check actions are being carried out, and non conformances are not reoccurring
08 Feb 2024	VIAMED Board ISO Review Directors Meeting	Audit 27 Software Validation	System Generated Task To be Completed Audit 27 Software Validation To confirm the Prime functions of the Software used is verified. The Audit itself, Intrastats, physical process being carried out. Complete Audit 27 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
09 Feb 2024	VIAMED Management Meeting	Supplier Review	System Generated *** AUDIT *** Ensure the Task is being Completed
09 Feb 2024	VIAMED Management Meeting	Software Validation Attempt To QA Some Stock	System Generated Task To be Completed Test the QA System that Staff not trained for QA are unable to QA a Product. A Stock Item Barcode,QA Product Screen
14 Feb 2024	VIAMED Stock Meeting	Decontamination Of Incoming Products And Repairs	System Generated Task To be Completed Check issue is being carried out and check no issues
17 Feb 2024	VIAMED Management Meeting	Exchange Rate In To Intrastats	System Generated Task To be Completed Check task is being completed

20 Feb 2024	VIAMED Management Meeting	Shred CC Slips	System Generated Task To be Completed To destroy old Credit Card Slip Draw
21 Feb 2024	VIAMED Management Meeting	Check Xero Bank For The Year To The Barclays Bank Account	System Generated Task To be Completed Check the task has been done
22 Feb 2024	BS EN ISO 13485:2016 BS EN ISO 13485:2016	Check for Duplicate Documents	System Generated ISO - Document Index Admin - Find Duplicate Files, Note this is an Audit, you do not need to perform the task. Simply check the list, any duplicates at least one of the documents highlighted should be no more than 2 months old. 2 sections to check, 1st section is Identical Files, Click each set of numbers, confirm via thumbnail they are the same file. Tick the selection boxes Click merge documents See the suggest new name for the merged file rename to take out duplicate description words. Click Submit Merge Repeat for all duplicates until they are gone. stage2. Duplicate file names. Wise to search each description in the document index and rename individually. or in the case of documents with the same name but different contents click the auto rename, Repeat until all duplicates have been sorted out
27 Feb 2024	VIAMED Management Meeting	HMRC Intrastats Data	System Generated *** AUDIT *** Ensure the Task is being Completed
29 Feb 2024	VIAMED Sales And Marketing	Purchase Order Invoice Review	System Generated Task To be Completed Confirm the Price on our purchase order matches the price charged by the supplier Audit check task being carried out
01 Mar 2024	VIAMED Management Meeting	Review Contact Documentation	System Generated Task To be Completed Review contact related external documents confirm current versions Working List
01 Mar 2024	VIAMED Management Meeting	Viamed Properties Loan	System Generated *** AUDIT *** Ensure the Task is being Completed
01 Mar 2024	VIAMED Management Meeting	Software Validation Test Email System	System Generated Task To be Completed Ensure Email system working as intended Gmail
02 Mar 2024	VIAMED Management Meeting	Software Validation Stock Tracking Check	System Generated Task To be Completed To confirm Software Validation Stock Tracking Check, is functioning as expected Intrastats screen bring up a random stock location and expected parts.
02 Mar 2024	VIAMED Stock Meeting	Verification Warehouse Hand Sanitiser	System Generated Audit To be Completed Check sufficient Hand gel and gloves available for use in goods in. System Generated Check for Out of Date documents This is an audit, you do not need to perform the Task: Simply ensure all out of date documents have an Issue attached to get them updated. If the Issue is more than 2 Months out of date read the issue - if appropriate generate a non conformance Issue ISO - Document index admin Scroll down and check if any documents have gone out of date, Either update the document or create an Issue to the relevant person from the document admin / details screen. Remember if you update a document reset the expiry date
03 Mar 2024	Audits Calander	Documentation out of date	
03 Mar 2024	VIAMED Management Meeting	Withdraw Funds From Paypal	System Generated *** AUDIT *** Ensure the Task is being Completed
03 Mar 2024	VIAMED Stock Meeting	Software Validation Expired Stock	System Generated *** AUDIT *** Enure the Task is being Completed
03 Mar 2024	General Maintenance Requirements	Building Risk Assesments	System Generated Task To be Completed To review the physical buildings health and saftey, and fire risk assessments.

04 Mar 2024	VIAMED Management Meeting VIAMED Management Meeting	Training Records updated	System Generated *** AUDIT *** Ensure the Task is being Completed Check all Personnel training records are being signed off.
09 Mar 2024	Audits Calander Audits Calander	Audit 09 Goods Inward And Product Identity Viamed	System Generated Audit 09 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
09 Mar 2024	VST Audits Calander VST Audits Calander	Audit 09 Goods Inward And Product Identity VST	System Generated Audit 09 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
09 Mar 2024	VIAMED Stock Meeting VIAMED Stock Meeting	Verification Stock Items And Locations	System Generated Task To be Completed Randomly test/list 5 stock Items from finished shelves. to verify their loction in intrastats,Check for Barcode label.check serial number or batchnumber where applicable to the barcode.confirm packaged suitably.
12 Mar 2024	VIAMED Sales And Marketing VIAMED Sales And Marketing	Proofs of Delivery	System Generated Task To be Completed To download or pdf the proof of deliveries Intrastats Screen and external tracking websites
14 Mar 2024	VIAMED Management Meeting VIAMED Management Meeting	Bank Details Entered	System Generated *** AUDIT *** Ensure the Task is being Completed
15 Mar 2024	Production Production	ESD Workstations	System Generated *** AUDIT *** Ensure the Task is being Completed
20 Mar 2024	VIAMED Management Meeting VIAMED Management Meeting	Fire Alarm PIR Checking	System Generated *** AUDIT *** Enure the Task is being Completed
21 Mar 2024	VIAMED Management Meeting VIAMED Management Meeting	Fire Alarm Evacuation Drill	System Generated Task To be Completed To test the evacuation of the buildings in case of fire Fire Alarm
22 Mar 2024	Audits Calander Audits Calander	Audit 12 CE Files Viamed	System Generated BSI Audits Calendar BSI Audit CE Files Audit 12 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
22 Mar 2024	VST Audits Calander VST Audits Calander	Audit 12 CE Files VST	System Generated Audit 12 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
28 Mar 2024	VIAMED Sales And Marketing VIAMED Sales And Marketing	VST Customer Agreements	System Generated Task To be Completed To check the Current Customer Agreements are still Valid Customer Agreement Documents
01 Apr 2024	VIAMED Stock Meeting VIAMED Stock Meeting	Do We Have Service Manual / QA For All Our Stock Coming In.	System Generated Task To be Completed To make sure we have a QA procedure or service manual in place for all our stock coming through Viamed and VST. Some may just say check packaging and barcode and other may need to go further in depth. With testing procedures. Those who do not require testing should state this in the procedure. Stock intrastats
01 Apr 2024	VIAMED Stock Meeting VIAMED Stock Meeting	Verification Production Paperwork	System Generated Task To be Completed Verify all production jobs have correct paperwork in the ducket with the production job
01 Apr 2024	VIAMED Stock Meeting VIAMED Stock Meeting	Verification Todays Goods In	System Generated Task To be Completed Verification goods in products correctly identified
04 Apr 2024	VIAMED Sales And Marketing VIAMED Sales And Marketing	VST Feedback	System Generated Task To be Completed Enter Feedback from VST customer or Suppliers in the the Feedback headersBoth Positive and Negative feedback to be logged
09 Apr 2024	VIAMED Sales And Marketing	Franking Mail	System Generated Ensure any mail in the post-out duckets in the warehouse have been franked and placed in the correct bags by 15:30

	VIAMED Sales And Marketing		
09 Apr 2024	VIAMED Stock Meeting	Check Repair orders against the customer paperwork	System Generated Task To be Completed Check the orders against the customer paperwork, that we have generated, for the repair we have received in. The repair orders from opera and the customer paperwork. Engineers notes.
12 Apr 2024	VIAMED Management Meeting	Review Flow Of Data	System Generated Task To be Completed Flow of GDPR Data through the companys Review of Data
13 Apr 2024	VIAMED Stock Meeting	Verification Of Ebay Stock	System Generated Task To be Completed Verify Ebay stock is scanned to the correct shelf.
15 Apr 2024	Audits Calander	Audit 07 Handling And Storage Viamed	System Generated Audit 07 handling and stock control BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
15 Apr 2024	VST Audits Calander VST Audits Calander	Audit 07 Handling And Storage VST	System Generated Audit 07 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
17 Apr 2024	VIAMED Management Meeting	Emergency Lighting And Fire Extinguishers	System Generated *** AUDIT *** Enure the Task is being Completed
20 Apr 2024	VIAMED Management Meeting	VAT Return Viamed Properties	System Generated Task To be Completed AUDIT Ensure the Task is being Completed
22 Apr 2024	VIAMED Management Meeting	Issues For Accountant	System Generated *** AUDIT *** Ensure the Task is being Completed
26 Apr 2024	VIAMED Management Meeting	Check We Do Not Require A EU European Representatives	System Generated Task To be Completed
30 Apr 2024	Audits Calander	Audit 22 Post Market Surveillance Viamed	System Generated Audit 22 BSI Audits Calendar BSI Audit Post Marketing Surveillance BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
30 Apr 2024	VST Audits Calander VST Audits Calander	Audit 22 Post Market Surveillance VST	System Generated Audit 22 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
01 May 2024	Audits Calander	Audit 15 Production Viamed	System Generated Audit 15 Production BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
01 May 2024	VST Audits Calander VST Audits Calander	Audit 15 Production VST	System Generated Audit 15 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18
01 May 2024	VIAMED Management Meeting	Check Debtors Report	System Generated Task To be Completed Rolling issue to check debtors report - All Outstanding References With Balances

08 May 2024	Management Meeting VIAMED Sales And Marketing VIAMED Sales And Marketing	Discontinue/Supersede Stock	System Generated Task To be Completed Check task has been completed System Generated Task To be Completed
10 May 2024	VIAMED Stock Meeting VIAMED Stock Meeting	Verification Of Non Conforming Products	Verify non conformaing parts and products and segregated identified, with a hold label with an issue number, date and initials on them. Check task has been done and no issues arising
14 May 2024	VIAMED Management Meeting VIAMED Management Meeting	Journals for the End of Month accounts	System Generated *** AUDIT *** Ensure the Task is being Completed
19 May 2024	VIAMED Management Meeting VIAMED Management Meeting	Backup Server Status	System Generated AUDIT Ensure the Task is being Completed System Generated Task To be Completed Login to https://vmserver8/login.php Check yesterdays Customer orders are in the system, Opera - Outstanding Customer Orders, https://vmserver.thevault.me.uk/login.php Check yesterdays Customer orders are in the system, Opera - Outstanding Customer Orders,
20 May 2024	Audits Calander Audits Calander	Audit 06 Calibration Viamed	System Generated Please Complete Calibration Audit 6 BEFORE starting Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Confirmation of Resolution If its a major / critical non conformance complete form QC 18
20 May 2024	VST Audits Calander VST Audits Calander	Audit 06 Calibration VST	System Generated Audit 06 BEFORE starting Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Confirmation of Resolution If its a major / critical non conformance complete form QC 18 System Generated *** AUDIT *** Ensure the Task is being Completed
27 May 2024	VIAMED Stock Meeting VIAMED Stock Meeting	Yearly Pricing Review	As we offer Contract Pricing Agreements from 30th June annually, please can you review the pricing before the end of May for the next 12 months. Any products that you are already aware require their price increasing in the next 12 months should be done now as we will be submitting 12-month fixed-price contracts from around the beginning of June to be valid from 1st July to 30th June
01 Jun 2024	VIAMED Stock Meeting VIAMED Stock Meeting	Verification Supplier Delivery Notes	System Generated Task To be Completed AUDIT ONLY Verify the supplier delivery notes to the ordering documents and goods in deliveries is being done correctly System Generated *** AUDIT *** Ensure the Task is being Completed
01 Jun 2024	VIAMED Sales And Marketing VIAMED Sales And Marketing	Adding New Accounts To Opera	Please Check the Last 5 Accounts added to Opera have been entered correctly List the Account numbers
02 Jun 2024	VIAMED Stock Meeting VIAMED Stock Meeting	Verification Warehouse Unidentified Stock	System Generated Task To be Completed Visually check the warehouse for unidentified stock System Generated Task To be Completed
02 Jun 2024	VIAMED Stock Meeting VIAMED Stock Meeting	Verification Of Demo Stock	Confirm location and condition of all Demo and Exhibition Stock. Confirm stock is seperate from regular stock. Confirm stock levels are correct.
04 Jun 2024	VIAMED Management Meeting VIAMED Management Meeting	Management Meeting Turnover Report	System Generated AUDIT Ensure the Task is being Completed Double check Xero turnover compare to Intrastats Turnover screen *Note Xero adds prepayments into turnover, Intrastats does not until the Invoice is generated, so number will never match 100%.
10 Jun 2024	Audits Calander Audits Calander	Audit 10 Documentation Control Viamed	System Generated BSI Audits Calendar BSI Audit Documentation Control Audit 10. BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion

			Immediate Action Plan	Corrective Action Plan	Corrective Action	Confirmation of Resolution	If its a major / critical non conformance complete form QC 18
10 Jun 2024	VST Audits Calander VST Audits Calander	Audit 10 Documentation Control VST	System Generated	Audit 10 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18			
13 Jun 2024	VIAMED Management Meeting	Appraisal	System Generated	Audit To be Completed to review the staff, give feedback and discuss issues staff, reports from supervisors, intrastats date			
14 Jun 2024	VIAMED Management Meeting	Accounts Filing	System Generated	*** AUDIT *** Ensure the Task is being Completed			
16 Jun 2024	VIAMED Management Meeting	Verification Stock Linked To Documents	System Generated	Task To be Completed Verify stock is being linked to documents when required Document Admin, amendment log			
18 Jun 2024	VIAMED Management Meeting	Issues For Accountants	System Generated	*** AUDIT *** Ensure the Task is being Completed			
20 Jun 2024	VIAMED Management Meeting	Credit Cards	System Generated	*** AUDIT *** Ensure the Task is being Completed			
26 Jun 2024	VIAMED Management Meeting	VAT Return	System Generated	*** AUDIT *** Ensure the Task is being Completed			
26 Jun 2024	VANDAGRAPH Management Meeting	VAT Return Vandagraph	System Generated	*** AUDIT *** Ensure the Task is being Completed			
29 Jun 2024	VIAMED Management Meeting	Purchase Invoices	System Generated	*** AUDIT *** Enure the Task is being Completed			
30 Jun 2024	Audits Calander Audits Calander	Audit 08 Training Viamed	System Generated	Audit 08 Training BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18			
30 Jun 2024	VST Audits Calander VST Audits Calander	Audit 08 Training VST	System Generated	Audit 08 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18			
01 Jul 2024	Audits Calander Audits Calander	Audit 11 Repairs And Service Viamed	System Generated	Audit 11 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18			
01 Jul 2024	VST Audits Calander VST Audits Calander	Audit 11 Repairs And Service VST	System Generated	Audit 11 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18			
01 Jul 2024	VIAMED Management Meeting	Check Roles And Tasks For Incomplete Data	System Generated	Task To be Completed			
			Check tasks it upto date				

System Generated

Task To be Completed To ensure we dont have any Over due service requirements to our customers Intrastats Serive Screen

01 Jul 2024 VIAMED Stock Meeting VIAMED OverDue Servicing Stock Meeting

To ensure we dont have any Over due service requirements to our customers Intrastats Serive Screen

Review the service visit screen and check for overdue services

13 Jul 2024 Audits Calander Audits Calander Audit 23 Analysis Of Data Viamed

System Generated Audit 23 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18

13 Jul 2024 VST Audits Calander VST Audits Calander Audit 23 Analysis Of Data VST

System Generated Audit 23 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18

24 Jul 2024 VIAMED Management Meeting VIAMED Management Meeting Cheques To Bank

System Generated *** AUDIT *** Ensure the Task is being Completed

26 Jul 2024 VST Management Meeting VST Management Meeting VAT Return VST

System Generated Task To be Completed *** AUDIT *** Ensure the Task is being Completed

01 Aug 2024 Audits Calander Audits Calander Audit 19 Health And Saftey Viamed

System Generated 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 BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18

01 Aug 2024 VST Audits Calander VST Audits Calander Audit 19 Health And Saftey VST

System Generated Do HSE Audit Audit No 19 Review Last years Audit see if its still suitable BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18

01 Aug 2024 Audits Calander Audits Calander Audit 24 Due Servicing

System Generated Audit 24 Due Servicing BEFORE starting the Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Corrective Action Confirmation of Resolution If its a major / critical non conformance complete form QC 18

01 Aug 2024 VIAMED Management Meeting VIAMED Management Meeting Weee Waste Reporting

System Generated Task To be Completed To report official weee waste Weights we have placed in the Markets Wee Weights reporting screens

01 Aug 2024 VIAMED Management Meeting VIAMED Management Meeting COSHH Datasheet Reminders

System Generated Task To be Completed remind staff to supply any new coshh and or datasheet to technical manager to be added to the system.

02 Aug 2024 VIAMED Management Meeting VIAMED Management Meeting Issues For Accountants

System Generated *** AUDIT *** Ensure the Task is being Completed

15 Aug 2024 VIAMED Management Meeting VIAMED Management Meeting Pay Review

System Generated audit To be Completed

15 Aug 2024 VIAMED Sales And Marketing VIAMED Sales And Marketing Send Intercompany Invoices To Jean

System Generated Task To be Completed Send Inter Company Invoices to Jean

16 Aug 2024 VIAMED Management Meeting VIAMED Management Annual GDPR Review Doc Management

Audit to check task is being carried out

System Generated Task To be Completed To review which employees have Access to sensitive areas of Intrastats review screen

	Management Meeting		
	VIAMED		
29 Aug 2024	Management Meeting VIAMED	Credits Done	System Generated *** AUDIT *** Ensure the Task is being Completed
31 Aug 2024	VIAMED Stock Meeting	Saftey Tester Data	System Generated *** AUDIT *** Enure the Task is being Completed *zip the files and add to saftey tester backupdata in the document index copy any files to the Z Drive - saftey tester backupdata
01 Sep 2024	Audits Calander	Audit 02 Contract Review Viamed	System Generated Audit 02 Review Last years Audit see if its still suitable Before Proceeding you need to update the Processes attached to the Audit Search the Document in the Index, View the Admin Page Copy and Paste the Attached Processes, replacing them in the current audit Any non Conformances from the Audit: Create a follow up / related Issue, With a time for Completion Immediate Action Plan Corrective Action Plan Confirmation of Resolution if its a major / critical non conformance complete form QC 18
01 Sep 2024	Audits Calander	Audit 05 Purchasing Suppliers Viamed	System Generated Audit 05 BEFORE starting Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Confirmation of Resolution If its a major / critical non conformance complete form QC 18
01 Sep 2024	VST Audits Calander VST	Audit 02 Contract Review VST	System Generated Audit 02 Review Last years Audit see if its still suitable Before Proceeding you need to update the Processes attached to the Audit Search the Document in the Index, View the Admin Page Copy and Paste the Attached Processes, replacing them in the current audit Any non Conformances from the Audit: Create a follow up / related Issue, With a time for Completion Immediate Action Plan Corrective Action Plan Confirmation of Resolution if its a major / critical non conformance complete form QC 18
01 Sep 2024	VST Audits Calander VST	Audit 05 Purchasing Suppliers VST	System Generated Audit 05 BEFORE starting Audit you need to update the Processes attached to the Audit. Find the doc in the Document Index Admin Document - Copy and Paste List Processes Per Title replacing them in the current audit. Review Last years Audit see if its still suitable Carry out the Audit, reviewing and commenting on the ISO route map first. If there are any non Conformances from the Audit, create a follow up / related Issue including all of the following - With a time for Completion Immediate Action Plan Corrective Action Plan Confirmation of Resolution If its a major / critical non conformance complete form QC 18
01 Sep 2024	BS EN ISO 13485:2016 BS EN ISO 13485:2016	Audit 16 Sales And Marketing Viamed	System Generated Task To be Completed Audit to include Sales and Marketing Functions
01 Sep 2024	VIAMED Stock Meeting	Check Weeee Waste Pallet And Sensor Bin	System Generated AUDIT: Check Weeee waste pallet and sensor bin, arrange collection if FULL Weeee waste pallet and sensor bin
01 Sep 2024	VIAMED Stock Meeting	Verification Of SRS Information added	System Generated Task To be Completed Check relevant information is being fully entered correctly on SRS system.
01 Sep 2024	Management Meeting VIAMED	Verification Credit Notes	System Generated Task To be Completed Review number credit notes in last 12 monthssee if any should be escalated to a non conformance
12 Sep 2024	Management Meeting VIAMED	Private Information Data	System Generated Task To be Completed remind staff about private information data and that it needs to be looked after and securely. Rolling Task to send Issue
27 Sep 2024	Management Meeting VIAMED	Weights Per Region Needed To Submit EC Sales List	System Generated *** AUDIT *** Ensure the Task is being Completed
28 Sep 2024	Management Meeting VIAMED	Review The Agenda For The Management Review / Board Meeting Prior To The Annual Meeting	System Generated Audit of the task
01 Oct 2024	VIAMED Stock Meeting	Teledyne Stock For Vandagraph	System Generated Task To be Completed Internal Process for Vandagraph to request teledyne stock for ordering via Viamed Issue
08 Mar 2025	Management Meeting VIAMED	Check There Are No Changes To Employment Law	System Generated Task To be Completed Audit to check being done
08 Mar 2025	Management Meeting VIAMED	Check There Are No Changes To Employment Law	System Generated Task To be Completed Audit to check being done
13 Apr 2025	VIAMED Management Meeting VIAMED	To Check On Line And See If There Have Been Any Changes To Gdpr We Need To Be Aware Of.	System Generated Task To be Completed Audit to make sure issue being done

	Management Meeting		To Check on line and see if there have been any changes to gdpr we need to be aware of.
	VIAMED		
04 Sep 2025	Management Meeting VIAMED	Remit Processing	System Generated *** AUDIT *** Enure the Task is being Completed
	Management Meeting		
06 Oct 2025	VIAMED Stock Meeting	Maintain Repair Codes List	System Generated *** AUDIT *** Ensure the Task is being Completed
	VIAMED		
15 Mar 2026	Management Meeting VIAMED	Issues for Accountants	System Generated *** AUDIT *** Ensure the Task is being Completed
	Management Meeting		