



Derek Lamb 92 Issues **12 Unread** 19 ISO Tasks 19.00 °C

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AM Full, SN Full



- Not trained Catrin Hird in [Details 7916](#)
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- [VM3COP02 Organisation Complete Overview](#)
- [Risk Benefits Report](#)
- [Process Effectivness](#)
- [Risk Anaylsis on process updates](#)

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
404	Sophie Lines	Link Call Log Contacts To The CRM	Every 1 Weeks	Office Processes	3	4	29 Jan 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
398	Sophie Lines	Checking eBay And Amazon For Orders And Messages	Every 1 Weeks	Office Processes	6	4	29 Jan 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗

655	 Sophie Lines	Clean Kitchen Sides and Table	Every 1 Weeks	Office Processes	8	4	29 Jan 2024	Details	                  
519	 Sophie Lines	Update Virus Software And Scan For Viruses	Every 1 Weeks	Office Processes	3	3	26 Jan 2024	Details	                  
549	 Sophie Lines	Ensure Sale or returns (SORs) Are Followed Up	Every 1 Weeks	Office Processes	6	3	26 Jan 2024	Details	                  
990	 Sophie Lines	B2B Router / Peppol Responsibilitys	Every 1 Weeks	Office Processes	2	3	26 Jan 2024	Details	                  
529	Sophie Lines	Review Inward Payments	Every 1 Weeks	Office Processes	4	3	25 Jan 2024	Details	                  
621	Sophie Lines	Send VST Delivery Notifications	Every 1 Weeks	Office Processes	5	3	26 Jan 2024	Details	                  
1219	 Emily Hanson	Purchase Order Invoice Review	Every 1 Weeks	Office Processes	4	3	29 Jan 2024	Details	                  

Areas of Responsibilities and Supervisor

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

Repair Processes	Repairs Controller Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Connor Ryan Swaine Ryan Swaine Ryan Swaine
			Michael Green Philip Crossley Michael Green Michael Green Michael Green
			Philip Crossley Philip Crossley Philip Crossley
QA Production	QA Controller Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Linda Shearing Robert Connor Linda Shearing Linda Shearing Linda Shearing
			Robert Connor Robert Connor Robert Connor
			Robert Connor
Product Development	Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
Production Processes	Warehouse Team Leader Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Philip Crossley Michael Green Philip Crossley Philip Crossley Philip Crossley
			Michael Green Michael Green Michael Green
			Green
Design Products	Director 1 (Derek) Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Steve Nixon Steve Nixon Steve Nixon 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	1	20 Feb 2024	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	1	05 Feb 2024	Details													
290	Derek Lamb	Complete Auto_calender Issues Management Review	Every 1 Weeks	Managing Director	2		25 Jan 2024	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 2025	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	06 Feb 2024	Details													
268	Steve Nixon	Sale Meeting update	Every 3 Weeks	Managing Director	3	1	30 Jan 2024	Details													
4	Derek Lamb	Car Online Database	Every 6 Months	Managing Director	1		30 Jun 2024	Details													
456	Derek Lamb	VIAMED Management Meeting Review Weekly Meeting	Every 1 Weeks	Managing Director	2	1	29 Jan 2024	Details													
728	Derek Lamb	Customer Complaints	Every 1 Weeks	Managing Director	2	1	28 Jan 2024	Details													

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https://vmserver10.thevault.me.uk/intranet/databases/employee_roles/Audit_roles_total.php?zz=1&A=&vui=2&user=Derek L... 8/35

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https://vmserver10.thevault.me.uk/intranet/databases/employee_roles/Audit_roles_total.php?zz=1&A=&vui=2&user=Derek ... 12/35

294	 Robert Connor	Check Expiry Dated Stock	Every 1 Months	Warehouse Team Leader	2		04 Feb 2024	Details	            
468	 Catherine Spence	Check Repairs Ready For Invoice	Every 2 Weeks	Warehouse Team Leader	4	1	05 Feb 2024	Details	            
479	 Steve Nixon	Check Stock Requirements Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	3		31 Jan 2024	Details	            
480	 Steve Nixon	Check Stock Requirements Supplier Envitec	Every 2 Weeks	Warehouse Team Leader	3		30 Jan 2024	Details	            
481	 Robert Connor	Check Stock Requirements Supplier Posey	Every 2 Weeks	Warehouse Team Leader	3		01 Feb 2024	Details	            
482	 Steve Nixon	Check Stock Requirements Supplier Blueprint	Every 2 Weeks	Warehouse Team Leader	3		02 Feb 2024	Details	            
484	 Steve Nixon	Check Stock Requirements For Proformas	Every 1 Weeks	Warehouse Team Leader	3		25 Jan 2024	Details	            
486	 Catherine Spence	Repairs Ready For Quote	Every 1 Days	Warehouse Team Leader	2	1	23 Jan 2024	Details	            
485	 Catherine Spence	Repairs Ready For Invoice	Every 2 Days	Warehouse Team Leader	2	1	24 Jan 2024	Details	            
488	 Robert Connor	Vandagraph Duckets	Every 1 Weeks	Warehouse Team Leader	3		29 Jan 2024	Details	            
545	 Robert Connor	Move Stock From QA Shelf To Stock Shelf Monday	Every 1 Weeks	Warehouse Team Leader	6		29 Jan 2024	Details	            
544	 Emma Clark	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 1 Weeks	Warehouse Team Leader	1		23 Jan 2024	Details	            
495	 Emma Clark	Top Up Quick Shipping Shelves	Every 1 Weeks	Warehouse Team Leader	3		29 Jan 2024	Details	            
503	 Emma Clark	Clean Toilets	Every 3 Weeks	Warehouse Team Leader	2	2	30 Jan 2024	Details	            
589	 Derek Lamb	Management Meeting Warehouse	Every 1 Months	Warehouse Team Leader	2	1	22 Feb 2024	Details	            
622	 Robert Connor	Check Returns Supplier Envitec	Every 1 Weeks	Warehouse Team Leader	2		26 Jan 2024	Details	            
624	 Robert Connor	Check Returns Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	2		26 Jan 2024	Details	            
623	 Robert Connor	Check Returns Supplier Maxtec	Every 2 Weeks	Warehouse Team Leader	2		26 Jan 2024	Details	            
626	 Robert Connor	Check Supplier Returns All Suppliers	Every 1 Months	Warehouse Team Leader	2		24 Jan 2024	Details	            
645	 Catherine Spence	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	3		08 Feb 2024	Details	            
647	 Robert Connor	Check Order Are Being Picked In Priority Order	Every 8 Weeks 2 Days	Warehouse Team Leader	4		28 Feb 2024	Details	            
649	 Derek Lamb	Orders And Items Shipped Per Month	Every 1 Months	Warehouse Team Leader	3		11 Feb 2024	Details	            
915	 Catherine Spence	Goods In Processes	Every 1 Months	Warehouse Team Leader	4		26 Jan 2024	Details	            
785	 Philip Crossley	Oxygen Cylinder Check	Every 3 Months	Warehouse Team Leader	2		14 Apr 2024	Details	            

878	 Robert Connor	Empty Warehouse Depleted Sensor Bin	Every 1 Months 3 Weeks	Warehouse Team Leader	3		29 Jan 2024	Details	             
880	 Robert Connor	Check Weeee Waste Pallet And Sensor Bin	Every 6 Months	Warehouse Team Leader	4		02 Feb 2024	Details	             
882	 Robert Connor	Generate RMA Box, Link Items And Add Faults	Every 1 Weeks	Warehouse Team Leader	3		28 Jan 2024	Details	             
921	 Robert Connor	Reserve Stock Review	Every 1 Weeks	Warehouse Team Leader	2		25 Jan 2024	Details	             
935	 Catherine Spence	Review Of Credits Received From Suppliers	Every 2 Weeks	Warehouse Team Leader	3	1	31 Jan 2024	Details	             
1036	 Helen Lamb	Do We Have Service Manual / QA For All Our Stock Coming In.	Every 6 Months	Warehouse Team Leader	3		09 Mar 2024	Details	             
1045	 Ryan Swaine	Teledyne Stock For Vandagraph	Every 1 Months	Warehouse Team Leader	3		01 Feb 2024	Details	             
1047	 Steve Nixon	Warehouse Requests	Every 1 Months	Warehouse Team Leader	3		19 Feb 2024	Details	             
1084	 Robert Connor	VST Stock Count For End April	Every 12 Months	Warehouse Team Leader	4		24 Mar 2024	Details	 

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992	 Derek Lamb	Diversity Impact Assessment	Every 12 Months	Human Resources	2		28 Jun 2024	Details	             
1065	 Helen Lamb	Check Roles And Tasks For Incomplete Data	Every 3 Months	Human Resources	2		30 Jan 2024	Details	            
1107	 Helen Lamb	Check There Are No Changes To Employment Law	Every 12 Months	Human Resources	2		23 Feb 2024	Details	            
1110	 Helen Lamb	To Check On Line And See If There Have Been Any Changes To Gdpr We Need To Be Aware Of.	Every 12 Months	Human Resources	1		08 Mar 2024	Details	            
1208	 Helen Lamb	Check We Do Not Require A EU European Representatives	Every 12 Months	Human Resources	2		10 Mar 2024	Details	            
334	 Catrin Hird	Team Building Event - June	Every 12 Months	Human Resources	1		02 May 2024	Details	            
336	 Catrin Hird	Christmas/Team Building Event - December	Every 12 Months	Human Resources	1		19 Sep 2024	Details	            
1225	 Catrin Hird	Training Refresh Issues to Send / Questions to Write	Every 1 Months	Human Resources	1		01 Jul 2024	Details	            
910	 Helen Lamb	Review CCTV Warning Signs	Every 12 Months	Data Protection Officer	2		21 Sep 2024	Details	        

1057	 Helen Lamb	Audit 16 Sales And Marketing VST	Every 12 Months	Audits	2		01 Sep 2024	Details	             
1196	 Helen Lamb	Audit 04 Accounts And Finance VST	Every 12 Months	Audits	2		11 Sep 2024	Details	             
118	 Helen Lamb	Viamed Properties Loan	Every 1 Months	Accounts Processes	4		01 Feb 2024	Details	             
223	 Helen Lamb	Accounts on Stop	Every 2 Weeks	Accounts Processes	3		01 Feb 2024	Details	             
429	 Helen Lamb	End Of Yeah Reports For Accountants	Every 12 Months	Accounts Processes	2	1	20 Dec 2024	Details	             
445	 Helen Lamb	Viamed End Of Month Shutdown	Every 1 Months	Accounts Processes	3		01 Feb 2024	Details	             
63	 Helen Lamb	Debtors and Creditors Figures	Every 1 Months	Accounts Processes	3		16 Feb 2024	Details	             
680	 Helen Lamb	Fill in Cashbook / Bank Rec for previous Month	Every 1 Months	Accounts Processes	5		15 Feb 2024	Details	             
693	 Helen Lamb	Journals for end of month accounts	Every 1 Months	Accounts Processes	3		26 Jan 2024	Details	  

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1106	 Catrin Hird	Send Calendars to Sylvia Gallagher	Every 12 Months	Marketing Processes	2		30 Nov 2024	Details	            
1205	 Catrin Hird	Review Shopify Website for Missing Images	Every 1 Months	Marketing Processes	1	1	06 Feb 2024	Details	            
1213	 Catrin Hird	Review Search Terms - Shopify	Every 1 Months	Marketing Processes	1	1	01 Feb 2024	Details	            
1228	 Catrin Hird	Viamed Shopify: Office Hours	Every 12 Months	Marketing Processes	1		02 Jan 2025	Details	            
105	 Catherine Spence	Goods Out Review	Every 1 Weeks	Goods Out	3		23 Jan 2024	Details	            
905	 Catherine Spence	Back Orders Review - By Customer	Every 1 Weeks	Goods Out	3	2	25 Jan 2024	Details	            
492	 Catherine Spence	Ship Repairs	Every 1 Days	Goods Out	2	1	23 Jan 2024	Details	            
491	 Catherine Spence	Ship Sale Or Returns	Every 1 Days	Goods Out	2	1	23 Jan 2024	Details	            
575	 Catherine Spence	Check Repair orders against the customer paperwork	Every 7 Days	Goods Out	3	2	25 Jan 2024	Details	            
576	 Catherine Spence	Check Repair Quotes	Every 1 Days	Goods Out	2	1	23 Jan 2024	Details	            
884	 Catherine Spence	Request RMA Based On The RMA Boxes	Every 1 Weeks	Goods Out	2	2	29 Jan 2024	Details	            
1232	 Kate Griffiths	Checked repair quotes have been sent to customers	Every 2 Days	Goods Out	4	1	24 Jan 2024	Details	            
767	 Robert Connor	Check POR Files For Items Delivered But Not Removed From File	Every 1 Months	Goods In	1		18 Feb 2024	Details	            
836	 Robert Connor	Stamp Deliveries	Every 1 Days	Goods In	3		23 Jan 2024	Details	            
1098	 Robert Connor	Decontamination Of Incoming Products And Repairs	Every 1 Months	Goods In	4		15 Feb 2024	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	3		01 Feb 2024	Details	            
834	 Philip Crossley	Daily O2 Sensors Returns	Every 1 Days	Repair Processes	2		23 Jan 2024	Details	            
92	 Ryan Swaine	Check Vandagraph Returns	Every 1 Months	Repair Processes	2		08 Feb 2024	Details	            
553	 Catherine Spence	Production Start Job List	Every 1 Months	Production Processes	2		05 Feb 2024	Details	            
556	 Derek Lamb	Production In Production List	Every 1 Months	Production Processes	4	1	01 Feb 2024	Details	            

Audits

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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 2024	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 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✓
1105	Helen Lamb	Review Process Updates For Risk To Systems	Every 12 Months	ISO Controller	2	01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1142	Derek Lamb	Verification Calibrated Equipment	Every 12 Months	ISO Controller	2	18 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
455	Helen Lamb	Backup Server Status	Every 12 Months	IT Controller	4	19 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
416	Helen Lamb	Guest Access Wifi	Every 3 Months	IT Controller	1	23 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
902	Catrin Hird	Emails - check they have been done	Every 1 Weeks	IT Controller	7	25 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
414	Helen Lamb	Weather Station	Every 1 Months	IT Controller	3	04 Feb 2024	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 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
453	Helen Lamb	Off Site Backup	Every 3 Months	IT Controller	3	01 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
780	Derek Lamb	Vandagraph Pay Pay Retrieve Funds	Every 6 Months	IT Controller	2	09 May 2024	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 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
762	Derek Lamb	Software Validation In Production List	Every 6 Months	IT Controller	3	01 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
765	Derek Lamb	Software Validation Unchecked Orders	Every 12 Months	IT Controller	4	03 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1155	Derek Lamb	Software Validation Stock Tracking Check	Every 12 Months	IT Controller	2	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	1	14 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
803	Helen Lamb	Software Validation Document Control	Every 12 Months	IT Controller	2	01 Nov	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

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https://vmserver10.thevault.me.uk/intranet/databases/employee_roles/Audit_roles_total.php?zz=1&A=&vui=2&user=Derek ... 26/35

916	Derek Lamb	Check Stock Requirements Supplier Envitec	Every 1 Months	Warehouse Team Leader	3	16 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
782	Michael Lamb	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 12 Months	Warehouse Team Leader	1	17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
590	Helen Lamb	Management Meeting warehouse	Every 3 Months	Warehouse Team Leader	2	30 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
625	Derek Lamb	Check Returns Suppliers	Every 1 Months	Warehouse Team Leader	2	24 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
646	Helen Lamb	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	3	15 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
648	Derek Lamb	Check Order Are Being Picked In Priority Order	Every 3 Months	Warehouse Team Leader	4	12 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
650	Helen Lamb	Orders And Items Shipped Per Month	Every 3 Months	Warehouse Team Leader	3	11 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
734	Michael Lamb	Goods In Processes	Every 3 Months	Warehouse Team Leader	4	25 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
879	Michael Lamb	Empty Warehouse Depleted Sensor Bin	Every 6 Months	Warehouse Team Leader	3	01 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
881	Michael Lamb	Check Weeee Waste Pallet And Sensor Bin	Every 12 Months	Warehouse Team Leader	4	01 Sep 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
883	Michael Lamb	Generate RMA Box, Link Items And Add Faults	Every 3 Months	Warehouse Team Leader	3	28 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
936	Robert Connor	Review Of Credits Received From Suppliers	Every 1 Months	Warehouse Team Leader	3	08 Feb 2024	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 2024	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	5	02 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1165	Michael Green	Verification Stock Items And Locations	Every 12 Months	Warehouse Team Leader	4	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 Jan 2024	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	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1233	Michael Lamb	USA Tax Book Sales	Every 48 Months	Accounts Controller	2	08 Apr 2026	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
379	Derek Lamb	Distributor Agreements	Every 3 Months	EX Sales Controller	2	18 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

945	Steve Hardaker	Contract Pricing Review	Every 3 Months	UK Sales Controller	3		18 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
293	Derek Lamb	Check Sale or Returns	Every 3 Months	UK Sales Force	2		11 Mar 2024	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 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1067	Derek Lamb	VST Customer Agreements	Every 12 Months	OEM Sales Controller	2	1	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	6		01 Jul 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
380	Derek Lamb	Training Records updated	Every 12 Months	Human Resources	2		04 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
560	Michael Lamb	Staff Training	Every 3 Months	Human Resources	3		01 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1071	Derek Lamb	Health And Safety Review	Every 12 Months	Human Resources	2		01 Jan 2025	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	2		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 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1133	Derek Lamb	Verification Repairs Paperwork Completed	Every 12 Months	Repairs Controller	2		15 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1135	Derek Lamb	Verification Visual Check Repair Shelf	Every 12 Months	Repairs Controller	2		16 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

1137	Derek Lamb	Verification Repairs Older Repairs	Every 12 Months	Repairs Controller	2		15 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1140	Derek Lamb	Verification Repair Qa Reports	Every 12 Months	Repairs Controller	2		15 Nov 2024	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 2025	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	1	01 Jan 2025	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 2024	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 2024	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 2024	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 2025	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	1	01 Jan 2025	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 2024	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 2024	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 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
192	Derek Lamb	Audit 21 Audit Of Audit VST	Every 12 Months	Audits	2	01 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
180	Helen Lamb	Audit 22 Post Market Survellance 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 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
188	Helen Lamb	Audit 18 Management Review VST	Every 12 Months	Audits	2	15 Oct 2024	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	4	01 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
377	Michael Lamb	Accounts on Stop	Every 3 Months	Accounts Processes	3	25 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
558	Michael Lamb	Viamed End Of Month Shutdown	Every 3 Months	Accounts Processes	3	01 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
679	Michael Lamb	Bank Details Entered	Every 12 Months	Accounts Processes	3	14 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
681	Michael Lamb	Fill in Cashbook / Bank Rec for previous Month	Every 12 Months	Accounts Processes	5	11 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

694	Michael Lamb	Journals for the End of Month accounts	Every 12 Months	Accounts Processes	3	14 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
682	Michael Lamb	Cheques To Bank	Every 12 Months	Accounts Processes	4	24 Jul 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
683	Michael Lamb	Credit Cards	Every 12 Months	Accounts Processes	3	20 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
684	Michael Lamb	Credits Done	Every 12 Months	Accounts Processes	3	29 Aug 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
677	Michael Lamb	Accounts Filing	Every 12 Months	Accounts Processes	4	14 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
687	Michael Lamb	HMRC Intrastats Data	Every 12 Months	Accounts Processes	4	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 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
451	Michael Lamb	Viamed Debtors	Every 6 Months	Accounts Processes	4	13 Apr 2024	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 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
930	Michael Lamb	UPS Invoices Vandagraph	Every 1 Months	Accounts Processes	3	16 Feb 2024	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 2025	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 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
812	Michael Lamb	Purchase Payments	Every 3 Months	Accounts Processes	3	21 Mar 2024	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 Jun 2024	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 Feb 2024	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 Jul 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1053	Michael Lamb	Exchange Rate In To Intrastats	Every 12 Months	Accounts Processes	3	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	2	15 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1119	Michael Lamb	Check Creditors	Every 3 Months	Accounts Processes	3	02 Mar 2024	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	6	02 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
901	Kate Griffiths	Checking Of Sales Orders	Every 1 Weeks	Office Processes	9	23 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
366	Derek Lamb	Email Distribution	Every 1 Months	Office Processes	5	17 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
539	Catherine Spence	Maintaining Leaflet Stocks	Every 1 Months	Office Processes	3	01 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
403	Helen Lamb	Processing Of Mail Shots	Every 1 Months	Office Processes	7	17 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
534	Derek Lamb	Office Sales Projects	Every 1 Months	Office Processes	3	24 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
362	Helen Lamb	Check the Invoices to be Emailed list	Every 1 Weeks	Office Processes	5	26 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
234	Steve Hardaker	Check the Service visit logs	Every 1 Months	Office Processes	4	26 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
401	Michael Lamb	Check Paypal For Orders	Every 1 Months	Office Processes	7	16 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
398	Sophie Lines	Checking EBay And Amazon For Orders And Messages	Every 1 Weeks	Office Processes	6	29 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
897	Derek Lamb	Checking Of Active List	Every 3 Months	Office Processes	7	01 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
777	Michael Lamb	Completing Office Job List	Every 1 Months	Office Processes	5	20 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
568	Michael Lamb	Franking Mail	Every 6 Months	Office Processes	7	09 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
535	Helen Lamb	Processing Depleted Sensors	Every 2 Weeks	Office Processes	7	26 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
410	Michael Lamb	Proforma And Quote Chasing	Every 1	Office Processes	7	15 Feb	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

			Months				2024	
394	Helen Lamb	Cleaning Of Office	Every 1 Months	Office Processes	5		07 Feb 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
405	Helen Lamb	Link Call Log Contacts To The CRM	Every 1 Months	Office Processes	3	1	21 Feb 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
279	Helen Lamb	Check cardea and Multiquote	Every 1 Months	Office Processes	8		06 Feb 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
669	Helen Lamb	Adding New Accounts To Opera	Every 12 Months	Office Processes	2		01 Jun 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
904	Helen Lamb	Credit Card check the system	Every 1 Months	Office Processes	6		04 Feb 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
569	Helen Lamb	Thorough Checking Of Awaiting Action Tray And Board	Every 1 Months	Office Processes	6		13 Feb 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
507	Michael Lamb	Collect Repair Filing From Warehouse	Every 1 Months	Office Processes	5		27 Jan 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
537	Kate Griffiths	Send Delivery Notifications	Every 1 Weeks	Office Processes	8	1	29 Jan 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
509	Kate Griffiths	Shred Sensitive Paperwork warehouse	Every 1 Months	Office Processes	5		23 Jan 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
521	Helen Lamb	Send Purchase Orders To Suppliers	Every 1 Weeks	Office Processes	6		25 Jan 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
524	Michael Lamb	Delivered not Invoiced	Every 1 Months	Office Processes	4		10 Feb 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
527	Helen Lamb	Import Bank CSV	Every 1 Weeks	Office Processes	4		26 Jan 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
529	Sophie Lines	Review Inward Payments	Every 1 Weeks	Office Processes	4	3	25 Jan 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
550	Steve Hardaker	Ensure SORs Are Followed Up	Every 1 Months	Office Processes	6		02 Feb 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
585	Michael Lamb	VST Purchase Order Log	Every 1 Weeks	Office Processes	6	2	24 Jan 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
793	Michael Lamb	SRS Folder	Every 3 Months	Office Processes	4		16 Feb 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
604	Sophie Lines	Check For GHX Orders	Every 1 Months	Office Processes	6	1	20 Feb 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
898	Helen Lamb	Send Service Offers	Every 4 Weeks	Office Processes	4		09 Feb 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
621	Sophie Lines	Send VST Delivery Notifications	Every 1 Weeks	Office Processes	5	3	26 Jan 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
638	Helen Lamb	Shipped Order Success Report	Every 3 Months	Office Processes	2		01 Apr 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
656	Michael Lamb	Clean Kitchen Sides and Table	Every 2 Weeks	Office Processes	8		02 Feb 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
658	Michael Lamb	Dishwashing	Every 1 Months	Office Processes	7		15 Feb 2024	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
662	Helen Lamb	Sweep Kitchen Floor	Every 1 Months	Office Processes	6		02 Feb 2024	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	4	20 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
940	Catrin Hird	Providing Ebay Feedback	Every 6 Months	Office Processes	4	20 May 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
991	Catrin Hird	B2B Router / Peppol Responsibilities	Every 1 Months	Office Processes	2	25 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1027	Steve Nixon	8010004 - JJ-CCR Oxygen Sensor Orders	Every 3 Months	Office Processes	3	06 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1032	Derek Lamb	Envitec Oxygen Sensor Parts Stock Check	Every 3 Months	Office Processes	2	11 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1123	Derek Lamb	Verification Contact Details	Every 12 Months	Office Processes	2	02 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1125	Derek Lamb	Verification Contact Details Accounts	Every 12 Months	Office Processes	2	15 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1127	Derek Lamb	Verification Invoice Details Accounts	Every 12 Months	Office Processes	2	16 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1207	Helen Lamb	Vandagraph Check Shopify Order Delivery Notifications	Every 3 Months	Office Processes	4	22 Mar 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1220	Michael Lamb	Purchase Order Invoice Review	Every 6 Months	Office Processes	4	29 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
899	Robert Connor	Medica preparation - Ryan has an issue chase him	Every 12 Months	Marketing Processes	2	10 Sep 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
364	Helen Lamb	Goods Out Review	Every 1 Months	Goods Out	3	04 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
906	Helen Lamb	Back Orders Review - By Customer	Every 1 Months	Goods Out	3	25 Jan 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
758	Emma Clark	Ship Repairs	Every 1 Months	Goods Out	2	01 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1054	Derek Lamb	Check Repair orders against the customer paperwork	Every 12 Months	Goods Out	3	09 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1099	Helen Lamb	Decontamination Of Incoming Products And Repairs	Every 12 Months	Goods In	4	14 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1150	Helen Lamb	Verification Todays 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	3	02 Jun 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
91	Derek Lamb	Check Vandagraph Returns	Every 1 Months	Repair Processes	2	01 Feb 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
554	Derek Lamb	Production Start Job List	Every 3 Months	Production Processes	2	03 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
557	Helen Lamb	Production In Production List	Every 3 Months	Production Processes	4	01 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
552	Helen Lamb	Production Statistics	Every 3 Months	Production Processes	2	03 Apr 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

Total Issues Outstanding / Unread Per User

https://vmserver10.thevault.me.uk/intranet/databases/employee%20roles/Audit%20roles%20total.php?zz=1&A=&vui=2&user=Derek... 35/35