












RS Full, CS 11:00:00 AM For 2.5 Hours



#VUI	Picture	Name	Active	Security	Proto	Details	Access	Allocated Roles	Roles Stats	HSE	Training	Required Reading	Wage	Breaks	Holidays
6		<a href="#">Catherine Spence</a> viamed.cathy.green@gmail.com cathy.green@viamed.co.uk Direct Email cathy.green@vmsecure.me.uk	1	3	0										

## Catherine Spence Areas of Responsibility and Supervisor

[VM3COP02 Organisation chart](#)  
[VM3COP02 Organisation Complete Overview](#)

Main Catagory	Supervisor	Responsibilities Members
	Warehouse Team Leader	<a href="#">Emma Clark</a> <a href="#">Catherine Spence</a> <a href="#">Emma Clark</a> <a href="#">Emma</a>
Goods Out	<a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a>	<a href="#">Responsibilities</a> <a href="#">Clark</a> <a href="#">Emma Clark</a> <a href="#">Catherine Spence</a> <a href="#">Catherine Spence</a> <a href="#">Catherine Spence</a>

## Tasks Catherine Spence Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
<a href="#">752</a>	Scan Incorrect Product - Software Validation	Every 9 Months	IT Controller		01 Dec 2024	
<a href="#">754</a>	Software Validation Scan UnQA Product To Order	Every 6 Months	IT Controller		12 Jun 2024	
<a href="#">756</a>	Software Validation Expired Stock	Every 12 Months	IT Controller		12 Oct 2024	
<a href="#">759</a>	Software Validation Non Sell Able Shelf	Every 12 Months	IT Controller		01 Sep 2024	
<a href="#">72</a>	Defrost Fridge / Freezer	Every 3 Months	Maintenance Controller	1	05 Sep 2024	
<a href="#">609</a>	Fire Alarm checking - MCPs	Every 1 Months	Health And Safety Controller	1	01 Jul 2024	
<a href="#">954</a>	Emergency Lighting And Fire Extinguishers	Every 1 Months	Health And Safety Controller	1	15 Jun 2024	
<a href="#">66</a>	Request RMAs	Every 1 Weeks	Warehouse Team Leader		07 Jun 2024	
<a href="#">614</a>	Current Repairs	Every 1 Weeks	Warehouse Team Leader	1	11 Jun 2024	
<a href="#">468</a>	Check Repairs Ready For Invoice	Every 2 Weeks	Warehouse Team Leader		10 Jun 2024	
<a href="#">486</a>	Repairs Ready For Quote	Every 1 Days	Warehouse Team Leader	2	07 Jun 2024	
<a href="#">485</a>	Repairs Ready For Invoice	Every 2 Days	Warehouse Team Leader	1	07 Jun 2024	
<a href="#">645</a>	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader		08 Aug 2024	
<a href="#">915</a>	Goods In Processes	Every 1 Months	Warehouse Team Leader		26 Jun 2024	
<a href="#">935</a>	Review Of Credits Received From Suppliers	Every 2 Weeks	Warehouse Team Leader	1	19 Jun 2024	
<a href="#">272</a>	Check Supplier Returns	Every 1 Months	Warehouse Team Leader		17 Jun 2024	
<a href="#">564</a>	Franking Mail	Every 1 Days	Office Processes	1	07 Jun 2024	
<a href="#">107</a>	PUT OUT BLUE BINS	Every 2 Weeks	Office Processes		18 Jun 2024	
<a href="#">506</a>	Collect Repair Filing	Every 1 Weeks	Office Processes		07 Jun 2024	
<a href="#">859</a>	UPS Exceptions Checkup	Every 1 Days	Office Processes	1	07 Jun 2024	
<a href="#">105</a>	Goods Out Review	Every 1 Weeks	Goods Out	1	11 Jun 2024	
<a href="#">905</a>	Back Orders Review - By Customer	Every 1 Weeks	Goods Out	2	13 Jun 2024	

<a href="#">492</a>	Ship Repairs	Every 1 Days	Goods Out	1	07 Jun 2024
<a href="#">491</a>	Ship Sale Or Returns	Every 1 Days	Goods Out	1	07 Jun 2024
<a href="#">575</a>	Check Repair orders against the customer paperwork	Every 7 Days	Goods Out	1	13 Jun 2024
<a href="#">576</a>	Check Repair Quotes	Every 1 Days	Goods Out	1	07 Jun 2024
<a href="#">884</a>	Request RMA Based On The RMA Boxes	Every 1 Weeks	Goods Out	1	10 Jun 2024
<a href="#">553</a>	Production Start Job List	Every 1 Months	Production Processes	1	05 Jul 2024
<a href="#">1199</a>	Production of JJCCR Cables	Every 2 Weeks	Production Processes		17 Jun 2024

Audits Catherine Spence Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
<a href="#">539</a>	Maintaining Leaflet Stocks	Every 1 Months	Office Processes	1	01 Jul 2024	