



#VUI	Picture	Name	Active	Security	Proto	Details	Access	Allocated Roles	Roles Stats	HSE	Training	Required Reading	Wage	Breaks	Holiday
6		Catherine Spence 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
Goods Out	Warehouse Team Leader Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Emma Clark Catherine Spence Emma Clark Emma Clark Catherine Spence Catherine Spence

Tasks Catherine Spence Directly Allocated

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

492	Ship Repairs	Every 1 Days	Goods Out	1	07 Jun 2024
491	Ship Sale Or Returns	Every 1 Days	Goods Out	1	07 Jun 2024
575	Check Repair orders against the customer paperwork	Every 7 Days	Goods Out	1	13 Jun 2024
576	Check Repair Quotes	Every 1 Days	Goods Out	1	07 Jun 2024
884	Request RMA Based On The RMA Boxes	Every 1 Weeks	Goods Out	1	10 Jun 2024
553	Production Start Job List	Every 1 Months	Production Processes	1	05 Jul 2024
1199	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
539	Maintaining Leaflet Stocks	Every 1 Months	Office Processes	1	01 Jul 2024	