

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
1		Steve Nixon steve.nixon.viamed@googlemail.com steve.nixon@viamed.co.uk Direct Email steve.nixon@vmsecure.me.uk	1	8	0									

Steve Nixon Areas of Responsibility and Supervisor

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

Main Catagory	Supervisor	Responsibilities	Members
Share Holder			
Managing Director	Jean Lamb Derek Lamb Jean Lamb Jean Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Derek Lamb Steve Nixon 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
Product Controller	Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
Marketing Controller	Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
Sales Controller	Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
Vet Sales Controller	Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
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 Steve Nixon	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
Technical Files	Product Development Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Derek Lamb Steve Nixon Derek Lamb Derek Lamb Steve Nixon Steve Nixon Steve Nixon
Product Development	Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Steve Nixon	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
Design Products	Director 1 (Derek) Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon

Tasks Steve Nixon Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
267	UK Sales Meeting update due	Every 4 Weeks	Managing Director	2	25 Jun 2024	
268	Sale Meeting update	Every 3 Weeks	Managing Director	1	25 Jun 2024	
231	Check the Stock FAQ Admin list	Every 1 Months	Product Controller	1	01 Jul 2024	
418	Price Checking	Every 1 Months	Product Controller	1	03 Jul 2024	
501	Yearly Pricing Review	Every 12 Months	Product Controller	1	01 May 2025	

772	Maintain Repair Codes List	Every 12 Months	Product Controller		05 Oct 2024
822	VST Price Lists	Every 3 Months	Product Controller		28 Jul 2024
1095	VST Product Performance	Every 12 Months	Product Controller		01 Nov 2024
1096	VST Product Performance - Suppliers	Every 12 Months	Product Controller		01 Nov 2024
207	Stock Items with Temporary Notices	Every 1 Months	Sales Controller		12 Jun 2024
653	VST Price Review	Every 12 Months	Sales Controller		15 Dec 2024
1029	Review Sales Projects	Every 1 Months	Sales Controller	1	05 Jul 2024
56	Sales forecasts	Every 1 Months	Sales Controller		14 Jun 2024
81	Quartly Sales and Marketing Meeting Due	Every 3 Months	Sales Controller	1	01 Sep 2024
220	Send Teledyne back orders list	Every 1 Weeks	Warehouse Team Leader	1	10 Jun 2024
616	Supplier Review - Outstanding orders	Every 1 Months	Warehouse Team Leader		16 Jun 2024
483	Supplier Review Future orders	Every 1 Months	Warehouse Team Leader		19 Jun 2024
907	Production Requirements	Every 1 Weeks	Warehouse Team Leader	1	10 Jun 2024
479	Check Stock Requirements Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	1	19 Jun 2024
480	Check Stock Requirements Supplier Envitec	Every 2 Weeks	Warehouse Team Leader		18 Jun 2024
482	Check Stock Requirements Supplier Bluepoint	Every 2 Weeks	Warehouse Team Leader		07 Jun 2024
484	Check Stock Requirements For Proformas	Every 1 Weeks	Warehouse Team Leader	1	13 Jun 2024
1047	Warehouse Requests	Every 1 Months	Warehouse Team Leader		19 Jun 2024
1097	Arrange Teledyne Returns	Every 3 Months	Warehouse Team Leader	1	01 Aug 2024
264	Purchase Order log	Every 3 Months	Office Team Leader	1	01 Sep 2024
195	Book Medica	Every 12 Months	EX Sales Controller		05 Jan 2025
823	VST Customer Agreements	Every 6 Months	OEM Sales Controller		28 Oct 2024
1068	VST Feedback	Every 3 Months	OEM Sales Controller	1	30 Jul 2024
641	V1000 Commissions Review	Every 3 Months	Accounts Processes		01 Jul 2024
616	Supplier Review - Outstanding orders	Every 1 Months	Office Processes		16 Jun 2024
1031	Envitec Oxygen Sensor Parts Stock Check	Every 1 Months	Office Processes	1	06 Jul 2024
196	Book Arab Health	Every 12 Months	Marketing Processes	2	01 Jun 2025

Audits Steve Nixon Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
751	Review Product Failures New Codes	Every 3 Months	Managing Director		01 Aug 2024	
457	Intrastats Cross Reference Database Tables Updates	Every 3 Months	IT Controller	1	22 Aug 2024	
1058	R D Room - Tidy, Empty Bins, Remove Cups. Caution Around Oxygen Supply	Every 1 Months	Maintenance Controller	1	02 Jul 2024	
674	Product Cross References	Every 3 Months	Marketing Controller		26 Jun 2024	
672	Pro-Active Marketing	Every 3 Months	Marketing Controller	1	19 Jun 2024	
676	Research Activities	Every 3 Months	Marketing Controller	1	03 Jul 2024	
1222	Tenders Review	Every 1 Months	Sales Controller	1	04 Jul 2024	
1237	Tenders Review UK	Every 3 Months	Sales Controller		25 Jun 2024	
704	Ensure All Invoice Correctly Tagged	Every 3 Months	OEM Sales Controller		07 Jul 2024	

