

SL Full, EH 12:00:00 PM For 2 Hours



[VM3COP02 Organisation chart](#)
[VM3COP02 Organisation Complete Overview](#)
[Risk Benefits Report](#)
[Risk Analysis 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
657	 Sherralee Lamb	Dishwashing	Every 1 Weeks	Office Processes	7	7	16 Oct 2024	Details													
728	 Derek Lamb	Customer Complaints	Every 1 Weeks	Managing Director	2	4	20 Oct 2024	Details													
430	 Zoey Teal	Emailing Of Invoices	Every 1 Days	Office Processes	4	3	15 Oct 2024	Details													
672	Steve Nixon	Pro-Active Marketing	Every 3 Months	Marketing Controller	3	3	19 Dec 2024	Details													
495	 Emma Clark	Top Up Quick Shipping Shelves	Every 1 Weeks	Warehouse Team Leader	3	3	21 Oct 2024	Details													
523	 Sophie Lines	Delivered not Invoiced	Every 1 Days	Office Processes	5	3	15 Oct 2024	Details													
676	Steve Nixon	Research Activities	Every 3 Months	Marketing Controller	3	3	03 Jan 2025	Details													

Areas of Responsibilities and Supervisor

Main Catagory	Supervisor	Responsibilitys	Members
Share Holder	Share Holder	Responsibilities	Jean Lamb Derek Lamb Jean Lamb Jean Lamb Jean Lamb Derek Lamb Derek Lamb Derek Lamb
Managing Director	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 Responsibilities Derek Lamb Derek Lamb Derek Lamb Derek Lamb Helen Lamb
Maintenance Controller	Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Responsibilities Helen Lamb Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Documentation And Records Controller	Director 1 (Derek) Derek Lamb Derek Lamb Derek Lamb Responsibilities Derek Lamb Derek Lamb Derek Lamb Derek Lamb Derek Lamb
Product Controller	Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Responsibilities Steve Nixon Steve Nixon Steve Nixon Steve Nixon Steve Nixon
Health And Safety Controller	Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Responsibilities Helen Lamb Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Marketing Controller	Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Responsibilities Steve Nixon Steve Nixon Steve Nixon Steve Nixon Steve Nixon
Humanmed Controller	Director 1 (Derek) Derek Lamb Derek Lamb Derek Lamb Responsibilities Derek Lamb Derek Lamb Derek Lamb Derek Lamb Derek Lamb
Sales Controller	Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Responsibilities Steve Nixon Steve Nixon Steve Nixon Steve Nixon Steve Nixon
Warehouse Team Leader	Director 1 (Derek) Derek Lamb Derek Lamb Derek Lamb Responsibilities Derek Lamb Derek Lamb Derek Lamb Derek Lamb Derek Lamb
Office Team Leader	Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Responsibilities Derek Lamb Derek Lamb Derek Lamb Derek Lamb Helen Lamb
Accounts Controller	Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Responsibilities Helen Lamb Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Vet Sales Controller	Sales Controller Steve Nixon Steve Nixon Steve Nixon Responsibilities Steve Nixon Steve Nixon Steve Nixon Steve Nixon Steve Nixon
EX Sales Controller	Sales Controller Steve Nixon Steve Nixon Steve Nixon Responsibilities Ryan Swaine Ryan Swaine Ryan Swaine Ryan Swaine Steve Nixon
UK Sales Controller	Sales Controller Steve Nixon Steve Nixon Steve Nixon Responsibilities Steve Hardaker Steve Hardaker Steve Hardaker Steve Hardaker Steve Nixon
Vet Sales Export	Vet Sales Controller Steve Nixon Steve Nixon Steve Nixon Responsibilities Ryan Swaine Ryan Swaine Ryan Swaine Ryan Swaine Steve Nixon
UK Sales Force	UK Sales Controller Steve Hardaker Steve Hardaker Responsibilities Steve Hardaker Steve Hardaker Steve Hardaker Steve Hardaker Steve Hardaker Steve Hardaker
EX Sales Force	EX Sales Controller Ryan Swaine Ryan Swaine Ryan Responsibilities Ryan Swaine Ryan Swaine Ryan Swaine Ryan Swaine Swaine Ryan Swaine
Vet Sales UK	Vet Sales Controller Steve Nixon Steve Nixon Steve Nixon Responsibilities Steve Hardaker Steve Hardaker Steve Hardaker Steve Hardaker Steve Nixon
OEM Sales Controller	Sales Controller Steve Nixon Steve Nixon Steve Nixon Responsibilities Steve Nixon Steve Nixon Steve Nixon Steve Nixon Steve Nixon
Servicing Onsite	Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Responsibilities Steve Nixon Philip Crossley Michael Lamb Michael Green Steve Nixon Steve Nixon Steve Nixon Philip Steve Nixon Michael Green Michael Green
OEM Sales Force	OEM Sales Controller Responsibilities Steve Nixon Steve Nixon Steve Nixon Steve Nixon Steve Nixon Steve Nixon Steve Nixon

[illegible]

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		20 Oct 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
300	Derek Lamb	Viamed Quality Policy	Every 12 Months	Managing Director	1		24 Aug 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
114	Derek Lamb	Review Company Data	Every 1 Months	Managing Director	2	2	05 Nov 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
290	Derek Lamb	Complete Auto_calender Issues Management Review	Every 1 Weeks	Managing Director	2		17 Oct 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
49	Derek Lamb	CMDCAS Obligation to Inform	Every 12 Months	Managing Director	1		14 Sep 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
33	Derek Lamb	Master indemnity Letter	Every 12 Months	Managing Director	3		26 Jun 2025	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 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
266	Derek Lamb	ISO 22301:2012 Business Continuity Plan	Every 12 Months	Managing Director	1		14 Feb 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
267	Steve Nixon	UK Sales Meeting update due	Every 4 Weeks	Managing Director	4		15 Oct 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
268	Steve Nixon	Sale Meeting update	Every 3 Weeks	Managing Director	3	1	29 Oct 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
4	Derek Lamb	Car Online Database	Every 6 Months	Managing Director	1		30 Dec 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
456	Derek Lamb	VIAMED Management Meeting Review Weekly Meeting	Every 1 Weeks	Managing Director	2		21 Oct 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
728	Derek Lamb	Customer Complaints	Every 1 Weeks	Managing Director	2	4	20 Oct 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
83	Derek Lamb	6 Monthly Management Meeting Due	Every 3 Months	Managing Director	3		01 Nov 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
548	Derek Lamb	Review Roles And Responsibility's Process Manual	Every 1 Months	Managing Director	2		20 Oct 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
47	Helen Lamb	Review Ethical Policy	Every 12 Months	Managing Director	2		14 Sep 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
727	Robert Connor	QA Failures Report	Every 1 Months	Managing Director	2		02 Nov 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
743	Derek Lamb	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director	2	1	01 Oct 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
739	Derek Lamb	Review VIAMED Feedback - Customer Feedback Negative	Every 1 Months	Managing Director	3		22 Oct 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
737	Derek Lamb	Review VIAMED Feedback - Customer Complaints	Every 1 Months	Managing Director	3	1	22 Oct 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
740	Derek Lamb	Review VST Feedback - Customer Feedback Negative	Every 1 Months	Managing Director	2		22 Oct 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
738	Derek Lamb	Review VST Feedback - Customer Complaints	Every 1 Months	Managing Director	2		22 Oct 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
741	Derek Lamb	Review VIAMED Product Feedback Negative	Every 1 Months	Managing Director	3		22 Oct 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
742	Derek Lamb	Review VST Product Feedback Negative	Every 1 Months	Managing Director	3		22 Oct 2024	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
746	Derek Lamb	ISO System Management Review	Every 12 Months	Managing Director	4	1	01 Aug 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗

749	🔍 Derek Lamb	Review ISO Scopes	Every 12 Months	Managing Director	3	1	27 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
750	🔍 Derek Lamb	Product Failures New Codes Review	Every 1 Weeks	Managing Director	2		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
790	🔍 Derek Lamb	Review Exclusion From Viamed 13485:2016 And VST 9001:2015	Every 12 Months	Managing Director	3		01 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
128	🔍 Derek Lamb	Med Dev 2.12-1 Rev xxx	Every 12 Months	Managing Director	2		11 Oct 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
804	🔍 Derek Lamb	Maintain Update Of ISO Route Maps	Every 1 Weeks	Managing Director	2		19 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
806	🔍 Derek Lamb	Disaster Planning	Every 12 Months	Managing Director	3		21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
807	🔍 Derek Lamb	Review Possible Upcoming Regulation Changes	Every 3 Months	Managing Director	1		22 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
42	🔍 Derek Lamb	New UPS Rates needs checking	Every 12 Months	Managing Director	2		20 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
825	🔍 Derek Lamb	FDA Device Establishment Registration	Every 12 Months	Managing Director	1		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1094	🔍 Derek Lamb	ISO System Management Review Vst	Every 12 Months	Managing Director	3		26 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1189	🔍 Derek Lamb	Review VIAMED Product Feedback Positive	Every 1 Months	Managing Director	3		22 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1190	🔍 Derek Lamb	Review VST Product Feedback Positive	Every 1 Months	Managing Director	3		22 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1188	🔍 Derek Lamb	Review VIAMED Customer Feedback Positive	Every 1 Months	Managing Director	3		22 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1191	🔍 Derek Lamb	Review VST Customer Feedback Positive	Every 1 Months	Managing Director	3		22 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1193	🔍 Derek Lamb	Tuesday Office Meeting	Every 1 Weeks	Director 1 (Derek)	2	2	21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
15	🔍 Derek Lamb	Supplier Review	Every 12 Months	ISO Controller	2		31 Jul 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
235	🔍 Derek Lamb	Review ISO documents	Every 3 Months	ISO Controller	1	1	24 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
463	🔍 Catrin Hird	Check Website ISO Documents	Every 1 Months	ISO Controller	2		10 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
748	🔍 Derek Lamb	ISO14001 Environmental management systems	Every 12 Months	ISO Controller	1		26 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
50	🔍 Derek Lamb	Product / Design Changes, are any Post Market Surveillance reviews due	Every 2 Months	ISO Controller	2		02 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
725	🔍 Derek Lamb	BSI Audits Calander	Every 12 Months	ISO Controller	2		01 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
283	🔍 Helen Lamb	Non conformance review history Viamed	Every 1 Months	ISO Controller	2	1	05 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
75	🔍 Derek Lamb	Review Paper Customer Complaints File	Every 6 Months	ISO Controller	1	1	25 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
565	🔍 Derek Lamb	FDA Device Establishment Registration And Listing	Every 12 Months	ISO Controller	1		28 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
301	🔍 Derek Lamb	Review the Quality policy VST	Every 12 Months	ISO Controller	2		24 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
723	🔍 Derek Lamb	Review The Quality Policy Viamed	Every 12 Months	ISO Controller	2		24 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
732	🔍 Derek Lamb	Importance Of Effective Quality Management ISO	Every 6 Months	ISO Controller	2		01 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
818	🔍 Derek Lamb	Review Processes Linked To VOPs And Audits	Every 1 Months	ISO Controller	2		24 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1005	🔍 Derek Lamb	Check Leaflets, Letterhead And Other Paperwork To See If The Correct BSI Logo Is In Use. Remove All	Every 12 Months	ISO Controller	2		01 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

https://vmserver10.thevault.me.uk//intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek_Lamb&idp=rabPIHYj6uUW6&submenu=Employee&sessionid=525f... 6/29

764	🔍 Sophie Lines	Software Validation Unchecked Orders	Every 12 Months	IT Controller	4		01 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
763	🔍 Robert Connor	Software Validation Stock Tracking Check	Every 6 Months	IT Controller	2	1	08 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
766	🔍 Michael Lamb	Software Validation Attempt To QA Some Stock	Every 6 Months	IT Controller	3		01 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
768	🔍 Derek Lamb	Software Validation Of Training Documents Forced Reading	Every 12 Months	IT Controller	1	1	04 Oct 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
779	🔍 Derek Lamb	Software Validation Conflicting Audits	Every 12 Months	IT Controller	2	1	08 Oct 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
789	🔍 Derek Lamb	Software Validation Non Conformance Product Risk Feedback Loop	Every 12 Months	IT Controller	1		16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
802	🔍 Derek Lamb	Software Validation Document Control	Every 12 Months	IT Controller	2		20 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
808	🔍 Derek Lamb	Software Validation Scheduled Tasks And Audits	Every 12 Months	IT Controller	2		22 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
919	🔍 Catrin Hird	Google Search Console	Every 1 Months	IT Controller	2		16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1064	🔍 Helen Lamb	NON REAL Test Process	Every 48 Months	IT Controller	2		10 Oct 2028	Details	✓✗✗✗✗✗✗✗✗✗✗✗✗✗✗✗✗
1120	🔍 Derek Lamb	Sync External Telephone Logs	Every 1 Weeks	IT Controller	2		21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1179	🔍 Catrin Hird	Software Validation Test Email System	Every 6 Months	IT Controller	2		03 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1204	🔍 Catrin Hird	Update Pricing for Viamed Shopify	Every 1 Weeks	IT Controller	3		21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1212	🔍 Catrin Hird	Viamed Shopify Sales Report Export	Every 1 Months	IT Controller	3		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
85	🔍 Helen Lamb	Outside Heating Guard	Every 12 Months	Maintenance Controller	2		18 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
431	🔍 Helen Lamb	Check Out Side Drain	Every 3 Months	Maintenance Controller	2		17 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
433	🔍 Helen Lamb	Clearing Water Downstairs	Every 1 Months	Maintenance Controller	2		08 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
602	🔍 Helen Lamb	General Maintenance Requirements	Every 3 Months	Maintenance Controller	1		07 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
7	🔍 Helen Lamb	Boiler Heating Checked	Every 12 Months	Maintenance Controller	2		10 Jul 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
117	🔍 Helen Lamb	Carbon Monoxide alarm	Every 6 Months	Maintenance Controller	2		05 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
702	🔍 Helen Lamb	North Yorkshire Council Waste Tranfer	Every 12 Months	Maintenance Controller	2		22 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
701	🔍 Helen Lamb	Controlled Waste Description And Transfer	Every 12 Months	Maintenance Controller	1		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
164	🔍 Helen Lamb	Electrics need checking	Every 60 Months	Maintenance Controller	2		01 Mar 2026	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
94	🔍 Michael Green	ESD Workstations	Every 6 Months	Maintenance Controller	5		15 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
829	🔍 Helen Lamb	Tree In Car Park	Every 3 Months	Maintenance Controller	3		22 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
540	🔍 Michael Green	R + D Room - tidy, empty bins, remove cups. Caution around Oxygen supply.	Every 1 Weeks	Maintenance Controller	4	1	16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1143	🔍 Derek Lamb	Building Risk Assesments	Every 24 Months	Maintenance Controller	2		09 Feb 2026	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
72	🔍 Catherine Spence	Defrost Fridge / Freezer	Every 3 Months	Maintenance Controller	4		05 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
77	🔍 Derek Lamb	Weee Report Due Vandagraph Annual	Every 12 Months	Maintenance Controller	1		31 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

78	🔍 Derek Lamb	Weee Report Due Vandagraph Qtr	Every 3 Months	Maintenance Controller	1	1	05 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
102	🔍 Helen Lamb	The outside tap has a stop tap in the old kitchen at Viamed Warehouse.	Every 12 Months	Maintenance Controller	3		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
129	🔍 Michael Lamb	Radiators - Bleed radiators in Vandagraph Room	Every 12 Months	Maintenance Controller	2	1	30 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
145	🔍 Helen Lamb	Electric Testing	Every 60 Months	Maintenance Controller	2	1	25 Sep 2029	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
163	🔍 Philip Crossley	The Workshop toilet is to be cleaned and rubbish to be binned.	Every 1 Months	Maintenance Controller	1		05 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
371	🔍 Derek Lamb	Documentation out of date	Every 1 Months	Documentation And Records Controller	2	2	25 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
370	🔍 Michael Lamb	Duplicate Documents	Every 1 Months	Documentation And Records Controller	3		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
155	🔍 Derek Lamb	Document index Thumbnails	Every 1 Months	Documentation And Records Controller	1		05 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
887	🔍 Helen Lamb	Annual Review Doc Management	Every 12 Months	Documentation And Records Controller	3		28 Jul 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
76	🔍 Helen Lamb	Weee Report Due Viamed Annual	Every 12 Months	Documentation And Records Controller	2		31 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1129	🔍 Helen Lamb	COSHH Datasheet Reminders	Every 12 Months	Documentation And Records Controller	2		10 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1147	🔍 Derek Lamb	Verification Stock Linked To Documents	Every 12 Months	Documentation And Records Controller	2		08 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1223	🔍 Derek Lamb	Review Contact Documentation	Every 1 Months	Documentation And Records Controller	3		23 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
214	🔍 Steve Hardaker	Master Indemnity Register	Every 12 Months	Documentation And Records Controller	3		29 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
321	🔍 Helen Lamb	Check the Whos Who	Every 6 Months	Documentation And Records Controller	1		07 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
231	🔍 Steve Nixon	Check the Stock FAQ Admin list	Every 1 Months	Product Controller	2	1	01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
418	🔍 Steve Nixon	Price Checking	Every 1 Months	Product Controller	3	2	03 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
501	🔍 Steve Nixon	Yearly Pricing Review	Every 12 Months	Product Controller	2	1	01 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
772	🔍 Steve Nixon	Maintain Repair Codes List	Every 12 Months	Product Controller	3	1	05 Oct 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
800	🔍 Helen Lamb	On Site Environment Review	Every 3 Months	Product Controller	3		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
822	🔍 Steve Nixon	VST Price Lists	Every 3 Months	Product Controller	2	1	28 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1095	🔍 Steve Nixon	VST Product Performance	Every 12 Months	Product Controller	2		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1096	🔍 Steve Nixon	VST Product Performance - Suppliers	Every 12 Months	Product Controller	2		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1241	🔍 Catrin Hird	Review Back to Stock Report on Shopify	Every 1 Weeks	Product Controller	2		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
712	🔍 Helen Lamb	First Aid	Every 12 Months	Health And Safety Controller	3		23 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
12	🔍 Helen Lamb	HSE Risk Assessment	Every 12 Months	Health And Safety Controller	2		29 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
52	🔍 Helen Lamb	Fire Alarm Test	Every 6 Months	Health And Safety Controller	4		05 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
787	🔍 Philip Crossley	Pillar Drill Checklist	Every 6 Months	Health And Safety Controller	2		19 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
788	🔍 Philip Crossley	Hand Drill Checklist	Every 24 Months	Health And Safety Controller	3		19 Oct 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

141	🔍 Helen Lamb	Fire Alarm Evacuation Drill	Every 3 Months	Health And Safety Controller	2		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
609	🔍 Catherine Spence	Fire Alarm checking - MCPs	Every 1 Months	Health And Safety Controller	3		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
954	🔍 Catherine Spence	Emergency Lighting And Fire Extinguishers	Every 1 Months	Health And Safety Controller	3		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
54	🔍 Derek Lamb	Projects / Products HSE Requirements	Every 12 Months	Health And Safety Controller	2		11 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
127	🔍 Derek Lamb	PAT Test	Every 60 Months	Health And Safety Controller	2		24 Oct 2027	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
673	🔍 Catrin Hird	Product Cross References	Every 1 Months	Marketing Controller	2	2	19 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
671	🔍 Catrin Hird	Pro-Active Marketing	Every 3 Months	Marketing Controller	3		01 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
675	🔍 Catrin Hird	Research Activities	Every 1 Months	Marketing Controller	3		26 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
971	🔍 Catrin Hird	Discontinue/Supersede Stock Once Depleted	Every 1 Weeks	Marketing Controller	3		16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
278	🔍 Catrin Hird	Google Adwords	Every 1 Months	Marketing Controller	2		04 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
347	🔍 Catrin Hird	Add calendar to order	Every 12 Months	Marketing Controller	1		20 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1080	🔍 Catrin Hird	Vandagraph Shopify Payouts Report	Every 1 Months	Marketing Controller	2		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1227	🔍 Catrin Hird	Request Feedback from Unique Customer for 2 months prior	Every 1 Months	Marketing Controller	1	1	02 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1238	🔍 Catrin Hird	Medica Review	Every 12 Months	Marketing Controller	3	1	01 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
207	🔍 Steve Nixon	Stock Items with Temporary Notices	Every 1 Months	Sales Controller	2	2	12 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
653	🔍 Steve Nixon	VST Price Review	Every 12 Months	Sales Controller	2		15 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
893	🔍 Derek Lamb	EAN GTIN Online Database	Every 1 Months	Sales Controller	2		06 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
960	🔍 Derek Lamb	Competitor Pricing	Every 1 Months	Sales Controller	1		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1029	🔍 Steve Nixon	Review Sales Projects	Every 1 Months	Sales Controller	3	2	05 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1214	🔍 Derek Lamb	Send Intercompany Invoices To Jean	Every 1 Months	Sales Controller	2		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1221	🔍 Ryan Swaine	Tenders Review	Every 1 Weeks	Sales Controller	2	2	21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
56	🔍 Steve Nixon	Sales forecasts	Every 1 Months	Sales Controller	1	2	14 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
81	🔍 Steve Nixon	Quartly Sales and Marketing Meeting Due	Every 3 Months	Sales Controller	2	2	01 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
82	🔍 Derek Lamb	Quarterly Stock Meeting Due	Every 3 Months	Sales Controller	2	1	01 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1236	🔍 Catrin Hird	Tenders Review UK	Every 1 Weeks	Sales Controller	2		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
220	🔍 Steve Nixon	Send Teledyne back orders list	Every 1 Weeks	Warehouse Team Leader	5	1	21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
66	🔍 Catherine Spence	Request RMAs	Every 1 Weeks	Warehouse Team Leader	3		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
541	🔍 Robert Connor	Empty Paper Bins	Every 1 Weeks	Warehouse Team Leader	3		16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
543	🔍 Robert Connor	Hoover Warehouse	Every 1 Weeks	Warehouse Team Leader	3		21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

423	🔍 Robert Connor	Sweep Warehouse	Every 1 Weeks	Warehouse Team Leader	4		21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
542	🔍 Robert Connor	Empty Warehouse Bins	Every 1 Weeks	Warehouse Team Leader	4		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
426	🔍 Robert Connor	Clean Duckets	Every 1 Weeks	Warehouse Team Leader	3		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
427	🔍 Robert Connor	Clear Cardboard	Every 2 Weeks	Warehouse Team Leader	7		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
616	🔍 Steve Nixon	Supplier Review - Outstanding orders	Every 1 Months	Warehouse Team Leader	2	1	16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
483	🔍 Steve Nixon	Supplier Review Future orders	Every 1 Months	Warehouse Team Leader	2	2	19 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
615	🔍 Robert Connor	Current Stock Levels	Every 2 Weeks	Warehouse Team Leader	3		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
614	🔍 Catherine Spence	Current Repairs	Every 1 Weeks	Warehouse Team Leader	4		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
907	🔍 Steve Nixon	Production Requirements	Every 1 Weeks	Warehouse Team Leader	2	1	21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1170	🔍 Derek Lamb	Stock Transfers. (QC19)	Every 12 Months	Warehouse Team Leader	2		22 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
547	🔍 Philip Crossley	Calibration	Every 1 Months	Warehouse Team Leader	2	1	03 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
795	🔍 Derek Lamb	Non Conformance Issues Any New QC21 Forms	Every 1 Months	Warehouse Team Leader	2		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
294	🔍 Robert Connor	Check Expiry Dated Stock	Every 1 Months	Warehouse Team Leader	2		04 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
468	🔍 Catherine Spence	Check Repairs Ready For Invoice	Every 2 Weeks	Warehouse Team Leader	4	1	28 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
479	🔍 Steve Nixon	Check Stock Requirements Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	3		23 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
480	🔍 Steve Nixon	Check Stock Requirements Supplier Envitec	Every 2 Weeks	Warehouse Team Leader	3		22 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
481	🔍 Robert Connor	Check Stock Requirements Supplier Posey	Every 2 Weeks	Warehouse Team Leader	3		24 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
482	🔍 Steve Nixon	Check Stock Requirements Supplier Blueprint	Every 2 Weeks	Warehouse Team Leader	3		25 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
484	🔍 Steve Nixon	Check Stock Requirements For Proformas	Every 1 Weeks	Warehouse Team Leader	3		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
486	🔍 Catherine Spence	Repairs Ready For Quote	Every 1 Days	Warehouse Team Leader	2	1	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
485	🔍 Catherine Spence	Repairs Ready For Invoice	Every 2 Days	Warehouse Team Leader	2	1	16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
488	🔍 Robert Connor	Vandagraph Duckets	Every 1 Weeks	Warehouse Team Leader	3		21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
545	🔍 Robert Connor	Move Stock From QA Shelf To Stock Shelf Monday	Every 1 Weeks	Warehouse Team Leader	6		21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
544	🔍 Emma Clark	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 1 Weeks	Warehouse Team Leader	2		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
495	🔍 Emma Clark	Top Up Quick Shipping Shelves	Every 1 Weeks	Warehouse Team Leader	3	3	21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
503	🔍 Emma Clark	Clean Toilets	Every 3 Weeks	Warehouse Team Leader	2		29 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
589	🔍 Derek Lamb	Management Meeting Warehouse	Every 1 Months	Warehouse Team Leader	2		22 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
622	🔍 Robert Connor	Check Returns Supplier Envitec	Every 1 Weeks	Warehouse Team Leader	2		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
624	🔍 Robert Connor	Check Returns Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	2		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

623	🔍 Robert Connor	Check Returns Supplier Maxtec	Every 2 Weeks	Warehouse Team Leader	2		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
626	🔍 Robert Connor	Check Supplier Returns All Suppliers	Every 1 Months	Warehouse Team Leader	2		24 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
645	🔍 Catherine Spence	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	3		08 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
647	🔍 Robert Connor	Check Order Are Being Picked In Priority Order	Every 8 Weeks 2 Days	Warehouse Team Leader	4		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
649	🔍 Derek Lamb	Orders And Items Shipped Per Month	Every 1 Months	Warehouse Team Leader	3		11 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
915	🔍 Catherine Spence	Goods In Processes	Every 1 Months	Warehouse Team Leader	5		26 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
785	🔍 Philip Crossley	Oxygen Cylinder Check	Every 3 Months	Warehouse Team Leader	2		14 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
878	🔍 Robert Connor	Empty Warehouse Depleted Sensor Bin	Every 1 Months 3 Weeks	Warehouse Team Leader	4		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
880	🔍 Robert Connor	Check Weeee Waste Pallet And Sensor Bin	Every 6 Months	Warehouse Team Leader	4		02 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
882	🔍 Robert Connor	Generate RMA Box, Link Items And Add Faults	Every 1 Weeks	Warehouse Team Leader	3		20 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
921	🔍 Robert Connor	Reserve Stock Review	Every 1 Weeks	Warehouse Team Leader	2		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
935	🔍 Catherine Spence	Review Of Credits Received From Suppliers	Every 2 Weeks	Warehouse Team Leader	3		23 Oct 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 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1045	🔍 Ryan Swaine	Teledyne Stock For Vandagraph	Every 1 Months	Warehouse Team Leader	3		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1047	🔍 Steve Nixon	Warehouse Requests	Every 1 Months	Warehouse Team Leader	3	1	19 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1084	🔍 Robert Connor	VST Stock Count For End April	Every 12 Months	Warehouse Team Leader	4		24 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1097	🔍 Steve Nixon	Arrange Teledyne Returns	Every 3 Months	Warehouse Team Leader	2	2	01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1158	🔍 Helen Lamb	Verification Warehouse Unidentified Stock	Every 12 Months	Warehouse Team Leader	2		09 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1162	🔍 Michael Lamb	Verification Warehouse Hand Sanitiser	Every 3 Months	Warehouse Team Leader	5		22 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1164	🔍 Michael Lamb	Verification Stock Items And Locations	Every 6 Months	Warehouse Team Leader	4		22 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1166	🔍 Catrin Hird	Verification Of Ebay Stock	Every 6 Months	Warehouse Team Leader	4		23 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1168	🔍 Catrin Hird	Verification Of Demo Stock	Every 12 Months	Warehouse Team Leader	3		04 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
272	🔍 Catherine Spence	Check Supplier Returns	Every 1 Months	Warehouse Team Leader	3		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
264	🔍 Steve Nixon	Purchase Order log	Every 3 Months	Office Team Leader	1	1	01 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1160	🔍 Derek Lamb	Verification Credit Notes	Every 12 Months	Accounts Controller	2		21 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1200	🔍 Michael Lamb	Checking Proformas And Quotes Vandagraph To The Bank	Every 1 Weeks	Accounts Controller	2	1	18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1202	🔍 Helen Lamb	Check Xero Bank For The Year To The Barclays Bank Account	Every 12 Months	Accounts Controller	2		10 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1231	🔍 Helen Lamb	USA Tax Book Sales	Every 12 Months	Accounts Controller	3		14 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

87	🔍 Helen Lamb	PAYE needs paying URGENT	Every 1 Months	Accounts Controller	2		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
204	🔍 Ryan Swaine	Distributor Agreements	Every 1 Months	EX Sales Controller	2		26 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
195	🔍 Steve Nixon	Book Medica	Every 12 Months	EX Sales Controller	3		05 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
57	🔍 Derek Lamb	Sales forecasts	Every 1 Months	UK Sales Controller	2		14 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
944	🔍 Catrin Hird	Contract Pricing Review	Every 1 Months	UK Sales Controller	3		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1210	🔍 Catrin Hird	Automotive Competitor Price Review	Every 1 Months	UK Sales Controller	2	2	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
292	🔍 Steve Hardaker	Check Sale or Returns	Every 1 Months	UK Sales Force	2		04 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1091	🔍 Steve Hardaker	Proforma And Quote Chasing - Steve H UK	Every 1 Months	UK Sales Force	3		06 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
291	🔍 Ryan Swaine	Check Sale or Returns	Every 1 Months	EX Sales Force	3		04 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
58	🔍 Ryan Swaine	Sales forecasts	Every 1 Months	EX Sales Force	1	2	14 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1089	🔍 Ryan Swaine	Proforma And Quote Chasing - Ryan	Every 1 Months	EX Sales Force	3	2	06 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
670	🔍 Derek Lamb	Ensure All Invoice Correctly Tagged	Every 1 Months	OEM Sales Controller	2		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
823	🔍 Steve Nixon	VST Customer Agreements	Every 6 Months	OEM Sales Controller	2		28 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1068	🔍 Steve Nixon	VST Feedback	Every 3 Months	OEM Sales Controller	2	2	30 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1115	🔍 Helen Lamb	OverDue Servicing	Every 6 Months	Servicing Onsite	6		01 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
314	🔍 Helen Lamb	Training Records	Every 6 Months	Human Resources	2		27 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1117	🔍 Derek Lamb	Taking On New Staff	Every 12 Months	Human Resources	2		01 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
316	🔍 Helen Lamb	check training from tuesday and sign off if present	Every 1 Weeks	Human Resources	3		16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
448	🔍 Helen Lamb	Wages Calculations	Every 1 Months	Human Resources	2		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
287	🔍 Derek Lamb	Review Accident Book	Every 6 Months	Human Resources	2		16 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
771	🔍 Helen Lamb	Alarm Key Holders	Every 6 Months	Human Resources	7	1	05 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
38	🔍 Derek Lamb	EYE TESTS	Every 24 Months	Human Resources	2		01 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
606	🔍 Helen Lamb	Health Declaration Sheet	Every 12 Months	Human Resources	1		24 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
813	🔍 Helen Lamb	Appraisal	Every 12 Months	Human Resources	3		20 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
815	🔍 Helen Lamb	Pay Review	Every 12 Months	Human Resources	4		06 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
889	🔍 Helen Lamb	Private Information Data	Every 12 Months	Human Resources	2		28 Jul 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
992	🔍 Derek Lamb	Diversity Impact Assessment	Every 12 Months	Human Resources	2		28 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1065	🔍 Helen Lamb	Check Roles And Tasks For Incomplete Data	Every 3 Months	Human Resources	2		30 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1107	🔍 Helen Lamb	Check There Are No Changes To Employment Law	Every 12 Months	Human Resources	2		23 Feb 2025	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	2	08 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1208	🔍 Helen Lamb	Check We Do Not Require A EU European Representatives	Every 12 Months	Human Resources	2	10 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
334	🔍 Catrin Hird	Team Building Event - June	Every 12 Months	Human Resources	1	02 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
336	🔍 Catrin Hird	Christmas/Team Building Event - December	Every 12 Months	Human Resources	1	19 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1225	🔍 Catrin Hird	Training Refresh Issues to Send / Questions to Write	Every 1 Months	Human Resources	1	01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
910	🔍 Helen Lamb	Review CCTV Warning Signs	Every 12 Months	Data Protection Officer	2	21 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
911	🔍 Helen Lamb	Review Security Of The Special Category Personal Data (Sensitive Data)	Every 12 Months	Data Protection Officer	1	02 Oct 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
912	🔍 Helen Lamb	Review The Personal Information We Collect and Store	Every 12 Months	Data Protection Officer	2	08 Oct 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
913	🔍 Helen Lamb	Review Personnel Files	Every 3 Months	Data Protection Officer	1	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
958	🔍 Helen Lamb	Review Flow Of Data	Every 12 Months	Data Protection Officer	2	13 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
636	🔍 Ryan Swaine	Price List Check	Every 1 Months	Vandagraph	3	06 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
79	🔍 Philip Crossley	Saftey Tester Data	Every 12 Months	Repairs Controller	2	02 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1131	🔍 Helen Lamb	Verification Warranty Repairs Customer Approval	Every 12 Months	Repairs Controller	3	04 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1132	🔍 Helen Lamb	Verification Repairs Paperwork Completed	Every 12 Months	Repairs Controller	2	10 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1134	🔍 Helen Lamb	Verification Visual Check Repair Shelf	Every 12 Months	Repairs Controller	2	17 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1136	🔍 Helen Lamb	Verification Repairs Older Repairs	Every 12 Months	Repairs Controller	2	18 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1138	🔍 Helen Lamb	Verification Repair Qa Reports	Every 12 Months	Repairs Controller	2	19 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1156	🔍 Michael Lamb	Verification Of SRS Information added	Every 12 Months	Repairs Controller	3	02 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1055	🔍 Helen Lamb	Audit 04 Accounts and Finance	Every 12 Months	Audits	3	11 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1056	🔍 Helen Lamb	Audit 16 Sales And Marketing Viamed	Every 12 Months	Audits	2	01 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1057	🔍 Helen Lamb	Audit 16 Sales And Marketing VST	Every 12 Months	Audits	2	01 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1196	🔍 Helen Lamb	Audit 04 Accounts And Finance VST	Every 12 Months	Audits	2	11 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
118	🔍 Helen Lamb	Viamed Properties Loan	Every 1 Months	Accounts Processes	4	01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
223	🔍 Zoey Teal	Accounts on Stop - Check customers haven't paid	Every 2 Weeks	Accounts Processes	4	24 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
429	🔍 Helen Lamb	End Of Yeah Reports For Accountants	Every 12 Months	Accounts Processes	2	20 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
445	🔍 Helen Lamb	Viamed End Of Month Shutdown	Every 1 Months	Accounts Processes	3	01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
63	🔍 Helen Lamb	Debtors and Creditors Figures	Every 1 Months	Accounts Processes	3	16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
680	🔍 Helen Lamb	Fill in Cashbook / Bank Rec for previous Month	Every 24 Months	Accounts Processes	5	15 Jul 2026	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
693	🔍 Helen Lamb	Journals for end of month accounts	Every 1 Months	Accounts Processes	3	26 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

432	🔍 Helen Lamb	Cheques To Bank	Every 1 Weeks	Accounts Processes	4		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
434	🔍 Helen Lamb	Credit Cards	Every 1 Months	Accounts Processes	3		14 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
435	🔍 Helen Lamb	Credits Done	Every 1 Weeks	Accounts Processes	3		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
436	🔍 Helen Lamb	Currency Lodgement	Every 1 Months	Accounts Processes	2		07 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
437	🔍 Helen Lamb	Customs Clearance	Every 1 Weeks	Accounts Processes	3		16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
438	🔍 Helen Lamb	Expenses	Every 1 Months	Accounts Processes	1		10 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
439	🔍 Helen Lamb	Accounts Filing	Every 6 Months	Accounts Processes	4		05 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
440	🔍 Helen Lamb	Filing Cabinets	Every 3 Months	Accounts Processes	3		04 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
441	🔍 Helen Lamb	HMRC Intrastats Data	Every 1 Months	Accounts Processes	4		14 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
442	🔍 Helen Lamb	VAT Return Viamed	Every 3 Months	Accounts Processes	4		20 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
443	🔍 Helen Lamb	Purchase Invoices	Every 1 Weeks	Accounts Processes	2		21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
444	🔍 Helen Lamb	Remit Processing	Every 1 Weeks	Accounts Processes	4		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
446	🔍 Zoey Teal	Sales Accounts Reminders	Every 1 Months	Accounts Processes	3		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
142	🔍 Helen Lamb	P11D Form re Benefits to Revenue and Customs	Every 12 Months	Accounts Processes	2		19 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
563	🔍 Helen Lamb	Weights Per Region Needed To Submit EC Sales List	Every 1 Months	Accounts Processes	4		14 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
572	🔍 Helen Lamb	UPS Invoices Viamed	Every 1 Months	Accounts Processes	2		04 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
573	🔍 Helen Lamb	UPS Invoices VST	Every 1 Months	Accounts Processes	2		04 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
571	🔍 Helen Lamb	UPS Invoices Vandagraph	Every 1 Weeks	Accounts Processes	3	1	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
629	🔍 Helen Lamb	Petty Cash Reconciliation	Every 12 Months	Accounts Processes	2		03 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
630	🔍 Helen Lamb	Withdraw Funds From Paypal	Every 1 Months	Accounts Processes	4		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
641	🔍 Steve Nixon	V1000 Commissions Review	Every 3 Months	Accounts Processes	1	1	01 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
651	🔍 Helen Lamb	Opera Purchase Ledger Close	Every 1 Months	Accounts Processes	2		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
652	🔍 Helen Lamb	Opera Nominal Ledger Close	Every 1 Months	Accounts Processes	3		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
104	🔍 Helen Lamb	Check suggested invoice report in operas	Every 1 Months	Accounts Processes	4		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
422	🔍 Helen Lamb	Check purchasing jnls to see if VAT handled correctly Previous Month	Every 1 Months	Accounts Processes	2	2	11 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
421	🔍 Helen Lamb	check contra account 8000 and clear it	Every 1 Months	Accounts Processes	2		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
713	🔍 Helen Lamb	Chase The Debtors VST	Every 1 Months	Accounts Processes	4		03 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
62	🔍 Helen Lamb	Debtors and Creditors Figures	Every 1 Months	Accounts Processes	2		02 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
794	🔍 Helen Lamb	Embargo Countries NOT Allowed To Sell To	Every 6 Months	Accounts Processes	2		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

811	🔍 Helen Lamb	Purchase Payments	Every 1 Weeks	Accounts Processes	4		21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
837	🔍 Helen Lamb	Region Checker	Every 1 Months	Accounts Processes	3		07 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
858	🔍 Helen Lamb	Royal Mail - Mail Retention Form	Every 12 Months	Accounts Processes	1		01 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
928	🔍 Helen Lamb	Send Debtors Overview To Derek	Every 1 Months	Accounts Processes	3		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
961	🔍 Helen Lamb	Check Debtors Report	Every 3 Months	Accounts Processes	3		18 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
965	🔍 Helen Lamb	Purchasing Invoice Processing	Every 2 Weeks	Accounts Processes	2		23 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
983	🔍 Derek Lamb	PCI DSS Compliance	Every 3 Months	Accounts Processes	2		04 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
995	🔍 Helen Lamb	VAT Return Vandagraph	Every 3 Months	Accounts Processes	3		20 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
997	🔍 Helen Lamb	VAT Return VST	Every 3 Months	Accounts Processes	3		20 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1020	🔍 Helen Lamb	Xero Review Sales Contacts	Every 1 Months	Accounts Processes	2		05 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1022	🔍 Helen Lamb	Xero Merge Customers That Are Duplicates	Every 1 Months	Accounts Processes	2		12 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1034	🔍 Helen Lamb	Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed	Every 1 Months	Accounts Processes	3	1	02 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1052	🔍 Helen Lamb	Exchange Rate In To Intrastats	Every 1 Months	Accounts Processes	3		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1078	🔍 Derek Lamb	Xero Sync	Every 1 Weeks	Accounts Processes	2		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1113	🔍 Helen Lamb	Check For Viking Invoices	Every 1 Months	Accounts Processes	2		03 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1118	🔍 Helen Lamb	Check Creditors	Every 1 Months	Accounts Processes	3		04 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1177	🔍 Helen Lamb	VAT Return Viamed Properties	Every 3 Months	Accounts Processes	4		01 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1244	🔍 Helen Lamb	Download HMRC Reports	Every 1 Months	Accounts Processes	3		19 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
599	🔍 Helen Lamb	Distribution Of Post	Every 1 Days	Office Processes	7		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
567	🔍 Helen Lamb	Filing	Every 31 Days	Office Processes	6		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
538	🔍 Catrin Hird	Maintaining Leaflet Stocks	Every 1 Weeks	Office Processes	3		21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
402	🔍 Catrin Hird	Processing Of Mail Shots	Every 1 Weeks	Office Processes	7		21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
570	🔍 Catrin Hird	Office Sales Projects	Every 1 Weeks	Office Processes	3		16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
430	🔍 Zoey Teal	Emailing Of Invoices	Every 1 Days	Office Processes	4	3	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
243	🔍 Sherralee Lamb	Vacuuming of the Office, Hall and meeting room	Every 1 Weeks	Office Processes	6	1	18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
233	🔍 Michael Lamb	Check the Service visit logs	Every 1 Weeks	Office Processes	4		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
239	🔍 Aqib Majeed	Please check Paypal for orders	Every 1 Weeks	Office Processes	8		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
225	🔍 Michael Lamb	Empty bins in the office, general waste and recycling	Every 1 Weeks	Office Processes	3	1	18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
397	🔍 Kate Griffiths	Checking EBay For Orders And Messages	Every 1 Days	Office Processes	6		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

896	🔍 Emily Hanson	Checking Of Active List	Every 1 Weeks	Office Processes	7	1	19 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
776	🔍 Derek Lamb	Completing Office Job List	Every 1 Weeks	Office Processes	6		21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
564	🔍 Catherine Spence	Franking Mail	Every 1 Days	Office Processes	7	1	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
406	🔍 Robert Connor	Processing Depleted Sensors	Every 2 Weeks	Office Processes	7		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
409	🔍 Kate Griffiths	Proforma And Quote Chasing	Every 1 Weeks	Office Processes	7		16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
393	🔍 Sophie Lines	Cleaning Of Office Windows	Every 1 Months	Office Processes	5	1	13 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
404	🔍 Sophie Lines	Link Call Log Contacts To The CRM	Every 1 Weeks	Office Processes	3	1	21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
107	🔍 Catherine Spence	PUT OUT BLUE BINS	Every 2 Weeks	Office Processes	2		22 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
530	🔍 Sophie Lines	Check Cardea And Multiquote	Every 1 Weeks	Office Processes	7	2	21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
903	🔍 Michael Lamb	Credit Card checking the system	Every 1 Months	Office Processes	7		20 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
487	🔍 Aqib Majeed	Checking Of Awaiting Action Tray - Priority 8s	Every 7 Days	Office Processes	6		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
506	🔍 Catherine Spence	Collect Repair Filing	Every 1 Weeks	Office Processes	5		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
496	🔍 Aqib Majeed	Send Delivery Notifications	Every 1 Days	Office Processes	8	1	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
508	🔍 Michael Lamb	Shred Sensitive Paperwork	Every 2 Weeks	Office Processes	5		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
519	🔍 Sophie Lines	Update Virus Software And Scan For Viruses	Every 1 Weeks	Office Processes	3	1	18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
520	🔍 Kate Griffiths	Check Purchase Orders To Suppliers	Every 1 Days	Office Processes	6	1	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
523	🔍 Sophie Lines	Delivered not Invoiced	Every 1 Days	Office Processes	5	3	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
526	🔍 Michael Lamb	Import Bank CSV	Every 1 Days	Office Processes	4	2	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
528	🔍 Aqib Majeed	Review Inward Payments	Every 1 Days	Office Processes	4		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
549	🔍 Sophie Lines	Ensure Sale or returns (SORs) Are Followed Up	Every 1 Weeks	Office Processes	6	1	18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
275	🔍 Derek Lamb	Office Staff Meeting	Every 1 Months	Office Processes	2	2	09 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
584	🔍 Kate Griffiths	VST Purchase Order Log	Every 1 Weeks	Office Processes	6	1	21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
792	🔍 Kate Griffiths	SRS Folder	Every 1 Months	Office Processes	5		22 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
603	🔍 Emily Hanson	Check For GHX Orders	Every 1 Weeks	Office Processes	6	1	16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
607	🔍 Catrin Hird	Send Service Offers	Every 1 Weeks	Office Processes	4		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
620	🔍 Aqib Majeed	Send VST Delivery Notifications	Every 1 Days	Office Processes	4		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
637	🔍 Derek Lamb	Shipped Order Success Report	Every 3 Months	Office Processes	2	1	01 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
655	🔍 Sophie Lines	Clean Kitchen Sides and Table	Every 1 Weeks	Office Processes	8	1	21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
657	🔍 Sherralee Lamb	Dishwashing	Every 1 Weeks	Office Processes	7	7	16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

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492	🔍 Catherine Spence	Ship Repairs	Every 1 Days	Goods Out	2	2	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
491	🔍 Catherine Spence	Ship Sale Or Returns	Every 1 Days	Goods Out	2	1	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
575	🔍 Catherine Spence	Check Repair orders against the customer paperwork	Every 7 Days	Goods Out	3		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
576	🔍 Catherine Spence	Check Repair Quotes	Every 1 Days	Goods Out	2	2	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
884	🔍 Catherine Spence	Request RMA Based On The RMA Boxes	Every 1 Weeks	Goods Out	2	1	21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1232	🔍 Kate Griffiths	Checked repair quotes have been sent to customers	Every 2 Days	Goods Out	3	1	16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
767	🔍 Robert Connor	Check POR Files For Items Delivered But Not Removed From File	Every 1 Months	Goods In	1		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
836	🔍 Robert Connor	Stamp Deliveries	Every 1 Days	Goods In	3		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1098	🔍 Robert Connor	Decontamination Of Incoming Products And Repairs	Every 1 Months	Goods In	4		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1128	🔍 Helen Lamb	Verification Purchasing Documentation	Every 12 Months	Goods In	2		18 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1149	🔍 Michael Lamb	Verification Todays Goods In	Every 12 Months	Goods In	3		21 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1151	🔍 Michael Lamb	Verification Supplier Delivery Notes	Every 12 Months	Goods In	4		01 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1153	🔍 Michael Lamb	Verification Of Non Conforming Products	Every 12 Months	Goods In	3		21 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1059	🔍 Robert Connor	VST Supplier QA Results	Every 1 Months	QA Goods In	3		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
834	🔍 Philip Crossley	Daily O2 Sensors Returns	Every 1 Days	Repair Processes	2		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
92	🔍 Ryan Swaine	Check Vandagraph Returns	Every 1 Months	Repair Processes	2	1	08 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
553	🔍 Catherine Spence	Production Start Job List	Every 1 Months	Production Processes	2		05 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
556	🔍 Derek Lamb	Production In Production List	Every 1 Months	Production Processes	4		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
551	🔍 Derek Lamb	Production Statistics	Every 1 Months	Production Processes	2		05 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1003	🔍 Helen Lamb	Review The Tom Thumb Grease Date	Every 12 Months	Production Processes	4		10 Oct 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1011	🔍 Michael Green	Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST	Every 6 Months	Production Processes	4		08 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1145	🔍 Robert Connor	Verification Production Paperwork	Every 12 Months	Production Processes	3		09 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1010	🔍 Philip Crossley	Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST	Every 3 Months	Production Processes	3		08 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1199	🔍 Catherine Spence	Production of JJCCR Cables	Every 2 Weeks	Production Processes	1		21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗

Audits

#	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
769	Helen Lamb	Financial Review	Every 3 Months	Share Holder	2	1	03 Jan 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗

173	Derek Lamb	Audit 21 Audit Of Audit Viamed	Every 12 Months	Share Holder	2		01 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
775	Helen Lamb	Management Reviews And Quality Audits	Every 6 Months	Managing Director	2		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
561	Helen Lamb	Review Company Data	Every 12 Months	Managing Director	3	1	13 Oct 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
774	Helen Lamb	Customer Complaints	Every 6 Months	Managing Director	2		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1218	Helen Lamb	Review Roles And Responsibilitys	Every 6 Months	Managing Director	2		03 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
729	Derek Lamb	QA Failures Report	Every 3 Months	Managing Director	2		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
784	Helen Lamb	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director	2		01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
751	Steve Nixon	Review Product Failures New Codes	Every 3 Months	Managing Director	2	1	01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
805	Helen Lamb	Maintain Update Of ISO Route Maps	Every 1 Months	Managing Director	2		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1070	Helen Lamb	New UPS Rates Needs Checking	Every 12 Months	Managing Director	2		30 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
610	Helen Lamb	Supplier Review	Every 12 Months	ISO Controller	2		09 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
464	Derek Lamb	Check Website ISO Documents	Every 6 Months	ISO Controller	2		01 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
14	Helen Lamb	Audit 22 Post Market Surveillance Viamed	Every 12 Months	ISO Controller	2	1	30 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
284	Derek Lamb	Non conformance review history Viamed	Every 12 Months	ISO Controller	2		04 Feb 2025	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 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1101	Derek Lamb	Review The Agenda For The Management Review / Board Meeting Prior To The Annual Meeting	Every 12 Months	ISO Controller	2	1	28 Sep 2025	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 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
416	Helen Lamb	Guest Access Wifi	Every 3 Months	IT Controller	1		23 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
902	Catrin Hird	Emails - check they have been done	Every 1 Weeks	IT Controller	7		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
414	Helen Lamb	Weather Station	Every 1 Months	IT Controller	3		04 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
460	Helen Lamb	Management Meeting Turnover Report	Every 12 Months	IT Controller	2		04 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
457	Steve Nixon	Intrastats Cross Reference Database Tables Updates	Every 3 Months	IT Controller	2	2	22 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
453	Helen Lamb	Off Site Backup	Every 3 Months	IT Controller	3		01 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
780	Derek Lamb	Vandagraph Pay Pay Retrieve Funds	Every 6 Months	IT Controller	2		09 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1243	Derek Lamb	Cleardown Emailed Invoices	Every 12 Months	IT Controller	2		16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
753	Derek Lamb	Scan Incorrect Product	Every 12 Months	IT Controller	5		02 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗

755	Derek Lamb	Software Validation Scan Un-QA Product To Order	Every 12 Months	IT Controller	5	01 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
757	Derek Lamb	Software Validation Expired Stock	Every 12 Months	IT Controller	5	03 Mar 2025	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 Nov 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 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1175	Derek Lamb	Software Validation Attempt To QA Some Stock	Every 12 Months	IT Controller	3	09 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
781	Derek Lamb	Software Validation Conflicting Audits	Every 12 Months	IT Controller	2	14 Oct 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
803	Helen Lamb	Software Validation Document Control	Every 12 Months	IT Controller	2	01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
809	Helen Lamb	Software Validation Scheduled Tasks And Audits	Every 6 Months	IT Controller	2	25 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1235	Derek Lamb	Google Webmaster Tools	Every 12 Months	IT Controller	2	07 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1033	Derek Lamb	Server Review	Every 3 Months	IT Controller	2	01 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1121	Helen Lamb	Sync External Telephone Logs	Every 6 Months	IT Controller	2	01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1180	Derek Lamb	Software Validation Test Email System	Every 12 Months	IT Controller	2	01 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1215	Helen Lamb	Update Pricing For Viamed Shopify	Every 6 Months	IT Controller	3	02 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1216	Helen Lamb	Viamed Shopify Sales Report Export	Every 6 Months	IT Controller	3	01 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
95	Michael Lamb	ESD Workstations	Every 12 Months	Maintenance Controller	5	15 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1058	Steve Nixon	R D Room - Tidy, Empty Bins, Remove Cups. Caution Around Oxygen Supply	Every 1 Months	Maintenance Controller	4	02 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1144	Helen Lamb	Building Risk Assesments	Every 24 Months	Maintenance Controller	2	03 Mar 2026	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
372	Helen Lamb	Documentation out of date	Every 6 Months	Documentation And Records Controller	2	03 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
369	Helen Lamb	Check for Duplicate Documents	Every 6 Months	Documentation And Records Controller	3	22 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
888	Michael Lamb	Annual GDPR Review Doc Management	Every 12 Months	Documentation And Records Controller	3	16 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1088	Derek Lamb	Weee Waste Reporting	Every 12 Months	Documentation And Records Controller	2	01 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1130	Derek Lamb	COSHH Datasheet Reminders	Every 12 Months	Documentation And Records Controller	2	01 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1148	Helen Lamb	Verification Stock Linked To Documents	Every 12 Months	Documentation And Records Controller	2	16 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1224	Michael Lamb	Review Contact Documentation	Every 6 Months	Documentation And Records Controller	3	01 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
374	Derek Lamb	Check the Stock FAQ Admin	Every 3 Months	Product Controller	2	19 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
71	Derek Lamb	Price Check	Every 3 Months	Product Controller	3	04 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
502	Derek Lamb	Yearly Pricing Review	Every 12 Months	Product Controller	2	27 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗

773	Derek Lamb	Maintain Repair Codes List	Every 24 Months	Product Controller	3		06 Oct 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
952	Derek Lamb	Fire Alarm Evacuation Drill	Every 12 Months	Health And Safety Controller	2		21 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
953	Helen Lamb	Fire Alarm PIR Checking	Every 12 Months	Health And Safety Controller	3		20 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
955	Helen Lamb	Emergency Lighting And Fire Extinguishers	Every 12 Months	Health And Safety Controller	3		17 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
674	Steve Nixon	Product Cross References	Every 3 Months	Marketing Controller	2	2	26 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
672	Steve Nixon	Pro-Active Marketing	Every 3 Months	Marketing Controller	3	3	19 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
676	Steve Nixon	Research Activities	Every 3 Months	Marketing Controller	3	3	03 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1211	Michael Lamb	Discontinue/Supersede Stock	Every 12 Months	Marketing Controller	3		08 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
144	Derek Lamb	Shopify Adwords	Every 6 Months	Marketing Controller	2		03 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
206	Derek Lamb	Stock Items with Temporary Notices	Every 3 Months	Sales Controller	2		28 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
654	Derek Lamb	VST Price Review	Every 12 Months	Sales Controller	2		25 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
894	Catrin Hird	EAN GTIN Online Database	Every 6 Months	Sales Controller	2		01 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1030	Derek Lamb	Sales Projects Send To Sales Team	Every 3 Months	Sales Controller	3		01 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1217	Helen Lamb	Send Intercompany Invoices To Jean	Every 12 Months	Sales Controller	2		15 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1222	Steve Nixon	Tenders Review	Every 1 Months	Sales Controller	2	2	04 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1237	Steve Nixon	Tenders Review UK	Every 3 Months	Sales Controller	2	1	25 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
373	Helen Lamb	Vacuuming of the Office, Hall and meeting room	Every 1 Months	Warehouse Team Leader	3		08 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
375	Derek Lamb	Send Teledyne back orders list	Every 1 Months	Warehouse Team Leader	5		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
69	Derek Lamb	Return Goods to Suppliers	Every 2 Months	Warehouse Team Leader	3		26 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
424	Michael Lamb	Warehouse Floors	Every 1 Months	Warehouse Team Leader	3		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
942	Derek Lamb	Supplier Review - Outstanding orders	Every 3 Months	Warehouse Team Leader	2		03 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
964	Derek Lamb	Supplier Review Future orders	Every 12 Months	Warehouse Team Leader	2		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
778	Derek Lamb	Current Stock Levels	Every 6 Months	Warehouse Team Leader	3		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
895	Derek Lamb	Current Repairs	Every 3 Months	Warehouse Team Leader	4		13 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
908	Derek Lamb	Production Requirements	Every 3 Months	Warehouse Team Leader	2		08 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
80	Derek Lamb	Check the Calibration Index	Every 3 Months	Warehouse Team Leader	3		07 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
796	Helen Lamb	Non Conformance Issues Any New QC21 Forms	Every 12 Months	Warehouse Team Leader	2		25 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
477	Derek Lamb	Check Expiry Dated Stock	Every 3 Months	Warehouse Team Leader	2		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
469	Robert Connor	Check Repairs Read For Invoice	Every 3 Months	Warehouse Team Leader	4		24 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

916	Derek Lamb	Check Stock Requirements Supplier Envitec	Every 1 Months	Warehouse Team Leader	3		16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
782	Michael Lamb	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 12 Months	Warehouse Team Leader	2		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
590	Helen Lamb	Management Meeting warehouse	Every 3 Months	Warehouse Team Leader	2		30 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
625	Derek Lamb	Check Returns Suppliers	Every 1 Months	Warehouse Team Leader	2		24 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
646	Helen Lamb	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	3		15 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
648	Derek Lamb	Check Order Are Being Picked In Priority Order	Every 3 Months	Warehouse Team Leader	4		12 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
650	Helen Lamb	Orders And Items Shipped Per Month	Every 3 Months	Warehouse Team Leader	3		11 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
734	Michael Lamb	Goods In Processes	Every 3 Months	Warehouse Team Leader	5		25 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
879	Michael Lamb	Empty Warehouse Depleted Sensor Bin	Every 6 Months	Warehouse Team Leader	4		01 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
881	Michael Lamb	Check Weeee Waste Pallet And Sensor Bin	Every 12 Months	Warehouse Team Leader	4		01 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
883	Michael Lamb	Generate RMA Box, Link Items And Add Faults	Every 3 Months	Warehouse Team Leader	3		28 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
936	Robert Connor	Review Of Credits Received From Suppliers	Every 1 Months	Warehouse Team Leader	3		08 Nov 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 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1046	Derek Lamb	Teledyne Stock For Vandagraph	Every 12 Months	Warehouse Team Leader	3		01 Oct 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1159	Derek Lamb	Verification Warehouse Unidentified Stock	Every 12 Months	Warehouse Team Leader	2		02 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1163	Michael Green	Verification Warehouse Hand Sanitiser	Every 12 Months	Warehouse Team Leader	5		02 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1165	Michael Green	Verification Stock Items And Locations	Every 12 Months	Warehouse Team Leader	4		09 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1167	Michael Lamb	Verification Of Ebay Stock	Every 12 Months	Warehouse Team Leader	4		13 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1169	Derek Lamb	Verification Of Demo Stock	Every 12 Months	Warehouse Team Leader	3		02 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1161	Helen Lamb	Verification Credit Notes	Every 12 Months	Accounts Controller	2		01 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1201	Helen Lamb	Checking Proformas And Quotes Vandagraph To The Bank	Every 3 Months	Accounts Controller	2		24 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1203	Michael Lamb	Check Xero Bank For The Year To The Barclays Bank Account	Every 12 Months	Accounts Controller	2		21 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1233	Michael Lamb	USA Tax Book Sales	Every 48 Months	Accounts Controller	3		08 Apr 2026	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✓
379	Derek Lamb	Distributor Agreements	Every 3 Months	EX Sales Controller	2		18 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
945	Steve Hardaker	Contract Pricing Review	Every 3 Months	UK Sales Controller	3	1	18 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
293	Derek Lamb	Check Sale or Returns	Every 3 Months	UK Sales Force	2		11 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1092	Michael Lamb	Proforma And Quote Chasing UK	Every 6 Months	UK Sales Force	3		31 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1090	Michael Lamb	Proforma And Quote Chasing Ryan	Every 6 Months	EX Sales Force	3		31 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
704	Steve Nixon	Ensure All Invoice Correctly Tagged	Every 3 Months	OEM Sales Controller	2	2	07 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

1067	Derek Lamb	VST Customer Agreements	Every 12 Months	OEM Sales Controller	2		28 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1069	Derek Lamb	VST Feedback	Every 12 Months	OEM Sales Controller	2		04 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1116	Derek Lamb	OverDue Servicing	Every 12 Months	Servicing Onsite	6		01 Jul 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
380	Derek Lamb	Training Records updated	Every 12 Months	Human Resources	2		04 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
560	Michael Lamb	Staff Training	Every 3 Months	Human Resources	3		01 Dec 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 2026	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
816	Derek Lamb	Pay Review	Every 24 Months	Human Resources	4	1	15 Aug 2026	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
890	Michael Lamb	Private Information Data	Every 12 Months	Human Resources	2		12 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1066	Derek Lamb	Check Roles And Tasks For Incomplete Data	Every 12 Months	Human Resources	2		01 Jul 2025	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	2		13 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1209	Derek Lamb	Check We Do Not Require A EU European Representatives	Every 12 Months	Human Resources	2		26 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
959	Derek Lamb	Review Flow Of Data	Every 12 Months	Data Protection Officer	2		12 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
711	Derek Lamb	Saftey Tester Data	Every 12 Months	Repairs Controller	2		31 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1171	Michael Lamb	Verification Warranty Repairs Customer Approval	Every 12 Months	Repairs Controller	3		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 2025	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	1	01 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
22	Helen Lamb	Audit 03 Design Control Viamed	Every 12 Months	Audits	2		01 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
37	Helen Lamb	Audit 05 Purchasing Suppliers Viamed	Every 12 Months	Audits	2	1	01 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
20	Helen Lamb	Audit 06 Calibration Viamed	Every 12 Months	Audits	2		20 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
25	Helen Lamb	Audit 07 Handling And Storage Viamed	Every 12 Months	Audits	2		15 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
10	Derek Lamb	Audit 08 Training Viamed	Every 12 Months	Audits	2		30 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
170	Helen Lamb	Audit 09 Goods Inward And Product Identity Viamed	Every 12 Months	Audits	2		09 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗

27	Helen Lamb	Audit 10 Documentation Control Viamed	Every 12 Months	Audits	3		10 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
171	Helen Lamb	Audit 11 Repairs And Service Viamed	Every 12 Months	Audits	2		01 Jul 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
16	Helen Lamb	Audit 12 CE Files Viamed	Every 12 Months	Audits	2	1	22 Mar 2025	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 2025	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 2025	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 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
194	Helen Lamb	Audit 01 Picking Packing VST	Every 12 Months	Audits	3		01 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
187	Helen Lamb	Audit 02 Contract Review VST	Every 12 Months	Audits	2	1	01 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
193	Helen Lamb	Audit 03 Design Control VST	Every 12 Months	Audits	2		01 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
190	Helen Lamb	Audit 05 Purchasing Suppliers VST	Every 12 Months	Audits	2	1	01 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
182	Helen Lamb	Audit 06 Calibration VST	Every 12 Months	Audits	2		20 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
178	Helen Lamb	Audit 07 Handling And Storage VST	Every 12 Months	Audits	2		15 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
184	Derek Lamb	Audit 08 Training VST	Every 12 Months	Audits	2		30 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
174	Helen Lamb	Audit 09 Goods Inward And Product Identity VST	Every 12 Months	Audits	2		09 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
183	Helen Lamb	Audit 10 Documentation Control VST	Every 12 Months	Audits	3		10 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
179	Helen Lamb	Audit 11 Repairs And Service VST	Every 12 Months	Audits	2		01 Jul 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
176	Helen Lamb	Audit 12 CE Files VST	Every 12 Months	Audits	2		22 Mar 2025	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 2025	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 2025	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 Surveillance VST	Every 12 Months	Audits	2	1	30 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
185	Helen Lamb	Audit 23 Analysis Of Data VST	Every 12 Months	Audits	2		13 Jul 2025	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 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
821	Helen Lamb	Audit 27 Software Validation Viamed	Every 12 Months	Audits	2	08 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1247	Helen Lamb	Audit 27 Software Validation VST	Every 12 Months	Audits	3	08 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
559	Michael Lamb	Viamed Properties Loan	Every 6 Months	Accounts Processes	4	01 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
377	Michael Lamb	Accounts on Stop	Every 3 Months	Accounts Processes	4	25 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
558	Michael Lamb	Viamed End Of Month Shutdown	Every 3 Months	Accounts Processes	3	01 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
679	Michael Lamb	Bank Details Entered	Every 12 Months	Accounts Processes	3	14 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
681	Michael Lamb	Fill in Cashbook / Bank Rec for previous Month	Every 48 Months	Accounts Processes	5	11 Oct 2028	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
694	Michael Lamb	Journals for the End of Month accounts	Every 12 Months	Accounts Processes	3	14 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
682	Michael Lamb	Cheques To Bank	Every 12 Months	Accounts Processes	4	24 Jul 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
683	Michael Lamb	Credit Cards	Every 12 Months	Accounts Processes	3	20 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
684	Michael Lamb	Credits Done	Every 12 Months	Accounts Processes	3	29 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
677	Michael Lamb	Accounts Filing	Every 12 Months	Accounts Processes	4	14 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
687	Michael Lamb	HMRC Intrastats Data	Every 12 Months	Accounts Processes	4	27 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
698	Michael Lamb	VAT Return	Every 12 Months	Accounts Processes	4	26 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
696	Michael Lamb	Purchase Invoices	Every 12 Months	Accounts Processes	2	29 Jun 2025	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 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
451	Michael Lamb	Viamed Debtors	Every 6 Months	Accounts Processes	4	13 Apr 2025	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	4	27 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
930	Michael Lamb	UPS Invoices Vandagraph	Every 1 Months	Accounts Processes	3	16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
700	Michael Lamb	Withdraw Funds From Paypal	Every 6 Months	Accounts Processes	4	03 Mar 2025	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 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
691	Derek Lamb	Issues For Accountants	Every 12 Months	Accounts Processes	2	02 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
692	Derek Lamb	Issues For Accountant	Every 24 Months	Accounts Processes	2	22 Apr 2026	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
714	Michael Lamb	Chase The Debtors VST	Every 3 Months	Accounts Processes	4	07 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗

812	Michael Lamb	Purchase Payments	Every 3 Months	Accounts Processes	4	21 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
838	Michael Lamb	Region Checker	Every 6 Months	Accounts Processes	3	02 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
929	Michael Lamb	Send Debtors Overview To Derek	Every 6 Months	Accounts Processes	3	01 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
962	Michael Lamb	Check Debtors Report	Every 12 Months	Accounts Processes	3	01 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
996	Michael Lamb	VAT Return Vandagraph	Every 12 Months	Accounts Processes	3	26 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
998	Michael Lamb	VAT Return VST	Every 12 Months	Accounts Processes	3	26 Jul 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1021	Michael Lamb	Xero Review Sales Contacts	Every 3 Months	Accounts Processes	2	10 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1035	Michael Lamb	Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed	Every 6 Months	Accounts Processes	3	09 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1053	Michael Lamb	Exchange Rate In To Intrastats	Every 12 Months	Accounts Processes	3	17 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1114	Michael Lamb	Check For Viking Invoices	Every 6 Months	Accounts Processes	2	15 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1119	Michael Lamb	Check Creditors	Every 3 Months	Accounts Processes	3	02 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1178	Michael Lamb	VAT Return Viamed Properties	Every 12 Months	Accounts Processes	4	20 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1245	Michael Lamb	Download HMRC Reports	Every 6 Months	Accounts Processes	3	27 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
668	Michael Lamb	Answering Telephones	Every 3 Months	Office Processes	6	02 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
901	Kate Griffiths	Checking Of Sales Orders	Every 1 Weeks	Office Processes	9	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
366	Derek Lamb	Email Distribution	Every 1 Months	Office Processes	5	17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1242	Derek Lamb	Filing and Archiving	Every 12 Months	Office Processes	6	03 Jul 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
539	Catherine Spence	Maintaining Leaflet Stocks	Every 1 Months	Office Processes	3	01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
403	Helen Lamb	Processing Of Mail Shots	Every 1 Months	Office Processes	7	17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
534	Derek Lamb	Office Sales Projects	Every 1 Months	Office Processes	3	24 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
362	Helen Lamb	Check the Invoices to be Emailed list	Every 1 Weeks	Office Processes	4	18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
234	Steve Hardaker	Check the Service visit logs	Every 1 Months	Office Processes	4	26 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
401	Michael Lamb	Check Paypal For Orders	Every 1 Months	Office Processes	8	16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
398	Sophie Lines	Checking EBay And Amazon For Orders And Messages	Every 1 Weeks	Office Processes	6	21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
897	Derek Lamb	Checking Of Active List	Every 3 Months	Office Processes	7	01 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
777	Michael Lamb	Completing Office Job List	Every 1 Months	Office Processes	6	20 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
568	Michael Lamb	Franking Mail	Every 6 Months	Office Processes	7	09 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
535	Helen Lamb	Processing Depleted Sensors	Every 2 Weeks	Office Processes	7	18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
410	Michael Lamb	Proforma And Quote Chasing	Every 1 Months	Office Processes	7	15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

394	Helen Lamb	Cleaning Of Office	Every 1 Months	Office Processes	5		07 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
405	Helen Lamb	Link Call Log Contacts To The CRM	Every 1 Months	Office Processes	3		21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
279	Helen Lamb	Check cardea and Multiquote	Every 1 Months	Office Processes	7		06 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
669	Helen Lamb	Adding New Accounts To Opera	Every 12 Months	Office Processes	2		01 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
904	Helen Lamb	Credit Card check the system	Every 1 Months	Office Processes	7		04 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
569	Helen Lamb	Thorough Checking Of Awaiting Action Tray And Board	Every 1 Months	Office Processes	6		13 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
507	Michael Lamb	Collect Repair Filing From Warehouse	Every 1 Months	Office Processes	5		27 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
537	Kate Griffiths	Send Delivery Notifications	Every 1 Weeks	Office Processes	8	1	21 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
509	Kate Griffiths	Shred Sensitive Paperwork warehouse	Every 1 Months	Office Processes	5		23 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
521	Helen Lamb	Send Purchase Orders To Suppliers	Every 1 Weeks	Office Processes	6		17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
524	Michael Lamb	Delivered not Invoiced	Every 1 Months	Office Processes	5		10 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
527	Helen Lamb	Import Bank CSV	Every 1 Weeks	Office Processes	4		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
529	Sophie Lines	Review Inward Payments	Every 1 Weeks	Office Processes	4	1	17 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
550	Steve Hardaker	Ensure SORs Are Followed Up	Every 1 Months	Office Processes	6		02 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
585	Michael Lamb	VST Purchase Order Log	Every 1 Weeks	Office Processes	6		16 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
793	Michael Lamb	SRS Folder	Every 3 Months	Office Processes	5		16 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
604	Sophie Lines	Check For GHX Orders	Every 1 Months	Office Processes	6		20 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
898	Helen Lamb	Send Service Offers	Every 4 Weeks	Office Processes	4		18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
621	Sophie Lines	Send VST Delivery Notifications	Every 1 Weeks	Office Processes	4	1	18 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
638	Helen Lamb	Shipped Order Success Report	Every 3 Months	Office Processes	2		01 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
656	Michael Lamb	Clean Kitchen Sides and Table	Every 2 Weeks	Office Processes	8	1	25 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
658	Michael Lamb	Dishwashing	Every 1 Months	Office Processes	7		15 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
662	Helen Lamb	Sweep Kitchen Floor	Every 1 Months	Office Processes	6		02 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
918	Michael Lamb	Proofs of Delivery	Every 24 Months	Office Processes	4		12 Sep 2026	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
940	Catrin Hird	Providing Ebay Feedback	Every 6 Months	Office Processes	4		20 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
991	Sophie Lines	B2B Router / Peppol Responsibility	Every 1 Months	Office Processes	3		25 Oct 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1027	Steve Nixon	8010004 - JJ-CCR Oxygen Sensor Orders	Every 3 Months	Office Processes	3	1	06 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1032	Derek Lamb	Envitec Oxygen Sensor Parts Stock Check	Every 3 Months	Office Processes	2		11 Dec 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1123	Derek Lamb	Verification Contact Details	Every 12 Months	Office Processes	2		02 Nov 2024	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓

Total Issues Outstanding / Unread Per User

https://vmserver10.thevault.me.uk//intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek_Lamb&idp=rabPIHYI6uUW6&submenu=Employee&sessionid=525... 28/29

Kate Griffiths	5	5
Linda Shearing		
Michael Green	7	1
Michael Lamb	19	13
Philip Crossley	3	
Robert Connor	4	2
Ryan Swaine	20	7
Sherralee Lamb	11	11
Sophie Lines	13	13
Steve Hardaker	11	1
Steve Nixon	141	82
Zoey Teal	2	2