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Specific Meeting	<input type="button" value="▼"/>
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Issue # / Linked Issue #	
Issue Status	All Issues <input type="button" value="▼"/>
Created By User:	<input type="button" value="▼"/>
Subject / Call LOG Containing Words (Comma Separate)	
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Notes Containing All Words (Comma Separate)	appraisal
Notes Containing Any of Words (Comma Separate)	
Notes Excluding All Words (Comma Separate)	
Has Attachment	<input type="checkbox"/> On
Attachment Contains Any of Words (Comma Separate)	
Account Number / Customer Name	
Order Number (as used in active list does not search main text) put ord in main text to also search that section	
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Date Usage	<input type="radio"/> Date Updated By <input type="button" value="▼"/> <input checked="" type="radio"/> Date Created <input type="radio"/> Date Completed
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248 Issues Found

Issue # [332329 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 13/06/24 **Appraisal (814)**

Created System Generated

By:Auto_Calender

Order Number: Audit To be Completed to review the staff, give feedback and discuss issues staff, reports from supervisors, intrastats date

Date Completed:

20/06/24

14 Jun 2024 Derek Lamb been done just getting replys from staff

Issue # [331844 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 07/06/24 **Appraisal (813) Steve Hardaker 2024 Appraisal Review Appraisal - Docs and notes attached**

Created By: Helen Lamb Added by Helen Lamb sent to Helen Lamb Steve Hardaker 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Steve Nixon 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Steve to be competent and capable at his job. From reviewing all of the data we find Steve to be effective at his job, with no areas of concern. He is competent and capable in his role as Technical Support Manager. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are happy with his work produced, quality of work and work ethic. Steve is supportive of other staff, capable and hard working. We are happy with his current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 40 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to

raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

07 Jun 2024 Helen Lamb duplicate issue Done

Issue # [331843 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 07/06/24

Created By:Helen Lamb

Order Number:

Attachments

[Steve Nixon User Issues](#)

[Completed](#)

[Steve Nixon Auto Tasks](#)

[Completed](#)

[Steve Nixon Auto Tasks](#)

[Completed](#)

Appraisal (813) Steve Nixon 2024 Appraisal Review Appraisal - Docs and notes attached
Added by Helen Lamb sent to Helen LambSteve Nixon 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Derek Lamb 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Steve to be competent and capable at his job. From reviewing all of the data we find Steve to be very effective at his job, with no areas of concern. He is competent and capable in his role as Commercial Director. There are no concerns relating to feedback, lateness, sickness. None of the other directors have any concerns and in fact we are very happy with his work produced, quality of work and work ethic. Steve is capable and hard working. We are happy with his current level of training. There are some issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 40 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Steve NixonUrgent Flag Changed To On

19 Jul 2024 Helen LambPlease can you get this completed

30 Sep 2024 Helen Lamb we have no issue with Steve, apart from not completing issues. Completing as we carry out reviews with him on a regular basis.

Issue # [331838 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 07/06/24

Created By:Helen Lamb

Order Number:

Date Completed:

17/06/24

Attachments

[All Viamed Employees](#)

[Telephone log over last 5 months](#)

[Steve Hardaker Viamed Health and Safety Areas](#)

[Steve Hardaker User Issues](#)

[Completed](#)

[Steve Hardaker Auto Tasks](#)

[Completed](#)

[Steve Hardaker Areas of Responsibility](#)

Appraisal (813) Steve Hardaker 2024 Appraisal Review Appraisal - Docs and notes attached

Added by Helen Lamb sent to Helen LambSteve Hardaker 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Steve Nixon 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Steve to be competent and capable at his job. From reviewing all of the data we find Steve to be effective at his job, with no areas of concern. He is competent and capable in his role as Technical Support Manager. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are happy with his work produced, quality of work and work ethic. Steve is supportive of other staff, capable and hard working. We are happy with his current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 40 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Steve HardakerUrgent Flag Changed To On

17 Jun 2024 Steve Hardaker Agree with content of appraisal. I have no concerns to raise or anything to add.

17 Jun 2024 Helen Lamb Reviewed and no issues. Completed

Issue # [331736 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 06/06/24

Appraisal (813) Zoey Teal 2024 Appraisal Review Appraisal - Docs and notes attached

Created By:Helen Lamb

Added by Helen Lamb sent to Helen LambZoey Teal 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Helen Lamb 15th April 24 and Derek Lamb 6th June 24. From reviewing all of the data I find Zoey to be competent and capable at her job. From reviewing all of the data we find Zoey to be very effective at her job, with no areas of concern. She is competent and capable in her role as Accounts Administrator. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with her work produced, quality of work and work ethic. Zoey is helpful, friendly, capable and hard working. We are happy with her current level of training. There will be further training moving forwards as Zoey takes on more accounting roles. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 16 hours a week at home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas and telephone logs. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Zoey TealUrgent Flag Changed To On

13 Jun 2024 Zoey Teal Are you happy with your current level of training? ? YesDo you feel competent at your job? ? YesAny concerns you would like to raise? NoAnything you think we should know? - No

13 Jun 2024 Zoey Teal Done

13 Jun 2024 Helen Lamb Reviewed and we are happy. completed. no issues

Issue # [331735 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 06/06/24 **Appraisal (813) Sophie Lines 2024 Appraisal Review Appraisal - Docs and notes attached**
 Created By:Helen Lamb Added by Helen Lamb sent to Helen LambSophie Lines 2024 Appraisal Review Appraisal - Docs and notes
 Order Number: attached Review carried out by Derek Lamb 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the
 Date Completed: data I find Sophie to be competent and capable at her job. From reviewing all of the data we find Sophie to be
 17/06/24 very effective at her job, with no areas of concern. She is competent and capable in her role as Office
 Attachments Administrator . There are no concerns relating to feedback, lateness, sickness. None of the directors have any
[Sophie Lines Viamed Health](#)
[and Safety Areas](#)
[Sophie Lines User Issues](#)
[Completed](#)
[Sophie Lines Orders error log](#)
[Viamed 2024](#)
[Sophie Lines Auto Tasks](#)
[Completed](#)
[Sophie Lines Areas of](#)
[Responsibility](#)
[All Viamed Employees](#)
[Telephone log over last 5](#)
[months](#)
 Up to date with required reading. Working 24 hours a week at work and home. 0 sick days in last 12 months and
 no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your
 areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons
 where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Sophie LinesUrgent Flag Changed To On

17 Jun 2024 Sophie Lines Are you happy with your current level of training? ? YesDo you feel competent at your job? ? YesIf answered yes to both then we would expect you would be able to carry out training for others where needed - No problemAny concerns you would like to raise? No :)Anything you think we should know? No - happy with everything, thank you

17 Jun 2024 Helen Lamb Reviewed and no issues. Completed

Issue # [331734 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 06/06/24 **Appraisal (813) Sherralee Lamb 2024 Appraisal Review Appraisal - Docs and notes attached**
 Created By:Helen Lamb Added by Helen Lamb sent to Helen LambSherralee Lamb 2024 Appraisal Review Appraisal - Docs and notes
 Order Number: attached Review carried out by Derek Lamb 20th May 24 and Helen Lamb 6th June 24. From reviewing all of the
 Date Completed: data I find Sherralee to be as competent, capable and effective at her job as she can be at this early stage of
 26/07/24 employment, in the role of Office Administrator. There are no concerns relating to feedback or lateness. We are
 Attachments happy with her work at present. Sherralee is friendly and capable. Training is ongoing. There are no issues with
[Sherralee Lamb Viamed](#)
[Health and Safety Areas](#)
[Sherralee Lamb User Issues](#)
[Completed](#)
[Sherralee Lamb Orders error](#)
[log Viamed 2024](#)
[Sherralee Lamb Auto Tasks](#)
[Completed](#)
[Sherralee Lamb Areas of](#)
[Responsibility](#)
[All Viamed Employees](#)
[Telephone log over last 5](#)
[months](#)
 Up to date with required reading. Working 16 hours a week at work and home. 8 sick days in last 2 months which we hope will improve
 moving forwards. No complaints. Error reporting system there are no areas of concern. Reports attached show your
 areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit
 reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Sherralee LambUrgent Flag Changed To On

19 Jul 2024 Helen Lambplease can you get this issue completed please

22 Jul 2024 Sherralee Lamb Done

26 Jul 2024 Helen Lamb REVIEWED AND NO PROBLEMS OR ISSUES

Issue # [331733 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 06/06/24 **Appraisal (813) Ryan Swaine 2024 Appraisal Review Appraisal - Docs and notes attached**
 Created By:Helen Lamb Added by Helen Lamb sent to Helen LambRyan Swaine 2024 Appraisal Review Appraisal - Docs and notes
 Order Number: attached Review carried out by Steve Nixon 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the
 Date Completed: data I find Ryan to be competent and capable at his job. From reviewing all of the data we find Ryan to be very
 13/06/24 effective at his job, with no areas of concern. He is competent and capable in his role as Export Sales Manager.
 Attachments There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in
[Ryan Swaine Viamed Health](#)
[and Safety Areas](#)
[Ryan Swaine User Issues](#)
[Completed](#)
[Ryan Swaine Orders error](#)
[log Viamed 2024](#)
[Ryan Swaine Orders error](#)
[log Vandagraph 2024](#)
[Ryan Swaine Auto Tasks](#)
[Completed](#)
[Ryan Swaine Areas of](#)
 fact we are very happy with his work produced, quality of work and work ethic. Ryan is capable, helpful, knowledgeable and hard working. We are happy with his current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. He Is not up to date with required reading. Working 40 hours a week at work and home. 12 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns

[Responsibility](#)
[All Viamed Employees](#)
[Telephone log over last 5 months](#)

you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Ryan SwaineUrgent Flag Changed To On

13 Jun 2024 Ryan Swaine Thank youAre you happy with your current level of training? ? YesDo you feel competent at your job? ? YesIf answered yes to both then we would expect you would be able to carry out training for others where needed.Any concerns you would like to raise? NoAnything you think we should know? NoWith Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Reviewed and we are happy - No concerns. Completing

Issue # [331728 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 06/06/24

Created By:Helen Lamb

Order Number:

Date Completed:

13/06/24

Attachments

[Robert Connor Viamed Health and Safety Areas](#)

[Robert Connor User Issues Completed](#)

[Robert Connor Auto Tasks Completed](#)

[Robert Connor Areas of Responsibility](#)

[All Viamed Employees](#)

[Telephone log over last 5 months](#)

Appraisal (813) Robert Connor 2024 Appraisal Review Appraisal - Docs and notes attached

Added by Helen Lamb sent to Helen LambRobert Connor 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Cathy Green 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Robert to be competent and capable at his job. From reviewing all of the data we find Robert to be very effective at his job, with no areas of concern. He is competent and capable in his role as Warehouse Assistant. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with his work produced, quality of work and work ethic. Robert is helpful, friendly, capable and hard working. We are happy with his current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 35 hours a week in the warehouse. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Robert ConnorUrgent Flag Changed To On

13 Jun 2024 Robert Connor Are you happy with your current level of training? ? YesDo you feel competent at your job? ? YesNo concerns or issues to raise that I can think of, I will usually bring something up immediately if I think there is a problem.

13 Jun 2024 Helen Lamb Reviewed and no issues. completed

Issue # [331727 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 06/06/24

Created By:Helen Lamb

Order Number:

Attachments

[Philip Crossley Viamed Health and Safety Areas](#)

[Philip Crossley User Issues Completed](#)

[Philip Crossley Auto Tasks Completed](#)

[Philip Crossley Areas of Responsibility](#)

[All Viamed Employees](#)

[Telephone log over last 5 months](#)

Appraisal (813) Phil Crossley 2024 Appraisal Review Appraisal - Docs and notes attached

Added by Helen Lamb sent to Helen LambPhil Crossley 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Cathy Green 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Phil to be competent and capable at his job. From reviewing all of the data we find Phil to be effective at his job, with no areas of concern. He is competent and capable in his role as Warehouse Assistant. We would like to ask Phil to make sure to read all notes in the system in relation to repairs. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are happy with his work produced, quality of work and work ethic. Phil is helpful, friendly and capable. We are happy with his current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 30 hours a week at the warehouse. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Philip CrossleyUrgent Flag Changed To On

13 Jun 2024 Philip Crossley Yes Im happy with my current level of training.Yes I feel competent at my job.Yes I can and do carry out training for others.I have no concerns and nothing I think you should know.

13 Jun 2024 Helen LambReviewed and no issues. completed

Issue # [331725 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 06/06/24

Created By:Helen Lamb

Order Number:

Date Completed:

20/06/24

Attachments

[Michael Lamb Viamed Health and Safety Areas](#)

Appraisal (813) Michael Lamb 2024 Appraisal Review Appraisal - Docs and notes attached

Added by Helen Lamb sent to Helen LambMichael Lamb 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Ryan Swaine 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Michael to be competent and capable at her/his job. From reviewing all of the data we find Michael to be very effective at her/his job, with no areas of concern. He is competent and capable in his role as Warehouse assistant and office administrator. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with his work produced, quality of work

[Michael Lamb Orders error log VST 2024](#)
[Michael Lamb Orders error log Viamed 2024](#)
[Michael Lamb Orders error log Vandagraph 2024](#)
[All Viamed Employees](#)
[Telephone log over last 5 months](#)
[2 Viamed Number of orders picked per day CG EC DL](#)
[ML HL](#)
[1 Vandagraph Number of orders picked per day CG EC](#)
[ML HL](#)

and work ethic. Michael is helpful, friendly, capable, Knowledgeable and hard working. We are happy with his current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 45 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Michael Lamb

18 Jun 2024 Michael Lamb YesYesNone

20 Jun 2024 Helen Lamb reviewed, all good. Completed

Issue # [331720 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 06/06/24
 Created By:Helen Lamb
 Order Number:
 Date Completed:
 26/07/24
 Attachments
[Michael Green Viamed Health and Safety Areas](#)
[Michael Green User Issues Completed](#)
[Michael Green Auto Tasks Completed](#)
[Michael Green Areas of Responsibility](#)
[All Viamed Employees](#)
[Telephone log over last 5 months](#)

Appraisal (813) Michael Green 2024 Appraisal Review Appraisal - Docs and notes attached
 Added by Helen Lamb sent to Helen LambMichael Green 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Derek Lamb 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Michael to be competent and capable at his job. From reviewing all of the data we find Michael to be very effective at his job, with no areas of concern. He is competent and capable in his role as Technician/Engineer. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with his work produced, quality of work and work ethic. Michael is helpful, friendly, capable and hard working. We are happy with his current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Not up to date with required reading. Working 45 hours a week at in the warehouse. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Michael GreenUrgent Flag Changed To On

19 Jul 2024 Helen Lambplease can you get this issue completed please

19 Jul 2024 Michael Green Are you happy with your current level of training? ? YesDo you feel competent at your job? ? YesIf answered yes to both then we would expect you would be able to carry out training for others where needed? Possibly.Any concerns you would like to raise? - No.Anything you think we should know? - No.

26 Jul 2024 Helen Lamb REVIEWED AND NO PROBLEMS OR ISSUES

Issue # [331719 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 06/06/24
 Created By:Helen Lamb
 Order Number:
 Attachments
[Linda Shearing Viamed Health and Safety Areas](#)
[Linda Shearing User Issues Completed](#)
[All Viamed Employees](#)
[Telephone log over last 5 months](#)

Appraisal (813) Linda Shearing 2024 Appraisal Review Appraisal - Docs and notes attached
 Added by Helen Lamb sent to Helen LambLinda Shearing 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Cathy Green 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Linda to be competent and capable at her job. From reviewing all of the data we find Linda to be very effective at her job, with no areas of concern. She is competent and capable in her role as Warehouse assistant. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with her/his work produced, quality of work and work ethic. NAME is helpful, friendly, capable and hard working. We are happy with her current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. Up to date with required reading. Working 18 hours a week at at home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Linda ShearingUrgent Flag Changed To On I seem to have missed you name out of one bit sorry

14 Jun 2024 Linda Shearing Everything fine,no problems.

14 Jun 2024 Helen Lambreviewed and nothing needed no issues. Completing

Issue # [331713 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 06/06/24 **Appraisal (813) Kate Griffiths 2024 Appraisal Review Appraisal - Docs and notes attached**
 Created By:Helen Lamb Added by Helen Lamb sent to Helen LambKate Griffiths 2024 Appraisal Review Appraisal - Docs and notes

Order Number: attached Review carried out by Derek Lamb 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Kate to be competent and capable at her job. From reviewing all of the data we find Kate to be very effective at her job, with no areas of concern. She is competent and capable in her role as Office Administrator. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with her work produced, quality of work and work ethic. Kate is helpful, friendly, capable and hard working. We are happy with her current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 40 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Kate GriffithsUrgent Flag Changed To On

14 Jun 2024 Kate Griffiths Happy with above Done

14 Jun 2024 Helen Lamb reviewed and nothing needed no issues. Completing

Issue # [331712 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 06/06/24 **Appraisal (813) Helen Lamb 2024 Appraisal Review Appraisal - Docs and notes attached**
 Created By:Derek Lamb Added by Helen Lamb sent to Derek LambAppraisal (813) Helen Lamb 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Derek Lamb 15th April 24 and 6th June 24

Order Number:
 Attachments
[Helen Lamb Viamed Health and Safety](#)
[Helen Lamb User Issues Completed](#)
[Helen Lamb Auto Tasks Completed](#)
[Helen Lamb Areas of Responsibility](#)
[All Viamed Employees](#)
[Telephone log over last 5 months](#)
[2 Viamed Number of orders picked per day CG EC DL ML HL](#)
[1 Vandagraph Number of orders picked per day CG EC ML HL](#)

06 Jun 2024 Derek Lamb From reviewing all of the data I find Helen to be competent and capable at her job. From reviewing all of the data we find Helen to be very effective at her job, with no areas of concern. She is competent and capable in her/his role as Director - Accounts and HR. There are no concerns relating to feedback, lateness, sickness. None of the other directors have any concerns and in fact we are very happy with her work produced, quality of work and work ethic. Helen is helpful, friendly, capable and hard working. We are happy with her current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 40 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? ? If No please give detailsDo you feel competent at your job? ? If No please give detailsIf answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Derek Lamb Next Action Changed From Derek Lamb To Helen Lamb

13 Jun 2024 Helen Lamb Urgent Flag Changed To On I am happy with my current level of training. i feel competent at my jobno concerns to raisenothing further to let you know.

13 Jun 2024 Derek Lambreviewed and no problems

Issue # [331711 - VIAMED Management Meeting VIAMED Management Meeting](#)

Date Created 06/06/24 **Appraisal (813) Emma Clark 2024 Appraisal Review Appraisal - Docs and notes attached**
 Created By:Helen Lamb Added by Helen Lamb sent to Helen LambEmma Clark 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Cathy Green 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Emma to be competent and capable at her job. From reviewing all of the data we find Emma to be very effective at her job, with no areas of concern. She is competent and capable in her role as Warehouse Assistant. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with her work produced, quality of work and work ethic. Emma is helpful, friendly, capable and hard working. She is always happy to fit in when covering, which we really appreciate. We are happy with her current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. She is not up to date with required reading. Working 16.5 hours a week at in the warehouse. 4 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

Order Number:
 Date Completed:
 20/06/24
 Attachments
[Emma Clark Viamed Health and Safety Areas](#)
[Emma Clark User Issues Completed](#)
[Emma Clark Auto Tasks Completed](#)
[Emma Clark Areas of Responsibility](#)
[All Viamed Employees](#)
[Telephone log over last 5 months](#)
[3 VST Number of orders picked per day CG EC DL](#)
[2 Viamed Number of orders picked per day CG EC DL ML HL](#)
[Vandagraph Number of orders picked per day CG EC ML HL](#)

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Emma ClarkUrgent Flag Changed To On

20 Jun 2024 Emma Clark yes im happy with current level of trainingi feel iam competant at my jobi have no issues to raise or concerned with my job

20 Jun 2024 Helen Lamb Reviewed and no problems. Complete

Issue # [331710 - VIAMED Management Meeting](#) VIAMED Management Meeting

Date Created 06/06/24

Created By:Helen Lamb

Order Number:

Date Completed:

20/06/24

Attachments

[Emily Morton Viamed Health and Safety Areas](#)[Emily Morton User Issues Completed](#)[Emily Morton Orders error log Viamed 2024](#)[Emily Morton Auto Tasks Completed](#)[Emily Morton Areas of Responsibility](#)[All Viamed Employees](#)[Telephone log over last 5 months](#)**Appraisal (813) Emily Morton 2024 Appraisal Review Appraisal - Docs and notes attached**

Added by Helen Lamb sent to Helen Lamb Emily Morton 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Derek Lamb 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Emily to be capable and competent at the jobs she is doing. From reviewing all of the data we find Emily to be partially effective at her job. We would like her to be able to cover all office admin roles moving forward. We would like Emily to be proactive in seeking out further training where needed and if there is free time seeking out further jobs. She is capable in her role as Office Administrator. There are no concerns relating to feedback, lateness, sickness. We are happy with her current level of training for existing job. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. We would like Emily to be answering the phones more and if she needs further training, we would expect her to be requesting this. Emily is not up to date with her required reading. Working 18 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Emily HansonUrgent Flag Changed To On

19 Jun 2024 Emily Hanson Are you happy with your current level of training? ? yesDo you feel competent at your job? ? yesIf answered yes to both then we would expect you would be able to carry out training for others where needed.Any concerns you would like to raise? noAnything you think we should know? no Done

20 Jun 2024 Helen Lamb Reviewed and no problems. Complete

Issue # [331704 - VIAMED Management Meeting](#) VIAMED Management Meeting

Date Created 06/06/24

Created By:Helen Lamb

Order Number:

Date Completed:

13/08/24

Attachments

[catrin sales projects](#)[catrin sales projects](#)[Catrin Hollings Viamed Health and Safety Areas](#)[Catrin Hollings User Issues Completed](#)[Catrin Hollings Orders error log Viamed 2024](#)[Catrin Hollings Auto Tasks Completed](#)[Catrin Hollings Areas of Responsibility](#)[All Viamed Employees](#)[Telephone log over last 5 months](#)**Appraisal (813) Catrin Hollings 2024 Appraisal Review Appraisal - Docs and notes attached**

Added by Helen Lamb sent to Helen Lamb Catrin Hollings 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Steve Nixon 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Catrin to be competent and capable at her job. From reviewing all of the data we find Catrin to be effective at her job, with no areas of concern. She is competent and capable in her role as Marketing Coordinator. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are really happy with her work produced, quality of work and work ethic. Catrin is helpful, friendly, capable and hard working. We are happy with her current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 26 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Catrin HirdUrgent Flag Changed To On

15 Jul 2024 Catrin Hird Apologies in the delay in getting back to you on this.Are you happy with your current level of training? YesDo you feel competent at your job? ? YesAny concerns you would like to raise?I wanted to bring to your attention some challenges I've been experiencing with our communication processes. Specifically, some of my Skype messages seem to be missed or ignored. While I understand that immediate responses aren't always feasible, even a brief acknowledgement or a suggested follow-up time would be very helpful to ensure tasks and requests aren't left unresolved.Additionally, I've noticed that issues submitted through Intrastats often remain unread for extended periods. Addressing these in a timely manner would significantly improve our workflow.

19 Jul 2024 Helen Lamb Reviewed and happy, Completing

Issue # [331703 - VIAMED Management Meeting](#) VIAMED Management Meeting

Date Created 06/06/24

Created By:Helen Lamb

Order Number:

Date Completed:

14/06/24

Attachments

[Cathy Green Viamed Health and Safety Areas](#)[Cathy Green Orders error log VST 2024](#)[Cathy Green Orders error log Viamed 2024](#)[Cathy Green Orders error log Vandagraph 2024](#)[Catherine Green User Issues Completed](#)[Catherine Green Auto Tasks Completed](#)[Catherine Green Areas of](#)**Appraisal (813) Cathy Green 2024 Appraisal Review Appraisal - Docs and notes attached**

Added by Helen Lamb sent to Helen Lamb Cathy Green 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Derek Lamb 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Cathy to be competent and capable at her job. From reviewing all of the data we find Cathy to be very effective at her job, with no areas of concern. She is competent and capable in her role as Warehouse Supervisor. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are extremely happy with her work produced, quality of work and work ethic. Cathy is helpful, friendly, knowledgeable, capable and hard working. We are happy with her current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. She is not up to date with required reading at the time of writing the issue. Working 45 hours a week at the warehouse. 3 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know?

[Responsibility](#)
[All Viamed Employees](#)
[Telephone log over last 5 months](#)
[VST Number of orders picked per day CG EC DL](#)
[Viamed Number of orders picked per day CG EC DL](#)
[ML HL](#)
[Vandagraph Number of orders picked per day CG EC](#)
[ML HL](#)

With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Catherine Spence

14 Jun 2024 Catherine Spence Are you happy with your current level of training? ? If No please give details YESDo you feel competent at your job? ? If No please give details YESIf answered yes to both then we would expect you would be able to carry out training for others where needed.Any concerns you would like to raise? NOAnything you think we should know? NOWith Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

14 Jun 2024 Helen Lamb reviewed and nothing needed no issues. Completing

Issue # [331702 - VIAMED Management Meeting](#) [VIAMED Management Meeting](#)

Date Created 06/06/24

Created By:Helen Lamb

Order Number:

Date Completed:

13/06/24

Attachments

[Aqib Majeed Viamed Health and Safety Areas](#)

[Aqib Majeed User Issues Completed](#)

[Aqib Majeed Orders error log](#)

[VST 2024](#)

[Aqib Majeed Orders error log](#)

[Viamed 2024](#)

[Aqib Majeed Orders error log](#)

[Vandagraph 2024](#)

[Aqib Majeed Auto Tasks Completed](#)

[Aqib Majeed Areas of Responsibility](#)

[All Viamed Employees](#)

[Telephone log over last 5 months](#)

Appraisal (813) Aqib Majeed 2024 Appraisal Review Appraisal - Docs and notes attached

Added by Helen Lamb sent to Helen LambAqib Majeed 2024 Appraisal Review Review carried out by Derek Lamb 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Aqib to be competent and capable at his job. From reviewing all of the data we find Aqib to be very effective at his job, with no areas of concern. He is competent and capable in his role as Office Administrator. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with his work produced, quality of work and work ethic. Aqib is helpful, friendly, capable and hard working. We are happy with his/her current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 40 hours a week at work and home. 2 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. -----

----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

13 Jun 2024 Helen Lamb Next Action Changed From Helen Lamb To Aqib Majeed

13 Jun 2024 Aqib Majeed Yes, I think everything is going great! Done

13 Jun 2024 Helen Lamb Although Aqib didnt specifically answer the questions, we are happy he does not need any further training and feels competent. No concerns. Completing

Issue # [331655 - VIAMED Management Meeting](#) [VIAMED Management Meeting](#)

Date Created 06/06/24

Pay Review (815)

Created By:Helen Lamb

System GeneratedTask To be Completed

Order Number:

Date Completed:

13/06/24

Review after appraisals and check government minimum wage / living wage

07 Jun 2024 Helen Lamb Reviewed in March 24 pay rises given

Issue # [321180 - VIAMED Management Meeting](#) [VIAMED Management Meeting](#)

Date Created 20/02/24

Appraisal (813)

Created By:Helen Lamb

System GeneratedTask To be Completed

Order Number:

Carry out appraisals

Date Completed:

19/07/24

06 Jun 2024 Helen LambCreated Related Issue #331702Added by Helen Lamb sent to Helen LambAqib Majeed 2024 Appraisal Review Review carried out by Derek Lamb 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Aqib to be competent and capable at his job. From reviewing all of the data we find Aqib to be very effective at his job, with no areas of concern. He is competent and capable in his role as Office Administrator. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with his work produced, quality of work and work ethic. Aqib is helpful, friendly, capable and hard working. We are happy with his/her current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 40 hours a week at work and home. 2 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Helen LambCreated Related Issue #331703Added by Helen Lamb sent to Helen LambCathy Green 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Derek Lamb 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Cathy to be competent and capable at her job. From reviewing all of the data we find Cathy to be very effective at her job, with no areas of concern. She is competent and capable in her role as Warehouse Supervisor. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are extremely happy with her work produced, quality of work and work ethic. Cathy is helpful, friendly, knowledgeable, capable and hard working. We are happy with her current level of training. There are no issues with completing of issues auto or user. No

issues or concerns with Health and Safety. No issues with Telephone use. She is not up to date with required reading at the time of writing the issue. Working 45 hours a week at in the warehouse. 3 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Helen LambCreated Related Issue #331704Added by Helen Lamb sent to Helen LambCatrin Hollings 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Steve Nixon 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Catrin to be competent and capable at her job. From reviewing all of the data we find Catrin to be effective at her job, with no areas of concern. She is competent and capable in her role as Marketing Coordinator. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are really happy with her work produced, quality of work and work ethic. Catrin is helpful, friendly, capable and hard working. We are happy with her current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 26 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Helen LambCreated Related Issue #331710Added by Helen Lamb sent to Helen LambEmily Morton 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Derek Lamb 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Emily to be capable and competent at the jobs she is doing. From reviewing all of the data we find Emily to be partially effective at her job. We would like her to be able to cover all office admin roles moving forward. We would like Emily to be proactive in seeking out further training where needed and if there is free time seeking out further jobs. She is capable in her role as Office Administrator. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and we are happy with her work produced, quality of work and work ethic. We are happy with her current level of training for existing job. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. We would like Emily to be answering the phones more and if she needs further training, we would expect her to be requesting this. Emily is not up to date with her required reading. Working 18 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Helen LambCreated Related Issue #331711Added by Helen Lamb sent to Helen LambEmma Clark 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Cathy Green 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Emma to be competent and capable at her job. From reviewing all of the data we find Emma to be very effective at her job, with no areas of concern. She is competent and capable in her role as Warehouse Assistant. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with her work produced, quality of work and work ethic. Emma is helpful, friendly, capable and hard working. She is always happy to fit in when covering, which we really appreciate. We are happy with her current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. She is not up to date with required reading. Working 16.5 hours a week at in the warehouse. 4 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Helen LambCreated Related Issue #331712Added by Helen Lamb sent to Derek LambAppraisal (813) Helen Lamb 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Derek Lamb 15th April 24 and 6th June 24

06 Jun 2024 Helen LambCreated Related Issue #331713Added by Helen Lamb sent to Helen LambKate Griffiths 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Derek Lamb 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Kate to be competent and capable at her job. From reviewing all of the data we find Kate to be very effective at her job, with no areas of concern. She is competent and capable in her role as Office Administrator. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with her work produced, quality of work and work ethic. Kate is helpful, friendly, capable and hard working. We are happy with her current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 40 hours a

week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Helen LambCreated Related Issue #331719Added by Helen Lamb sent to Helen LambLinda Shearing 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Cathy Green 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Linda to be competent and capable at her job. From reviewing all of the data we find Linda to be very effective at her job, with no areas of concern. She is competent and capable in her role as Warehouse assistant. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with her/his work produced, quality of work and work ethic. NAME is helpful, friendly, capable and hard working. We are happy with her current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. Up to date with required reading. Working 18 hours a week at home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Helen LambCreated Related Issue #331720Added by Helen Lamb sent to Helen LambMichael Green 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Derek Lamb 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Michael to be competent and capable at his job. From reviewing all of the data we find Michael to be very effective at his job, with no areas of concern. He is competent and capable in his role as Technician/Engineer. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with his work produced, quality of work and work ethic. Michael is helpful, friendly, capable and hard working. We are happy with his current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Not up to date with required reading. Working 45 hours a week at the warehouse. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Helen LambCreated Related Issue #331725Added by Helen Lamb sent to Helen LambMichael Lamb 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Ryan Swaine 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Michael to be competent and capable at her/his job. From reviewing all of the data we find Michael to be very effective at her/his job, with no areas of concern. He is competent and capable in his role as Warehouse assistant and office administrator. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with his work produced, quality of work and work ethic. Michael is helpful, friendly, capable, Knowledgeable and hard working. We are happy with his current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 45 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Helen LambCreated Related Issue #331727Added by Helen Lamb sent to Helen LambPhil Crossley 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Cathy Green 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Phil to be competent and capable at his job. From reviewing all of the data we find Phil to be effective at his job, with no areas of concern. He is competent and capable in his role as Warehouse Assistant. We would like to ask Phil to make sure to read all notes in the system in relation to repairs. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are happy with his work produced, quality of work and work ethic. Phil is helpful, friendly and capable. We are happy with his current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 30 hours a week at the warehouse. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Helen LambCreated Related Issue #331728Added by Helen Lamb sent to Helen LambRobert Connor 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Cathy Green 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Robert to be competent and capable at his job. From reviewing all of the data we find Robert to be very effective at his job, with no areas of concern. He is competent and capable in his role as Warehouse Assistant. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with his work produced, quality of work and work ethic. Robert is helpful, friendly, capable and hard working. We are happy with his current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 35 hours a week in the warehouse. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. -----

----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Helen LambCreated Related Issue #331733Added by Helen Lamb sent to Helen LambRyan Swaine 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Steve Nixon 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Ryan to be competent and capable at his job. From reviewing all of the data we find Ryan to be very effective at his job, with no areas of concern. He is competent and capable in his role as Export Sales Manager. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with his work produced, quality of work and work ethic. Ryan is capable, helpful, knowledgeable and hard working. We are happy with his current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. He Is not up to date with required reading. Working 40 hours a week at work and home. 12 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. -----

----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Helen LambCreated Related Issue #331734Added by Helen Lamb sent to Helen LambSherralee Lamb 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Derek Lamb 20th May 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Sherralee to be as competent, capable and effective at her job as she can be at this early stage of employment, in the role of Office Administrator. There are no concerns relating to feedback or lateness. We are happy with her work at present. Sherralee is friendly and capable. Training is ongoing. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. Up to date with required reading. Working 16 hours a week at work and home. 8 sick days in last 2 months which we hope will improve moving forwards. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. -----

Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Helen LambCreated Related Issue #331735Added by Helen Lamb sent to Helen LambSophie Lines 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Derek Lamb 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Sophie to be competent and capable at her job. From reviewing all of the data we find Sophie to be very effective at her job, with no areas of concern. She is competent and capable in her role as Office Administrator . There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with her work produced, quality of work and work ethic. Sophie is helpful, friendly, capable and hard working. We are happy with her current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 24 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

06 Jun 2024 Helen LambCreated Related Issue #331736Added by Helen Lamb sent to Helen LambZoey Teal 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Helen Lamb 15th April 24 and Derek Lamb 6th June 24. From reviewing all of the data I find Zoey to be competent and capable at her job. From reviewing all of the data we find Zoey to be very effective at her job, with no areas of concern. She is competent and capable in her role as Accounts Administrator. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are very happy with her work produced, quality of work and work ethic. Zoey is helpful, friendly, capable and hard working. We are happy with her current level of training. There will be further training moving forwards as Zoey takes on more accounting roles. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 16 hours a week at home. 0 sick days

in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas and telephone logs. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

07 Jun 2024 Helen LambCreated Related Issue #331838Added by Helen Lamb sent to Helen LambSteve Hardaker 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Steve Nixon 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Steve to be competent and capable at his job. From reviewing all of the data we find Steve to be effective at his job, with no areas of concern. He is competent and capable in his role as Technical Support Manager. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are happy with his work produced, quality of work and work ethic. Steve is supportive of other staff, capable and hard working. We are happy with his current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 40 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

07 Jun 2024 Helen LambCreated Related Issue #331843Added by Helen Lamb sent to Helen LambSteve Nixon 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Derek Lamb 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Steve to be competent and capable at his job. From reviewing all of the data we find Steve to be very effective at his job, with no areas of concern. He is competent and capable in his role as Commercial Director. There are no concerns relating to feedback, lateness, sickness. None of the other directors have any concerns and in fact we are very happy with his work produced, quality of work and work ethic. Steve is capable and hard working. We are happy with his current level of training. There are some issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 40 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

07 Jun 2024 Helen LambCreated Related Issue #331844Added by Helen Lamb sent to Helen LambSteve Hardaker 2024 Appraisal Review Appraisal - Docs and notes attached Review carried out by Steve Nixon 15th April 24 and Helen Lamb 6th June 24. From reviewing all of the data I find Steve to be competent and capable at his job. From reviewing all of the data we find Steve to be effective at his job, with no areas of concern. He is competent and capable in his role as Technical Support Manager. There are no concerns relating to feedback, lateness, sickness. None of the directors have any concerns and in fact we are happy with his work produced, quality of work and work ethic. Steve is supportive of other staff, capable and hard working. We are happy with his current level of training. There are no issues with completing of issues auto or user. No issues or concerns with Health and Safety. No issues with Telephone use. Up to date with required reading. Working 40 hours a week at work and home. 0 sick days in last 12 months and no issues. No complaints. Error reporting system there are no areas of concern. Reports attached show your areas of responsibility, issues, health and safety areas, telephone logs and order error / opening for edit reasons where applicable. ----- Are you happy with your current level of training? – If No please give details Do you feel competent at your job? – If No please give details If answered yes to both then we would expect you would be able to carry out training for others where needed. Any concerns you would like to raise? Anything you think we should know? With Viamed, Vandagraph and VST all being small companies we expect staff to carry out any reasonable duties when needed.

19 Jul 2024 Helen Lamb these have been done no issues

Issue # [318777 - Staff Appraisals](#)

Date Created 25/01/24 **Objective All staff appraisals to be carried out within 18 Months of Last appraisal or first Hiring**
 Created By: Derek 25 Jan 2024 Derek Lambmay 2023
 Lamb, Helen Lamb,
 Jean Lamb, Steve
 Nixon,
 Order Number:

Issue # [309856 - Staff Appraisals](#)

Date Created 18/10/23 **Objective All staff appraisals to be carried out within 18 Months of Last appraisal or first Hiring**
 Created By: Derek 18 Oct 2023 Derek Lamball upto date
 Lamb, Helen Lamb,
 Jean Lamb, Steve
 Nixon,
 Order Number: