

EH Full



Not trained Steve Nixon in [Details 8086](#)

[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
430	Zoey Teal	Emailing Of Invoices	Every 1 Days	Office Processes	4	13	07 Jan 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
243	Sherralee Lamb(InActive)	Vacuuming of the Office, Hall and meeting room	Every 1 Weeks	Office Processes	5	4	10 Jan 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
657	Sherralee Lamb(InActive)	Dishwashing	Every 1 Weeks	Office Processes	6	4	08 Jan 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
495	Emma Clark	Top Up Quick Shipping Shelves	Every 1 Weeks	Warehouse Team Leader	3	4	13 Jan 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
418	Steve Nixon	Price Checking	Every 1 Months	Product Controller	3	3	03 Feb 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
544	Emma Clark	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 1 Weeks	Warehouse Team Leader	2	3	07 Jan 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
1222	Steve Nixon	Tenders Review	Every 1 Months	Sales Controller	2	3	04 Feb 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
1078	Michael Lamb	Xero Sync	Every 1 Weeks	Accounts Processes	3	3	09 Jan 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
268	Steve Nixon	Sale Meeting update	Every 3 Weeks	Managing Director	3	3	21 Jan 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
990	Zoey Teal	B2B Router / Peppol Responsibilities	Every 1 Weeks	Office Processes	3	3	10 Jan 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
1029	Steve Nixon	Review Sales Projects	Every 1 Months	Sales Controller	3	3	05 Feb 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
220	Steve Nixon	Send Teledyne back orders list	Every 1 Weeks	Warehouse Team Leader	5	3	13 Jan 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
859	Catherine Spence	UPS Exceptions Checkup	Every 1 Days	Office Processes	2	3	07 Jan 2025	Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗

Areas of Responsibilities and Supervisor

Main Catagory	Supervisor	Responsibilitys	Members
Share Holder		Responsibilities	Jean Lamb Derek Lamb Jean Lamb Jean Lamb Jean Lamb Derek Lamb Derek Lamb Derek Lamb
	Share Holder		
	Jean Lamb Derek Lamb		
Managing Director	Jean Lamb Jean Lamb Jean Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Derek Lamb Steve Nixon Derek Lamb Derek Lamb
	Share Holder		
	Jean Lamb Derek Lamb		
Company Secretary	Jean Lamb Jean Lamb Jean Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
	Managing Director		
Director 1 (Derek)	Derek Lamb Steve Nixon Derek Lamb Derek Lamb	Responsibilities	Derek Lamb Derek Lamb Derek Lamb Derek Lamb
	Managing Director		
Director 3 (Steve)	Derek Lamb Steve Nixon Derek Lamb Derek Lamb	Responsibilities	Steve Nixon Steve Nixon Steve Nixon Steve Nixon

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Tasks / Responsibilities

https://vmserver10.thevault.me.uk/intranet/databases/employee_roles/Audit_roles_total.php?zz=1&vui=2&user=Derek Lamb... 3/28

1		Derek Lamb	Car Online Database	Every 6 Months	Managing Director	1		30 Jun 2025	Details										
456		Derek Lamb	VIAMED Management Meeting Review Weekly Meeting	Every 1 Weeks	Managing Director	2	1	13 Jan 2025	Details										
728		Derek Lamb	Customer Complaints	Every 1 Weeks	Managing Director	2		12 Jan 2025	Details										
83		Derek Lamb	6 Monthly Management Meeting Due	Every 3 Months	Managing Director	3		01 Feb 2025	Details										
548		Derek Lamb	Review Roles And Responsibilities Process Manual	Every 1 Months	Managing Director	2		20 Jan 2025	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 Feb 2025	Details										
743		Derek Lamb	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director	2		01 Oct 2025	Details										
739		Derek Lamb	Review VIAMED Feedback - Customer Feedback Negative	Every 1 Months	Managing Director	3		22 Jan 2025	Details										
737		Derek Lamb	Review VIAMED Feedback - Customer Complaints	Every 1 Months	Managing Director	3		22 Jan 2025	Details										
740		Derek Lamb	Review VST Feedback - Customer Feedback Negative	Every 1 Months	Managing Director	2		22 Jan 2025	Details										
738		Derek Lamb	Review VST Feedback - Customer Complaints	Every 1 Months	Managing Director	2		22 Jan 2025	Details										
741		Derek Lamb	Review VIAMED Product Feedback Negative	Every 1 Months	Managing Director	3		22 Jan 2025	Details										
742		Derek Lamb	Review VST Product Feedback Negative	Every 1 Months	Managing Director	3		22 Jan 2025	Details										
746		Derek Lamb	ISO System Management Review	Every 12 Months	Managing Director	4		01 Aug 2025	Details										
749		Derek Lamb	Review ISO Scopes	Every 12 Months	Managing Director	3		27 Sep 2025	Details										
750		Derek Lamb	Product Failures New Codes Review	Every 1 Weeks	Managing Director	2		10 Jan 2025	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		11 Jan 2025	Details										
806		Derek Lamb	Disaster Planning	Every 12 Months	Managing Director	3		21 Oct 2025	Details										
807		Derek Lamb	Review Possible Upcoming Regulation Changes	Every 3 Months	Managing Director	1		22 Jan 2025	Details										
42		Derek Lamb	New UPS Rates needs checking	Every 12 Months	Managing Director	2		20 Dec 2025	Details										
825		Derek Lamb	FDA Device Establishment Registration	Every 12 Months	Managing Director	1		01 Nov 2025	Details										
1094		Derek Lamb	ISO System Management Review Vst	Every 12 Months	Managing Director	3	1	26 Oct 2025	Details										
1189		Derek Lamb	Review VIAMED Product Feedback Positive	Every 1 Months	Managing Director	3		22 Jan 2025	Details										
1190		Derek Lamb	Review VST Product Feedback Positive	Every 1 Months	Managing Director	3		22 Jan 2025	Details										
1188		Derek Lamb	Review VIAMED Customer Feedback Positive	Every 1 Months	Managing Director	3		22 Jan 2025	Details										
1191		Derek Lamb	Review VST Customer Feedback Positive	Every 1 Months	Managing Director	3		22 Jan 2025	Details										
1193		Derek Lamb	Tuesday Office	Every	Director 1 (2025)	2	1	13 Jan 2025	Details										

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413		Derek Lamb	Weather Station	Every 1 Weeks	IT Controller	3		09 Jan 2025	Details	              
459		Derek Lamb	Management Meeting Turnover Report	Every 1 Months	IT Controller	2		13 Jan 2025	Details	              
458		Derek Lamb	Intrastats Requested Page updates	Every 1 Months	IT Controller	1		05 Feb 2025	Details	              
462		Derek Lamb	Intrastats Cross Reference Database Tables Updates	Every 1 Months	IT Controller	2		09 Jan 2025	Details	              
452		Michael Lamb	Off Site Backup	Every 1 Months	IT Controller	3	1	04 Feb 2025	Details	               
510		Michael Lamb	Domain Name Management	Every 1 Months	IT Controller	2	1	20 Jan 2025	Details	              
511		Michael Lamb	AWS Amazon Web Services Collect Invoice	Every 1 Months	IT Controller	3	1	07 Jan 2025	Details	              
512		Helen Lamb	Vandagraph Pay Pay Retrieve Funds	Every 1 Months	IT Controller	2		06 Feb 2025	Details	            

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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		01 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
418	🔍 Steve Nixon	Price Checking	Every 1 Months	Product Controller	3	3	03 Feb 2025	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		05 Oct 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
800	🔍 Helen Lamb	On Site Environment Review	Every 3 Months	Product Controller	3		18 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
822	🔍 Steve Nixon	VST Price Lists	Every 3 Months	Product Controller	2	1	28 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1095	🔍 Steve Nixon	VST Product Performance	Every 12 Months	Product Controller	2	1	01 Nov 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1096	🔍 Steve Nixon	VST Product Performance - Suppliers	Every 12 Months	Product Controller	2	1	01 Nov 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1241	🔍 Catrin Hird	Review Back to Stock Report on Shopify	Every 1 Weeks	Product Controller	2	1	10 Jan 2025	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 2025	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 Apr 2025	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	1	01 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
609	🔍 Catherine Spence	Fire Alarm checking - MCPs	Every 1 Months	Health And Safety Controller	3	1	01 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
954	🔍 Catherine Spence	Emergency Lighting And Fire Extinguishers	Every 1 Months	Health And Safety Controller	3		15 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
54	🔍 Derek Lamb	Projects / Products HSE Requirements	Every 12 Months	Health And Safety Controller	2		11 Nov 2025	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	1	19 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
671	🔍 Catrin Hird	Pro-Active Marketing	Every 3 Months	Marketing Controller	3		01 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
675	🔍 Catrin Hird	Research Activities	Every 1 Months	Marketing Controller	3		26 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
971	🔍 Catrin Hird	Discontinue/Supersede Stock Once Depleted	Every 1 Weeks	Marketing Controller	3	1	08 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
278	🔍 Catrin Hird	Google Adwords	Every 1 Months	Marketing Controller	2	1	04 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
347	🔍 Catrin Hird	Add calendar to order	Every 12 Months	Marketing Controller	1		20 Nov 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1080	🔍 Catrin Hird	Vandagraph Shopify Payouts Report	Every 1 Months	Marketing Controller	2	1	01 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1227	🔍 Catrin Hird	Request Feedback from Unique Customer for 2 months prior	Every 1 Months	Marketing Controller	1	2	02 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1238	🔍 Catrin Hird	Medica Review	Every 12 Months	Marketing Controller	3		01 Aug 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

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479	🔍 Steve Nixon	Check Stock Requirements Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	3	15 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
480	🔍 Steve Nixon	Check Stock Requirements Supplier Envitec	Every 2 Weeks	Warehouse Team Leader	3	14 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
481	🔍 Robert Connor	Check Stock Requirements Supplier Posey	Every 2 Weeks	Warehouse Team Leader	3	16 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
482	🔍 Steve Nixon	Check Stock Requirements Supplier Bluepoint	Every 2 Weeks	Warehouse Team Leader	3	17 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
484	🔍 Steve Nixon	Check Stock Requirements For Proformas	Every 1 Weeks	Warehouse Team Leader	3	09 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
486	🔍 Catherine Spence	Repairs Ready For Quote	Every 1 Days	Warehouse Team Leader	2	07 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
485	🔍 Catherine Spence	Repairs Ready For Invoice	Every 2 Days	Warehouse Team Leader	2	08 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
488	🔍 Robert Connor	Vandagraph Duckets	Every 1 Weeks	Warehouse Team Leader	3	13 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
545	🔍 Robert Connor	Move Stock From QA Shelf To Stock Shelf Monday	Every 1 Weeks	Warehouse Team Leader	6	13 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
544	🔍 Emma Clark	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 1 Weeks	Warehouse Team Leader	2	07 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
495	🔍 Emma Clark	Top Up Quick Shipping Shelves	Every 1 Weeks	Warehouse Team Leader	3	13 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
503	🔍 Emma Clark	Clean Toilets	Every 3 Weeks	Warehouse Team Leader	2	21 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
589	🔍 Derek Lamb	Management Meeting Warehouse	Every 1 Months	Warehouse Team Leader	2	22 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
622	🔍 Robert Connor	Check Returns Supplier Envitec	Every 1 Weeks	Warehouse Team Leader	2	10 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
624	🔍 Robert Connor	Check Returns Supplier Teledyne	Every 2 Weeks	Warehouse Team Leader	2	10 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
623	🔍 Robert Connor	Check Returns Supplier Maxtec	Every 2 Weeks	Warehouse Team Leader	2	10 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
626	🔍 Robert Connor	Check Supplier Returns All Suppliers	Every 1 Months	Warehouse Team Leader	2	24 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
645	🔍 Catherine Spence	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	3	08 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
647	🔍 Robert Connor	Check Order Are Being Picked In Priority Order	Every 8 Weeks 2 Days	Warehouse Team Leader	4	10 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
649	🔍 Derek Lamb	Orders And Items Shipped Per Month	Every 1 Months	Warehouse Team Leader	3	11 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
915	🔍 Catherine Spence	Goods In Processes	Every 1 Months	Warehouse Team Leader	5	26 Jan 2025	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	27 Jan 2025	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	12 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
921	🔍 Robert Connor	Reserve Stock Review	Every 1 Weeks	Warehouse Team Leader	2	09 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
935	🔍 Catherine Spence	Review Of Credits Received From Suppliers	Every 2 Weeks	Warehouse Team Leader	3	15 Jan 2025	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 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

1047	🔍 Steve Nixon	Warehouse Requests	Every 1 Months	Warehouse Team Leader	3		19 Jan 2025	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		01 Feb 2025	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 Feb 2025	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 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
264	🔍 Steve Nixon	Purchase Order log	Every 3 Months	Office Team Leader	1		01 Mar 2025	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	2	10 Jan 2025	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 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✓
87	🔍 Helen Lamb	PAYE needs paying URGENT	Every 1 Months	Accounts Controller	2		17 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✓
204	🔍 Ryan Swaine	Distributor Agreements	Every 1 Months	EX Sales Controller	2		26 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
195	🔍 Steve Nixon	Book Medica	Every 12 Months	EX Sales Controller	3	1	05 Jan 2026	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
57	🔍 Derek Lamb	Sales forecasts	Every 1 Months	UK Sales Controller	2		14 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
944	🔍 Catrin Hird	Contract Pricing Review	Every 1 Months	UK Sales Controller	3		15 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1210	🔍 Catrin Hird	Automotive Competitor Price Review	Every 1 Months	UK Sales Controller	2		15 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
292	🔍 Steve Hardaker	Check Sale or Returns	Every 1 Months	UK Sales Force	2	1	04 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1091	🔍 Steve Hardaker	Proforma And Quote Chasing - Steve H UK	Every 1 Months	UK Sales Force	3	2	06 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
291	🔍 Ryan Swaine	Check Sale or Returns	Every 1 Months	EX Sales Force	3		04 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
58	🔍 Ryan Swaine	Sales forecasts	Every 1 Months	EX Sales Force	1		14 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1089	🔍 Ryan Swaine	Proforma And Quote Chasing - Ryan	Every 1 Months	EX Sales Force	3		06 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
670	🔍 Derek Lamb	Ensure All Invoice Correctly Tagged	Every 1 Months	OEM Sales Controller	2		01 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
823	🔍 Steve Nixon	VST Customer Agreements	Every 6 Months	OEM Sales Controller	2	1	28 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1068	🔍 Steve Nixon	VST Feedback	Every 3 Months	OEM Sales Controller	2		30 Jan 2025	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	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

		Months				2025	
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	08 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
448	🔍 Helen Lamb	Wages Calculations	Every 1 Months	Human Resources	2	17 Jan 2025	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	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 Jan 2025	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 ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
336	🔍 Catrin Hird	Christmas 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 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1253	🔍 Helen Lamb	Anti Harassment Awareness And Prevention	Every 12 Months	Human Resources	2	24 Oct 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1255	🔍 Helen Lamb	HSE Workplace Safety Environment And Harassment Risk Assessment Questionnaire	Every 12 Months	Human Resources	3	01 Aug 2025	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 Jan 2025	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 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
79	🔍 Philip Crossley	Safety 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	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗

			Months			2025	
			Every			17	
1134	🔍 Helen Lamb	Verification Visual Check Repair Shelf	12 Months	Repairs Controller	2	May 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			18	
1136	🔍 Helen Lamb	Verification Repairs Older Repairs	12 Months	Repairs Controller	2	May 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			19	
1138	🔍 Helen Lamb	Verification Repair Qa Reports	12 Months	Repairs Controller	2	May 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			02	
1156	🔍 Michael Lamb	Verification Of SRS Information added	12 Months	Repairs Controller	3	May 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			11	
1055	🔍 Helen Lamb	Audit 04 Accounts and Finance	12 Months	Audits	3	Sep 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			01	
1056	🔍 Helen Lamb	Audit 16 Sales And Marketing Viamed	12 Months	Audits	2	Sep 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			01	
1057	🔍 Helen Lamb	Audit 16 Sales And Marketing VST	12 Months	Audits	2	Sep 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			11	
1196	🔍 Helen Lamb	Audit 04 Accounts And Finance VST	12 Months	Audits	2	Sep 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			01	
118	🔍 Helen Lamb	Viamed Properties Loan	1 Months	Accounts Processes	4	Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			16	
223	🔍 Zoey Teal	Accounts on Stop - Check customers haven't paid	2 Weeks	Accounts Processes	4	Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			20	
429	🔍 Helen Lamb	End Of Yeah Reports For Accountants	12 Months	Accounts Processes	2	Dec 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			01	
445	🔍 Helen Lamb	Viamed End Of Month Shutdown	1 Months	Accounts Processes	3	Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			16	
63	🔍 Helen Lamb	Debtors and Creditors Figures	1 Months	Accounts Processes	3	Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			15	
680	🔍 Helen Lamb	Fill in Cashbook / Bank Rec for previous Month	24 Months	Accounts Processes	5	Jul 2026	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			26	
693	🔍 Helen Lamb	Journals for end of month accounts	1 Months	Accounts Processes	3	Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			10	
432	🔍 Helen Lamb	Cheques To Bank	1 Weeks	Accounts Processes	4	Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			14	
434	🔍 Helen Lamb	Credit Cards	1 Months	Accounts Processes	3	Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			10	
435	🔍 Helen Lamb	Credits Done	1 Weeks	Accounts Processes	3	Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			07	
436	🔍 Helen Lamb	Currency Lodgement	1 Months	Accounts Processes	2	Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			08	
437	🔍 Helen Lamb	Customs Clearance	1 Weeks	Accounts Processes	3	Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			10	
438	🔍 Helen Lamb	Expenses	1 Months	Accounts Processes	1	Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			05	
439	🔍 Helen Lamb	Accounts Filing	6 Months	Accounts Processes	4	Apr 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			04	
440	🔍 Helen Lamb	Filing Cabinets	3 Months	Accounts Processes	3	Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			14	
441	🔍 Helen Lamb	HMRC Intrastats Data	1 Months	Accounts Processes	4	Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			20	
442	🔍 Helen Lamb	VAT Return Viamed	3 Months	Accounts Processes	4	Mar 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			13	
443	🔍 Helen Lamb	Purchase Invoices	1 Weeks	Accounts Processes	2	Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			07	
444	🔍 Helen Lamb	Remit Processing	1 Weeks	Accounts Processes	4	Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			01	
446	🔍 Zoey Teal	Sales Accounts Reminders	1 Months	Accounts Processes	3	Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			19	
142	🔍 Helen Lamb	P11D Form re Benefits to Revenue and Customs	12 Months	Accounts Processes	2	Jun 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
			Every			14	
563	🔍 Helen Lamb	Weights Per Region Needed To Submit EC	1	Accounts Processes	4	Jan	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗

Sales List			Months				2025	
			Every	Accounts				
572	🔍 Helen Lamb	UPS Invoices Viamed	1 Months	Processes	2		04 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
573	🔍 Helen Lamb	UPS Invoices VST	1 Months	Processes	2		04 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
571	🔍 Helen Lamb	UPS Invoices Vandagraph	1 Weeks	Processes	3		07 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
629	🔍 Helen Lamb	Petty Cash Reconciliation	12 Months	Processes	2	1	03 Jan 2026	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
630	🔍 Helen Lamb	Withdraw Funds From Paypal	1 Months	Processes	4		01 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
641	🔍 Steve Nixon	V1000 Commissions Review	3 Months	Processes	1	1	01 Apr 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
651	🔍 Helen Lamb	Opera Purchase Ledger Close	1 Months	Processes	2		15 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
652	🔍 Helen Lamb	Opera Nominal Ledger Close	1 Months	Processes	3		15 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
104	🔍 Helen Lamb	Check suggested invoice report in operas	1 Months	Processes	4		01 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
422	🔍 Helen Lamb	Check purchasing jnls to see if VAT handled correctly Previous Month	1 Months	Processes	2	2	11 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
421	🔍 Helen Lamb	check contra account 8000 and clear it	1 Months	Processes	2		01 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
713	🔍 Helen Lamb	Chase The Debtors VST	1 Months	Processes	4		03 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
62	🔍 Helen Lamb	Debtors and Creditors Figures	1 Months	Processes	2		02 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
794	🔍 Helen Lamb	Embargo Countries NOT Allowed To Sell To	6 Months	Processes	2		17 Apr 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
811	🔍 Helen Lamb	Purchase Payments	1 Weeks	Processes	4		13 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
837	🔍 Helen Lamb	Region Checker	1 Months	Processes	3		07 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
858	🔍 Helen Lamb	Royal Mail - Mail Retention Form	12 Months	Processes	1		01 Mar 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
928	🔍 Helen Lamb	Send Debtors Overview To Derek	1 Months	Processes	3		01 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
961	🔍 Helen Lamb	Check Debtors Report	3 Months	Processes	3		18 Mar 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
965	🔍 Helen Lamb	Purchasing Invoice Processing	2 Weeks	Processes	2		15 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
983	🔍 Derek Lamb	PCI DSS Compliance	3 Months	Processes	2		04 Apr 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
995	🔍 Helen Lamb	VAT Return Vandagraph	3 Months	Processes	3	1	20 Mar 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
997	🔍 Helen Lamb	VAT Return VST	3 Months	Processes	3		20 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1020	🔍 Helen Lamb	Xero Review Sales Contacts	1 Months	Processes	2	1	05 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1022	🔍 Helen Lamb	Xero Merge Customers That Are Duplicates	1 Months	Processes	2		12 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1034	🔍 Helen Lamb	Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed	1 Months	Processes	3	1	02 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1052	🔍 Helen Lamb	Exchange Rate In To Intrastats	1 Months	Processes	3		01 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1078	🔍 Michael Lamb	Xero Sync	1 Weeks	Processes	3	3	09 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1113	🔍 Helen Lamb	Check For Viking Invoices	1	Processes	2		03 Feb	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗

			Months				2025	
1118	🔍 Helen Lamb	Check Creditors	Every 1 Months	Accounts Processes	3	1	04 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1177	🔍 Helen Lamb	VAT Return Viamed Properties	Every 3 Months	Accounts Processes	4		01 Apr 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1244	🔍 Helen Lamb	Download HMRC Reports	Every 1 Months	Accounts Processes	3		19 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1263	🔍 Helen Lamb	VST Accounts On Stop	Every 2 Weeks	Accounts Processes	4		14 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1265	🔍 Derek Lamb	Stock Figure - Correct Xero To Intrastats	Every 1 Months	Accounts Processes	2	1	01 Feb 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
599	🔍 Helen Lamb	Distribution Of Post	Every 1 Days	Office Processes	7		07 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
567	🔍 Helen Lamb	Filing	Every 31 Days	Office Processes	6		18 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
538	🔍 Catrin Hird	Maintaining Leaflet Stocks	Every 1 Weeks	Office Processes	3	1	13 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
402	🔍 Catrin Hird	Processing Of Mail Shots	Every 1 Weeks	Office Processes	7	1	13 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
570	🔍 Catrin Hird	Office Sales Projects	Every 1 Weeks	Office Processes	3		08 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
430	🔍 Zoey Teal	Emailing Of Invoices	Every 1 Days	Office Processes	4	13	07 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
243	🔍 Sherralee Lamb(InActive)	Vacuuming of the Office, Hall and meeting room	Every 1 Weeks	Office Processes	5	4	10 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
233	🔍 Michael Lamb	Check the Service visit logs	Every 1 Weeks	Office Processes	4	2	07 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
239	🔍 Aqib Majeed	Please check Paypal for orders	Every 1 Weeks	Office Processes	8		09 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
225	🔍 Michael Lamb	Empty bins in the office, general waste and recycling	Every 1 Weeks	Office Processes	3	2	10 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
397	🔍 Kate Griffiths	Checking EBay For Orders And Messages	Every 1 Days	Office Processes	6		07 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
896	🔍 Emily Hanson	Checking Of Active List	Every 1 Weeks	Office Processes	7	2	11 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
776	🔍 Derek Lamb	Completing Office Job List	Every 1 Weeks	Office Processes	6		13 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
564	🔍 Catherine Spence	Franking Mail	Every 1 Days	Office Processes	7	1	07 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
406	🔍 Robert Connor	Processing Depleted Sensors	Every 2 Weeks	Office Processes	7		07 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
409	🔍 Kate Griffiths	Proforma And Quote Chasing	Every 1 Weeks	Office Processes	7	1	08 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
393	🔍 Sophie Lines	Cleaning Of Office Windows	Every 1 Months	Office Processes	5		13 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
404	🔍 Sophie Lines	Link Call Log Contacts To The CRM	Every 1 Weeks	Office Processes	3	1	13 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
107	🔍 Catherine Spence	PUT OUT BLUE BINS	Every 2 Weeks	Office Processes	2		14 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
530	🔍 Sophie Lines	Check Cardea And Multiquote	Every 1 Weeks	Office Processes	7	2	13 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
903	🔍 Michael Lamb	Credit Card checking the system	Every 1 Months	Office Processes	7		20 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
487	🔍 Aqib Majeed	Checking Of Awaiting Action Tray - Priority 8s	Every 7 Days	Office Processes	6		10 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
506	🔍 Catherine Spence	Collect Repair Filing	Every 1 Weeks	Office Processes	5		10 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
496	🔍 Aqib Majeed	Send Delivery Notifications	Every 1 Days	Office Processes	8	2	07 Jan 2025	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
508	🔍 Michael Lamb	Shred Sensitive Paperwork	Every 2	Office Processes	5	1	10 Jan	Details ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗

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			Months				2025	
1206	Michael Lamb	Vandagraph Check Shopify Order Delivery Notifications	Every 1 Months	Office Processes	4	1	24 Jan 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
1219	Emily Hanson	Purchase Order Invoice Review	Every 1 Weeks	Office Processes	4	2	13 Jan 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
1229	Derek Lamb	Purchase Order Invoice Review Stage 2	Every 2 Weeks	Office Processes	1		13 Jan 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
41	Catrin Hird	Calender project needs starting	Every 12 Months	Marketing Processes	3		31 Aug 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
196	Steve Nixon	Book Arab Health	Every 12 Months	Marketing Processes	2		01 Jun 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
721	Steve Hardaker	Emergency Services Show	Every 12 Months	Marketing Processes	2		20 Aug 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
722	Ryan Swaine	Preparation for Medica	Every 12 Months	Marketing Processes	2		01 Sep 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
900	Catrin Hird	Medica preparation - Marketing material	Every 12 Months	Marketing Processes	2		01 Sep 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
1106	Catrin Hird	Send Calendars to Sylvia Gallagher	Every 12 Months	Marketing Processes	2		30 Nov 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
1205	Catrin Hird	Review Shopify Website for Missing Images	Every 1 Months	Marketing Processes	1	1	06 Feb 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
1213	Catrin Hird	Review Search Terms - Shopify	Every 1 Months	Marketing Processes	1		01 Feb 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
1228	Catrin Hird	Viamed Shopify: Office Hours	Every 12 Months	Marketing Processes	1		02 Jan 2026	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
105	Catherine Spence	Goods Out Review	Every 1 Weeks	Goods Out	3	1	07 Jan 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
905	Catherine Spence	Back Orders Review - By Customer	Every 1 Weeks	Goods Out	3	1	09 Jan 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
492	Catherine Spence	Ship Repairs	Every 1 Days	Goods Out	2	1	07 Jan 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
491	Catherine Spence	Ship Sale Or Returns	Every 1 Days	Goods Out	2	1	07 Jan 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
575	Catherine Spence	Check Repair orders against the customer paperwork	Every 7 Days	Goods Out	3	1	09 Jan 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
576	Catherine Spence	Check Repair Quotes	Every 1 Days	Goods Out	2	1	07 Jan 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
884	Catherine Spence	Request RMA Based On The RMA Boxes	Every 1 Weeks	Goods Out	2	1	13 Jan 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
1232	Kate Griffiths	Checked repair quotes have been sent to customers	Every 2 Days	Goods Out	3		08 Jan 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
767	Robert Connor	Check POR Files For Items Delivered But Not Removed From File	Every 1 Months	Goods In	1		18 Jan 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
836	Robert Connor	Stamp Deliveries	Every 1 Days	Goods In	3		07 Jan 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
1098	Robert Connor	Decontamination Of Incomming Products And Repairs	Every 1 Months	Goods In	4		15 Jan 2025	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	1	01 Feb 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗
834	Philip Crossley	Daily O2 Sensors Returns	Every 1 Days	Repair Processes	2		07 Jan 2025	Details ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✗

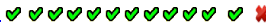
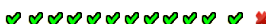
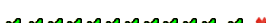
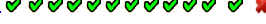
92	🔍 Ryan Swaine	Check Vandagraph Returns	Every 1 Months	Repair Processes	2		08 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
553	🔍 Catherine Spence	Production Start Job List	Every 1 Months	Production Processes	2	1	05 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
556	🔍 Derek Lamb	Production In Production List	Every 1 Months	Production Processes	4		01 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
551	🔍 Derek Lamb	Production Statistics	Every 1 Months	Production Processes	2		05 Feb 2025	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		13 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗

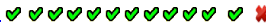
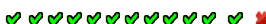
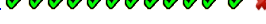
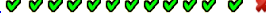
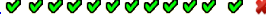
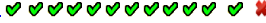
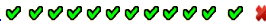
Audits

#	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		03 Apr 2025	Details													
173	Derek Lamb	Audit 21 Audit Of Audit Viamed	Every 12 Months	Share Holder	2	1	01 Dec 2025	Details													
775	Helen Lamb	Management Reviews And Quality Audits	Every 6 Months	Managing Director	2		17 Apr 2025	Details													
561	Helen Lamb	Review Company Data	Every 12 Months	Managing Director	3		13 Oct 2025	Details													
774	Helen Lamb	Customer Complaints	Every 6 Months	Managing Director	2		01 May 2025	Details													
1218	Helen Lamb	Review Roles And Responsibilitys	Every 6 Months	Managing Director	2		03 Jul 2025	Details													
729	Derek Lamb	QA Failures Report	Every 3 Months	Managing Director	2		01 Feb 2025	Details													
784	Helen Lamb	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director	2	1	01 Nov 2025	Details													
751	Steve Nixon	Review Product Failures New Codes	Every 3 Months	Managing Director	2		01 Feb 2025	Details													
805	Helen Lamb	Maintain Update Of ISO Route Maps	Every 1 Months	Managing Director	2		18 Jan 2025	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	1	01 Jul 2025	Details													
14	Helen Lamb	Audit 22 Post Market Surveillance Viamed	Every 12 Months	ISO Controller	2		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 2025	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	28 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
1105	Helen Lamb	Review Process Updates For Risk To Systems	Every 12 Months	ISO Controller	2	01 Nov 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1142	Derek Lamb	Verification Calibrated Equipment	Every 12 Months	ISO Controller	2	18 Nov 2025	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 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
902	Catrin Hird	Emails - check they have been done	Every 1 Weeks	IT Controller	7	09 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
414	Helen Lamb	Weather Station	Every 1 Months	IT Controller	3	04 Feb 2025	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	22 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
453	Helen Lamb	Off Site Backup	Every 3 Months	IT Controller	3	01 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
780	Derek Lamb	Vandagraph Pay Pay Retrieve Funds	Every 6 Months	IT Controller	2	09 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1243	Derek Lamb	Cleardown Emailed Invoices	Every 12 Months	IT Controller	2	16 Oct 2025	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 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
762	Derek Lamb	Software Validation In Production List	Every 6 Months	IT Controller	3	01 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
765	Derek Lamb	Software Validation Unchecked Orders	Every 12 Months	IT Controller	4	03 Dec 2025	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 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
809	Helen Lamb	Software Validation Scheduled Tasks And Audits	Every 6 Months	IT Controller	2	25 Apr 2025	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 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗
1121	Helen Lamb	Sync External Telephone Logs	Every 6 Months	IT Controller	2	01 May 2025	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	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✗

1258	Helen Lamb	Software Validation SRS To Nonconformance	Every 12 Months	IT Controller	2		11 Nov 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	2	02 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1144	Helen Lamb	Building Risk Assessments	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 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
71	Derek Lamb	Price Check	Every 3 Months	Product Controller	3		04 Mar 2025	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	1	26 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
672	Steve Nixon	Pro-Active Marketing	Every 3 Months	Marketing Controller	3	1	19 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
676	Steve Nixon	Research Activities	Every 3 Months	Marketing Controller	3	1	03 Apr 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	1	03 Jul 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
206	Derek Lamb	Stock Items with Temporary Notices	Every 3 Months	Sales Controller	2		28 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
654	Derek Lamb	VST Price Review	Every 12 Months	Sales Controller	2		25 Dec 2025	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 Mar 2025	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	3	04 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1237	Steve Nixon	Tenders Review UK	Every 3 Months	Sales Controller	2	1	25 Mar	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

			Months				2025	
373	Helen Lamb	Vacuuming of the Office, Hall and meeting room	Every 1 Months	Warehouse Team Leader	3		08 Jan 2025	Details  
375	Derek Lamb	Send Teledyne back orders list	Every 1 Months	Warehouse Team Leader	5		18 Jan 2025	Details  
69	Derek Lamb	Return Goods to Suppliers	Every 2 Months	Warehouse Team Leader	3		26 Feb 2025	Details  
424	Michael Lamb	Warehouse Floors	Every 1 Months	Warehouse Team Leader	3		17 Jan 2025	Details  
942	Derek Lamb	Supplier Review - Outstanding orders	Every 3 Months	Warehouse Team Leader	2		03 Mar 2025	Details  
964	Derek Lamb	Supplier Review Future orders	Every 12 Months	Warehouse Team Leader	2		17 Oct 2025	Details  
778	Derek Lamb	Current Stock Levels	Every 6 Months	Warehouse Team Leader	3		17 Apr 2025	Details  
895	Derek Lamb	Current Repairs	Every 3 Months	Warehouse Team Leader	4		13 Feb 2025	Details  
908	Derek Lamb	Production Requirements	Every 3 Months	Warehouse Team Leader	2		08 Feb 2025	Details  
1261	Helen Lamb	Control of monitoring and measuring devices	Every 6 Months	Warehouse Team Leader	3		17 May 2025	Details  
80	Derek Lamb	Check the Calibration Index	Every 3 Months	Warehouse Team Leader	3		07 Mar 2025	Details  
796	Helen Lamb	Non Conformance Issues Any New QC21 Forms	Every 12 Months	Warehouse Team Leader	2		25 Oct 2025	Details  
477	Derek Lamb	Check Expiry Dated Stock	Every 3 Months	Warehouse Team Leader	2		18 Jan 2025	Details  
469	Robert Connor	Check Repairs Read For Invoice	Every 3 Months	Warehouse Team Leader	4		24 Mar 2025	Details  
916	Derek Lamb	Check Stock Requirements Supplier Envitec	Every 1 Months	Warehouse Team Leader	3		16 Jan 2025	Details  
782	Michael Lamb	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 12 Months	Warehouse Team Leader	2		17 Oct 2025	Details  
590	Helen Lamb	Management Meeting warehouse	Every 3 Months	Warehouse Team Leader	2		30 Jan 2025	Details  
625	Derek Lamb	Check Returns Suppliers	Every 1 Months	Warehouse Team Leader	2		24 Jan 2025	Details  
646	Helen Lamb	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	3		15 Feb 2025	Details  
648	Derek Lamb	Check Order Are Being Picked In Priority Order	Every 3 Months	Warehouse Team Leader	4		12 Feb 2025	Details  
650	Helen Lamb	Orders And Items Shipped Per Month	Every 3 Months	Warehouse Team Leader	3		11 Feb 2025	Details  
734	Michael Lamb	Goods In Processes	Every 3 Months	Warehouse Team Leader	5	1	25 Mar 2025	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 Feb 2025	Details  
936	Robert Connor	Review Of Credits Received From Suppliers	Every 1 Months	Warehouse Team Leader	3		08 Jan 2025	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	Details  

			Months			2025	
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 Jan 2025	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 Feb 2025	Details  
945	Steve Hardaker	Contract Pricing Review	Every 3 Months	UK Sales Controller	3	18 Feb 2025	Details  
293	Derek Lamb	Check Sale or Returns	Every 3 Months	UK Sales Force	2	11 Mar 2025	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	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 Mar 2025	Details  
1071	Derek Lamb	Health And Safety Review	Every 12 Months	Human Resources	2	01 Jan 2026	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	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  
1254	Derek Lamb	Anti Harassment Awareness And Prevention	Every 12 Months	Human Resources	2	24 Nov 2025	Details 
1256	Michael Lamb	HSE Workplace Safety Environment And Harassment Risk	Every 12 Months	Human Resources	3	30 Oct 2025	Details 

Assessment Questionnaire

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 2025	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	1	01 Dec 2025	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 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
192	Derek Lamb	Audit 21 Audit Of Audit VST	Every 12 Months	Audits	2	1	01 Dec 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
180	Helen Lamb	Audit 22 Post Market Surveillance VST	Every 12 Months	Audits	2		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 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
188	Helen Lamb	Audit 18 Management Review VST	Every 12 Months	Audits	2	1	15 Oct 2025	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 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
558	Michael Lamb	Viamed End Of Month Shutdown	Every 3 Months	Accounts Processes	3		01 Mar 2025	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 May 2025	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 Jan 2025	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 Mar 2025	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 Jun 2025	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 Feb 2025	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	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1259	Derek Lamb	Xero Sync	Every 3 Months	Accounts Processes	3	01 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1114	Michael Lamb	Check For Viking Invoices	Every 6 Months	Accounts Processes	2	15 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1119	Michael Lamb	Check Creditors	Every 3 Months	Accounts Processes	3	02 Mar 2025	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 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

1264	Michael Lamb	VST Accounts On Stop	Every 3 Months	Accounts Processes	4		13 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1266	Helen Lamb	Stock Figure - Correct Xero To Intrastats	Every 3 Months	Accounts Processes	2		20 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
668	Michael Lamb	Answering Telephones	Every 3 Months	Office Processes	6		02 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
901	Kate Griffiths	Checking Of Sales Orders	Every 1 Weeks	Office Processes	9		07 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
366	Derek Lamb	Email Distribution	Every 1 Months	Office Processes	5		17 Jan 2025	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	1	01 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
403	Helen Lamb	Processing Of Mail Shots	Every 1 Months	Office Processes	7		17 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
534	Derek Lamb	Office Sales Projects	Every 1 Months	Office Processes	3		24 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
362	Helen Lamb	Check the Invoices to be Emailed list	Every 1 Weeks	Office Processes	4	2	10 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
234	Steve Hardaker	Check the Service visit logs	Every 1 Months	Office Processes	4		26 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
401	Michael Lamb	Check Paypal For Orders	Every 1 Months	Office Processes	8		16 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
398	Sophie Lines	Checking EBay And Amazon For Orders And Messages	Every 1 Weeks	Office Processes	6	1	13 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
897	Kate Griffiths	Checking Of Active List outstanding customer orders	Every 2 Months	Office Processes	7		01 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
777	Michael Lamb	Completing Office Job List	Every 1 Months	Office Processes	6		20 Jan 2025	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		10 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
410	Michael Lamb	Proforma And Quote Chasing	Every 1 Months	Office Processes	7		15 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
394	Helen Lamb	Cleaning Of Office	Every 1 Months	Office Processes	5		07 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
405	Helen Lamb	Link Call Log Contacts To The CRM	Every 1 Months	Office Processes	3		21 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
279	Helen Lamb	Check cardea and Multiquote	Every 1 Months	Office Processes	7		06 Feb 2025	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 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
569	Helen Lamb	Thorough Checking Of Awaiting Action Tray And Board	Every 1 Months	Office Processes	6		13 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
507	Michael Lamb	Collect Repair Filing From Warehouse	Every 1 Months	Office Processes	5	1	27 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
537	Kate Griffiths	Send Delivery Notifications	Every 1 Weeks	Office Processes	8	1	13 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
509	Kate Griffiths	Shred Sensitive Paperwork warehouse	Every 1 Months	Office Processes	5	1	23 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
521	Helen Lamb	Send Purchase Orders To Suppliers	Every 1 Weeks	Office Processes	6		09 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
524	Michael Lamb	Delivered not Invoiced	Every 1 Months	Office Processes	5		10 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
527	Helen Lamb	Import Bank CSV	Every 1 Weeks	Office Processes	4		10 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

529	Sophie Lines	Review Inward Payments	Every 1 Weeks	Office Processes	4	1	09 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
550	Steve Hardaker	Ensure SORs Are Followed Up	Every 1 Months	Office Processes	6		02 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
585	Michael Lamb	VST Purchase Order Log	Every 1 Weeks	Office Processes	6	2	08 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
793	Michael Lamb	SRS Folder	Every 3 Months	Office Processes	5		16 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
604	Sophie Lines	Check For GHX Orders	Every 1 Months	Office Processes	6		20 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
898	Helen Lamb	Send Service Offers	Every 4 Weeks	Office Processes	4		10 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
621	Sophie Lines	Send VST Delivery Notifications	Every 1 Weeks	Office Processes	4	1	10 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
638	Helen Lamb	Shipped Order Success Report	Every 3 Months	Office Processes	2		01 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
656	Michael Lamb	Clean Kitchen Sides and Table	Every 2 Weeks	Office Processes	8	1	17 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
658	Michael Lamb	Dishwashing	Every 1 Months	Office Processes	6		15 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
662	Helen Lamb	Sweep Kitchen Floor	Every 1 Months	Office Processes	6		02 Feb 2025	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 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
991	Sophie Lines	B2B Router / Peppol Responsibility	Every 1 Months	Office Processes	3		25 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1027	Steve Nixon	8010004 - JJ-CCR Oxygen Sensor Orders	Every 3 Months	Office Processes	3	1	06 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1032	Derek Lamb	Envitec Oxygen Sensor Parts Stock Check	Every 3 Months	Office Processes	2		11 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1123	Derek Lamb	Verification Contact Details	Every 12 Months	Office Processes	2		02 Nov 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1125	Derek Lamb	Verification Contact Details Accounts	Every 12 Months	Office Processes	2		15 Nov 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1127	Derek Lamb	Verification Invoice Details Accounts	Every 12 Months	Office Processes	2		16 Nov 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1207	Helen Lamb	Vandagraph Check Shopify Order Delivery Notifications	Every 3 Months	Office Processes	4		22 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1220	Michael Lamb	Purchase Order Invoice Review	Every 6 Months	Office Processes	4		01 Mar 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
899	Robert Connor	Medica preparation - Ryan has an issue chase him	Every 12 Months	Marketing Processes	2		10 Sep 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
364	Helen Lamb	Goods Out Review	Every 1 Months	Goods Out	3	1	04 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
906	Helen Lamb	Back Orders Review - By Customer	Every 1 Months	Goods Out	3		25 Jan 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
758	Emma Clark	Ship Repairs	Every 1 Months	Goods Out	2	1	01 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1054	Derek Lamb	Check Repair orders against the customer paperwork	Every 12 Months	Goods Out	3		09 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1099	Helen Lamb	Decontamination Of Incoming Products And Repairs	Every 12 Months	Goods In	4		14 Feb 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1150	Helen Lamb	Verification Today's Goods In	Every 12 Months	Goods In	3		01 Apr 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1152	Helen Lamb	Verification Supplier Delivery Notes	Every 12 Months	Goods In	4		01 Jun 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗
1154	Helen Lamb	Verification Of Non Conforming Products	Every 12 Months	Goods In	3		10 May 2025	Details	✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓	✗

Total Issues Outstanding / Unread Per User

https://vmserver10.thevault.me.uk/intranet/databases/employee%20roles/Audit%20roles%20total.php?zz=1&vui=2&user=Derek%20Lam... 28/28