⚠ 🏠 🖥 ⏱ 📖 📋 ❓ Ⓦ ✖ 🛒 **Helen Lamb** 47 Issues **19 *Unread*** 15 ISO Tasks | **My Requests** 25.40 °C
MG Full

#VUI	Picture	Name	Active	Security	Proto	Details	Access	Allocated Roles	Roles Stats	HSE	Training	Required Reading	Wage	Breaks	Holida
6		Catherine Spence viamed.cathy.green@gmail.com cathy.green@viamed.co.uk Direct Email cathy.green@vmsecure.me.uk	1	3	0										

Catherine Spence Areas of Responsibility and Supervisor

VM3COP02 Organisation chart
VM3COP02 Organisation Complete Overview

Main Catagory	Supervisor	Responsibilities Members		
Goods Out	Warehouse Team Leader Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Emma Clark Catherine Spence Emma Clark Emma Clark Emma Clark Catherine Spence Catherine Spence Catherine Spence	

Tasks Catherine Spence Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
752	Scan Incorrect Product - Software Validation	Every 9 Months	IT Controller		01 Sep 2025	
754	Software Validation Scan UnQA Product To Order	Every 6 Months	IT Controller		12 Dec 2025	
756	Software Validation Expired Stock	Every 12 Months	IT Controller		12 Oct 2025	
759	Software Validation Non Sell Able Shelf	Every 12 Months	IT Controller		01 Sep 2025	
72	Defrost Fridge / Freezer	Every 3 Months	Maintenance Controller		05 Sep 2025	
609	Fire Alarm checking - MCPs	Every 1 Months	Health And Safety Controller		01 Jul 2025	
954	Emergency Lighting And Fire Extinguishers	Every 1 Months	Health And Safety Controller	1	15 Jul 2025	
66	Request RMAs	Every 1 Weeks	Warehouse Team Leader	1	04 Jul 2025	
614	Current Repairs	Every 1 Weeks	Warehouse Team Leader	1	01 Jul 2025	
468	Check Repairs Ready For Invoice	Every 2 Weeks	Warehouse Team Leader		07 Jul 2025	
486	Repairs Ready For Quote	Every 1 Days	Warehouse Team Leader	1	01 Jul 2025	
485	Repairs Ready For Invoice	Every 2 Days	Warehouse Team Leader	2	01 Jul 2025	
645	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader		08 Aug 2025	
915	Goods In Processes	Every 1 Months	Warehouse Team Leader		26 Jul 2025	
935	Review Of Credits Received From Suppliers	Every 2 Weeks	Warehouse Team Leader		02 Jul 2025	
272	Check Supplier Returns	Every 1 Months	Warehouse Team Leader		17 Jul 2025	
564	Franking Mail	Every 1 Days	Office Processes	1	01 Jul 2025	
107	PUT OUT BLUE BINS	Every 2 Weeks	Office Processes		01 Jul 2025	
506	Collect Repair Filing	Every 1 Weeks	Office Processes		04 Jul 2025	
859	UPS Exceptions Checkup	Every 1 Days	Office Processes	2	01 Jul 2025	
105	Goods Out Review	Every 1 Weeks	Goods Out		01 Jul 2025	
905	Back Orders Review - By Customer	Every 1 Weeks	Goods Out	1	03 Jul 2025	
492	Ship Repairs	Every 1 Days	Goods Out	1	01 Jul 2025	

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due
[491](#)	Ship Sale Or Returns	Every 1 Days	Goods Out	1	01 Jul 2025
[575](#)	Check Repair orders against the customer paperwork	Every 7 Days	Goods Out		03 Jul 2025
[576](#)	Check Repair Quotes	Every 1 Days	Goods Out	1	01 Jul 2025
[884](#)	Request RMA Based On The RMA Boxes	Every 1 Weeks	Goods Out	1	07 Jul 2025
[553](#)	Production Start Job List	Every 1 Months	Production Processes		05 Jul 2025
[1199](#)	Production of JJCCR Cables	Every 2 Weeks	Production Processes	1	14 Jul 2025

Audits Catherine Spence Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
[539](#)	Maintaining Leaflet Stocks	Every 1 Months	Office Processes		01 Jul 2025	