













MG Full  **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	Holidays
39		Michael Lamb michael.lamb@viamed.co.uk Direct Email michael.lamb@vmsecure.me.uk	1	8	0										

Michael Lamb Areas of Responsibility and Supervisor

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

Main Category	Supervisor	Responsibilities	Members
Servicing Onsite	Director 3 (Steve)		Steve Nixon Philip Crossley Michael Lamb Michael Green Steve Nixon Steve Nixon Steve Nixon Philip Crossley Philip Crossley
		Responsibilities	Philip Crossley Michael Lamb Michael Lamb Michael Lamb Michael Green Michael Green Michael Green
	Office Team Leader		Sophie Lines Zoey Teal Kate Griffiths Emma Clark Michael Lamb Sophie Lines Sophie Lines Sophie Lines Zoey Teal Zoey Teal
	Office Processes	Responsibilities	Kate Griffiths Kate Griffiths Kate Griffiths Emma Clark Emma Clark Emma Clark Michael Lamb Michael Lamb Michael Lamb Michael Lamb Emily Hanson Catrin Hird Aqib Majeed Sherralee Lamb

Tasks Michael Lamb Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
139	Server Review	Every 1 Months	IT Controller	1	05 Jul 2025	
454	Backup Server Status	Every 2 Weeks	IT Controller	1	03 Jul 2025	
452	Off Site Backup	Every 1 Months	IT Controller		04 Jul 2025	
510	Domain Name Management	Every 1 Months	IT Controller	1	20 Jul 2025	
511	AWS Amazon Web Services Collect Invoice	Every 1 Months	IT Controller	1	07 Jul 2025	
597	Fast Hosts Invoice	Every 1 Months	IT Controller	1	08 Jul 2025	
731	Emailed Invoices Cleardown	Every 2 Weeks	IT Controller	1	02 Jul 2025	
766	Software Validation Attempt To QA Some Stock	Every 6 Months	IT Controller		01 Dec 2025	
139	Server Review	Every 1 Months	IT Controller	1	05 Jul 2025	
129	Radiators - Bleed radiators in Vandagraph Room	Every 12 Months	Maintenance Controller	1	30 Sep 2025	
370	Duplicate Documents	Every 1 Months	Documentation And Records Controller	2	18 Jul 2025	
1162	Verification Warehouse Hand Sanitiser	Every 3 Months	Warehouse Team Leader		22 Aug 2025	
1164	Verification Stock Items And Locations	Every 6 Months	Warehouse Team Leader		22 Aug 2025	
1200	Checking Proformas And Quotes Vandagraph To The Bank	Every 1 Weeks	Accounts Controller	4	04 Jul 2025	
1138	Verification Repair Qa Reports	Every 12 Months	Repairs Controller		19 May 2026	
1156	Verification Of SRS Information added	Every 12 Months	Repairs Controller		02 May 2026	
1078	Xero Sync	Every 1 Weeks	Accounts Processes	1	03 Jul 2025	
233	Check the Service visit logs	Every 1 Weeks	Office Processes	2	01 Jul 2025	
225	Empty bins in the office, general waste and recycling	Every 1 Weeks	Office Processes	2	04 Jul 2025	

903	Credit Card checking the system	Every 1 Months	Office Processes	1	20 Jul 2025
508	Shred Sensitive Paperwork	Every 2 Weeks	Office Processes	1	11 Jul 2025
526	Import Bank CSV	Every 1 Days	Office Processes	2	01 Jul 2025
225	Empty bins in the office, general waste and recycling	Every 1 Weeks	Office Processes	2	04 Jul 2025
1006	Review Stocks Of 8000004	Every 1 Months	Office Processes	1	07 Jul 2025
1026	8010004 - JJ-CCR Oxygen Sensor Orders	Every 1 Months	Office Processes	1	01 Jul 2025
1028	8010006 - REVo Oxygen Sensor Orders	Every 1 Months	Office Processes	1	01 Jul 2025
1043	Vandagraph Delivery Notifications	Every 1 Days	Office Processes	2	01 Jul 2025
1044	Vandagraph Shipper SignOff Collection	Every 1 Days	Office Processes	2	01 Jul 2025
1206	Vandagraph Check Shopify Order Delivery Notifications	Every 1 Months	Office Processes	1	24 Jul 2025
1149	Verification Todays Goods In	Every 12 Months	Goods In		21 Feb 2026
1151	Verification Supplier Delivery Notes	Every 12 Months	Goods In	1	01 Mar 2026
1153	Verification Of Non Conforming Products	Every 12 Months	Goods In		21 Feb 2026

Audits Michael Lamb Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
95	ESD Workstations	Every 12 Months	Maintenance Controller		15 Mar 2026	
888	Annual GDPR Review Doc Management	Every 12 Months	Documentation And Records Controller		16 Aug 2025	
1224	Review Contact Documentation	Every 6 Months	Documentation And Records Controller		01 Sep 2025	
1272	Research And Development Processing	Every 6 Months	Documentation And Records Controller	1	18 Dec 2025	
1274	Research And Developement Submission	Every 12 Months	Documentation And Records Controller	1	20 Jun 2026	
1211	Discontinue/Supersede Stock	Every 12 Months	Marketing Controller		08 May 2026	
424	Warehouse Floors	Every 1 Months	Warehouse Team Leader		17 Jul 2025	
424	Warehouse Floors	Every 1 Months	Warehouse Team Leader		17 Jul 2025	
424	Warehouse Floors	Every 1 Months	Warehouse Team Leader		17 Jul 2025	
424	Warehouse Floors	Every 1 Months	Warehouse Team Leader		17 Jul 2025	
424	Warehouse Floors	Every 1 Months	Warehouse Team Leader		17 Jul 2025	
424	Warehouse Floors	Every 1 Months	Warehouse Team Leader		17 Jul 2025	
782	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 12 Months	Warehouse Team Leader		17 Oct 2025	
734	Goods In Processes	Every 3 Months	Warehouse Team Leader	1	25 Sep 2025	
879	Empty Warehouse Depleted Sensor Bin	Every 6 Months	Warehouse Team Leader		01 Aug 2025	
881	Check Weeee Waste Pallet And Sensor Bin	Every 12 Months	Warehouse Team Leader		01 Sep 2025	
883	Generate RMA Box, Link Items And Add Faults	Every 3 Months	Warehouse Team Leader		28 Aug 2025	
1167	Verification Of Ebay Stock	Every 12 Months	Warehouse Team Leader		13 Apr 2026	
1203	Check Xero Bank For The Year To The Barclays Bank Account	Every 12 Months	Accounts Controller		21 Feb 2026	
1233	USA Tax Book Sales	Every 48 Months	Accounts Controller		08 Apr 2026	
1280	Check And Allocate Debtors. Ready For Accountants.	Every 48 Months	Accounts Controller		09 Apr 2026	
1092	Proforma And Quote Chasing UK	Every 6 Months	UK Sales Force		31 Jul 2025	

1090	Proforma And Quote Chasing Ryan	Every 6 Months	EX Sales Force	31 Jul 2025
560	Staff Training	Every 3 Months	Human Resources	01 Sep 2025
890	Private Information Data	Every 12 Months	Human Resources	12 Sep 2025
1111	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	13 Apr 2027
1256	HSE Workplace Safety Environment And Harassment Risk Assessment Questionnaire	Every 12 Months	Human Resources	30 Oct 2025
1171	Verification Warranty Repairs Customer Approval	Every 12 Months	Repairs Controller	23 Nov 2025
559	Viamed Properties Loan	Every 6 Months	Accounts Processes	01 Sep 2025
377	Accounts on Stop	Every 3 Months	Accounts Processes	25 Aug 2025
558	Viamed End Of Month Shutdown	Every 3 Months	Accounts Processes	01 Sep 2025
679	Bank Details Entered	Every 12 Months	Accounts Processes	14 Mar 2026
681	Fill in Cashbook / Bank Rec for previous Month	Every 48 Months	Accounts Processes	11 Oct 2028
694	Journals for the End of Month accounts	Every 12 Months	Accounts Processes	14 May 2026
682	Cheques To Bank	Every 12 Months	Accounts Processes	24 Jul 2025
683	Credit Cards	Every 12 Months	Accounts Processes	20 Jun 2026
684	Credits Done	Every 12 Months	Accounts Processes	29 Aug 2025
677	Accounts Filing	Every 12 Months	Accounts Processes	14 Jun 2026
687	HMRC Intrastats Data	Every 12 Months	Accounts Processes	27 Feb 2026
698	VAT Return	Every 12 Months	Accounts Processes	26 Jun 2026
696	Purchase Invoices	Every 12 Months	Accounts Processes 1	29 Jun 2026
678	Accounts Review - Debtors	Every 6 Months	Accounts Processes	08 Nov 2025
451	Viamed Debtors	Every 6 Months	Accounts Processes	13 Oct 2025
696	Purchase Invoices	Every 12 Months	Accounts Processes 1	29 Jun 2026
678	Accounts Review - Debtors	Every 6 Months	Accounts Processes	08 Nov 2025
678	Accounts Review - Debtors	Every 6 Months	Accounts Processes	08 Nov 2025
699	Weights Per Region Needed To Submit EC Sales List	Every 12 Months	Accounts Processes	27 Sep 2025
930	UPS Invoices Vandagraph	Every 1 Months	Accounts Processes	16 Jul 2025
700	Withdraw Funds From Paypal	Every 6 Months	Accounts Processes	03 Sep 2025
695	Opera end of month Close downs Sales Purchasing and nominal	Every 24 Months	Accounts Processes	29 Nov 2025
695	Opera end of month Close downs Sales Purchasing and nominal	Every 24 Months	Accounts Processes	29 Nov 2025
714	Chase The Debtors VST	Every 3 Months	Accounts Processes	07 Jul 2025
812	Purchase Payments	Every 3 Months	Accounts Processes	21 Sep 2025
838	Region Checker	Every 6 Months	Accounts Processes	02 Aug 2025
929	Send Debtors Overview To Derek	Every 6 Months	Accounts Processes	01 Dec 2025
962	Check Debtors Report	Every 12 Months	Accounts Processes	01 May 2026
996	VAT Return Vandagraph	Every 12 Months	Accounts Processes	26 Jun 2026
998	VAT Return VST	Every 12 Months	Accounts Processes	26 Jul 2025
1021	Xero Review Sales Contacts	Every 3 Months	Accounts Processes	10 Aug 2025

Check Xero To Barclays Bank Statements				
1035	End On Month GBP, USD And Euro Viamed	Every 6 Months	Accounts Processes	09 Jul 2025
1053	Exchange Rate In To Intrastats	Every 12 Months	Accounts Processes	17 Feb 2026
1114	Check For Viking Invoices	Every 6 Months	Accounts Processes	15 Dec 2025
1119	Check Creditors	Every 3 Months	Accounts Processes	02 Sep 2025
1178	VAT Return Viamed Properties	Every 12 Months	Accounts Processes	20 Apr 2026
1245	Download HMRC Reports	Every 6 Months	Accounts Processes	27 Nov 2025
1264	VST Accounts On Stop	Every 3 Months	Accounts Processes	13 Aug 2025
668	Answering Telephones	Every 3 Months	Office Processes	02 Sep 2025
401	Check Paypal For Orders	Every 1 Months	Office Processes	16 Jul 2025
777	Completing Office Job List	Every 1 Months	Office Processes	20 Jul 2025
568	Franking Mail	Every 6 Months	Office Processes	09 Oct 2025
410	Proforma And Quote Chasing	Every 1 Months	Office Processes	15 Jul 2025
507	Collect Repair Filing From Warehouse	Every 1 Months	Office Processes	27 Jul 2025
524	Delivered not Invoiced	Every 1 Months	Office Processes	10 Jul 2025
585	VST Purchase Order Log	Every 1 Weeks	Office Processes	02 Jul 2025
793	SRS Folder	Every 3 Months	Office Processes	16 Aug 2025
656	Clean Kitchen Sides and Table	Every 2 Weeks	Office Processes	04 Jul 2025
658	Dishwashing	Every 1 Months	Office Processes	15 Jul 2025
918	Proofs of Delivery	Every 24 Months	Office Processes	12 Sep 2026
1220	Purchase Order Invoice Review	Every 6 Months	Office Processes	01 Sep 2025