



Michael Lamb Areas of Responsibility and Supervisor

VM3COP02 Organisation chart VM3COP02 Organisation Complete Overview

Main Catagory	Supervisor	Responsibilities	Members
Servicing Onsite	Director 3 (Steve)	Responsibilities	Steve Nixon Philip Crossley Michael Lamb Michael Green Steve Nixon Steve Nixon Steve Nixon Philip Crossley Philip Crossley Michael Lamb Michael Lamb Michael Lamb Michael Green Michael Green Michael Green
	Steve Nixon		
	Steve Nixon		
	Steve Nixon		
Office Processes	Office Team Leader	Responsibilities	Sophie Lines Zoey Teal Kate Griffiths Emma Clark Michael Lamb Sophie Lines Sophie Lines Sophie Lines Zoey Teal Zoey Teal Kate Griffiths Kate Griffiths Kate Griffiths Emma Clark Emma Clark Emma Clark Michael Lamb Michael Lamb Michael Lamb Emily Hanson Catrin Hird Aqib Majeed Sherralee Lamb
	Derek Lamb		
	Derek Lamb		
	Derek 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	
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
To Check On Line And See If There Have 1111 Been Any Changes To Gdpr We Need To Be Aware Of.	Every 24 Months	Human Resources	13 Apr 2027
HSE Workplace Safety Environment And 1256 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	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	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

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