












MG Full  **Helen Lamb** 47 Issues **19 Unread** 15 ISO Tasks | [My Requests](#) 25.40 °C

MG Full

Menu Item



#VUI	Picture	Name	Active	Security	Proto	Details	Access	Allocated Roles	Roles Stats	HSE	Training	Required Reading	Wage	Breaks
3		Helen Lamb viamed.helen.lamb@googlemail.com helen.lamb@viamed.co.uk Direct Email helen.lamb@vmsecure.me.uk	1	8	0									

Helen Lamb Areas of Responsibility and Supervisor

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

Main Category	Supervisor	Responsibilities	Members
Company Secretary	Share Holder Jean Lamb Derek Lamb Jean Lamb Jean Lamb Jean Lamb Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Director 2 (Helen)	Managing Director Derek Lamb Steve Nixon Derek Lamb Derek Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Maintenance Controller	Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Health And Safety Controller	Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Accounts Controller	Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Human Resources	Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Data Protection Officer	Managing Director Derek Lamb Steve Nixon Derek Lamb Derek Lamb	Responsibilities	Helen Lamb Helen Lamb Helen Lamb Helen Lamb
Audits	ISO Controller Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Responsibilities	Derek Lamb Helen Lamb Auditor Derek Lamb Derek Lamb Derek Lamb Helen Lamb Helen Lamb Helen Lamb Helen Lamb Auditor Auditor
Accounts Processes	Accounts Controller Helen Lamb Helen Lamb Helen Lamb Helen Lamb	Responsibilities	Helen Lamb Derek Lamb Helen Lamb Helen Lamb Helen Lamb Derek Lamb Derek Lamb Zoey Teal Zoey Teal Zoey Teal

Tasks Helen Lamb Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
46	Enviromental Policy Document Review	Every 12 Months	Managing Director		14 Sep 2025	
47	Review Ethical Policy	Every 12 Months	Managing Director		14 Sep 2025	
285	Non conformance review history VST	Every 1 Months	ISO Controller		05 Jul 2025	
1100	Review The Agenda For The Management Review / Board Meeting Prior To The Annual Meeting	Every 12 Months	ISO Controller		03 Aug 2025	
1141	Verification Calibrated Equipment	Every 12 Months	ISO Controller		10 May 2026	
512	Vandagraph Pay Pay Retrieve Funds	Every 1 Months	IT Controller		06 Jul 2025	
1064	NON REAL Test Process	Every 48 Months	IT Controller		10 Oct 2028	
85	Outside Heating Guard	Every 12 Months	Maintenance Controller		18 Apr 2026	
431	Check Out Side Drain	Every 3 Months	Maintenance Controller		17 Sep 2025	
433	Clearing Water Downstairs	Every 1 Months	Maintenance Controller		08 Jul 2025	

602	General Maintenance Requirements	Every 3 Months	Maintenance Controller		07 Jul 2025
7	Boiler Heating Checked	Every 12 Months	Maintenance Controller		10 Jul 2025
117	Carbon Monoxide alarm	Every 6 Months	Maintenance Controller		05 Jul 2025
702	North Yorkshire Council Waste Tranfer	Every 12 Months	Maintenance Controller		22 Feb 2026
701	Controlled Waste Description And Transfer	Every 12 Months	Maintenance Controller		01 Nov 2025
164	Electrics need checking	Every 60 Months	Maintenance Controller		01 Mar 2026
829	Tree In Car Park	Every 3 Months	Maintenance Controller		22 Sep 2025
102	The outside tap has a stop tap in the old kitchen at Viamed Warehouse.	Every 12 Months	Maintenance Controller		01 Nov 2025
145	Electric Testing	Every 60 Months	Maintenance Controller		25 Sep 2029
887	Annual Review Doc Management	Every 12 Months	Documentation And Records Controller		28 Jul 2025
76	Weee Report Due Viamed Annual	Every 12 Months	Documentation And Records Controller		31 Dec 2025
1129	COSHH Datasheet Reminders	Every 12 Months	Documentation And Records Controller		10 Feb 2026
321	Check the Whos Who	Every 6 Months	Documentation And Records Controller		07 Sep 2025
1271	Research And Development Processing	Every 1 Months	Documentation And Records Controller	2	01 Jul 2025
1273	Research And Developement Submission	Every 12 Months	Documentation And Records Controller		14 Jan 2026
800	On Site Environment Review	Every 3 Months	Product Controller		18 Jul 2025
712	First Aid	Every 12 Months	Health And Safety Controller		23 Aug 2025
12	HSE Risk Assessment	Every 12 Months	Health And Safety Controller		29 Oct 2025
52	Fire Alarm Test	Every 6 Months	Health And Safety Controller		05 Sep 2025
141	Fire Alarm Evacuation Drill	Every 3 Months	Health And Safety Controller		01 Aug 2025
1036	Do We Have Service Manual / QA For All Our Stock Coming In.	Every 6 Months	Warehouse Team Leader	1	09 Sep 2025
1158	Verification Warehouse Unidentified Stock	Every 12 Months	Warehouse Team Leader		09 Mar 2026
1202	Check Xero Bank For The Year To The Barclays Bank Account	Every 12 Months	Accounts Controller		10 Jan 2026
1231	USA Tax Book Sales	Every 12 Months	Accounts Controller		14 Dec 2025
87	PAYE needs paying URGENT	Every 1 Months	Accounts Controller		17 Jul 2025
1279	Check And Allocate Debtors. Ready For Accountants.	Every 12 Months	Accounts Controller		21 Dec 2025
1281	Vandagraph And VST Check And Allocate Debtors. Ready For Accountants.	Every 12 Months	Accounts Controller	1	16 Mar 2026
1115	OverDue Servicing	Every 6 Months	Servicing Onsite		01 Sep 2025
314	Training Records	Every 6 Months	Human Resources		27 Aug 2025
316	check training from tuesday and sign off if present	Every 1 Weeks	Human Resources		02 Jul 2025
448	Wages Calculations	Every 1 Months	Human Resources		17 Jul 2025
314	Training Records	Every 6 Months	Human Resources		27 Aug 2025
771	Alarm Key Holders	Every 6 Months	Human Resources		05 Oct 2025
606	Health Declaration Sheet	Every 12 Months	Human Resources		24 Jan 2026
12	HSE Risk Assessment	Every 12 Months	Human Resources		29 Oct 2025
813	Appraisal	Every 12 Months	Human Resources	1	20 Feb 2026
815	Pay Review	Every 12 Months	Human Resources		06 Jun 2026
889	Private Information Data	Every 12 Months	Human Resources		28 Jul 2025

1065	Check Roles And Tasks For Incomplete Data	Every 3 Months	Human Resources		30 Jul 2025
1107	Check There Are No Changes To Employment Law	Every 12 Months	Human Resources		23 Feb 2026
1110	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		08 Mar 2026
1208	Check We Do Not Require A EU European Representatives	Every 12 Months	Human Resources		10 Mar 2026
1253	Anti Harassment Awareness And Prevention	Every 12 Months	Human Resources		24 Oct 2025
1255	HSE Workplace Safety Environment And Harassment Risk Assessment Questionnaire	Every 12 Months	Human Resources		01 Aug 2025
910	Review CCTV Warning Signs	Every 12 Months	Data Protection Officer		21 Sep 2025
911	Review Security Of The Special Category Personal Data (Sensitive Data)	Every 12 Months	Data Protection Officer		02 Oct 2025
912	Review The Personal Information We Collect and Store	Every 12 Months	Data Protection Officer		08 Oct 2025
913	Review Personnel Files	Every 3 Months	Data Protection Officer		15 Jul 2025
958	Review Flow Of Data	Every 12 Months	Data Protection Officer		13 Mar 2026
1131	Verification Warranty Repairs Customer Approval	Every 12 Months	Repairs Controller		04 May 2026
1132	Verification Repairs Paperwork Completed	Every 12 Months	Repairs Controller		10 May 2026
1134	Verification Visual Check Repair Shelf	Every 12 Months	Repairs Controller	1	17 May 2026
1136	Verification Repairs Older Repairs	Every 12 Months	Repairs Controller		18 May 2026
1055	Audit 04 Accounts and Finance	Every 12 Months	Audits		11 Sep 2025
1057	Audit 16 Sales And Marketing VST	Every 12 Months	Audits		01 Sep 2025
1196	Audit 04 Accounts And Finance VST	Every 12 Months	Audits		11 Sep 2025
118	Viamed Properties Loan	Every 1 Months	Accounts Processes		01 Jul 2025
429	End Of Yeah Reports For Accountants	Every 12 Months	Accounts Processes		20 Dec 2025
445	Viamed End Of Month Shutdown	Every 1 Months	Accounts Processes		01 Jul 2025
63	Debtors and Creditors Figures	Every 1 Months	Accounts Processes		16 Jul 2025
680	Fill in Cashbook / Bank Rec for previous Month	Every 24 Months	Accounts Processes		15 Jul 2026
693	Journals for end of month accounts	Every 1 Months	Accounts Processes		26 Jul 2025
432	Cheques To Bank	Every 1 Weeks	Accounts Processes		04 Jul 2025
434	Credit Cards	Every 1 Months	Accounts Processes		14 Jul 2025
435	Credits Done	Every 1 Weeks	Accounts Processes		04 Jul 2025
436	Currency Lodgement	Every 1 Months	Accounts Processes		07 Jul 2025
437	Customs Clearance	Every 1 Weeks	Accounts Processes		02 Jul 2025
438	Expenses	Every 1 Months	Accounts Processes		10 Jul 2025
439	Accounts Filing	Every 6 Months	Accounts Processes		05 Oct 2025
440	Filing Cabinets	Every 3 Months	Accounts Processes		04 Aug 2025
441	HMRC Intrastats Data	Every 1 Months	Accounts Processes		14 Jul 2025
442	VAT Return Viamed	Every 3 Months	Accounts Processes	1	20 Sep 2025
443	Purchase Invoices	Every 1 Weeks	Accounts Processes		07 Jul 2025
444	Remit Processing	Every 1 Weeks	Accounts Processes		01 Jul 2025
443	Purchase Invoices	Every 1 Weeks	Accounts Processes		07 Jul 2025
142	P11D Form re Benefits to Revenue and Customs	Every 12 Months	Accounts Processes	1	19 Jun 2026

118	Viamed Properties Loan	Every 1 Months	Accounts Processes		01 Jul 2025
563	Weights Per Region Needed To Submit EC Sales List	Every 1 Months	Accounts Processes		14 Jul 2025
572	UPS Invoices Viamed	Every 1 Months	Accounts Processes		04 Jul 2025
573	UPS Invoices VST	Every 1 Months	Accounts Processes		04 Jul 2025
571	UPS Invoices Vandagraph	Every 1 Weeks	Accounts Processes		01 Jul 2025
629	Petty Cash Reconciliation	Every 12 Months	Accounts Processes		03 Jan 2026
630	Withdraw Funds From Paypal	Every 1 Months	Accounts Processes		01 Jul 2025
651	Opera Purchase Ledger Close	Every 1 Months	Accounts Processes		15 Jul 2025
652	Opera Nominal Ledger Close	Every 1 Months	Accounts Processes		15 Jul 2025
104	Check suggested invoice report in operas	Every 1 Months	Accounts Processes		01 Jul 2025
422	Check purchasing jnls to see if VAT handled correctly Previous Month	Every 1 Months	Accounts Processes	1	11 Jul 2025
421	check contra account 8000 and clear it	Every 1 Months	Accounts Processes		01 Jul 2025
713	Chase The Debtors VST	Every 1 Months	Accounts Processes		03 Jul 2025
62	Debtors and Creditors Figures	Every 1 Months	Accounts Processes		02 Jul 2025
794	Embargo Countries NOT Allowed To Sell To	Every 6 Months	Accounts Processes		17 Oct 2025
811	Purchase Payments	Every 1 Weeks	Accounts Processes		07 Jul 2025
837	Region Checker	Every 1 Months	Accounts Processes		07 Jul 2025
858	Royal Mail - Mail Retention Form	Every 12 Months	Accounts Processes		01 Mar 2026
928	Send Debtors Overview To Derek	Every 1 Months	Accounts Processes		01 Jul 2025
961	Check Debtors Report	Every 3 Months	Accounts Processes		18 Sep 2025
965	Purchasing Invoice Processing	Every 2 Weeks	Accounts Processes		02 Jul 2025
995	VAT Return Vandagraph	Every 3 Months	Accounts Processes	1	20 Sep 2025
997	VAT Return VST	Every 3 Months	Accounts Processes		20 Jul 2025
1020	Xero Review Sales Contacts	Every 1 Months	Accounts Processes		05 Jul 2025
1022	Xero Merge Customers That Are Duplicates	Every 1 Months	Accounts Processes		12 Jul 2025
1034	Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed	Every 1 Months	Accounts Processes	1	02 Jul 2025
1052	Exchange Rate In To Intrastats	Every 1 Months	Accounts Processes		01 Jul 2025
1113	Check For Viking Invoices	Every 1 Months	Accounts Processes		03 Jul 2025
1118	Check Creditors	Every 1 Months	Accounts Processes		04 Jul 2025
1177	VAT Return Viamed Properties	Every 3 Months	Accounts Processes		01 Jul 2025
1244	Download HMRC Reports	Every 1 Months	Accounts Processes		19 Jul 2025
1263	VST Accounts On Stop	Every 2 Weeks	Accounts Processes		01 Jul 2025
599	Distribution Of Post	Every 1 Days	Office Processes		01 Jul 2025
567	Filing	Every 31 Days	Office Processes		23 Jul 2025
663	Watering Plants	Every 1 Weeks	Office Processes		04 Jul 2025
917	Proofs of Delivery	Every 12 Months	Office Processes		17 Jul 2025
1122	Verification Contact Details	Every 12 Months	Office Processes		13 Apr 2026
1124	Verification Contact Details Accounts	Every 12 Months	Office Processes		14 Apr 2026

1126	Verification Invoice Details Accounts	Every 12 Months	Office Processes		13 Apr 2026
1128	Verification Purchasing Documentation	Every 12 Months	Goods In	1	18 Apr 2026
1003	Review The Tom Thumb Grease Date	Every 12 Months	Production Processes		10 Oct 2025

Audits Helen Lamb Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
769	Financial Review	Every 3 Months	Share Holder		03 Jul 2025	
775	Management Reviews And Quality Audits	Every 6 Months	Managing Director		17 Oct 2025	
561	Review Company Data	Every 12 Months	Managing Director		13 Oct 2025	
774	Customer Complaints	Every 6 Months	Managing Director		01 Nov 2025	
1218	Review Roles And Responsibilitys	Every 6 Months	Managing Director		03 Jul 2025	
784	Review External Parties Influencing The QMS VST / Viamed	Every 12 Months	Managing Director		01 Nov 2025	
805	Maintain Update Of ISO Route Maps	Every 1 Months	Managing Director		18 Jul 2025	
1070	New UPS Rates Needs Checking	Every 12 Months	Managing Director		30 Jan 2026	
610	Supplier Review	Every 12 Months	ISO Controller		09 Feb 2026	
14	Audit 22 Post Market Surveillance Viamed	Every 12 Months	ISO Controller		30 Apr 2026	
819	Review Processes Linked To VOPs And Audits	Every 12 Months	ISO Controller		04 Dec 2025	
1105	Review Process Updates For Risk To Systems	Every 12 Months	ISO Controller		01 Nov 2025	
1277	Review Any Outstanding QC 21 Forms To Sign Off	Every 12 Months	ISO Controller		19 Jun 2026	
455	Backup Server Status	Every 12 Months	IT Controller		19 May 2026	
416	Guest Access Wifi	Every 3 Months	IT Controller		23 Sep 2025	
416	Guest Access Wifi	Every 3 Months	IT Controller		23 Sep 2025	
414	Weather Station	Every 1 Months	IT Controller		04 Jul 2025	
460	Management Meeting Turnover Report	Every 12 Months	IT Controller		04 Jun 2026	
453	Off Site Backup	Every 3 Months	IT Controller		01 Sep 2025	
803	Software Validation Document Control	Every 12 Months	IT Controller		01 Nov 2025	
809	Software Validation Scheduled Tasks And Audits	Every 6 Months	IT Controller		25 Oct 2025	
809	Software Validation Scheduled Tasks And Audits	Every 6 Months	IT Controller		25 Oct 2025	
1121	Sync External Telephone Logs	Every 6 Months	IT Controller		01 Nov 2025	
1215	Update Pricing For Viamed Shopify	Every 6 Months	IT Controller		02 Aug 2025	
1216	Viamed Shopify Sales Report Export	Every 6 Months	IT Controller		01 Aug 2025	
1258	Software Validation SRS To Nonconformance	Every 12 Months	IT Controller		11 Nov 2025	
1144	Building Risk Assesments	Every 24 Months	Maintenance Controller		03 Mar 2026	
372	Documentation out of date	Every 6 Months	Documentation And Records Controller		03 Sep 2025	

369	Check for Duplicate Documents	Every 6 Months	Documentation And Records Controller	22 Aug 2025
1148	Verification Stock Linked To Documents	Every 12 Months	Documentation And Records Controller	16 Jun 2026
1290	Master Indemnity Register	Every 12 Months	Documentation And Records Controller	01 Aug 2025
953	Fire Alarm PIR Checking	Every 12 Months	Health And Safety Controller	20 Mar 2026
955	Emergency Lighting And Fire Extinguishers	Every 12 Months	Health And Safety Controller	17 Apr 2026
1297	Review Contracts Advance Renewal	Every 24 Months	Marketing Controller	14 Apr 2027
1217	Send Intercompany Invoices To Jean	Every 12 Months	Sales Controller	15 Aug 2025
1261	Control of monitoring and measuring devices	Every 6 Months	Warehouse Team Leader	17 Nov 2025
796	Non Conformance Issues Any New QC21 Forms	Every 12 Months	Warehouse Team Leader	25 Oct 2025
590	Management Meeting warehouse	Every 3 Months	Warehouse Team Leader	30 Jul 2025
646	Review Franking Label Errors	Every 3 Months	Warehouse Team Leader	15 Aug 2025
650	Orders And Items Shipped Per Month	Every 3 Months	Warehouse Team Leader	11 Aug 2025
1161	Verification Credit Notes	Every 12 Months	Accounts Controller	01 Sep 2025
1201	Checking Proformas And Quotes Vandagraph To The Bank	Every 3 Months	Accounts Controller	24 Jul 2025
1282	Vandagraph And VST Check And Allocate Debtors. Ready For Accountants.	Every 12 Months	Accounts Controller	23 Mar 2026
24	Audit 01 Picking Packing Viamed	Every 12 Months	Audits	01 Jan 2026
36	Audit 02 Contract Review Viamed	Every 12 Months	Audits	01 Sep 2025
22	Audit 03 Design Control Viamed	Every 12 Months	Audits	01 Jan 2026
37	Audit 05 Purchasing Suppliers Viamed	Every 12 Months	Audits	01 Sep 2025
20	Audit 06 Calibration Viamed	Every 12 Months	Audits	20 May 2026
25	Audit 07 Handling And Storage Viamed	Every 12 Months	Audits	15 Apr 2026
170	Audit 09 Goods Inward And Product Identity Viamed	Every 12 Months	Audits	09 Mar 2026
27	Audit 10 Documentation Control Viamed	Every 12 Months	Audits	10 Jun 2026
171	Audit 11 Repairs And Service Viamed	Every 12 Months	Audits	01 Jul 2025
16	Audit 12 CE Files Viamed	Every 12 Months	Audits	22 Mar 2026
30	Audit 14 Complaints And Corrective Actions Viamed	Every 12 Months	Audits	14 Nov 2025
28	Audit 15 Production Viamed	Every 12 Months	Audits	01 May 2026
11	Audit 17 Internal Audits Viamed	Every 12 Months	Audits	01 Dec 2025
13	Audit 19 Health And Saftey Viamed	Every 12 Months	Audits	01 Aug 2025
172	Audit 20 Process Verification To Managment Viamed	Every 12 Months	Audits	01 Nov 2025
14	Audit 22 Post Market Surveillance Viamed	Every 12 Months	Audits	30 Apr 2026
43	Audit 23 Analysis Of Data Viamed	Every 12 Months	Audits	13 Jul 2025
194	Audit 01 Picking Packing VST	Every 12 Months	Audits	01 Jan 2026
187	Audit 02 Contract Review VST	Every 12 Months	Audits	01 Sep 2025

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193	Audit 03 Design Control VST	Every 12 Months	Audits		01 Jan 2026
190	Audit 05 Purchasing Suppliers VST	Every 12 Months	Audits		01 Sep 2025
182	Audit 06 Calibration VST	Every 12 Months	Audits		20 May 2026
178	Audit 07 Handling And Storage VST	Every 12 Months	Audits		15 Apr 2026
174	Audit 09 Goods Inward And Product Identity VST	Every 12 Months	Audits		09 Mar 2026
183	Audit 10 Documentation Control VST	Every 12 Months	Audits		10 Jun 2026
179	Audit 11 Repairs And Service VST	Every 12 Months	Audits		01 Jul 2025
176	Audit 12 CE Files VST	Every 12 Months	Audits		22 Mar 2026
189	Audit 14 Complaints And Corrective Actions VST	Every 12 Months	Audits		14 Nov 2025
175	Audit 15 Production VST	Every 12 Months	Audits	1	01 May 2026
191	Audit 17 Internal Audits VST	Every 12 Months	Audits		01 Dec 2025
186	Audit 19 Health And Safety VST	Every 12 Months	Audits		01 Aug 2025
181	Audit 20 Process Verification To Management VST	Every 12 Months	Audits		01 Nov 2025
180	Audit 22 Post Market Surveillance VST	Every 12 Months	Audits		30 Apr 2026
185	Audit 23 Analysis Of Data VST	Every 12 Months	Audits		13 Jul 2025
21	Audit 18 Management Review Viamed	Every 12 Months	Audits		16 Oct 2025
188	Audit 18 Management Review VST	Every 12 Months	Audits		15 Oct 2025
288	Audit 24 Due Servicing	Every 12 Months	Audits		01 Aug 2025
821	Audit 27 Software Validation Viamed	Every 12 Months	Audits		08 Feb 2026
1247	Audit 27 Software Validation VST	Every 12 Months	Audits		08 Feb 2026
1266	Stock Figure - Correct Xero To Intrastats	Every 3 Months	Accounts Processes		20 Aug 2025
403	Processing Of Mail Shots	Every 1 Months	Office Processes		17 Jul 2025
362	Check the Invoices to be Emailed list	Every 1 Weeks	Office Processes		04 Jul 2025
373	Vacuuming of the Office, Hall and meeting room	Every 1 Months	Office Processes		08 Jul 2025
535	Processing Depleted Sensors	Every 2 Weeks	Office Processes		11 Jul 2025
394	Cleaning Of Office	Every 1 Months	Office Processes		07 Jul 2025
405	Link Call Log Contacts To The CRM	Every 1 Months	Office Processes		21 Jul 2025
279	Check cardea and Multiquote	Every 1 Months	Office Processes		06 Jul 2025
669	Adding New Accounts To Opera	Every 12 Months	Office Processes		01 Jun 2026
904	Credit Card check the system	Every 1 Months	Office Processes		04 Jul 2025
569	Thorough Checking Of Awaiting Action Tray And Board	Every 1 Months	Office Processes		13 Jul 2025
521	Send Purchase Orders To Suppliers	Every 1 Weeks	Office Processes		03 Jul 2025
527	Import Bank CSV	Every 1 Weeks	Office Processes		04 Jul 2025
898	Send Service Offers	Every 4 Weeks	Office Processes		25 Jul 2025
638	Shipped Order Success Report	Every 3 Months	Office Processes		01 Jul 2025
662	Sweep Kitchen Floor	Every 1 Months	Office Processes		02 Jul 2025

1207	Vandagraph Check Shopify Order Delivery Notifications	Every 3 Months	Office Processes	1	22 Sep 2025
364	Goods Out Review	Every 1 Months	Goods Out		04 Jul 2025
906	Back Orders Review - By Customer	Every 1 Months	Goods Out		25 Jul 2025
24	Audit 01 Picking Packing Viamed	Every 12 Months	Goods Out		01 Jan 2026
1099	Decontamination Of Incomming Products And Repairs	Every 12 Months	Goods In		14 Feb 2026
1150	Verification Todays Goods In	Every 12 Months	Goods In		01 Apr 2026
1152	Verification Supplier Delivery Notes	Every 12 Months	Goods In		01 Jun 2026
1154	Verification Of Non Conforming Products	Every 12 Months	Goods In		10 May 2026
557	Production In Production List	Every 3 Months	Production Processes		01 Jul 2025
552	Production Statistics	Every 3 Months	Production Processes		03 Jul 2025
1012	Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST	Every 12 Months	Production Processes		25 Nov 2025