



## **Helen Lamb Areas of Responsibility and Supervisor**

## VM3COP02 Organisation chart

## VM3COP02 Organisation Complete Overview

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

## Tasks Helen Lamb Directly Allocated

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

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

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

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

|  |                 |                      |             |
|--|-----------------|----------------------|-------------|
| <a href="#">1126</a> Verification Invoice Details Accounts | Every 12 Months | Office Processes     | 13 Apr 2026 |
| <a href="#">1128</a> Verification Purchasing Documentation | Every 12 Months | Goods In             | 18 Apr 2026 |
| <a href="#">1003</a> 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 |
|--|-----------------|--------------------------------------|--------------|-------------|-------------|--------------|
| <a href="#">769</a> Financial Review   | Every 3 Months  | Share Holder                         |              |             | 03 Jul 2025 |              |
| <a href="#">775</a> Management Reviews And Quality Audits                    | Every 6 Months  | Managing Director                    |              |             | 17 Oct 2025 |              |
| <a href="#">561</a> Review Company Data                                      | Every 12 Months | Managing Director                    |              |             | 13 Oct 2025 |              |
| <a href="#">774</a> Customer Complaints                                      | Every 6 Months  | Managing Director                    |              |             | 01 Nov 2025 |              |
| <a href="#">1218</a> Review Roles And Responsibilities                       | Every 6 Months  | Managing Director                    |              |             | 03 Jul 2025 |              |
| <a href="#">784</a> Review External Parties Influencing The QMS VST / Viamed | Every 12 Months | Managing Director                    |              |             | 01 Nov 2025 |              |
| <a href="#">805</a> Maintain Update Of ISO Route Maps                        | Every 1 Month   | Managing Director                    |              |             | 18 Jul 2025 |              |
| <a href="#">1070</a> New UPS Rates Needs Checking                            | Every 12 Months | Managing Director                    |              |             | 30 Jan 2026 |              |
| <a href="#">610</a> Supplier Review  | Every 12 Months | ISO Controller                       |              |             | 09 Feb 2026 |              |
| <a href="#">14</a> Audit 22 Post Market Surveillance Viamed                  | Every 12 Months | ISO Controller                       |              |             | 30 Apr 2026 |              |
| <a href="#">819</a> Review Processes Linked To VOPs And Audits               | Every 12 Months | ISO Controller                       |              |             | 04 Dec 2025 |              |
| <a href="#">1105</a> Review Process Updates For Risk To Systems              | Every 12 Months | ISO Controller                       |              |             | 01 Nov 2025 |              |
| <a href="#">1277</a> Review Any Outstanding QC 21 Forms To Sign Off          | Every 12 Months | ISO Controller                       |              |             | 19 Jun 2026 |              |
| <a href="#">455</a> Backup Server Status                                     | Every 12 Months | IT Controller                        |              |             | 19 May 2026 |              |
| <a href="#">416</a> Guest Access Wifi  | Every 3 Months  | IT Controller                        |              |             | 23 Sep 2025 |              |
| <a href="#">416</a> Guest Access Wifi  | Every 3 Months  | IT Controller                        |              |             | 23 Sep 2025 |              |
| <a href="#">414</a> Weather Station  | Every 1 Month   | IT Controller                        |              |             | 04 Jul 2025 |              |
| <a href="#">460</a> Management Meeting Turnover Report                       | Every 12 Months | IT Controller                        |              |             | 04 Jun 2026 |              |
| <a href="#">453</a> Off Site Backup  | Every 3 Months  | IT Controller                        |              |             | 01 Sep 2025 |              |
| <a href="#">803</a> Software Validation Document Control                     | Every 12 Months | IT Controller                        |              |             | 01 Nov 2025 |              |
| <a href="#">809</a> Software Validation Scheduled Tasks And Audits           | Every 6 Months  | IT Controller                        |              |             | 25 Oct 2025 |              |
| <a href="#">809</a> Software Validation Scheduled Tasks And Audits           | Every 6 Months  | IT Controller                        |              |             | 25 Oct 2025 |              |
| <a href="#">1121</a> Sync External Telephone Logs                            | Every 6 Months  | IT Controller                        |              |             | 01 Nov 2025 |              |
| <a href="#">1215</a> Update Pricing For Viamed Shopify                       | Every 6 Months  | IT Controller                        |              |             | 02 Aug 2025 |              |
| <a href="#">1216</a> Viamed Shopify Sales Report Export                      | Every 6 Months  | IT Controller                        |              |             | 01 Aug 2025 |              |
| <a href="#">1258</a> Software Validation SRS To Nonconformance               | Every 12 Months | IT Controller                        |              |             | 11 Nov 2025 |              |
| <a href="#">1144</a> Building Risk Assessments                               | Every 24 Months | Maintenance Controller               |              |             | 03 Mar 2026 |              |
| <a href="#">372</a> Documentation out of date                                | Every 6 Months  | Documentation And Records Controller |              |             | 03 Sep 2025 |              |

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

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

|                             |  |                 |                      |   |             |
|-----------------------------|--|-----------------|----------------------|---|-------------|
| <a href="#"><u>1207</u></a> | Vandagraph Check Shopify Order Delivery Notifications  | Every 3 Months  | Office Processes     | 1 | 22 Sep 2025 |
| <a href="#"><u>364</u></a>  | Goods Out Review   | Every 1 Months  | Goods Out            |   | 04 Jul 2025 |
| <a href="#"><u>906</u></a>  | Back Orders Review - By Customer   | Every 1 Months  | Goods Out            |   | 25 Jul 2025 |
| <a href="#"><u>24</u></a>   | Audit 01 Picking Packing Viamed  | Every 12 Months | Goods Out            |   | 01 Jan 2026 |
| <a href="#"><u>1099</u></a> | Decontamination Of Incomming Products And Repairs  | Every 12 Months | Goods In             |   | 14 Feb 2026 |
| <a href="#"><u>1150</u></a> | Verification Todays Goods In   | Every 12 Months | Goods In             |   | 01 Apr 2026 |
| <a href="#"><u>1152</u></a> | Verification Supplier Delivery Notes   | Every 12 Months | Goods In             |   | 01 Jun 2026 |
| <a href="#"><u>1154</u></a> | Verification Of Non Conforming Products  | Every 12 Months | Goods In             |   | 10 May 2026 |
| <a href="#"><u>557</u></a>  | Production In Production List  | Every 3 Months  | Production Processes |   | 01 Jul 2025 |
| <a href="#"><u>552</u></a>  | Production Statistics  | Every 3 Months  | Production Processes |   | 03 Jul 2025 |
| <a href="#"><u>1012</u></a> | 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 |