

MG Full

#VUI	Picture	Name	Active	Security	Proto	Details	Access	Allocated Roles	Roles Stats	HSE	Training	Required Reading	Wage	Breaks
3		<a href="#">Helen Lamb</a> 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 Catagory	Supervisor	Responsibilities	Members
Company Secretary	Share Holder <a href="#">Jean Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Jean Lamb</a> <a href="#">Jean Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Jean Lamb</a>	<a href="#">Responsibilities</a>	<a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a>
Director 2 (Helen)	Managing Director <a href="#">Derek Lamb</a> <a href="#">Steve Nixon</a> <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a>	<a href="#">Responsibilities</a>	<a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a>
Maintenance Controller	Director 2 (Helen) <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a>	<a href="#">Responsibilities</a>	<a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a>
Health And Safety Controller	Director 2 (Helen) <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a>	<a href="#">Responsibilities</a>	<a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a>
Accounts Controller	Director 2 (Helen) <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a>	<a href="#">Responsibilities</a>	<a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a>
Human Resources	Director 2 (Helen) <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a>	<a href="#">Responsibilities</a>	<a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a>
Data Protection Officer	Managing Director <a href="#">Derek Lamb</a> <a href="#">Steve Nixon</a> <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a>	<a href="#">Responsibilities</a>	<a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a>
Audits	ISO Controller <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a>	<a href="#">Responsibilities</a>	<a href="#">Derek Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Auditor</a> <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Auditor</a> <a href="#">Auditor</a>
Accounts Processes	Accounts Controller <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a>	<a href="#">Responsibilities</a>	<a href="#">Helen Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Helen Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Zoey</a> <a href="#">Teal</a> <a href="#">Zoey</a> <a href="#">Teal</a>

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