

Stock

Not trained Michael Lamb in [Details 8099](#)

- [VM3COP02 Organisation chart](#)
- [VM3COP02 Organisation Complete Overview](#)
- [Risk Benefits Report](#)
- [Risk Analysis on process updates](#)

Potential Task and Audit Clashes

| Processid | Description | Task | Audit | User |
|----------------------|--|------|-------|------------|
| 5871 | Check Sale Or Returns | 292 | 293 | Derek Lamb |
| 7865 | Software Validation Conflicting Audits | 779 | 781 | Derek Lamb |

Areas with High Outstanding Issues

| # | User | Task Subject | Time Scale | On Behalf of | #Trained | Outstanding | Next Due | Details | IP | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|----------------------|--------------|--|----------------|-----------------------|----------|-------------|-------------|-------------------------|----|---|---|---|---|---|---|---|---|---|----|----|----|----|
| 526 | Michael Lamb | Import Bank CSV | Every 1 Days | Office Processes | 4 | 13 | 06 Feb 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 1044 | Michael Lamb | Vandagraph Shipper SignOff Collection | Every 1 Days | Office Processes | 3 | 13 | 06 Feb 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 1043 | Michael Lamb | Vandagraph Delivery Notifications | Every 1 Days | Office Processes | 2 | 13 | 06 Feb 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 268 | Steve Nixon | Sale Meeting update | Every 3 Weeks | Managing Director | 3 | 7 | 24 Feb 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 1029 | Steve Nixon | Review Sales Projects | Every 1 Months | Sales Controller | 3 | 5 | 05 Mar 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 418 | Steve Nixon | Price Checking | Every 1 Months | Product Controller | 3 | 4 | 03 Mar 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 907 | Steve Nixon | Production Requirements | Every 1 Weeks | Warehouse Team Leader | 2 | 4 | 09 Feb 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 267 | Steve Nixon | UK Sales Meeting update due | Every 4 Weeks | Managing Director | 3 | 4 | 03 Mar 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 484 | Steve Nixon | Check Stock Requirements For Proformas | Every 1 Weeks | Warehouse Team Leader | 3 | 4 | 12 Feb 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 585 | Michael Lamb | VST Purchase Order Log | Every 1 Weeks | Office Processes | 6 | 3 | 11 Feb 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 233 | Michael Lamb | Check the Service visit logs | Every 1 Weeks | Office Processes | 3 | 3 | 10 Feb 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 56 | Steve Nixon | Sales forecasts | Every 1 Months | Sales Controller | 1 | 3 | 14 Feb 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 479 | Steve Nixon | Check Stock Requirements Supplier Teledyne | Every 2 Weeks | Warehouse Team Leader | 3 | 3 | 11 Feb 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 1078 | Michael Lamb | Xero Sync | Every 1 Weeks | Accounts Processes | 3 | 3 | 12 Feb 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 220 | Steve Nixon | Send Teledyne back orders list | Every 1 Weeks | Warehouse Team Leader | 5 | 3 | 09 Feb 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 822 | Steve Nixon | VST Price Lists | Every 3 Months | Product Controller | 2 | 3 | 28 Apr 2026 | Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

Areas of Responsibilities and Supervisor

| Main Category | Supervisor | Responsibilities | Members |
|--------------------------------------|--|----------------------------------|---|
| Share Holder | | Responsibilities | Jean Lamb Derek Lamb Jean Lamb Jean Lamb Jean Lamb Derek Lamb Derek Lamb Derek Lamb |
| Managing Director | Share Holder Jean Lamb Derek Lamb Jean Lamb Jean Lamb Jean Lamb Derek Lamb Derek Lamb Derek Lamb | Responsibilities | Derek Lamb Steve Nixon Derek Lamb Derek Lamb |
| Company Secretary | Share Holder Jean Lamb Derek Lamb Jean Lamb Jean Lamb Jean Lamb Derek Lamb Derek Lamb Derek Lamb | Responsibilities | Helen Lamb Helen Lamb Helen Lamb Helen Lamb |
| Director 1 (Derek) | Managing Director Derek Lamb Steve Nixon Derek Lamb Derek Lamb | Responsibilities | Derek Lamb Derek Lamb Derek Lamb Derek Lamb |
| Director 3 (Steve) | Managing Director Derek Lamb Steve Nixon Derek Lamb Derek Lamb | Responsibilities | Steve Nixon Steve Nixon Steve Nixon Steve Nixon |
| Director 2 (Helen) | Managing Director Derek Lamb Steve Nixon Derek Lamb Derek Lamb | Responsibilities | Helen Lamb Helen Lamb Helen Lamb Helen Lamb |
| ISO and Compliance Controller | Managing Director Derek Lamb Steve Nixon Derek Lamb Derek Lamb | Responsibilities | Derek Lamb Derek Lamb Derek Lamb Derek Lamb |
| QA Controller | Warehouse Team Leader Derek Lamb Derek Lamb Derek Lamb Derek Lamb | Responsibilities | Derek Lamb Derek Lamb Derek Lamb Derek Lamb |
| IT Controller | Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb | Responsibilities | Derek Lamb Derek Lamb Derek Lamb Derek Lamb |
| Maintenance Controller | Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb | Responsibilities | Helen Lamb Helen Lamb Helen Lamb Helen Lamb |
| Documentation And Records Controller | Director 1 (Derek) Derek Lamb Derek Lamb Derek Lamb Derek Lamb | Responsibilities | Derek Lamb Derek Lamb Derek Lamb Derek Lamb |
| Product Controller | Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Steve Nixon | Responsibilities | Steve Nixon Steve Nixon Steve Nixon Steve Nixon |
| Health And Safety Controller | Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb | Responsibilities | Helen Lamb Helen Lamb Helen Lamb Helen Lamb |
| Marketing Controller | Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Steve Nixon | Responsibilities | Steve Nixon Steve Nixon Steve Nixon Steve Nixon |
| Humanmed Controller | Director 1 (Derek) Derek Lamb Derek Lamb Derek Lamb Derek Lamb | Responsibilities | Derek Lamb Derek Lamb Derek Lamb Derek Lamb |
| Sales Controller | Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Steve Nixon | Responsibilities | Steve Nixon Steve Nixon Steve Nixon Steve Nixon |
| Warehouse Team Leader | Director 1 (Derek) Derek Lamb Derek Lamb Derek Lamb Derek Lamb | Responsibilities | Derek Lamb Derek Lamb Derek Lamb Derek Lamb |
| Office Team Leader | Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb | Responsibilities | Derek Lamb Derek Lamb Derek Lamb Derek Lamb |
| Accounts Controller | Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb | Responsibilities | Helen Lamb Helen Lamb Helen Lamb Helen Lamb |
| Vet Sales Controller | Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon | Responsibilities | Steve Nixon Steve Nixon Steve Nixon Steve Nixon |
| EX Sales Controller | Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon | Responsibilities | Ryan Swaine Ryan Swaine Ryan Swaine Ryan Swaine |
| UK Sales Controller | Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon | Responsibilities | Steve Hardaker(InActive) Steve Hardaker(InActive) Steve Hardaker(InActive) |
| Vet Sales Export | Vet Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon | Responsibilities | Ryan Swaine Ryan Swaine Ryan Swaine Ryan Swaine |
| UK Sales Force | UK Sales Controller Steve Hardaker(InActive) | Responsibilities | Steve Hardaker(InActive) Steve Hardaker(InActive) Steve Hardaker(InActive) |

| | | | |
|-------------------------|--|----------------------------------|--|
| | Steve Hardaker(InActive) Steve Hardaker(InActive) Steve Hardaker(InActive) | | Steve Hardaker(InActive) |
| EX Sales Force | EX Sales Controller Ryan Swaine Ryan Swaine Ryan Swaine Ryan Swaine | Responsibilities | Ryan Swaine Ryan Swaine Ryan Swaine Ryan Swaine |
| Vet Sales UK | Vet Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon | Responsibilities | Steve Hardaker(InActive) Steve Hardaker(InActive) Steve Hardaker(InActive) |
| OEM Sales Controller | Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon | Responsibilities | Steve Nixon Steve Nixon Steve Nixon Steve Nixon |
| Servicing Onsite | Director 3 (Steve) Steve Nixon Steve Nixon Steve Nixon Steve Nixon | Responsibilities | Steve Nixon Philip Crossley Michael Lamb Michael Green Steve Nixon Steve Nixon Steve Nixon Nixon Philip Crossley Philip Crossley Philip Crossley Crossley Michael Lamb Michael Lamb Michael Lamb Lamb Michael Green Michael Green Michael Green |
| OEM Sales Force | OEM Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon | Responsibilities | Steve Nixon Steve Nixon Steve Nixon Steve Nixon |
| Human Resources | Director 2 (Helen) Helen Lamb Helen Lamb Helen Lamb Helen Lamb | Responsibilities | Helen Lamb Helen Lamb Helen Lamb Helen Lamb |
| Technical Files | Product Development Steve Nixon Steve Nixon Steve Nixon Steve Nixon | Responsibilities | Derek Lamb Steve Nixon Derek Lamb Derek Lamb Lamb Derek Lamb Steve Nixon Steve Nixon Steve Nixon |
| Data Protection Officer | Managing Director Derek Lamb Steve Nixon Derek Lamb Derek Lamb | Responsibilities | Helen Lamb Helen Lamb Helen Lamb Helen Lamb |
| Customer Training | Sales Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon | Responsibilities | Ryan Swaine Steve Hardaker(InActive) Ryan Swaine Swaine Ryan Swaine Ryan Swaine Steve Hardaker(InActive) Steve Hardaker(InActive) Steve Hardaker(InActive) Steve Hardaker(InActive) |
| Vandagraph | Share Holder Jean Lamb Derek Lamb Jean Lamb Jean Lamb Jean Lamb Derek Lamb Derek Lamb Derek Lamb | Responsibilities | Jean Lamb Derek Lamb Jean Lamb Jean Lamb Lamb Jean Lamb Derek Lamb Derek Lamb Derek Lamb |
| Repairs Controller | Warehouse Team Leader Derek Lamb Derek Lamb Derek Lamb Derek Lamb | Responsibilities | Derek Lamb Derek Lamb Derek Lamb Derek Lamb |
| Audits | ISO and Compliance Controller Derek Lamb Derek Lamb Derek Lamb Derek Lamb | Responsibilities | Derek Lamb Helen Lamb Auditor(InActive) Derek Lamb Derek Lamb Derek Lamb Helen Lamb Lamb Helen Lamb Helen Lamb Auditor(InActive) Auditor(InActive) Auditor(InActive) Auditor(InActive) |
| Accounts Processes | Accounts Controller Helen Lamb Helen Lamb Helen Lamb Helen Lamb | Responsibilities | Helen Lamb Derek Lamb Helen Lamb Helen Lamb Lamb Helen Lamb Derek Lamb Derek Lamb Derek Lamb Zoey Teal Zoey Teal Zoey Teal Sophie Lines Zoey Teal Kate Griffiths Emma Clark Michael Lamb Sophie Lines Sophie Lines Sophie Lines Lines Sophie Lines Zoey Teal Zoey Teal Zoey Teal Teal Kate Griffiths Kate Griffiths Kate Griffiths Emma Clark Emma Clark Emma Clark Michael Lamb Lamb Michael Lamb Michael Lamb Emily Hanson Catrin Hird Aqib Majeed Sherralee Lamb(InActive) |
| Marketing Processes | Marketing Controller Steve Nixon Steve Nixon Steve Nixon Steve Nixon | Responsibilities | Catrin Hird Catrin Hird Catrin Hird Catrin Hird |
| Goods Out | Warehouse Team Leader Derek Lamb Derek Lamb Derek Lamb Derek Lamb | Responsibilities | Emma Clark Catherine Spence Emma Clark Emma Clark Emma Clark Catherine Spence Catherine Spence Catherine Spence |
| Goods In | Warehouse Team Leader Derek Lamb Derek Lamb Derek Lamb Derek Lamb | Responsibilities | Robert Connor Emma Clark Robert Connor Robert Connor Robert Connor Emma Clark Emma Clark Emma Clark |
| QA Goods In | QA Controller Derek Lamb Derek Lamb Derek Lamb Derek Lamb | Responsibilities | Robert Connor Emma Clark Linda Shearing Robert Connor Robert Connor Robert Connor Emma Clark Emma Clark Emma Clark Linda Shearing Linda Shearing Linda Shearing |
| QA Repairs | QA Controller Derek Lamb Derek Lamb Derek Lamb Derek Lamb | Responsibilities | Philip Crossley Michael Green Robert Connor Ryan Swaine Philip Crossley Philip Crossley Philip Crossley Michael Green Michael Green Michael Green Robert Connor Robert Connor Robert Connor Ryan Swaine Ryan Swaine Ryan Swaine |
| Repair Processes | Repairs Controller Derek Lamb Derek Lamb | Responsibilities | Michael Green Philip Crossley Michael Green Michael Green Michael Green Philip Crossley |

| | | |
|----------------------|--|---|
| | Derek Lamb Derek Lamb | Philip Crossley Philip Crossley |
| | QA Controller | Linda Shearing Robert Connor Linda Shearing |
| QA Production | Derek Lamb Derek Lamb Responsibilities | Linda Shearing Linda Shearing Robert Connor |
| | Derek Lamb Derek Lamb | Robert Connor Robert Connor |
| Product Development | Director 3 (Steve) | Steve Nixon Steve Nixon Steve Nixon Steve Nixon |
| | Steve Nixon Steve Nixon Responsibilities | Nixon |
| | Steve Nixon Steve Nixon | |
| Production Processes | Warehouse Team Leader | Philip Crossley Michael Green Philip Crossley |
| | Derek Lamb Derek Lamb Responsibilities | Philip Crossley Philip Crossley Michael Green |
| | Derek Lamb Derek Lamb | Michael Green Michael Green |
| Design Products | Director 1 (Derek) | Steve Nixon Steve Nixon Steve Nixon Steve Nixon |
| | Derek Lamb Derek Lamb Responsibilities | Nixon |
| | Derek Lamb Derek Lamb | |

Tasks / Responsibilities

| # | User | Task Subject | Time Scale | On behalf of | #Trained | Outstanding | Next Due | Details | IP | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|---------------------|---------------|--|-----------------|-------------------|----------|-------------|-------------|-------------------------|----|---|---|---|---|---|---|---|---|---|----|----|----|----|
| 733 | Derek Lamb | Financial Review | Every 1 Months | Share Holder | 2 | | 20 Feb 2026 | Details | | | | | | | | | | | | | | |
| 300 | Derek Lamb | Viamed Quality Policy | Every 12 Months | Managing Director | 1 | | 24 Aug 2026 | Details | | | | | | | | | | | | | | |
| 114 | Derek Lamb | Review Company Data | Every 1 Months | Managing Director | 2 | 1 | 05 Mar 2026 | Details | | | | | | | | | | | | | | |
| 290 | Derek Lamb | Complete Auto_calender Issues Management Review | Every 1 Weeks | Managing Director | 2 | 1 | 12 Feb 2026 | Details | | | | | | | | | | | | | | |
| 49 | Derek Lamb | CMDCAS Obligation to Inform | Every 12 Months | Managing Director | 1 | | 14 Sep 2026 | Details | | | | | | | | | | | | | | |
| 730 | Derek Lamb | Audits Up to Date and Confirm next years Audit schedule / calendar | Every 12 Months | Managing Director | 1 | | 01 Jan 2027 | Details | | | | | | | | | | | | | | |
| 46 | Helen Lamb | Enviromental Policy Document Review | Every 12 Months | Managing Director | 2 | | 14 Sep 2026 | Details | | | | | | | | | | | | | | |
| 266 | Derek Lamb | ISO 22301:2012 Business Continuity Plan | Every 12 Months | Managing Director | 1 | | 14 Feb 2026 | Details | | | | | | | | | | | | | | |
| 267 | Steve Nixon | UK Sales Meeting update due | Every 4 Weeks | Managing Director | 3 | 4 | 03 Mar 2026 | Details | | | | | | | | | | | | | | |
| 268 | Steve Nixon | Sale Meeting update | Every 3 Weeks | Managing Director | 3 | 7 | 24 Feb 2026 | Details | | | | | | | | | | | | | | |
| 4 | Derek Lamb | Car Online Database | Every 6 Months | Managing Director | 1 | | 30 Jun 2026 | Details | | | | | | | | | | | | | | |
| 456 | Derek Lamb | Derek Meeting with Steve | Every 1 Weeks | Managing Director | 2 | | 09 Feb 2026 | Details | | | | | | | | | | | | | | |
| 728 | Derek Lamb | Customer Complaints | Every 1 Weeks | Managing Director | 2 | 2 | 08 Feb 2026 | Details | | | | | | | | | | | | | | |
| 83 | Derek Lamb | 6 Monthly Management Meeting Due | Every 3 Months | Managing Director | 3 | 1 | 01 May 2026 | Details | | | | | | | | | | | | | | |
| 548 | Derek Lamb | Review Roles And Responsibility Process Manual | Every 1 Months | Managing Director | 2 | | 20 Feb 2026 | Details | | | | | | | | | | | | | | |
| 47 | Helen Lamb | Review Ethical Policy | Every 12 Months | Managing Director | 2 | | 14 Sep 2026 | Details | | | | | | | | | | | | | | |
| 727 | Robert Connor | QA Failures Report | Every 1 Months | Managing Director | 2 | | 02 Mar 2026 | Details | | | | | | | | | | | | | | |
| 743 | Derek Lamb | Review External Parties Influencing The QMS VST / Viamed | Every 12 Months | Managing Director | 2 | | 01 Oct 2026 | Details | | | | | | | | | | | | | | |
| 739 | Derek Lamb | Review VIAMED Feedback - Customer Feedback Negative | Every 1 Months | Managing Director | 2 | | 22 Feb 2026 | Details | | | | | | | | | | | | | | |

| | | | | | | | | | |
|----------------------|------------------|--|-----------------|---------------|---|---|-------------|-------------------------|--|
| 459 | Derek Lamb | Management Meeting Turnover Report | Every 1 Months | IT Controller | 2 | | 13 Feb 2026 | Details | |
| 458 | Derek Lamb | Intrastats Requested Page updates | Every 1 Months | IT Controller | 1 | 1 | 05 Mar 2026 | Details | |
| 462 | Derek Lamb | Intrastats Cross Reference Database Tables Updates | Every 1 Months | IT Controller | 2 | | 09 Feb 2026 | Details | |
| 452 | Michael Lamb | Off Site Backup | Every 1 Months | IT Controller | 3 | 1 | 04 Mar 2026 | Details | |
| 510 | Michael Lamb | Domain Name Management | Every 1 Months | IT Controller | 2 | 1 | 20 Feb 2026 | Details | |
| 511 | Michael Lamb | AWS Amazon Web Services Collect Invoice | Every 12 Months | IT Controller | 3 | | 13 Oct 2026 | Details | |
| 512 | Helen Lamb | Vandagraph Pay Pay Retrieve Funds | Every 1 Months | IT Controller | 2 | | 06 Feb 2026 | Details | |
| 562 | Derek Lamb | Intrastats Amendment Log | Every 1 Weeks | IT Controller | 1 | | 06 Feb 2026 | Details | |
| 597 | Michael Lamb | Fast Hosts Invoice | Every 12 Months | IT Controller | 3 | 1 | 07 Oct 2026 | Details | |
| 731 | Michael Lamb | Emailed Invoices Cleardown | Every 2 Weeks | IT Controller | 2 | 2 | 11 Feb 2026 | Details | |
| 752 | Catherine Spence | Scan Incorrect Product - Software Validation | Every 9 Months | IT Controller | 5 | | 01 Jun 2026 | Details | |
| 754 | Catherine Spence | Software Validation Scan UnQA Product To Order | Every 6 Months | IT Controller | 5 | | 12 Jun 2026 | Details | |
| 756 | Catherine Spence | Software Validation Expired Stock | Every 12 Months | IT Controller | 5 | | 12 Oct 2026 | Details | |
| 759 | Catherine Spence | Software Validation Non Sell Able Shelf | Every 12 Months | IT Controller | 4 | | 01 Sep 2026 | Details | |
| 761 | Robert Connor | Software Validation In Production List | Every 3 Months | IT Controller | 3 | | 01 Apr 2026 | Details | |
| 764 | Sophie Lines | Software Validation Unchecked Orders | Every 12 Months | IT Controller | 4 | | 01 Jan 2027 | Details | |
| 763 | Robert Connor | Software Validation Stock Tracking Check | Every 6 Months | IT Controller | 2 | | 08 Apr 2026 | Details | |
| 766 | Michael Lamb | Software Validation Attempt To QA Some Stock | Every 6 Months | IT Controller | 3 | | 01 Jun 2026 | Details | |
| 768 | Derek Lamb | Software Validation Of Training Documents Forced Reading | Every 12 Months | IT Controller | 1 | | 04 Oct 2026 | Details | |
| 779 | Derek Lamb | Software Validation Conflicting Audits | Every 12 Months | IT Controller | 2 | | 08 Oct 2026 | Details | |
| 789 | Derek Lamb | Software Validation Non Conformance Product Risk Feedback Loop | Every 12 Months | IT Controller | 1 | | 16 Oct 2026 | Details | |
| 802 | Derek Lamb | Software Validation Document Control | Every 12 Months | IT Controller | 2 | | 20 Oct 2026 | Details | |
| 808 | Derek Lamb | Software Validation Scheduled Tasks And Audits | Every 12 Months | IT Controller | 2 | | 22 Jan 2027 | Details | |
| 919 | Catrin Hird | Google Search Console | Every 1 Months | IT Controller | 2 | | 16 Feb 2026 | Details | |
| 1064 | Helen Lamb | NON REAL Test Process | Every 48 Months | IT Controller | 2 | | 10 Oct 2028 | Details | |
| 1120 | Derek Lamb | Sync External Telephone Logs | Every 1 Weeks | IT Controller | 2 | | 09 Feb 2026 | Details | |

| | | | | | | | | | |
|----------------------|-------------------|---|-----------------------|--|---|---|-----|-------------------------|--------------|
| | | | Months | Controller | | | | 2026 | |
| 155 | 🔍 Derek Lamb | Document index Thumbnails | Every 1 Months | Documentation And Records Controller | 1 | 1 | Mar | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 887 | 🔍 Helen Lamb | Annual Review Doc Management | Every 12 Months | Documentation And Records Controller | 3 | | Jul | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 76 | 🔍 Helen Lamb | Weee Report Due Viamed Annual | Every 12 Months | Documentation And Records Controller | 2 | 1 | Dec | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 1129 | 🔍 Helen Lamb | COSHH Datasheet Reminders | Every 12 Months | Documentation And Records Controller | 2 | | Feb | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 1147 | 🔍 Derek Lamb | Verification Stock Linked To Documents | Every 12 Months | Documentation And Records Controller | 2 | | Mar | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 1223 | 🔍 Derek Lamb | Review Contact Documentation | Every 1 Months | Documentation And Records Controller | 3 | | Feb | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 214 | 🔍 Catrin Hird | Master Indemnity Register | Every 12 Months | Documentation And Records Controller | 3 | | Jun | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 321 | 🔍 Helen Lamb | Check the Whos Who | Every 6 Months | Documentation And Records Controller | 1 | | Mar | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 1271 | 🔍 Helen Lamb | Research And Development Processing | Every 1 Months | Documentation And Records Controller | 3 | 2 | Mar | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 1273 | 🔍 Helen Lamb | Research And Development Submission | Every 12 Months | Documentation And Records Controller | 3 | 1 | Jan | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 1301 | 🔍 Helen Lamb | Carry Out The HMRC Slavery Assessment | Every 12 Months | Documentation And Records Controller | 2 | | Feb | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 231 | 🔍 Steve Nixon | Check the Stock FAQ Admin list | Every 1 Months | Product Controller | 2 | 1 | Mar | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 418 | 🔍 Steve Nixon | Price Checking | Every 1 Months | Product Controller | 3 | 4 | Mar | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 501 | 🔍 Steve Nixon | Yearly Pricing Review | Every 12 Months | Product Controller | 2 | | May | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 772 | 🔍 Steve Nixon | Maintain Repair Codes List | Every 12 Months | Product Controller | 3 | | Oct | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 800 | 🔍 Helen Lamb | On Site Environment Review | Every 3 Months | Product Controller | 3 | | Apr | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 822 | 🔍 Steve Nixon | VST Price Lists | Every 3 Months | Product Controller | 2 | 3 | Apr | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 1095 | 🔍 Steve Nixon | VST Product Performance | Every 12 Months | Product Controller | 2 | 1 | Nov | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 1096 | 🔍 Steve Nixon | VST Product Performance - Suppliers | Every 12 Months | Product Controller | 2 | 2 | Nov | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 1241 | 🔍 Catrin Hird | Review Back to Stock Report on Shopify | Every 1 Weeks | Product Controller | 2 | 1 | Feb | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 712 | 🔍 Helen Lamb | First Aid | Every 12 Months | Health And Safety Controller | 3 | | Aug | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 12 | 🔍 Helen Lamb | HSE Risk Assessment | Every 12 Months | Health And Safety Controller | 2 | | Oct | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 52 | 🔍 Helen Lamb | Fire Alarm Test | Every 6 Months | Health And Safety Controller | 4 | | Mar | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 787 | 🔍 Philip Crossley | Pillar Drill Checklist | Every 6 Months | Health And Safety Controller | 2 | | Apr | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 788 | 🔍 Philip Crossley | Hand Drill Checklist | Every 24 Months | Health And Safety Controller | 3 | | Oct | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |
| 141 | 🔍 Helen Lamb | Fire Alarm Evacuation Drill | Every 3 Months | Health And Safety Controller | 2 | | May | Details | 🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢🟢 |

| | | | | | | | | | |
|----------------------|------------------|---|-----------------|-----------------------|---|---|-------------|-------------------------|--|
| 1084 | Robert Connor | VST Stock Count For End April | Every 12 Months | Warehouse Team Leader | 4 | | 24 Mar 2026 | Details | |
| 1097 | Steve Nixon | Arrange Teledyne Returns | Every 3 Months | Warehouse Team Leader | 2 | 2 | 01 May 2026 | Details | |
| 1158 | Helen Lamb | Verification Warehouse Unidentified Stock | Every 12 Months | Warehouse Team Leader | 2 | | 09 Mar 2026 | Details | |
| 1162 | Michael Lamb | Verification Warehouse Hand Sanitiser | Every 3 Months | Warehouse Team Leader | 5 | | 22 Feb 2026 | Details | |
| 1164 | Michael Lamb | Verification Stock Items And Locations | Every 6 Months | Warehouse Team Leader | 4 | | 22 Feb 2026 | Details | |
| 1166 | Catrin Hird | Verification Of Ebay Stock | Every 6 Months | Warehouse Team Leader | 4 | | 23 Feb 2026 | Details | |
| 1168 | Catrin Hird | Verification Of Demo Stock | Every 12 Months | Warehouse Team Leader | 3 | | 04 Apr 2026 | Details | |
| 272 | Catherine Spence | Check Supplier Returns | Every 1 Months | Warehouse Team Leader | 3 | 1 | 17 Feb 2026 | Details | |
| 1288 | Catrin Hird | Sensor Recycle / Depletions Logging | Every 2 Weeks | Warehouse Team Leader | 2 | | 18 Feb 2026 | Details | |
| 264 | Steve Nixon | Purchase Order log | Every 3 Months | Office Team Leader | 1 | | 01 Mar 2026 | Details | |
| 1160 | Derek Lamb | Verification Credit Notes | Every 12 Months | Accounts Controller | 2 | | 21 Feb 2026 | Details | |
| 1200 | Michael Lamb | Checking Proformas And Quotes Vandagraph To The Bank | Every 1 Weeks | Accounts Controller | 2 | 2 | 06 Feb 2026 | Details | |
| 1202 | Helen Lamb | Check Xero Bank For The Year To The Barclays Bank Account | Every 12 Months | Accounts Controller | 2 | | 10 Jan 2027 | Details | |
| 1231 | Helen Lamb | USA Tax Book Sales | Every 12 Months | Accounts Controller | 3 | 1 | 14 Dec 2026 | Details | |
| 87 | Helen Lamb | PAYE needs paying URGENT | Every 1 Months | Accounts Controller | 2 | | 17 Feb 2026 | Details | |
| 1279 | Helen Lamb | Check And Allocate Debtors. Ready For Accountants. | Every 12 Months | Accounts Controller | 2 | | 21 Dec 2026 | Details | |
| 1281 | Helen Lamb | Vandagraph And VST Check And Allocate Debtors. Ready For Accountants. | Every 12 Months | Accounts Controller | 2 | | 16 Mar 2026 | Details | |
| 204 | Ryan Swaine | Distributor Agreements | Every 1 Months | EX Sales Controller | 2 | | 26 Feb 2026 | Details | |
| 195 | Steve Nixon | Book Medica | Every 12 Months | EX Sales Controller | 3 | 1 | 05 Jan 2027 | Details | |
| 57 | Derek Lamb | Sales forecasts | Every 1 Months | UK Sales Controller | 1 | | 14 Feb 2026 | Details | |
| 944 | Catrin Hird | Contract Pricing Review | Every 1 Months | UK Sales Controller | 2 | 2 | 15 Feb 2026 | Details | |
| 1210 | Catrin Hird | Automotive Competitor Price Review | Every 1 Months | UK Sales Controller | 2 | | 15 Feb 2026 | Details | |
| 292 | Derek Lamb | Check Sale or Returns | Every 1 Months | UK Sales Force | 1 | 1 | 04 Mar 2026 | Details | |
| 291 | Ryan Swaine | Check Sale or Returns | Every 1 Months | EX Sales Force | 2 | | 04 Mar 2026 | Details | |
| 58 | Ryan Swaine | Sales forecasts | Every 1 Months | EX Sales Force | 1 | | 14 Feb 2026 | Details | |
| 1089 | Ryan Swaine | Proforma And Quote Chasing - Ryan | Every 1 | EX Sales Force | 3 | | 06 Feb | Details | |

| | | | | | | | | | |
|----------------------|--------------|--|-----------------|--------------------|---|---|-------------|-------------------------|--|
| 713 | Helen Lamb | Chase The Debtors VST | Every 1 Months | Accounts Processes | 4 | | 03 Mar 2026 | Details | |
| 62 | Helen Lamb | Debtors and Creditors Figures | Every 1 Months | Accounts Processes | 2 | | 02 Mar 2026 | Details | |
| 794 | Helen Lamb | Embargo Countries NOT Allowed To Sell To | Every 6 Months | Accounts Processes | 2 | | 17 Apr 2026 | Details | |
| 811 | Helen Lamb | Purchase Payments | Every 1 Weeks | Accounts Processes | 4 | | 09 Feb 2026 | Details | |
| 837 | Helen Lamb | Region Checker | Every 1 Months | Accounts Processes | 3 | | 07 Feb 2026 | Details | |
| 858 | Helen Lamb | Royal Mail - Mail Retention Form | Every 12 Months | Accounts Processes | 1 | | 01 Mar 2026 | Details | |
| 928 | Helen Lamb | Send Debtors Overview To Derek | Every 1 Months | Accounts Processes | 3 | | 01 Mar 2026 | Details | |
| 961 | Helen Lamb | Check Debtors Report | Every 3 Months | Accounts Processes | 3 | | 18 Mar 2026 | Details | |
| 965 | Helen Lamb | Purchasing Invoice Processing | Every 2 Weeks | Accounts Processes | 2 | | 11 Feb 2026 | Details | |
| 983 | Derek Lamb | PCI DSS Compliance | Every 3 Months | Accounts Processes | 2 | | 04 Apr 2026 | Details | |
| 995 | Helen Lamb | VAT Return Vandagraph | Every 3 Months | Accounts Processes | 3 | | 20 Mar 2026 | Details | |
| 997 | Helen Lamb | VAT Return VST | Every 3 Months | Accounts Processes | 3 | 1 | 20 Apr 2026 | Details | |
| 1020 | Helen Lamb | Xero Review Sales Contacts | Every 1 Months | Accounts Processes | 2 | 1 | 05 Mar 2026 | Details | |
| 1022 | Helen Lamb | Xero Merge Customers That Are Duplicates | Every 1 Months | Accounts Processes | 2 | | 12 Feb 2026 | Details | |
| 1034 | Helen Lamb | Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed | Every 1 Months | Accounts Processes | 3 | 1 | 02 Mar 2026 | Details | |
| 1052 | Helen Lamb | Exchange Rate In To Intrastats | Every 1 Months | Accounts Processes | 3 | | 01 Mar 2026 | Details | |
| 1078 | Michael Lamb | Xero Sync | Every 1 Weeks | Accounts Processes | 3 | 3 | 12 Feb 2026 | Details | |
| 1113 | Helen Lamb | Check For Viking Invoices | Every 1 Months | Accounts Processes | 2 | | 03 Mar 2026 | Details | |
| 1118 | Helen Lamb | Check Creditors | Every 1 Months | Accounts Processes | 3 | | 04 Mar 2026 | Details | |
| 1177 | Helen Lamb | VAT Return Viamed Properties | Every 3 Months | Accounts Processes | 4 | | 01 Apr 2026 | Details | |
| 1244 | Helen Lamb | Download HMRC Reports | Every 1 Months | Accounts Processes | 3 | | 19 Feb 2026 | Details | |
| 1263 | Helen Lamb | VST Accounts On Stop | Every 2 Weeks | Accounts Processes | 4 | | 10 Feb 2026 | Details | |
| 1265 | Derek Lamb | Stock Figure - Correct Xero To Intrastats | Every 1 Months | Accounts Processes | 2 | 1 | 01 Mar 2026 | Details | |
| 599 | Helen Lamb | Distribution Of Post | Every 1 Days | Office Processes | 7 | 1 | 06 Feb 2026 | Details | |
| 567 | Helen Lamb | Filing | Every 31 Days | Office Processes | 6 | | 25 Feb 2026 | Details | |
| 538 | Catrin Hird | Maintaining Leaflet Stocks | Every 1 | Office Processes | 3 | | 09 Feb | Details | |

| | | | | | | | | |
|----------------------|--------------|-----------------|------------------------------|---|---|-------------|-------------------------|----------------------|
| | | Months | Controller | | | 2026 | | |
| 374 | Derek Lamb | Every 3 Months | Product Controller | 2 | | 19 Apr 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 71 | Derek Lamb | Every 3 Months | Product Controller | 3 | | 04 Mar 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 502 | Derek Lamb | Every 12 Months | Product Controller | 2 | | 27 May 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 773 | Derek Lamb | Every 24 Months | Product Controller | 3 | | 26 Oct 2027 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 952 | Derek Lamb | Every 12 Months | Health And Safety Controller | 2 | | 21 Mar 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 953 | Helen Lamb | Every 12 Months | Health And Safety Controller | 3 | | 20 Mar 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 955 | Helen Lamb | Every 12 Months | Health And Safety Controller | 3 | | 17 Apr 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 674 | Steve Nixon | Every 3 Months | Marketing Controller | 2 | 2 | 26 Mar 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 672 | Steve Nixon | Every 3 Months | Marketing Controller | 3 | 2 | 19 Mar 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 676 | Steve Nixon | Every 3 Months | Marketing Controller | 3 | 2 | 03 Apr 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 1211 | Michael Lamb | Every 12 Months | Marketing Controller | 3 | | 08 May 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 144 | Derek Lamb | Every 6 Months | Marketing Controller | 2 | | 03 Jul 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 1295 | Catrin Hird | Every 12 Months | Marketing Controller | 3 | | 15 Dec 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 1297 | Helen Lamb | Every 24 Months | Marketing Controller | 2 | | 14 Apr 2027 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 206 | Derek Lamb | Every 3 Months | Sales Controller | 2 | | 28 Feb 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 654 | Derek Lamb | Every 12 Months | Sales Controller | 2 | | 25 Dec 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 894 | Catrin Hird | Every 6 Months | Sales Controller | 2 | 1 | 01 Aug 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 1030 | Derek Lamb | Every 3 Months | Sales Controller | 3 | | 01 Mar 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 1217 | Helen Lamb | Every 12 Months | Sales Controller | 2 | | 15 Aug 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 1222 | Steve Nixon | Every 1 Months | Sales Controller | 2 | 2 | 04 Mar 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 1237 | Steve Nixon | Every 3 Months | Sales Controller | 2 | 1 | 25 Mar 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 375 | Derek Lamb | Every 1 Months | Warehouse Team Leader | 5 | | 18 Feb 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 69 | Derek Lamb | Every 2 Months | Warehouse Team Leader | 3 | | 26 Feb 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 424 | Michael Lamb | Every 1 Months | Warehouse Team Leader | 3 | | 17 Feb 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 942 | Derek Lamb | Every 3 Months | Warehouse Team Leader | 2 | | 03 Mar 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |
| 964 | Derek Lamb | Every 12 Months | Warehouse Team Leader | 2 | | 17 Oct 2026 | Details | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ |

| | | | | | | | |
|----------------------|------------|--|-----------------|----------------------|---|-------------|-------------------------|
| 554 | Derek Lamb | Production Start Job List | Every 3 Months | Production Processes | 2 | 03 Apr 2026 | Details |
| 557 | Helen Lamb | Production In Production List | Every 3 Months | Production Processes | 4 | 01 Apr 2026 | Details |
| 552 | Helen Lamb | Production Statistics | Every 3 Months | Production Processes | 2 | 03 Apr 2026 | Details |
| 1004 | Derek Lamb | Review The Tom Thumb Grease Date | Every 12 Months | Production Processes | 4 | 20 Nov 2026 | Details |
| 1012 | Helen Lamb | Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST | Every 12 Months | Production Processes | 4 | 25 Nov 2026 | Details |
| 1146 | Derek Lamb | Verification Production Paperwork | Every 12 Months | Production Processes | 3 | 01 Apr 2026 | Details |

Total Issues Outstanding / Unread Per User

| Name | Number Issues | Number Unread |
|----------------------------------|---------------|---------------|
| Aqib Majeed | 5 | 5 |
| BANK HOLIDAY | 2 | 2 |
| Catherine Spence | 43 | 25 |
| Catrin Hird | 29 | 19 |
| Derek Lamb | 65 | 28 |
| Emily Hanson | 4 | 4 |
| Emma Clark | 0 | 0 |
| Helen Lamb | 31 | 22 |
| Jean Lamb | 4 | 3 |
| Kate Griffiths | 2 | 2 |
| Linda Shearing | 0 | 0 |
| Michael Green | 2 | 2 |
| Michael Lamb | 78 | 75 |
| Philip Crossley | 0 | 0 |
| Robert Connor | 1 | 0 |
| Ryan Swaine | 3 | 0 |
| Sophie Lines | 3 | 3 |
| Steve Nixon | 155 | 112 |
| Zoey Teal | 0 | 0 |