



Close all these Issues and Review the Overall Outstanding Issues

Management Review Rolling Issues

[Previous Reviews](#)

Rolling Tasks

Issue / Header	Notes	Last Notes	Reviewed to	Day User	Raise Non conformance
07/11/2025 #380297 B2B Router / Peppol Responsibilitys Scope: Checking external system for orders	B2B Router / Peppol Responsibilitys (990) System Generated Task To be Completed Please check B2B router systems for orders and invoices to be sent. user ViamedLtd password viamed17 Doc id 28329 H.S.E. implications :No health and safety implications 07 Nov 2025 Zoey Teal Done 07 Nov 2025 Zoey Teal	Done	CLOSE Issue ☒	0	Generate Non-Conformance
06/11/2025 #380182 Price List Check Scope: Changing of the prices lists. Issue to check these are current *Vandagraph is not an ISO company	Price List Check (636) System Generated Task To be Completed Please inform the Office if any Prices have changed with Vandagraph H.S.E. implications :No health and safety implications 07 Nov 2025 Ryan Swaine Done 07 Nov 2025 Ryan Swaine	Done	CLOSE Issue ☒	1	Generate Non-Conformance
10/11/2025 #380373 VIAMED Management MeetingCheck Website ISO Documents Scope: Ensure the online available copies of our ISO standards are upto date	Check Website ISO Documents (463) System Generated Task To be Completed Check the documents are still in date and valid H.S.E. implications :No health and safety implications 11 Nov 2025 Catrin Hird Done 11 Nov 2025 Catrin Hird	Done	CLOSE Issue ☒	1	Generate Non-Conformance
07/11/2025 #380265 VIAMED Management MeetingCheques To Bank - Fill in Paying in Book Scope: Cheques that are received in from customers as payments, refunds from Royal Mail, HMRC in the form of Duty refunds etc.	Cheques To Bank (432) System Generated Task To be Completed H.S.E. implications :No health and safety implications 07 Nov 2025 Helen Lamb Done 07 Nov 2025 Helen Lamb	Done	CLOSE Issue ☒	0	Generate Non-Conformance

[These are filled in to the paying in book, located in the accounts office. Then taken to Barclays bank.](#)

[07/11/2025](#)

[#380266](#)

[VIAMED Management](#)

[MeetingCredits Note](#)

[Processing](#)

[Scope:](#)

[A credit either a part or in full -](#)

[When either goods have been returned, re a sales invoice from a customer.](#)

[An internal error has taken place and a sales invoice need to be re entered.](#)

[On the purchasing if a supplier has sent a credit for goods or an error.](#)

Credits Done (435)

System Generated

Task To be Completed

H.S.E. implications :No health and safety implications Done

07 Nov 2025 Helen Lamb

Done

07 Nov 2025 Helen Lamb

CLOSE

Issue



0

[Generate Non-Conformance](#)

[07/11/2025](#)

[#380267](#)

[VIAMED Management](#)

[MeetingExport](#)

[Cheques sent by](#)

[Currency Lodgement](#)

[Scope:](#)

[Export \\$ USD or €](#)

[Euro cheques from](#)

[customers have to be](#)

[sent to the bank](#)

[processing department](#)

[in Poole. With a form.](#)

Currency Lodgement (436)

System Generated

Task To be Completed

H.S.E. implications :No health and safety implications Done

07 Nov 2025 Helen Lamb

Done

07 Nov 2025 Helen Lamb

CLOSE

Issue



0

[Generate Non-Conformance](#)

[10/11/2025](#)

[#380400](#)

[VIAMED Management](#)

[MeetingCustomer](#)

[Complaints](#)

[Scope:](#)

[Review the Customer](#)

[Complaints Heading](#)

Customer Complaints (728)

System Generated Task To be Completed

Review Customer Complaints Paper File

Review Customer Complaints Meeting

Header History

H.S.E. implications :No health and safety implications reviewed

10 Nov 2025 Derek Lamb

reviewed

10 Nov 2025 Derek Lamb

CLOSE

Issue



0

[Generate Non-Conformance](#)

[03/11/2025](#)

[#379644](#)

[VIAMED Management](#)

[MeetingManagement](#)

[Meeting Review](#)

[Weekly Meeting](#)

[Scope:](#)

[Non Minuted](#)

[Management](#)

[discussions on issues](#)

Derek Meeting with Steve (456)

System Generated Task To be Completed

H.S.E. implications :No health and safety implications Done

06 Nov 2025 Derek Lamb

Done

06 Nov 2025 Derek Lamb

CLOSE

Issue



3

[Generate Non-Conformance](#)

[10/11/2025](#)

[#380371](#)

[VIAMED Management](#)

[MeetingManagement](#)

[Meeting Review](#)

[Weekly Meeting](#)

[Scope:](#)

[Non Minuted](#)

[Management](#)

Derek Meeting with Steve (456)

System Generated Task To be Completed

H.S.E. implications :No health and safety implications Done

11 Nov 2025 Derek Lamb

Done

11 Nov 2025 Derek Lamb

CLOSE

Issue



1

[Generate Non-Conformance](#)

22/10/2025 #378759 VIAMED Management MeetingCleardown Emailed Invoices Scope: Backup of all Sent Emails sent to External Address for Verification	Emailed Invoices Cleardown (731) System Generated Task To be Completed Check the top 2 Emails in the copy of sent Invoices, check the Linked Invoice number it the same as the one in the Subject Line. H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	20	Generate Non-Conformance
05/11/2025 #380072 VIAMED Management MeetingCleardown Emailed Invoices Scope: Backup of all Sent Emails sent to External Address for Verification	Emailed Invoices Cleardown (731) System Generated Task To be Completed Check the top 2 Emails in the copy of sent Invoices, check the Linked Invoice number it the same as the one in the Subject Line. H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	6	Generate Non-Conformance
10/11/2025 #380369 VIAMED Management MeetingPetty Cash Expenses receipts and cash Scope: To receive the cash receipts / invoices from those staff who work away from the office. These are then filed in the petty cash file in the accounts office.	Expenses (438) System Generated Task To be Completed H.S.E. implications :No health and safety implications 10 Nov 2025 Helen Lamb Done 10 Nov 2025 Helen Lamb	Done	CLOSE Issue ☒	0	Generate Non-Conformance
07/11/2025 #380282 VIAMED Management MeetingIntrastats Amendment Log Scope: Intrastat Changes updates. Logging system to enable roll back should anything break	Intrastats Amendment Log (562) System Generated Task To be Completed Click the X Click Intrastats Amendment log Update notes on file changes H.S.E. implications :No health and safety implications 07 Nov 2025 Derek Lamb Done 07 Nov 2025 Derek Lamb Stock Items Requiring Repair Code Clean Up All Product repairs have Clean Codes No Work Required 07 Nov 2025 Derek Lamb	Stock Items Requiring Repair Code Clean Up All Product repairs have Clean Codes No Work Required	CLOSE Issue ☒	0	Generate Non-Conformance
05/11/2025 #380050 VIAMED Management MeetingIntrastats Requested Page updates Scope: Fix general errors in intrastats such as Spelling errors or columns not lining up	Intrastats Requested Page updates (458) System Generated Task To be Completed Check the intrastats Page updates for spelling errors - green man top of header bar H.S.E. implications :No health and safety implications 06 Nov 2025 Derek Lamb done a couple couple i couldnt finnd 06 Nov 2025 Derek Lamb	done a couple couple i couldnt finnd	CLOSE Issue ☒	1	Generate Non-Conformance

10/11/2025 #380403 VIAMED Management MeetingMaintain Update Of ISO Route Maps Scope: To review Route map VIAMED 13485:2016 and VST 9001:2015 See if a new Summary sheet needs producing, print new PDF, and upload on top of the old summary.	Maintain Update Of ISO Route Maps (804) System Generated Task To be Completed Check the ISO route map summaries, can update for recent changes H.S.E. implications :No health and safety implications 10 Nov 2025 Derek Lamb Done 10 Nov 2025 Derek Lamb	Done	CLOSE Issue ☒	0	Generate Non-Conformance
06/10/2025 #377137 VIAMED Management MeetingOff Site Backup Scope: To take a copy of the important data off-site thats not being automatically backup by the system. Currently T Drive being the primary files to be backed up. Changed routine to Monthly, as only T drive is now being backed up, all other files automatically being backed up remotely.	Off Site Backup (452) Back up the Usersopen Files (T Drive) to USB and take offsite H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	36	Generate Non-Conformance
07/11/2025 #380292 VIAMED Management MeetingReview Product Failures New Codes Scope: Review the Customer Returns and Review Product Failures New Codes	Product Failures New Codes Review (750) System Generated Task To be Completed Review Intrastats Page: Returns-> Repair codes Clean up If New Faults have entered the system, Review the Stock Repairs and apply a clean code and tag Fault / user or No Fault. Complete all Stock References until the list is empty H.S.E. implications :No health and safety implications 07 Nov 2025 Derek Lamb Stock Items Requiring Repair Code Clean Up All Product repairs have Clean Codes No Work Required 07 Nov 2025 Derek Lamb	Stock Items Requiring Repair Code Clean Up All Product repairs have Clean Codes No Work Required	CLOSE Issue ☒	0	Generate Non-Conformance
10/11/2025 #380370 VIAMED Management MeetingPurchase Invoices in to Opera Scope: Putting into opera the purchase invoices that are received from our	Purchase Invoices (443) System Generated Task To be Completed H.S.E. implications :No health and safety implications 10 Nov 2025 Helen Lamb Done 10 Nov 2025 Helen Lamb	Done	CLOSE Issue ☒	0	Generate Non-Conformance

[suppliers, by Email,](#)
[fax, post or by hand.](#)
[Inputting the invoices](#)
[from suppliers for the](#)
[correct month.](#)
[Ensuring they are all](#)
[entered in to the](#)
[correct period.](#)

10/11/2025 #380404 VIAMED Management MeetingPurchase Payments Scope: Pay suppliers within terms	Purchase Payments (811) System Generated Task To be Completed Pay suppliers within terms Supplier invoices H.S.E. implications :No health and safety implications 10 Nov 2025 Helen Lamb Done 10 Nov 2025 Helen Lamb	Done	CLOSE Issue ☒	0	Generate Non- Conformance
07/11/2025 #380295 VIAMED Management MeetingRegion Checker Scope: Region code and Territory codes from Opera Each country should only be linked to 1 Region.	Region Checker (837) System Generated Task To be Completed. Intrastats Sales Menu Sales Region Territory Checker. This Lists the Region code and Territory codes from Opera Each country should only be linked to 1 Region. Search out and Fix any Errors H.S.E. implications :No health and safety implications 07 Nov 2025 Helen Lamb Done 07 Nov 2025 Helen Lamb	Done	CLOSE Issue ☒	0	Generate Non- Conformance
11/11/2025 #380492 VIAMED Management MeetingRemit Processing and entry into Opera Scope: Remits are identified, matched to the bank statement and then entered into Opera on the customer account.	Remit Processing (444) System Generated Task To be Completed Viamed Remit Processing for Pound, Dollar and Euro receipts H.S.E. implications :No health and safety implications 11 Nov 2025 Helen Lamb Done 11 Nov 2025 Helen Lamb	Done	CLOSE Issue ☒	0	Generate Non- Conformance
07/11/2025 #380303 VIAMED Management MeetingReview Any Outstanding QC 21 Forms To Sign Off Scope: Review Any Outstanding QC 21 Forms. If completed, sign it off. Review it to make sure all parts are completed satisfactorily	Review Any Outstanding QC 21 Forms To Sign Off (1276) System Generated Task To be Completed Review Any Outstanding QC 21 Forms H.S.E. implications :No health and safety implications 07 Nov 2025 Derek Lamb Done 07 Nov 2025 Derek Lamb	Done	CLOSE Issue ☒	0	Generate Non- Conformance
10/11/2025 #380417 VIAMED Management MeetingSync External Telephone Logs Scope: To Export Telephone logs from the phone	Sync External Telephone Logs (1120) System Generated Task To be Completed To Export Telephone logs from the phone system to intrastats H.S.E. implications :No health and safety implications 10 Nov 2025 Derek Lamb	Done	CLOSE Issue ☒	0	Generate Non- Conformance

system to intrastats	Done				
10 Nov 2025 Derek Lamb					
11/11/2025 #380504 VIAMED Management Meeting UPS Invoices Vandagraph Scope: Go on to the UPS web site and download the unpaid invoices. Working from the accounts package to find the date that these need to go back to. These are then entered on to the accounts package and paid.	UPS Invoices Vandagraph (571) System Generated Task To be Completed print UPS invoices H.S.E. implications :No health and safety implications 11 Nov 2025 Helen Lamb Done 11 Nov 2025 Helen Lamb	Done	CLOSE Issue ☒	0	Generate Non-Conformance
06/11/2025 #380168 VIAMED Management Meeting Vandagraph Pay Pal Retrieve Funds Scope: To remove money from the Pay Pal system into Vandagraph Bank account	Vandagraph Pay Pay Retrieve Funds (512) System Generated Task To be Completed H.S.E. implications :No health and safety implications 06 Nov 2025 Helen Lamb Done 06 Nov 2025 Helen Lamb	Done	CLOSE Issue ☒	0	Generate Non-Conformance
06/11/2025 #380157 VIAMED Management Meeting Weather Station Scope: To record the daily barometric pressure	Weather Station (413) System Generated Task To be Completed Click the temperature in the menu bar of intrastats, Check its taking current readings. H.S.E. implications :No health and safety implications 06 Nov 2025 Derek Lamb working as inteneded 06 Nov 2025 Derek Lamb	working as inteneded	CLOSE Issue ☒	0	Generate Non-Conformance
13/11/2025 #380736 VIAMED Management Meeting Weather Station Scope: To record the daily barometric pressure	Weather Station (413) System Generated Task To be Completed Click the temperature in the menu bar of intrastats, Check its taking current readings. H.S.E. implications :No health and safety implications 13 Nov 2025 Derek Lamb working as intended 13 Nov 2025 Derek Lamb	working as intended	CLOSE Issue ☒	0	Generate Non-Conformance
30/10/2025 #379440 VIAMED Management Meeting Xero Sync Scope: Import Paid Invoices from Xero back to Interstats to update contact records Process needs to be made easier, due to the way Xero works. Not critical to ISO at this time, THIS PROCESS NOT working.yet	Xero Sync (1078) System Generated Task To be Completed copy paste results here e.g. Calculated Host : Viamed Start Date :01 Aug 2025 End date : 29 Aug 2025 Invoice(s) Checked 374 Error List No Errors Found Validated Checked H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	12	Generate Non-Conformance
06/11/2025 #380193	Xero Sync (1078) System Generated Task To be Completed	done	CLOSE Issue	5	Generate Non-

VIAMED Management MeetingXero Sync Scope: Import Paid Invoices from Xero back to Interstats to update contact records Process needs to be made easier, due to the way Xero works. Not critical to ISO at this time, THIS PROCESS NOT working.yet	copy paste results here e.g. Calculated Host : Viamed Start Date :01 Aug 2025 End date : 29 Aug 2025 Invoice(s) Checked 374 Error List No Errors Found Validated Checked H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb				Conformance
11/11/2025 #380483 ProjectsProjects / Products HSE Requirements Scope: To check to see if products have changes or if there are any new products. Are there any new HSE implications.	Projects / Products HSE Requirements (54) System Generated Have any product changes / new products. got any new HSE implications? H.S.E. implications :No health and safety implications 11 Nov 2025 Derek Lamb We do not have any product changes, - dont actually have any products currently so no hse issues 11 Nov 2025 Derek Lamb	We do not have any product changes, - dont actually have any products currently so no hse issues	CLOSE Issue ☒	0	Generate Non-Conformance
07/11/2025 #380260 VIAMED General IssueVacuuming Of The Office, Hall And Meeting Room Scope: Ensure customer facing areas are vacuumed	Vacuuming of the Office, Hall and meeting room (243) System Generated Please can you vacuum the Office, H.S.E. implications :No health and safety implications 10 Nov 2025 Aqib Majeed done 10 Nov 2025 Aqib Majeed	done	CLOSE Issue ☒	3	Generate Non-Conformance
04/11/2025 #379909 Sale or ReturnsCheck Sale Or Returns Export Scope: Review the Sale or Return list in intrastats. Ensure it is up to date.	Check Sale or Returns (291) System Generated Please check your sale or Returns list Chase up any SOR which are overdue Follow up any sale or returns or sample packs that you have sent out. H.S.E. implications :No health and safety implications 07 Nov 2025 Ryan Swaine Done 07 Nov 2025 Ryan Swaine	Done	CLOSE Issue ☒	3	Generate Non-Conformance
06/11/2025 #380171 Sales Order IssuesDelivered not Invoiced Scope: Ensure invoices are generated for shipped orders	Delivered not Invoiced (523) System Generated Task To be Completed OPERA tab Delivered not Invoiced report Date Picked should be no more than 1 Day old, Or the Last Friday if today is a Monday H.S.E. implications :No health and safety implications 12 Nov 2025 Sophie Lines Done 12 Nov 2025 Sophie Lines	Done	CLOSE Issue ☒	6	Generate Non-Conformance
07/11/2025 #380277 Sales Order IssuesDelivered not Invoiced Scope: Ensure invoices are	Delivered not Invoiced (523) System Generated Task To be Completed OPERA tab Delivered not Invoiced report Date Picked should be no more than 1 Day old, Or the Last Friday if today is a Monday H.S.E. implications :No health and safety implications	Done	CLOSE Issue ☒	5	Generate Non-Conformance

generated for shipped orders	12 Nov 2025 Sophie Lines Done 12 Nov 2025 Sophie Lines				
10/11/2025 #380383 Sales Order IssuesDelivered not Invoiced Scope: Ensure invoices are generated for shipped orders	Delivered not Invoiced (523) System Generated Task To be Completed OPERA tab Delivered not Invoiced report Date Picked should be no more than 1 Day old, Or the Last Friday if today is a Monday H.S.E. implications :No health and safety implications 12 Nov 2025 Sophie Lines Done 12 Nov 2025 Sophie Lines	Done	CLOSE Issue ☒	2	Generate Non-Conformance
11/11/2025 #380499 Sales Order IssuesDelivered not Invoiced Scope: Ensure invoices are generated for shipped orders	Delivered not Invoiced (523) System Generated Task To be Completed OPERA tab Delivered not Invoiced report Date Picked should be no more than 1 Day old, Or the Last Friday if today is a Monday H.S.E. implications :No health and safety implications 12 Nov 2025 Sophie Lines Done 12 Nov 2025 Sophie Lines	Done	CLOSE Issue ☒	1	Generate Non-Conformance
12/11/2025 #380641 Sales Order IssuesDelivered not Invoiced Scope: Ensure invoices are generated for shipped orders	Delivered not Invoiced (523) System Generated Task To be Completed OPERA tab Delivered not Invoiced report Date Picked should be no more than 1 Day old, Or the Last Friday if today is a Monday H.S.E. implications :No health and safety implications 12 Nov 2025 Sophie Lines Done 12 Nov 2025 Sophie Lines	Done	CLOSE Issue ☒	0	Generate Non-Conformance
06/11/2025 #380153 Sales Order IssuesCheck Paypal For Orders Scope: Checking the PayPal website for payments from customers that may have been missed or not emailed to the main inbox	Please check Paypal for orders (239) System Generated Please check Paypal for orders. Check through every item listed for the last 8 days and ensure there is an ORD or invoice as per VM3COP03.13 H.S.E. implications :No health and safety implications 07 Nov 2025 Aqib Majeed done 07 Nov 2025 Aqib Majeed	done	CLOSE Issue ☒	1	Generate Non-Conformance
06/11/2025 #380152 Customer Accounts ReviewAccounts On Stop Scope: Accounts placed on stop as they owe money. To prevent orders being dispatched.	Accounts on Stop - Check customers haven't paid (223) System Generated Check the list in Contacts for accounts on stop and confirm they should still be on stop. Look in Xero to see if there account has been paid. H.S.E. implications :No health and safety implications 07 Nov 2025 Zoey Teal Done 07 Nov 2025 Zoey Teal	Done	CLOSE Issue ☒	1	Generate Non-Conformance
27/10/2025 #379036 Document Control Amendments neededOut Of Date Documents Scope: Check the Document Index for any out of	Documentation out of date (371) System Generated Check for Out of Date documents ISO - Document index admin Scroll down and check if any documents have gone out of date, Either update the document or create an Issue to the relevant person from the document admin / details screen. Remember if you update a document reset the expiry date	nothing urgent on the list, some supplier ones will be done before ordering	CLOSE Issue ☒	15	Generate Non-Conformance

date documents,	H.S.E. implications :No health and safety implications 11 Nov 2025 Derek Lamb nothing urgent on the list, some supplier ones will be done before ordering 11 Nov 2025 Derek Lamb			
18/09/2025 #375602 Document Control Amendments neededDuplicate Documents Scope: Removal of Duplicate documents	Duplicate Documents (370) System Generated ISO - Document Index Admin - Find Duplicate Files, 2 sections to check, 1st section is Identical Files, Click each set of numbers, confirm via thumbnail they are the same file. Tick the selection boxes Click merge documents See the suggest new name for the merged file rename to take out duplicate description words. Click Submit Merge Repeat for all duplicates until they are gone. stage2. Duplicate file names. Wise to search each description in the document index and rename individually. or in the case of documents with the same name but different contents click the auto rename, Repeat until all duplicates have been sorted out H.S.E. implications :implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	54 Generate Non-Conformance
20/10/2025 #378478 Document Control Amendments neededDuplicate Documents Scope: Removal of Duplicate documents	Duplicate Documents (370) System Generated ISO - Document Index Admin - Find Duplicate Files, 2 sections to check, 1st section is Identical Files, Click each set of numbers, confirm via thumbnail they are the same file. Tick the selection boxes Click merge documents See the suggest new name for the merged file rename to take out duplicate description words. Click Submit Merge Repeat for all duplicates until they are gone. stage2. Duplicate file names. Wise to search each description in the document index and rename individually. or in the case of documents with the same name but different contents click the auto rename, Repeat until all duplicates have been sorted out H.S.E. implications :implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	22 Generate Non-Conformance
23/10/2025 #378849 Internal Process VerificationBackup Server Status Scope: Check the status of the Backup Server, is done at same time as primary server	Backup Server Status (454) System Generated goto https://vmserver9.thevault.me.uk/login.php Login to the backup system, Go to X - Intrastatsdaily, there will be a time of last action to check last backup date Currently the vmserver9 is locked from outside access, however https://vmserver10.viamed.co.uk/login.php can be checked for a backup stats Go to X - Intrastatsdaily, there will be a time of last action to check last backup date H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	19 Generate Non-Conformance
06/11/2025 #380160 Internal Process VerificationBackup	Backup Server Status (454) System Generated goto https://vmserver9.thevault.me.uk/login.php Login to the backup system, Go to X -	done	CLOSE Issue ☒	5 Generate Non-Conformance

Server Status Scope: Check the status of the Backup Server. is done at same time as primary server	Intrastatsdaily, there will be a time of last action to check last backup date Currently the vmserver9 is locked from outside access, however https://vmserver10.viamed.co.uk/login.php can be checked for a backup stats Go to X - Intrastatsdaily, there will be a time of last action to check last backup date H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb				
13/10/2025 #377805 Issues for AccountantsIssues For Accountants - Check Purchasing Journals to see if VAT handled correctly Previous Month Scope: A review of the Purchasing Journals, done in Opera, for the previous month. To see if the VAT has been handled correctly and the nominal account number are correct.	Check purchasing jnls to see if VAT handled correctly Previous Month (422) System Generated Check purchasing jnls for Previous Month to see if VAT handled correctly - including Deferred duty and VAT return payments and refunds. Also check other nominal codes are correct. check payments jnl and any error jnls and see if vat for Deferred duty is in 7001 and vat return payment/refunds are on 7002 H.S.E. implications :No health and safety implications 11 Nov 2025 Helen Lamb Done 11 Nov 2025 Helen Lamb	Done	CLOSE Issue ☒	29	Generate Non-Conformance
12/09/2025 #375194 Stock QueriesTemporary Stock Notices Scope: To Review Memos on Stock references tagged as Temporary	Stock Items with Temporary Notices (207) System Generated Please check the Temporary Notice List Intrastats -> Stock -> Temporary Notes, Confirm / remove Notes. H.S.E. implications :No health and safety implications 06 Nov 2025 Steve Nixon Checked 06 Nov 2025 Steve Nixon	Checked	CLOSE Issue ☒	55	Generate Non-Conformance
13/10/2025 #377798 Stock QueriesTemporary Stock Notices Scope: To Review Memos on Stock references tagged as Temporary	Stock Items with Temporary Notices (207) System Generated Please check the Temporary Notice List Intrastats -> Stock -> Temporary Notes, Confirm / remove Notes. H.S.E. implications :No health and safety implications 06 Nov 2025 Steve Nixon Checked 06 Nov 2025 Steve Nixon	Checked	CLOSE Issue ☒	24	Generate Non-Conformance
29/10/2025 #379304 Future Reviews - Risk Assessment HSERisk Assessment HSE Scope: Update the Site HSE file. Ensure staff are aware of this and the location of HSE equipment Perform HSE Risk Assessment, Re issue Message of the Day or send company issue with regard to Employees	HSE Risk Assessment (12) System Generated Perform HSE Risk Assessment, Send an issue to all staff to remind Employees to be aware of Health and Safety documentation and HSE policy in Intrastats and how to find it. Also the location of Fire Exits, First Aid Kits and Manual Call Points (MPC) Send an Issue out to all staff to remind them risk assesments need to be carried out when any changes or update occur within the companies. e.g. moving offices, updating procedures, changes to anything Review Online the Local Community Risk Register. Check the Viamed Overall Risk Analysis Program Document in the Index its still current. Check the health and safety signage	issue sent to staff, the signs are up to date. North Yorkshire Council risk register has not been updated since 2023. Bradford council has updated their risk register. New Version Attached. Changes - Bradford Council Strategic Risk Register has undergone significant changes as part of an ongoing effort to refine and improve the risk management process. Key Changes Since the Last Updates Reduced Number of Risks: A major change approved in September 2024 was to reduce the number of identified strategic risks from	CLOSE Issue ☒	13	Generate Non-Conformance

[being aware of HSE documentation / policy and Location of Fire Exits and First Aid Kits.](#)

[Send new Issue to Projects Asking if New HSE implications have arisen from new products.](#)

[Review Online the Local Community Risk Register.](#)

[Check the Viamed Overall Risk Analysis Program Document in the Index to check its still current.](#)

[Check the health and safety signage](#)

H.S.E. implications :No health and safety implications

11 Nov 2025 Helen Lamb

Created Related Issue #380603

Added by Helen Lamb sent to Helen Lamb

This is a reminder to staff to be aware that all our Health and Safety documentation and HSE policy is in Intrastats. The location of Fire Exits, First Aid Kits and Manual Call Points (MPC) is also documented in Intrastats and you should make sure you know where these are in your work area. The instruction on how to use the fire extinguishers is also available in intrastats. Please also make sure you know what your fire escape route is, in the office and if you work remotely, there as well. Finally a risk assessments should be carried out when any changes or update occur within the companies. e.g. moving offices, updating procedures, changes to anything

11 Nov 2025 Helen Lamb

issue sent to staff, the signs are up to date. North Yorkshire Council risk register has not been updated since 2023.

Bradford council has updated their risk register. New Version Attached. Changes - Bradford Council Strategic Risk Register has undergone significant changes as part of an ongoing effort to refine and improve the risk management process.

Key Changes Since the Last Updates
Reduced Number of Risks: A major

change approved in September 2024 was to reduce the number of identified strategic risks from 26 to 13 to ensure better focus and oversight on the most critical, high-level issues. Combined Risks: Specific risks were combined for efficiency. For example, SR15 (Ofsted Inspection) and SR26 (Children's Trust (Contract affordability) and legacy) were merged. Enhanced Detail and Focus: The individual risk records have been reviewed by departments to add focus on actions and assist with prioritisation. This aims to provide clearer visibility and control of corporate risk to the Corporate Management Team (CMT) and Executive.

Improved Governance Structure: A Corporate Risk Group (CRG) was established in July 2024 to assist with the process of risk review and escalation. The Risk Management Strategy was revised to ensure departmental risk registers use a consistent format and are reviewed and signed off at a departmental level.

Continuous Review: The register is now subject to a more continuous review process, being updated quarterly and presented to the Governance and Audit Committee and Executive for regular oversight. The most recent public updates (Quarter 4 2024/25, reported in April 2025, and the pending Quarter 2 2025/26 update for December 2025) focus on reviewing and updating the details and mitigation strategies within the refined list of strategic risks rather than major structural changes to the list itself. I have not found any health and safety implications. Done

11 Nov 2025 Helen Lamb

26 to 13 to ensure better focus and oversight on the most critical, high-level issues.

Combined Risks: Specific risks were combined for efficiency.

For example, SR15 (Ofsted Inspection) and SR26

(Children's Trust (Contract affordability) and legacy) were merged. Enhanced Detail and Focus: The individual risk records have been reviewed by departments to add focus on actions and assist with prioritisation. This aims to provide clearer visibility and control of corporate risk to the Corporate Management Team (CMT) and Executive.

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December 2025) focus on reviewing and updating the details and mitigation strategies within the refined list of strategic risks rather than major structural changes to the list itself. I have not found any health and safety implications.

Done

06/11/2025 #380155 ISO IssuesManagement Reviews And Quality Audits Scope: To review and close all automatic rolling Issues. Including all rolling tasks and audits To Review the Rolling Tasks and Mini Audits. Look for High number outstanding tasks and audits. Locate the reason for High number outstanding tasks and audits. Decide on course of action to reduce / redistribute the tasks and audits	Complete Auto calender Issues Management Review (290) System Generated Meetings -> Completed Auto Calendar Check the list Chase up any problems found and close any finished issues. H.S.E. implications :No health and safety implications 06 Nov 2025 Derek Lamb Done 06 Nov 2025 Derek Lamb	Done	CLOSE Issue ☒	0	Generate Non-Conformance
07/11/2025 #380259 Building fabric IssuesEmpty Office Bins Scope: Emptying of the recycling and waste bins into external bin for refuge collectors Emptying of the recycling and waste bins into external bin for refuge collection Diasbled currently - have Global task on bins	Empty bins in the office, general waste and recycling (225) System Generated Please can you empty bins in the office, general waste and recycling and those in the kitchen. H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	4	Generate Non-Conformance
05/11/2025 #380069 VIAMED Sales And MarketingCheck For GHX Orders Scope: Check the emails for orders from GHX	Check For GHX Orders (603) System Generated Task To be Completed Search the main inbox for system@exchange.ghxeurope.net and ensure all orders have been entered into Opera for the last 8 days H.S.E. implications :No health and safety implications 10 Nov 2025 Emily Hanson Done 10 Nov 2025 Emily Hanson	Done	CLOSE Issue ☒	5	Generate Non-Conformance
12/11/2025 #380651 VIAMED Sales And MarketingCheck For GHX Orders Scope: Check the emails for orders from GHX	Check For GHX Orders (603) System Generated Task To be Completed Search the main inbox for system@exchange.ghxeurope.net and ensure all orders have been entered into Opera for the last 8 days H.S.E. implications :No health and safety implications 12 Nov 2025 Emily Hanson Done 12 Nov 2025 Emily Hanson	Done	CLOSE Issue ☒	0	Generate Non-Conformance
06/11/2025 #380169 VIAMED Sales And MarketingSend	Check Purchase Orders To Suppliers (520) System Generated Task To be Completed There should be no white lines older than	Done	CLOSE Issue ☒	0	Generate Non-Conformance

Purchase Orders To Suppliers Scope: Emailing purchase orders to suppliers	48 hours in the list in the po update log, list any PO that are white OLDER than 48 hours old. H.S.E. implications :No health and safety implications 06 Nov 2025 Kate Griffiths Done 06 Nov 2025 Kate Griffiths				
07/11/2025 #380276 VIAMED Sales And MarketingSend Purchase Orders To Suppliers Scope: Emailing purchase orders to suppliers	Check Purchase Orders To Suppliers (520) System Generated Task To be Completed There should be no white lines older than 48 hours in the list in the po update log, list any PO that are white OLDER than 48 hours old. H.S.E. implications :No health and safety implications 07 Nov 2025 Kate Griffiths Done 07 Nov 2025 Kate Griffiths	Done	CLOSE Issue ☒	0	Generate Non-Conformance
10/11/2025 #380382 VIAMED Sales And MarketingSend Purchase Orders To Suppliers Scope: Emailing purchase orders to suppliers	Check Purchase Orders To Suppliers (520) System Generated Task To be Completed There should be no white lines older than 48 hours in the list in the po update log, list any PO that are white OLDER than 48 hours old. H.S.E. implications :No health and safety implications 10 Nov 2025 Kate Griffiths Done 10 Nov 2025 Kate Griffiths	Done	CLOSE Issue ☒	0	Generate Non-Conformance
11/11/2025 #380498 VIAMED Sales And MarketingSend Purchase Orders To Suppliers Scope: Emailing purchase orders to suppliers	Check Purchase Orders To Suppliers (520) System Generated Task To be Completed There should be no white lines older than 48 hours in the list in the po update log, list any PO that are white OLDER than 48 hours old. H.S.E. implications :No health and safety implications 11 Nov 2025 Kate Griffiths Done 11 Nov 2025 Kate Griffiths	Done	CLOSE Issue ☒	0	Generate Non-Conformance
12/11/2025 #380640 VIAMED Sales And MarketingSend Purchase Orders To Suppliers Scope: Emailing purchase orders to suppliers	Check Purchase Orders To Suppliers (520) System Generated Task To be Completed There should be no white lines older than 48 hours in the list in the po update log, list any PO that are white OLDER than 48 hours old. H.S.E. implications :No health and safety implications 12 Nov 2025 Kate Griffiths Done 12 Nov 2025 Kate Griffiths	Done	CLOSE Issue ☒	0	Generate Non-Conformance
07/11/2025 #380263 VIAMED Sales And MarketingChecking EBay And Amazon For Orders And Messages Scope: Checking the eBay and Amazon accounts for orders that have not been emailed to the main inbox and checking to see if there	Checking EBay For Orders And Messages (397) System Generated Task To be Completed Check for orders AND messages as per VM3COP20.16 and VM3COP20.23 H.S.E. implications :No health and safety implications 07 Nov 2025 Kate Griffiths Done 07 Nov 2025 Kate Griffiths	Done	CLOSE Issue ☒	0	Generate Non-Conformance

[are messages or questions.](#)

[10/11/2025](#)

[#380363](#)

[VIAMED Sales And Marketing](#)
[Checking EBay And Amazon For Orders And Messages](#)
[Scope: Checking the eBay and Amazon accounts for orders that have not been emailed to the main inbox and checking to see if there are messages or questions.](#)

Checking EBay For Orders And Messages (397)

System Generated Task To be Completed
Check for orders AND messages as per VM3COP20.16 and VM3COP20.23
H.S.E. implications :No health and safety implications

Done

10 Nov 2025 Kate Griffiths

Done

10 Nov 2025 Kate Griffiths

CLOSE
Issue
☒

0

[Generate Non-Conformance](#)

[11/11/2025](#)

[#380488](#)

[VIAMED Sales And Marketing](#)
[Checking EBay And Amazon For Orders And Messages](#)
[Scope: Checking the eBay and Amazon accounts for orders that have not been emailed to the main inbox and checking to see if there are messages or questions.](#)

Checking EBay For Orders And Messages (397)

System Generated Task To be Completed
Check for orders AND messages as per VM3COP20.16 and VM3COP20.23
H.S.E. implications :No health and safety implications

Done

11 Nov 2025 Kate Griffiths

Done

11 Nov 2025 Kate Griffiths

CLOSE
Issue
☒

0

[Generate Non-Conformance](#)

[12/11/2025](#)

[#380631](#)

[VIAMED Sales And Marketing](#)
[Checking EBay And Amazon For Orders And Messages](#)
[Scope: Checking the eBay and Amazon accounts for orders that have not been emailed to the main inbox and checking to see if there are messages or questions.](#)

Checking EBay For Orders And Messages (397)

System Generated Task To be Completed
Check for orders AND messages as per VM3COP20.16 and VM3COP20.23
H.S.E. implications :No health and safety implications

Done

12 Nov 2025 Kate Griffiths

Done

12 Nov 2025 Kate Griffiths

CLOSE
Issue
☒

0

[Generate Non-Conformance](#)

[13/11/2025](#)

[#380735](#)

[VIAMED Sales And Marketing](#)
[Checking EBay And Amazon For Orders And Messages](#)
[Scope: Checking the eBay and Amazon accounts for orders that have not been emailed to the main inbox and checking to see if there are messages or questions.](#)

Checking EBay For Orders And Messages (397)

System Generated Task To be Completed
Check for orders AND messages as per VM3COP20.16 and VM3COP20.23
H.S.E. implications :No health and safety implications

Done

13 Nov 2025 Kate Griffiths

Done

13 Nov 2025 Kate Griffiths

CLOSE
Issue
☒

0

[Generate Non-Conformance](#)

[03/11/2025](#)

[#379695](#)

[VIAMED Sales And Marketing](#)
[Checking Of Active List](#)
[Scope: Check the Active Back](#)

Checking Of Active List (896)

System Generated Task To be Completed
Check the Active Back orders ensure no orders get missed. go down the list and check each one for memos on their account ie. customer has been made aware of lead time if no stock or that their account is currently on hold if relevant.

Done

CLOSE
Issue
☒

4

[Generate Non-Conformance](#)

orders ensure no orders get missed	Check that any orders that require partial shipment or can be shipped early have been done. If not, liaise with Cathy and then add notes to the order. Any orders on a priority 8 - check that they have been chased and that notes have been added by the person who processed the order. If that member of staff is off, follow up if required. If there is an order that just requires an invoice creating as no good to ship, check with CG to make sure that she has seen if been there for several days. There is a box on the active list at the end of each line. At present, tick one, it ticks all (Viamed, VST, Humanmed and Vandagraph) rather than one at a time as I check. H.S.E. implications :No health and safety implications 07 Nov 2025 Emily Hanson Done 07 Nov 2025 Emily Hanson Done 07 Nov 2025 Emily Hanson				
07/11/2025 #380270 VIAMED Sales And MarketingThorough Checking Of Awaiting Action Tray - Priority 8s Scope: Check that outstanding orders with unresolved issues are being followed up and addressed	Checking Of Awaiting Action Tray - Priority 8s (487) System Generated Task To be Completed Check Priority 8s thoroughly consulting with the person who added Order H.S.E. implications :No health and safety implications 07 Nov 2025 Aqib Majeed done 07 Nov 2025 Aqib Majeed	done	CLOSE Issue ☒ 0	Generate Non-Conformance	
10/11/2025 #380398 VIAMED Sales And MarketingClean Kitchen Sides Scope: Cleaning the kitchen surfaces to ensure they are fit for use	Clean Kitchen Sides and Table (655) System Generated Task To be Completed Please clean and disinfection kitchen surfaces and table H.S.E. implications :No health and safety implications 12 Nov 2025 Sophie Lines Done 12 Nov 2025 Sophie Lines	Done	CLOSE Issue ☒ 2	Generate Non-Conformance	
07/11/2025 #380274 VIAMED Sales And MarketingCollect Repair Filing From Warehouse Scope: Collect the filing form the warehouse	Collect Repair Filing (506) System Generated Task To be Completed Repair paperwork to be collected from warehouse and filed in ORD file H.S.E. implications :No health and safety implications 07 Nov 2025 Catherine Spence already in warehouse Done 07 Nov 2025 Catherine Spence	already in warehouse Done	CLOSE Issue ☒ 0	Generate Non-Conformance	
10/11/2025 #380401 VIAMED Sales And MarketingCompleting Office Job List Scope: Ensuring that the allocated tasks are being completed	Completing Office Job List (776) System Generated Task To be Completed Need to check the Office Jobs List COVID19 TEMP Holding of this Issue Remind other members of the office to review the office jobs list H.S.E. implications :No health and safety implications 10 Nov 2025 Derek Lamb jobs lists are upto date 10 Nov 2025 Derek Lamb	jobs lists are upto date	CLOSE Issue ☒ 0	Generate Non-Conformance	
04/11/2025 #379951 VIAMED Sales And MarketingMeeting With DL	Derek Meeting With Catrin (1293) System Generated Task To be Completed H.S.E. implications :No health and safety	Done	CLOSE Issue ☒ 2	Generate Non-Conformance	

Scope: Just a heading to enable a rolling Task for Issues to link to a Meeting With DL	implications 06 Nov 2025 Derek Lamb Done 06 Nov 2025 Derek Lamb			
11/11/2025 #380523 VIAMED Sales And MarketingMeeting With DL Scope: Just a heading to enable a rolling Task for Issues to link to a Meeting With DL	Derek Meeting With Catrin (1293) System Generated Task To be Completed H.S.E. implications :No health and safety implications 11 Nov 2025 Derek Lamb Done 11 Nov 2025 Derek Lamb	CLOSE Issue ☒	0	Generate Non-Conformance
12/11/2025 #380654 VIAMED Sales And MarketingDishwashing Scope: To ensure crockery and cutlery is cleaned and fit for use	Dishwashing (657) System Generated Task To be Completed Please ensure the dishwasher is filled and emptied as appropriate. Please wait until after the last break of the day before putting on. Please do not put the dishwasher on if there are only a few items. Washing up liquid and sponges can be found under the sink H.S.E. implications :No health and safety implications 12 Nov 2025 Kate Griffiths Done 12 Nov 2025 Kate Griffiths	CLOSE Issue ☒	0	Generate Non-Conformance
06/11/2025 #380179 VIAMED Sales And MarketingDistribution Of Post Scope: Distributing incoming post to correct person	Distribution Of Post (599) System Generated Task To be Completed Distribute the post as per VM3COP20.01 Post In Distributing the Post H.S.E. implications :No health and safety implications 06 Nov 2025 Helen Lamb Done 06 Nov 2025 Helen Lamb	CLOSE Issue ☒	0	Generate Non-Conformance
07/11/2025 #380285 VIAMED Sales And MarketingDistribution Of Post Scope: Distributing incoming post to correct person	Distribution Of Post (599) System Generated Task To be Completed Distribute the post as per VM3COP20.01 Post In Distributing the Post H.S.E. implications :No health and safety implications 07 Nov 2025 Helen Lamb Done 07 Nov 2025 Helen Lamb	CLOSE Issue ☒	0	Generate Non-Conformance
10/11/2025 #380395 VIAMED Sales And MarketingDistribution Of Post Scope: Distributing incoming post to correct person	Distribution Of Post (599) System Generated Task To be Completed Distribute the post as per VM3COP20.01 Post In Distributing the Post H.S.E. implications :No health and safety implications 10 Nov 2025 Helen Lamb Done 10 Nov 2025 Helen Lamb	CLOSE Issue ☒	0	Generate Non-Conformance
11/11/2025 #380506 VIAMED Sales And MarketingDistribution Of Post Scope: Distributing incoming post to correct person	Distribution Of Post (599) System Generated Task To be Completed Distribute the post as per VM3COP20.01 Post In Distributing the Post H.S.E. implications :No health and safety implications 11 Nov 2025 Helen Lamb Done 11 Nov 2025 Helen Lamb	CLOSE Issue ☒	0	Generate Non-Conformance
06/11/2025 #380186	EAN GTIN Online Database (893) System Generated Task To be Completed nothing to add	CLOSE Issue	0	Generate Non-

VIAMED Sales And Marketing EAN GTIN Online Database Scope: To update the online GTIN / EAN13 databases of stock descriptions for peppol use	Update the Gtin online Databases with latest numbers after the last number add to rolling issue last number used for use in the next issue review for changes in the gtin list from the pen H.S.E. implications :No health and safety implications 06 Nov 2025 Derek Lamb nothing to add 06 Nov 2025 Derek Lamb	☒	Conformance
06/11/2025 #380159 VIAMED Sales And Marketing Emailing Of Invoices Scope: Invoices are emailed to customers	Emailing Of Invoices (430) System Generated Task To be Completed Invoices are emailed to customers including Viamed, VST As per VM3COP20.061 H.S.E. implications :No health and safety implications 07 Nov 2025 Zoey Teal Done 07 Nov 2025 Zoey Teal	Done CLOSE Issue ☒ 1	Generate Non-Conformance
07/11/2025 #380264 VIAMED Sales And Marketing Emailing Of Invoices Scope: Invoices are emailed to customers	Emailing Of Invoices (430) System Generated Task To be Completed Invoices are emailed to customers including Viamed, VST As per VM3COP20.061 H.S.E. implications :No health and safety implications 07 Nov 2025 Zoey Teal Done 07 Nov 2025 Zoey Teal	Done CLOSE Issue ☒ 0	Generate Non-Conformance
10/11/2025 #380368 VIAMED Sales And Marketing Emailing Of Invoices Scope: Invoices are emailed to customers	Emailing Of Invoices (430) System Generated Task To be Completed Invoices are emailed to customers including Viamed, VST As per VM3COP20.061 H.S.E. implications :No health and safety implications 11 Nov 2025 Zoey Teal Done 11 Nov 2025 Zoey Teal	Done CLOSE Issue ☒ 1	Generate Non-Conformance
11/11/2025 #380491 VIAMED Sales And Marketing Emailing Of Invoices Scope: Invoices are emailed to customers	Emailing Of Invoices (430) System Generated Task To be Completed Invoices are emailed to customers including Viamed, VST As per VM3COP20.061 H.S.E. implications :No health and safety implications 11 Nov 2025 Zoey Teal Done 11 Nov 2025 Zoey Teal	Done CLOSE Issue ☒ 0	Generate Non-Conformance
12/11/2025 #380633 VIAMED Sales And Marketing Emailing Of Invoices Scope: Invoices are emailed to customers	Emailing Of Invoices (430) System Generated Task To be Completed Invoices are emailed to customers including Viamed, VST As per VM3COP20.061 H.S.E. implications :No health and safety implications 12 Nov 2025 Zoey Teal Done 12 Nov 2025 Zoey Teal	Done CLOSE Issue ☒ 0	Generate Non-Conformance
13/11/2025 #380738 VIAMED Sales And Marketing Emailing Of Invoices Scope: Invoices are emailed to customers	Emailing Of Invoices (430) System Generated Task To be Completed Invoices are emailed to customers including Viamed, VST As per VM3COP20.061 H.S.E. implications :No health and safety implications 13 Nov 2025 Zoey Teal	Done CLOSE Issue ☒ 0	Generate Non-Conformance

Done
13 Nov 2025 Zoey Teal

05/11/2025 #380064 VIAMED Sales And Marketing Franking Mail Scope: Task to Frank outgoing Mail	Franking Mail (564) System Generated Task To be Completed System Generated Ensure any mail in the post-out duckets in the warehouse have been franked and placed in the correct bags by 15:30 H.S.E. implications :No health and safety implications done 06 Nov 2025 Catherine Spence done 06 Nov 2025 Catherine Spence	done	CLOSE Issue ☒	1	Generate Non-Conformance
06/11/2025 #380176 VIAMED Sales And Marketing Franking Mail Scope: Task to Frank outgoing Mail	Franking Mail (564) System Generated Task To be Completed System Generated Ensure any mail in the post-out duckets in the warehouse have been franked and placed in the correct bags by 15:30 H.S.E. implications :No health and safety implications done 06 Nov 2025 Catherine Spence done 06 Nov 2025 Catherine Spence	done	CLOSE Issue ☒	0	Generate Non-Conformance
07/11/2025 #380283 VIAMED Sales And Marketing Franking Mail Scope: Task to Frank outgoing Mail	Franking Mail (564) System Generated Task To be Completed System Generated Ensure any mail in the post-out duckets in the warehouse have been franked and placed in the correct bags by 15:30 H.S.E. implications :No health and safety implications none Done 07 Nov 2025 Catherine Spence none Done 07 Nov 2025 Catherine Spence	none Done	CLOSE Issue ☒	0	Generate Non-Conformance
10/11/2025 #380392 VIAMED Sales And Marketing Franking Mail Scope: Task to Frank outgoing Mail	Franking Mail (564) System Generated Task To be Completed System Generated Ensure any mail in the post-out duckets in the warehouse have been franked and placed in the correct bags by 15:30 H.S.E. implications :No health and safety implications done 10 Nov 2025 Catherine Spence done 10 Nov 2025 Catherine Spence	done	CLOSE Issue ☒	0	Generate Non-Conformance
11/11/2025 #380503 VIAMED Sales And Marketing Franking Mail Scope: Task to Frank outgoing Mail	Franking Mail (564) System Generated Task To be Completed System Generated Ensure any mail in the post-out duckets in the warehouse have been franked and placed in the correct bags by 15:30 H.S.E. implications :No health and safety implications done 11 Nov 2025 Catherine Spence done 11 Nov 2025 Catherine Spence	done	CLOSE Issue ☒	0	Generate Non-Conformance
12/11/2025 #380646 VIAMED Sales And Marketing Franking Mail Scope: Task to Frank outgoing Mail	Franking Mail (564) System Generated Task To be Completed System Generated Ensure any mail in the post-out duckets in the warehouse have been franked and placed in the correct bags by 15:30 H.S.E. implications :No health and safety implications none Done 12 Nov 2025 Catherine Spence none Done 12 Nov 2025 Catherine Spence	none Done	CLOSE Issue ☒	0	Generate Non-Conformance

04/11/2025 #379928 VIAMED Sales And MarketingImport Bank CSV Scope: Download the most recent bank statement from the bank website	Import Bank CSV (526) System Generated Task To be Completed Download the bank CSV file and import into Intrastats as per VM3COP20.39 H.S.E. implications :No health and safety done implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb		CLOSE Issue ☒	7	Generate Non-Conformance
05/11/2025 #380058 VIAMED Sales And MarketingImport Bank CSV Scope: Download the most recent bank statement from the bank website	Import Bank CSV (526) System Generated Task To be Completed Download the bank CSV file and import into Intrastats as per VM3COP20.39 H.S.E. implications :No health and safety done implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb		CLOSE Issue ☒	6	Generate Non-Conformance
06/11/2025 #380172 VIAMED Sales And MarketingImport Bank CSV Scope: Download the most recent bank statement from the bank website	Import Bank CSV (526) System Generated Task To be Completed Download the bank CSV file and import into Intrastats as per VM3COP20.39 H.S.E. implications :No health and safety done implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb		CLOSE Issue ☒	5	Generate Non-Conformance
07/11/2025 #380278 VIAMED Sales And MarketingImport Bank CSV Scope: Download the most recent bank statement from the bank website	Import Bank CSV (526) System Generated Task To be Completed Download the bank CSV file and import into Intrastats as per VM3COP20.39 H.S.E. implications :No health and safety done implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb		CLOSE Issue ☒	4	Generate Non-Conformance
10/11/2025 #380385 VIAMED Sales And MarketingImport Bank CSV Scope: Download the most recent bank statement from the bank website	Import Bank CSV (526) System Generated Task To be Completed Download the bank CSV file and import into Intrastats as per VM3COP20.39 H.S.E. implications :No health and safety done implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb		CLOSE Issue ☒	1	Generate Non-Conformance
11/11/2025 #380500 VIAMED Sales And MarketingImport Bank CSV Scope: Download the most recent bank statement from the bank website	Import Bank CSV (526) System Generated Task To be Completed Download the bank CSV file and import into Intrastats as per VM3COP20.39 H.S.E. implications :No health and safety done implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb		CLOSE Issue ☒	0	Generate Non-Conformance
10/11/2025 #380389 VIAMED Sales And MarketingMaintaining Leaflet Stocks Scope: Ensure required leaflets are in stock	Maintaining Leaflet Stocks (538) System Generated Task To be Completed Are there adequate stocks of leaflets for upcoming mailshots H.S.E. implications :No health and safety No postal mailshots currently being completed implications 11 Nov 2025 Catrin Hird No postal mailshots currently being completed 11 Nov 2025 Catrin Hird		CLOSE Issue ☒	1	Generate Non-Conformance
28/10/2025 #379196	Processing Depleted Sensors (406) System Generated Task To be Completed Done		CLOSE Issue	13	Generate Non-

VIAMED Sales And MarketingProcessing Depleted Sensors Scope: Dispose of depleted oxygen sensors and send customer replacement disposal bags	as per VM3COP38.14 H.S.E. implications :No health and safety implications 10 Nov 2025 Robert Connor Done 10 Nov 2025 Robert Connor		☒	Conformance
11/11/2025 #380489 VIAMED Sales And MarketingProcessing Depleted Sensors Scope: Dispose of depleted oxygen sensors and send customer replacement disposal bags	Processing Depleted Sensors (406) System Generated Task To be Completed as per VM3COP38.14 H.S.E. implications :No health and safety implications 11 Nov 2025 Robert Connor Done 11 Nov 2025 Robert Connor	Done	CLOSE Issue ☒	0

VIAMED Sales And MarketingReview Inward Payments Scope: Review the payments received to ensure proformas can be shipped	Review Viamed EUR, USD and GBP accounts and ensure all proforma and quotation payments have been processed into orders Review VST Inward payments H.S.E. implications :No health and safety implications 06 Nov 2025 Aqib Majeed done 06 Nov 2025 Aqib Majeed	☒		Conformance
07/11/2025 #380280 VIAMED Sales And MarketingReview Inward Payments Scope: Review the payments received to ensure proformas can be shipped	Review Inward Payments (528) System Generated Task To be Completed Review Viamed EUR, USD and GBP accounts and ensure all proforma and quotation payments have been processed into orders Review VST Inward payments H.S.E. implications :No health and safety implications 07 Nov 2025 Aqib Majeed done 07 Nov 2025 Aqib Majeed	CLOSE Issue ☒	0	Generate Non-Conformance
10/11/2025 #380386 VIAMED Sales And MarketingReview Inward Payments Scope: Review the payments received to ensure proformas can be shipped	Review Inward Payments (528) System Generated Task To be Completed Review Viamed EUR, USD and GBP accounts and ensure all proforma and quotation payments have been processed into orders Review VST Inward payments H.S.E. implications :No health and safety implications 10 Nov 2025 Aqib Majeed done 10 Nov 2025 Aqib Majeed	CLOSE Issue ☒	0	Generate Non-Conformance
11/11/2025 #380501 VIAMED Sales And MarketingReview Inward Payments Scope: Review the payments received to ensure proformas can be shipped	Review Inward Payments (528) System Generated Task To be Completed Review Viamed EUR, USD and GBP accounts and ensure all proforma and quotation payments have been processed into orders Review VST Inward payments H.S.E. implications :No health and safety implications 11 Nov 2025 Aqib Majeed done 11 Nov 2025 Aqib Majeed	CLOSE Issue ☒	0	Generate Non-Conformance
12/11/2025 #380643 VIAMED Sales And MarketingReview Inward Payments Scope: Review the payments received to ensure proformas can be shipped	Review Inward Payments (528) System Generated Task To be Completed Review Viamed EUR, USD and GBP accounts and ensure all proforma and quotation payments have been processed into orders Review VST Inward payments H.S.E. implications :No health and safety implications 12 Nov 2025 Aqib Majeed done 12 Nov 2025 Aqib Majeed	CLOSE Issue ☒	0	Generate Non-Conformance
13/11/2025 #380749 VIAMED Sales And MarketingReview Inward Payments Scope: Review the payments received to ensure proformas can be shipped	Review Inward Payments (528) System Generated Task To be Completed Review Viamed EUR, USD and GBP accounts and ensure all proforma and quotation payments have been processed into orders Review VST Inward payments H.S.E. implications :No health and safety implications 13 Nov 2025 Aqib Majeed done 13 Nov 2025 Aqib Majeed	CLOSE Issue ☒	0	Generate Non-Conformance
07/11/2025 #380298 VIAMED Sales And MarketingReview	Review Stocks Of 8000004 (1006) done System Generated Task To be Completed To review stock levels of 8000004 H.S.E. implications :No health and safety	CLOSE Issue ☒	4	Generate Non-Conformance

Stocks Of 8000004 Scope: To review stock levels of 8000004	implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb			
06/11/2025 #380167 VIAMED Sales And MarketingSend VIAMED Delivery Notifications Scope: Emailing Notifications of shipments	Send Delivery Notifications (496) System Generated Task To be Completed as per VM3COP20.26 - Viamed only, please do not send VST H.S.E. implications :No health and safety implications done 06 Nov 2025 Aqib Majeed done 06 Nov 2025 Aqib Majeed	CLOSE Issue ☒	0	Generate Non-Conformance
07/11/2025 #380273 VIAMED Sales And MarketingSend VIAMED Delivery Notifications Scope: Emailing Notifications of shipments	Send Delivery Notifications (496) System Generated Task To be Completed as per VM3COP20.26 - Viamed only, please do not send VST H.S.E. implications :No health and safety implications done 07 Nov 2025 Aqib Majeed done 07 Nov 2025 Aqib Majeed	CLOSE Issue ☒	0	Generate Non-Conformance
10/11/2025 #380381 VIAMED Sales And MarketingSend VIAMED Delivery Notifications Scope: Emailing Notifications of shipments	Send Delivery Notifications (496) System Generated Task To be Completed as per VM3COP20.26 - Viamed only, please do not send VST H.S.E. implications :No health and safety implications done 10 Nov 2025 Aqib Majeed done 10 Nov 2025 Aqib Majeed	CLOSE Issue ☒	0	Generate Non-Conformance
11/11/2025 #380496 VIAMED Sales And MarketingSend VIAMED Delivery Notifications Scope: Emailing Notifications of shipments	Send Delivery Notifications (496) System Generated Task To be Completed as per VM3COP20.26 - Viamed only, please do not send VST H.S.E. implications :No health and safety implications done 11 Nov 2025 Aqib Majeed done 11 Nov 2025 Aqib Majeed	CLOSE Issue ☒	0	Generate Non-Conformance
12/11/2025 #380639 VIAMED Sales And MarketingSend VIAMED Delivery Notifications Scope: Emailing Notifications of shipments	Send Delivery Notifications (496) System Generated Task To be Completed as per VM3COP20.26 - Viamed only, please do not send VST H.S.E. implications :No health and safety implications done 13 Nov 2025 Aqib Majeed done 13 Nov 2025 Aqib Majeed	CLOSE Issue ☒	1	Generate Non-Conformance
06/11/2025 #380181 VIAMED Sales And MarketingSend VST Delivery Notifications Scope: Emailing Notifications of shipments	Send VST Delivery Notifications (620) System Generated Task To be Completed H.S.E. implications :No health and safety implications done 06 Nov 2025 Aqib Majeed done 06 Nov 2025 Aqib Majeed	CLOSE Issue ☒	0	Generate Non-Conformance
07/11/2025 #380286 VIAMED Sales And MarketingSend VST Delivery Notifications Scope: Emailing Notifications of shipments	Send VST Delivery Notifications (620) System Generated Task To be Completed H.S.E. implications :No health and safety implications done 07 Nov 2025 Aqib Majeed done 07 Nov 2025 Aqib Majeed	CLOSE Issue ☒	0	Generate Non-Conformance

10/11/2025 #380396 VIAMED Sales And Marketing Send VST Delivery Notifications Scope: Emailing Notifications of shipments	Send VST Delivery Notifications (620) System Generated Task To be Completed H.S.E. implications :No health and safety implications 10 Nov 2025 Aqib Majeed done 10 Nov 2025 Aqib Majeed	done	CLOSE Issue ☒	0	Generate Non-Conformance
11/11/2025 #380509 VIAMED Sales And Marketing Send VST Delivery Notifications Scope: Emailing Notifications of shipments	Send VST Delivery Notifications (620) System Generated Task To be Completed H.S.E. implications :No health and safety implications 11 Nov 2025 Aqib Majeed done 11 Nov 2025 Aqib Majeed	done	CLOSE Issue ☒	0	Generate Non-Conformance
12/11/2025 #380652 VIAMED Sales And Marketing Send VST Delivery Notifications Scope: Emailing Notifications of shipments	Send VST Delivery Notifications (620) System Generated Task To be Completed H.S.E. implications :No health and safety implications 13 Nov 2025 Aqib Majeed done 13 Nov 2025 Aqib Majeed	done	CLOSE Issue ☒	1	Generate Non-Conformance
07/11/2025 #380290 VIAMED Sales And Marketing Sweep Kitchen Floor Scope: To sweep the kitchen floor and clear and mess ready for mopping	Sweep Kitchen Floor (659) System Generated Task To be Completed Please sweep kitchen floor after lunch so it can be mopped in the afternoon H.S.E. implications :No health and safety implications 10 Nov 2025 Aqib Majeed done 10 Nov 2025 Aqib Majeed	done	CLOSE Issue ☒	3	Generate Non-Conformance
03/11/2025 #379723 VIAMED Sales And Marketing Tenders Review UN Scope: This is a task to remind Ryan to review to see if there are any active tenders.	Tenders Review (1221) System Generated Task To be Completed H.S.E. implications :No health and safety implications 10 Nov 2025 Ryan Swaine A WHO tender for Palestine that includes phototherapy eye masks amongst a lot of other products. I have sent the information to Modern Technology Company to see of it is something they can deal with. 10 Nov 2025 Ryan Swaine	A WHO tender for Palestine that includes phototherapy eye masks amongst a lot of other products. I have sent the information to Modern Technology Company to see of it is something they can deal with.	CLOSE Issue ☒	7	Generate Non-Conformance
10/11/2025 #380420 VIAMED Sales And Marketing Tenders Review UN Scope: This is a task to remind Ryan to review to see if there are any active tenders.	Tenders Review (1221) System Generated Task To be Completed H.S.E. implications :No health and safety implications 10 Nov 2025 Ryan Swaine Done 10 Nov 2025 Ryan Swaine	Done	CLOSE Issue ☒	0	Generate Non-Conformance
31/10/2025 #379579 VIAMED Sales And Marketing Tenders Review UK Scope: To review Tenders in the UK for us to apply for	Tenders Review UK (1236) System Generated Task To be Completed To review Tenders in the UK for us to apply for Review https://nhssupplychain.app.jaggaer.com Review Atamis Health Family Supplier Portal https://atamis-1928.my.site.com/ Use this Issue to summarise progress with the Contracts Advanced framework / tender Tracker H.S.E. implications :No health and safety implications	Missed, completed on 380302	CLOSE Issue ☒	11	Generate Non-Conformance

11 Nov 2025 Catrin Hird
Missed, completed on 380302
11 Nov 2025 Catrin Hird

07/11/2025 #380302 VIAMED Sales And MarketingTenders Review UK Scope: To review Tenders in the UK for us to apply for	Tenders Review UK (1236) System Generated Task To be Completed To review Tenders in the UK for us to apply for Review https://nhssupplychain.app.jaggaer.com Review Atamis Health Family Supplier Portal https://atamis-1928.my.site.com/ Use this Issue to summarise progress with Done the Contracts Advanced framework / tender Tracker H.S.E. implications :No health and safety implications 11 Nov 2025 Catrin Hird Done 11 Nov 2025 Catrin Hird		CLOSE Issue ☒	4	Generate Non-Conformance
04/11/2025 #379941 VIAMED Sales And MarketingUPS Exceptions Checkup Scope: To check the emails that come in from UPS or other shippers, for problems delivering or clearing goods.	UPS Exceptions Checkup (859) System Generated Task To be Completed. Log in to the UPS GMail box and look for any Exceptions. VM3COP20.69 Procedures UPS And Royal Mail Exceptions / Claims Write Procedure. done H.S.E. implications :No health and safety implications 06 Nov 2025 Catherine Spence done 06 Nov 2025 Catherine Spence		CLOSE Issue ☒	2	Generate Non-Conformance
05/11/2025 #380075 VIAMED Sales And MarketingUPS Exceptions Checkup Scope: To check the emails that come in from UPS or other shippers, for problems delivering or clearing goods.	UPS Exceptions Checkup (859) System Generated Task To be Completed. Log in to the UPS GMail box and look for any Exceptions. VM3COP20.69 Procedures UPS And Royal Mail Exceptions / Claims Write Procedure. done H.S.E. implications :No health and safety implications 06 Nov 2025 Catherine Spence done 06 Nov 2025 Catherine Spence		CLOSE Issue ☒	1	Generate Non-Conformance
06/11/2025 #380185 VIAMED Sales And MarketingUPS Exceptions Checkup Scope: To check the emails that come in from UPS or other shippers, for problems delivering or clearing goods.	UPS Exceptions Checkup (859) System Generated Task To be Completed. Log in to the UPS GMail box and look for any Exceptions. VM3COP20.69 Procedures UPS And Royal Mail Exceptions / Claims Write Procedure. done H.S.E. implications :No health and safety implications 06 Nov 2025 Catherine Spence done 06 Nov 2025 Catherine Spence		CLOSE Issue ☒	0	Generate Non-Conformance
07/11/2025 #380296 VIAMED Sales And MarketingUPS Exceptions Checkup Scope: To check the emails that come in from UPS or other shippers, for problems delivering or clearing goods.	UPS Exceptions Checkup (859) System Generated Task To be Completed. Log in to the UPS GMail box and look for any Exceptions. VM3COP20.69 Procedures UPS And Royal Mail Exceptions / Claims Write Procedure. 1Z9W96380442446769 H.S.E. implications :No health and safety clearing customs Done 07 Nov 2025 Catherine Spence 1Z9W96380442446769 clearing customs Done 07 Nov 2025 Catherine Spence		CLOSE Issue ☒	0	Generate Non-Conformance
10/11/2025 #380407 VIAMED Sales And MarketingUPS Exceptions Checkup	UPS Exceptions Checkup (859) System Generated Task To be Completed. 1Z9W96380442446769 in transit Done Log in to the UPS GMail box and look for any Exceptions. VM3COP20.69 Procedures UPS And Royal Mail		CLOSE Issue ☒	0	Generate Non-Conformance

Scope: To check the emails that come in from UPS or other shippers, for problems delivering or clearing goods.	Exceptions / Claims Write Procedure. H.S.E. implications :No health and safety implications 10 Nov 2025 Catherine Spence 1Z9W96380442446769 in transit Done 10 Nov 2025 Catherine Spence				
11/11/2025 #380514 VIAMED Sales And MarketingUPS Exceptions Checkup Scope: To check the emails that come in from UPS or other shippers, for problems delivering or clearing goods.	UPS Exceptions Checkup (859) System Generated Task To be Completed. Log in to the UPS GMail box and look for any Exceptions. VM3COP20.69 Procedures UPS And Royal Mail Exceptions / Claims Write Procedure. H.S.E. implications :No health and safety implications 11 Nov 2025 Catherine Spence 1Z9W96380442446769 waiting on FDA approval Done 11 Nov 2025 Catherine Spence	1Z9W96380442446769	CLOSE Issue ☒	0	Generate Non-Conformance
04/11/2025 #379945 VIAMED Sales And MarketingVandagraph Shipper SignOff Collection Scope: Vandagraph Shipper SignOff Collection List	Vandagraph Shipper SignOff Collection (1044) System Generated Task To be Completed Vandagraph Shipper SignOff Collection List Vandagraph Shipper SignOff Collection List H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	7	Generate Non-Conformance
05/11/2025 #380082 VIAMED Sales And MarketingVandagraph Shipper SignOff Collection Scope: Vandagraph Shipper SignOff Collection List	Vandagraph Shipper SignOff Collection (1044) System Generated Task To be Completed Vandagraph Shipper SignOff Collection List Vandagraph Shipper SignOff Collection List H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	6	Generate Non-Conformance
06/11/2025 #380192 VIAMED Sales And MarketingVandagraph Shipper SignOff Collection Scope: Vandagraph Shipper SignOff Collection List	Vandagraph Shipper SignOff Collection (1044) System Generated Task To be Completed Vandagraph Shipper SignOff Collection List Vandagraph Shipper SignOff Collection List H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	5	Generate Non-Conformance
07/11/2025 #380300 VIAMED Sales And MarketingVandagraph Shipper SignOff Collection Scope: Vandagraph Shipper SignOff Collection List	Vandagraph Shipper SignOff Collection (1044) System Generated Task To be Completed Vandagraph Shipper SignOff Collection List Vandagraph Shipper SignOff Collection List H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	4	Generate Non-Conformance
10/11/2025 #380416 VIAMED Sales And MarketingVandagraph Shipper SignOff Collection	Vandagraph Shipper SignOff Collection (1044) System Generated Task To be Completed Vandagraph Shipper SignOff Collection List Vandagraph Shipper SignOff Collection List	done	CLOSE Issue ☒	1	Generate Non-Conformance

Scope: Vandagraph Shipper SignOff Collection List	H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb			
11/11/2025 #380517 VIAMED Sales And MarketingVandagraph Shipper SignOff Collection Scope: Vandagraph Shipper SignOff Collection List	Vandagraph Shipper SignOff Collection (1044) System Generated Task To be Completed Vandagraph Shipper SignOff Collection List Vandagraph Shipper SignOff Collection List done H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒ 0	Generate Non-Conformance
10/11/2025 #380394 VIAMED Sales And MarketingVST Purchase Order Log Scope: Check the VST PO log is up to date with confirmations and expected shipping dates	VST Purchase Order Log (584) System Generated Task To be Completed Please ensure the VST purchase orders on the PO Log are up to date and checked. Use Viameds VM3COP20.29 for reference H.S.E. implications :No health and safety implications 10 Nov 2025 Kate Griffiths Done 10 Nov 2025 Kate Griffiths	Done	CLOSE Issue ☒ 0	Generate Non-Conformance
07/11/2025 #380291 VIAMED Sales And MarketingWatering Plants Scope: To water the plants and ensure their survival	Watering Plants (663) System Generated Task To be Completed Please water and tend to the plants in the office H.S.E. implications :No health and safety implications 07 Nov 2025 Helen Lamb Done 07 Nov 2025 Helen Lamb	Done	CLOSE Issue ☒ 0	Generate Non-Conformance
05/11/2025 #380044 Non Conformance IssuesVST Management Meeting Non Conformance Issues Scope: To review any non conformances created during the previous month, and produce a non conformance report. Review history of non conformances and see if there has been any improvement.	Non conformance review history VST (285) System Generated Check the history of the last Non conformance review, check actions are being carried out, and non conformances are not reoccurring. Review the Order Invoice Error Logs (link in issue) for increases in errors. Areas that are errors that are our mistake and not due to changes instigated by the customer. Note any problem areas in report. Review Customer Complaint and Non Conformance Review Screen check back over the previous month since last review to see if anything internal / staff / process related needs to be highlighted. Go to Add an issue, search non con and review any issues since the last review for internal / staff / process related issues that needs to be highlighted. Note any problems in the issue and send to Derek to review H.S.E. implications :No health and safety implications 07 Nov 2025 Helen Lamb Checked back through all Non Conformance issues (not automatically generated) to 1st November 25. Nothing Of concern or to be investigated or reported on in Non Con issues. Review VST Product Feedback Negative (742) nothing new. Review VST Product Feedback Positive (1190) nothing new. Review VST Feedback - Customer Feedback Negative (740) nothing new. Review VST Customer Feedback	thankyou	CLOSE Issue ☒ 2	Generate Non-Conformance

Positive(1191) nothing new. Review VST Feedback - Customer Complaints (738) nothing new. Order Invoice Error Logs - only one data entry error no other issue, nothing to worry about. Non Conformance, complaints and feedback headers nothing new no concerns. Non Conformance issues review screen - No issues not already reviewed above in log. No other feedback issues relating to non conformances that need to be monitored or reviewed. Derek please review the above

07 Nov 2025 Derek Lamb
thankyou
07 Nov 2025 Derek Lamb

05/11/2025 #380066 VIAMED Stock MeetingCheck Repair Quotes Scope: Check the quotes that we send out for the repairs we have received in.	Check Repair Quotes (576) System Generated Task To be Completed Check repair quotes in repairs tray. Only complete issue once checked H.S.E. implications :No health and safety implications 06 Nov 2025 Catherine Spence done by office 06 Nov 2025 Catherine Spence	done by office	CLOSE Issue 1 ☒	Generate Non-Conformance
06/11/2025 #380178 VIAMED Stock MeetingCheck Repair Quotes Scope: Check the quotes that we send out for the repairs we have received in.	Check Repair Quotes (576) System Generated Task To be Completed Check repair quotes in repairs tray. Only complete issue once checked H.S.E. implications :No health and safety implications 06 Nov 2025 Catherine Spence done by office 06 Nov 2025 Catherine Spence	done by office	CLOSE Issue 0 ☒	Generate Non-Conformance
07/11/2025 #380284 VIAMED Stock MeetingCheck Repair Quotes Scope: Check the quotes that we send out for the repairs we have received in.	Check Repair Quotes (576) System Generated Task To be Completed Check repair quotes in repairs tray. Only complete issue once checked H.S.E. implications :No health and safety implications 07 Nov 2025 Catherine Spence done by office 07 Nov 2025 Catherine Spence	done by office	CLOSE Issue 0 ☒	Generate Non-Conformance
10/11/2025 #380393 VIAMED Stock MeetingCheck Repair Quotes Scope: Check the quotes that we send out for the repairs we have received in.	Check Repair Quotes (576) System Generated Task To be Completed Check repair quotes in repairs tray. Only complete issue once checked H.S.E. implications :No health and safety implications 11 Nov 2025 Catherine Spence passed to office Done 11 Nov 2025 Catherine Spence	passed to office Done	CLOSE Issue 1 ☒	Generate Non-Conformance
11/11/2025 #380505 VIAMED Stock MeetingCheck Repair Quotes Scope:	Check Repair Quotes (576) System Generated Task To be Completed Check repair quotes in repairs tray.	passed to office Done	CLOSE Issue 0 ☒	Generate Non-Conformance

Check the quotes that we send out for the repairs we have received in.	Only complete issue once checked H.S.E. implications :No health and safety implications 11 Nov 2025 Catherine Spence passed to office Done 11 Nov 2025 Catherine Spence				
12/11/2025 #380648 VIAMED Stock MeetingCheck Repair Quotes Scope: Check the quotes that we send out for the repairs we have received in.	Check Repair Quotes (576) System Generated Task To be Completed Check repair quotes in repairs tray. Only complete issue once checked H.S.E. implications :No health and safety implications 12 Nov 2025 Catherine Spence Done by office 12 Nov 2025 Catherine Spence	Done by office	CLOSE Issue ☒	0	Generate Non-Conformance
07/11/2025 #380288 VIAMED Stock MeetingCheck Returns Supplier Envitec Scope: Supplier returns to Envitec, return any products waiting to be returned	Check Returns Supplier Envitec (622) System Generated Task To be Completed VST sensors to be returned on say a weekly basis. H.S.E. implications :No health and safety implications 10 Nov 2025 Robert Connor Done 10 Nov 2025 Robert Connor	Done	CLOSE Issue ☒	3	Generate Non-Conformance
16/10/2025 #378240 VIAMED Stock MeetingCheck Stock For Proforma Scope: To check that we have stock in for customer proformas. Or review if any stock needs to be ordered.	Check Stock Requirements For Proformas (484) System Generated Task To be Completed Check with office for stock on proforma H.S.E. implications :No health and safety implications 06 Nov 2025 Steve Nixon Done 06 Nov 2025 Steve Nixon	Done	CLOSE Issue ☒	21	Generate Non-Conformance
23/10/2025 #378851 VIAMED Stock MeetingCheck Stock For Proforma Scope: To check that we have stock in for customer proformas. Or review if any stock needs to be ordered.	Check Stock Requirements For Proformas (484) System Generated Task To be Completed Check with office for stock on proforma H.S.E. implications :No health and safety implications 06 Nov 2025 Steve Nixon Done 06 Nov 2025 Steve Nixon	Done	CLOSE Issue ☒	14	Generate Non-Conformance
30/10/2025 #379411 VIAMED Stock MeetingCheck Stock For Proforma Scope: To check that we have stock in for customer proformas. Or review if any stock needs to be ordered.	Check Stock Requirements For Proformas (484) System Generated Task To be Completed Check with office for stock on proforma H.S.E. implications :No health and safety implications 06 Nov 2025 Steve Nixon Done 06 Nov 2025 Steve Nixon	Done	CLOSE Issue ☒	7	Generate Non-Conformance
06/11/2025 #380162 VIAMED Stock MeetingCheck Stock For Proforma Scope: To check that we have	Check Stock Requirements For Proformas (484) System Generated Task To be Completed Check with office for stock on proforma H.S.E. implications :No health and safety implications 06 Nov 2025 Steve Nixon	Done	CLOSE Issue ☒	0	Generate Non-Conformance

stock in for customer proformas. Or review if any stock needs to be ordered.	Done 06 Nov 2025 Steve Nixon				
24/10/2025 #378946 VIAMED Stock MeetingCheck Stock Requirements Supplier Bluepoint Scope: To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.	Check Stock Requirements Supplier Bluepoint (482) System Generated Task To be Completed Check supplier Bluepoint and place required orders H.S.E. implications :No health and safety implications 06 Nov 2025 Steve Nixon Done 06 Nov 2025 Steve Nixon	Done	CLOSE Issue ☒	13	Generate Non-Conformance
04/11/2025 #379920 VIAMED Stock MeetingCheck Stock Requirements Supplier Envitec Scope: To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.	Check Stock Requirements Supplier Envitec (480) System Generated Task To be Completed Check supplier Envitec and place required orders H.S.E. implications :No health and safety implications 06 Nov 2025 Steve Nixon Done 06 Nov 2025 Steve Nixon	Done	CLOSE Issue ☒	2	Generate Non-Conformance
05/11/2025 #380051 VIAMED Stock MeetingCheck Stock Requirements Supplier Teledyne Scope: To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.	Check Stock Requirements Supplier Teledyne (479) System Generated Task To be Completed Check supplier Teledyne and place required orders H.S.E. implications :No health and safety implications 06 Nov 2025 Steve Nixon Done 06 Nov 2025 Steve Nixon	Done	CLOSE Issue ☒	1	Generate Non-Conformance
11/11/2025 #380508 VIAMED Stock MeetingCurrent Stock Levels Scope: Review current stock levels	Current Stock Levels (615) System Generated Task To be Completed Check stock levels for smaller supplies. Bunzl RS Farnell H.S.E. implications :No health and safety implications 11 Nov 2025 Robert Connor All fine. 11 Nov 2025 Robert Connor	All fine.	CLOSE Issue ☒	0	Generate Non-Conformance
06/11/2025 #380183 VIAMED Stock MeetingDaily O2 Sensors Returns Scope: To check the daily returns for any that are oxygen sensors only, so they can be fast tracked through the system	Daily O2 Sensors Returns (834) System Generated Task To be Completed Use the Oxygen Sensor SRS in building list found at: Intrastats -> Returns Menu-> Customer Repair Returns Header-> Select: Oxygen Sensor SRS in building H.S.E. implications :No health and safety implications 10 Nov 2025 Philip Crossley None. 10 Nov 2025 Philip Crossley	None.	CLOSE Issue ☒	4	Generate Non-Conformance
07/11/2025 #380293 VIAMED Stock MeetingDaily O2 Sensors Returns Scope: To check the daily	Daily O2 Sensors Returns (834) System Generated Task To be Completed Use the Oxygen Sensor SRS in building list found at: Intrastats -> Returns Menu-> Customer Repair Returns Header-> Select: Oxygen Sensor SRS in building H.S.E. implications :No health and safety	None.	CLOSE Issue ☒	3	Generate Non-Conformance

returns for any that are oxygen sensors only, so they can be fast tracked through the system	implications 10 Nov 2025 Philip Crossley None. 10 Nov 2025 Philip Crossley				
10/11/2025 #380405 VIAMED Stock MeetingDaily O2 Sensors Returns Scope: To check the daily returns for any that are oxygen sensors only, so they can be fast tracked through the system	Daily O2 Sensors Returns (834) System Generated Task To be Completed Use the Oxygen Sensor SRS in building list found at: Intrastats -> Returns Menu-> Customer Repair Returns Header-> Select: Oxygen Sensor SRS in building H.S.E. implications :No health and safety implications 10 Nov 2025 Philip Crossley None. 10 Nov 2025 Philip Crossley	None.	CLOSE Issue ☒	0	Generate Non-Conformance
11/11/2025 #380512 VIAMED Stock MeetingDaily O2 Sensors Returns Scope: To check the daily returns for any that are oxygen sensors only, so they can be fast tracked through the system	Daily O2 Sensors Returns (834) System Generated Task To be Completed Use the Oxygen Sensor SRS in building list found at: Intrastats -> Returns Menu-> Customer Repair Returns Header-> Select: Oxygen Sensor SRS in building H.S.E. implications :No health and safety implications 11 Nov 2025 Philip Crossley None. 11 Nov 2025 Philip Crossley	None.	CLOSE Issue ☒	0	Generate Non-Conformance
12/11/2025 #380655 VIAMED Stock MeetingDaily O2 Sensors Returns Scope: To check the daily returns for any that are oxygen sensors only, so they can be fast tracked through the system	Daily O2 Sensors Returns (834) System Generated Task To be Completed Use the Oxygen Sensor SRS in building list found at: Intrastats -> Returns Menu-> Customer Repair Returns Header-> Select: Oxygen Sensor SRS in building H.S.E. implications :No health and safety implications 12 Nov 2025 Philip Crossley None. 12 Nov 2025 Philip Crossley	None.	CLOSE Issue ☒	0	Generate Non-Conformance
13/11/2025 #380759 VIAMED Stock MeetingDaily O2 Sensors Returns Scope: To check the daily returns for any that are oxygen sensors only, so they can be fast tracked through the system	Daily O2 Sensors Returns (834) System Generated Task To be Completed Use the Oxygen Sensor SRS in building list found at: Intrastats -> Returns Menu-> Customer Repair Returns Header-> Select: Oxygen Sensor SRS in building H.S.E. implications :No health and safety implications 13 Nov 2025 Philip Crossley None. 13 Nov 2025 Philip Crossley	None.	CLOSE Issue ☒	0	Generate Non-Conformance
12/11/2025 #380645 VIAMED Stock MeetingEmpty Paper Bins Scope: Emptying of the recycling and waste bins into external bin for refuge collectors	Empty Paper Bins (541) System Generated Task To be Completed Empty Paper Bins in warehouse, and warehouse offices. Please make sure a bin bag is put back in to replace the one you took H.S.E. implications :Caution when lifting, no other health and safety implications 12 Nov 2025 Robert Connor Done 12 Nov 2025 Robert Connor	Done	CLOSE Issue ☒	0	Generate Non-Conformance
10/11/2025 #380408 VIAMED Stock MeetingGenerate RMA	Generate RMA Box, Link Items And Add Faults (882) System Generated Task To be Completed	Done	CLOSE Issue ☒	0	Generate Non-Conformance

Box, Link Items And Add Faults Scope: To arrange Supplier Returns Generate RMA box, link items and add faults	H.S.E. implications :No health and safety implications 10 Nov 2025 Robert Connor Done 10 Nov 2025 Robert Connor				
10/11/2025 #380390 VIAMED Stock MeetingHoover Warehouse Scope: Cleaning of floors. Tidying so as to clean more effectively.	Hoover Warehouse (543) System Generated Task To be Completed Hoover carpeted areas of the warehouse H.S.E. implications :No health and safety implications 10 Nov 2025 Robert Connor Done 10 Nov 2025 Robert Connor	Done	CLOSE Issue ☒	0	Generate Non-Conformance
10/11/2025 #380391 VIAMED Stock MeetingMove Stock From QA Shelf To Stock Shelf Monday Scope: Move Stock From QA Shelf To Stock Shelf	Move Stock From QA Shelf To Stock Shelf Monday (545) System Generated Task To be Completed Move stock from completed QA shelf to stock shelf - Afternoon Job H.S.E. implications :No health and safety implications 10 Nov 2025 Robert Connor Done 10 Nov 2025 Robert Connor	Done	CLOSE Issue ☒	0	Generate Non-Conformance
11/11/2025 #380510 VIAMED Stock MeetingOrders And Items Shipped Per Month Scope: Review the orders and items shipped per month	Orders And Items Shipped Per Month (649) System Generated Task To be Completed Copy and paste how many orders and items were shipped by each shipper in the previous month. Copy paste previous months delivery times (Days to delivery orders) H.S.E. implications :No health and safety implications 12 Nov 2025 Derek Lamb Number Individual Items ScannedNumber Orders PickedDays Worked In PickingAverage Items per DayAverage Orders Per DayUser 400536719210.7919.32Emma Clark 26639722121.054.41Catherine Spence 6532.001.67Helen Lamb 120064300.001.50Derek Lamb back to 75%-80% same / next day delivery. all good Done 12 Nov 2025 Derek Lamb	Number Individual Items ScannedNumber Orders PickedDays Worked In PickingAverage Items per DayAverage Orders Per DayUser 400536719210.7919.32Emma Clark 26639722121.054.41Catherine Spence 6532.001.67Helen Lamb 120064300.001.50Derek Lamb back to 75%-80% same / next day delivery. all good Done	CLOSE Issue ☒	1	Generate Non-Conformance
20/10/2025 #378536 VIAMED Stock MeetingProduction Requirements Scope: To set production job for any stock item that is needed for customer back order, warehouse requests or marketing	Production Requirements (907) System Generated Task To be Completed To ensure the production requirements have been reviewed and production jobs added were needed for customer back order, warehouse requests or marketing H.S.E. implications :No health and safety implications 06 Nov 2025 Steve Nixon Reviewed 06 Nov 2025 Steve Nixon	Reviewed	CLOSE Issue ☒	17	Generate Non-Conformance
27/10/2025 #379084 VIAMED Stock MeetingProduction Requirements Scope: To set production job for any stock item that is needed for customer	Production Requirements (907) System Generated Task To be Completed To ensure the production requirements have been reviewed and production jobs added were needed for customer back order, warehouse requests or marketing H.S.E. implications :No health and safety implications	Reviewed	CLOSE Issue ☒	10	Generate Non-Conformance

back order, warehouse requests or marketing	06 Nov 2025 Steve Nixon Reviewed 06 Nov 2025 Steve Nixon				
03/11/2025 #379696 VIAMED Stock MeetingProduction Requirements Scope: To set production job for any stock item that is needed for customer back order, warehouse requests or marketing	Production Requirements (907) System Generated Task To be Completed To ensure the production requirements have been reviewed and production jobs added were needed for customer back order, warehouse requests or marketing H.S.E. implications :No health and safety implications 06 Nov 2025 Steve Nixon Reviewed 06 Nov 2025 Steve Nixon	Reviewed	CLOSE Issue ☒	3	Generate Non-Conformance
05/11/2025 #380063 VIAMED Stock MeetingProduction Start Job List Scope: When a new production is needed we the production job to the list of procedures. Check to make sure that every new job has a procedure linked to it.	Production Start Job List (553) System Generated Task To be Completed Review the Start Job List, Click each part number and checked the production is linked to the prodution build procedures. List and that are not linked H.S.E. implications :No health and safety implications 06 Nov 2025 Catherine Spence upto date Done 06 Nov 2025 Catherine Spence	upto date Done	CLOSE Issue ☒	1	Generate Non-Conformance
06/11/2025 #380163 VIAMED Stock Meeting	Repairs Ready For Invoice (485) System Generated Task To be Completed Check repairs ready for invoice and give paperwork to the office to complete letter, order and repair report H.S.E. implications :No health and safety implications 07 Nov 2025 Catherine Spence passed to office Done 07 Nov 2025 Catherine Spence	passed to office Done	CLOSE Issue ☒	1	Generate Non-Conformance
10/11/2025 #380375 VIAMED Stock Meeting	Repairs Ready For Invoice (485) System Generated Task To be Completed Check repairs ready for invoice and give paperwork to the office to complete letter, order and repair report H.S.E. implications :No health and safety implications 12 Nov 2025 Catherine Spence done 12 Nov 2025 Catherine Spence	done	CLOSE Issue ☒	2	Generate Non-Conformance
12/11/2025 #380635 VIAMED Stock Meeting	Repairs Ready For Invoice (485) System Generated Task To be Completed Check repairs ready for invoice and give paperwork to the office to complete letter, order and repair report H.S.E. implications :No health and safety implications 12 Nov 2025 Catherine Spence done 12 Nov 2025 Catherine Spence	done	CLOSE Issue ☒	0	Generate Non-Conformance
05/11/2025 #380052 VIAMED Stock Meeting	Repairs Ready For Quote (486) System Generated Task To be Completed Check repairs ready for quote and give paperwork to the office to raise customer quote H.S.E. implications :No health and safety implications 06 Nov 2025 Catherine Spence	done	CLOSE Issue ☒	1	Generate Non-Conformance

done
06 Nov 2025 Catherine Spence

[06/11/2025](#)
[#380164](#)
[VIAMED Stock Meeting](#)

Repairs Ready For Quote (486)
System Generated Task To be Completed
Check repairs ready for quote and give paperwork to the office to raise customer quote
H.S.E. implications :No health and safety implications done

CLOSE Issue 0
☒

[Generate Non-Conformance](#)

06 Nov 2025 Catherine Spence
done
06 Nov 2025 Catherine Spence

[07/11/2025](#)
[#380269](#)
[VIAMED Stock Meeting](#)

Repairs Ready For Quote (486)
System Generated Task To be Completed
Check repairs ready for quote and give paperwork to the office to raise customer quote
H.S.E. implications :No health and safety implications done

CLOSE Issue 0
☒

[Generate Non-Conformance](#)

07 Nov 2025 Catherine Spence
done
07 Nov 2025 Catherine Spence

[10/11/2025](#)
[#380376](#)
[VIAMED Stock Meeting](#)

Repairs Ready For Quote (486)
System Generated Task To be Completed
Check repairs ready for quote and give paperwork to the office to raise customer quote
H.S.E. implications :No health and safety implications donr Done

CLOSE Issue 1
☒

[Generate Non-Conformance](#)

11 Nov 2025 Catherine Spence
donr Done
11 Nov 2025 Catherine Spence

[11/11/2025](#)
[#380493](#)
[VIAMED Stock Meeting](#)

Repairs Ready For Quote (486)
System Generated Task To be Completed
Check repairs ready for quote and give paperwork to the office to raise customer quote
H.S.E. implications :No health and safety implications done

CLOSE Issue 0
☒

[Generate Non-Conformance](#)

11 Nov 2025 Catherine Spence
done
11 Nov 2025 Catherine Spence

[12/11/2025](#)
[#380636](#)
[VIAMED Stock Meeting](#)

Repairs Ready For Quote (486)
System Generated Task To be Completed
Check repairs ready for quote and give paperwork to the office to raise customer quote
H.S.E. implications :No health and safety implications done

CLOSE Issue 0
☒

[Generate Non-Conformance](#)

12 Nov 2025 Catherine Spence
done
12 Nov 2025 Catherine Spence

[10/11/2025](#)
[#380397](#)
[VIAMED Stock Meeting](#)
[Review Franking Label Errors](#)
[Scope:](#)
[To collate all the franking slips that have errors on them and so where not useable.](#)
[These are returned to Royal mail for a refund of the carriage.](#)

Review Franking Label Errors (645)
System Generated Task To be Completed
details below Too much postage and errors resulting in unusable slips If you have paid too much postage: Dont post the items. Remove the contents and start again with a new envelope. Send any unused franked envelope (the whole envelope). The total claim must be for at least £10.00. All the impressions must be clear and readable and made within six months of the date. Royal Mail Franking Stone Hill Road Farnworth BOLTON BL4 9XX You will get a cheque refund for the value of the unused impressions minus a 15% administration fee. none Done

CLOSE Issue 0
☒

[Generate Non-Conformance](#)

H.S.E. implications :No health and safety implications

10 Nov 2025 Catherine Spence

none Done

10 Nov 2025 Catherine Spence

22/10/2025 #378771 VIAMED Stock Meeting Review Of Credits Received From Suppliers Scope: To Review and tidy up any outstanding RMAs that have been resolved by Supplier credit notes	Review Of Credits Received From Suppliers (935) System Generated Task To be Completed To Review and tidy up any outstanding RMAs that have been resolved by Supplier credit notes Credits received, and Intrastats Supplier returns screen H.S.E. implications :No health and safety implications 06 Nov 2025 Catherine Spence done 06 Nov 2025 Catherine Spence	done	CLOSE Issue ☒	15	Generate Non-Conformance
05/11/2025 #380076 VIAMED Stock Meeting Review Of Credits Received From Suppliers Scope: To Review and tidy up any outstanding RMAs that have been resolved by Supplier credit notes	Review Of Credits Received From Suppliers (935) System Generated Task To be Completed To Review and tidy up any outstanding RMAs that have been resolved by Supplier credit notes Credits received, and Intrastats Supplier returns screen H.S.E. implications :No health and safety implications 07 Nov 2025 Catherine Spence done 07 Nov 2025 Catherine Spence	done	CLOSE Issue ☒	2	Generate Non-Conformance
05/11/2025 #380054 VIAMED Stock Meeting Ship Repairs Scope: Review the Repairs completed shelf and ship those items that are ready for return to the customer.	Ship Repairs (492) System Generated Task To be Completed Ship any repairs that have been completed and moved to repairs shipping area Only complete issue once shipped H.S.E. implications :No health and safety implications 06 Nov 2025 Catherine Spence done 06 Nov 2025 Catherine Spence	done	CLOSE Issue ☒	1	Generate Non-Conformance
06/11/2025 #380166 VIAMED Stock Meeting Ship Repairs Scope: Review the Repairs completed shelf and ship those items that are ready for return to the customer.	Ship Repairs (492) System Generated Task To be Completed Ship any repairs that have been completed and moved to repairs shipping area Only complete issue once shipped H.S.E. implications :No health and safety implications 06 Nov 2025 Catherine Spence Done 06 Nov 2025 Catherine Spence	Done	CLOSE Issue ☒	0	Generate Non-Conformance
07/11/2025 #380272 VIAMED Stock Meeting Ship Repairs Scope: Review the Repairs completed shelf and ship those items that are ready for return to the customer.	Ship Repairs (492) System Generated Task To be Completed Ship any repairs that have been completed and moved to repairs shipping area Only complete issue once shipped H.S.E. implications :No health and safety implications 07 Nov 2025 Catherine Spence done 07 Nov 2025 Catherine Spence	done	CLOSE Issue ☒	0	Generate Non-Conformance
05/11/2025 #380053 VIAMED Stock Meeting Ship Sale Or Returns Scope: Review the sale or	Ship Sale Or Returns (491) System Generated Task To be Completed Ship Sale Or Returns that are ready for shipping Only complete issue once shipped H.S.E. implications :No health and safety implications	nonw Done	CLOSE Issue ☒	1	Generate Non-Conformance

return shelf and ship those items.	06 Nov 2025 Catherine Spence nonw Done 06 Nov 2025 Catherine Spence				
06/11/2025 #380165 VIAMED Stock MeetingShip Sale Or Returns Scope: Review the sale or return shelf and ship those items.	Ship Sale Or Returns (491) System Generated Task To be Completed Ship Sale Or Returns that are ready for shipping Only complete issue once shipped H.S.E. implications :No health and safety implications 06 Nov 2025 Catherine Spence none Done 06 Nov 2025 Catherine Spence	none Done	CLOSE Issue ☒	0	Generate Non-Conformance
07/11/2025 #380271 VIAMED Stock MeetingShip Sale Or Returns Scope: Review the sale or return shelf and ship those items.	Ship Sale Or Returns (491) System Generated Task To be Completed Ship Sale Or Returns that are ready for shipping Only complete issue once shipped H.S.E. implications :No health and safety implications 07 Nov 2025 Catherine Spence none Done 07 Nov 2025 Catherine Spence	none Done	CLOSE Issue ☒	0	Generate Non-Conformance
10/11/2025 #380378 VIAMED Stock MeetingShip Sale Or Returns Scope: Review the sale or return shelf and ship those items.	Ship Sale Or Returns (491) System Generated Task To be Completed Ship Sale Or Returns that are ready for shipping Only complete issue once shipped H.S.E. implications :No health and safety implications 10 Nov 2025 Catherine Spence none Done 10 Nov 2025 Catherine Spence	none Done	CLOSE Issue ☒	0	Generate Non-Conformance
11/11/2025 #380494 VIAMED Stock MeetingShip Sale Or Returns Scope: Review the sale or return shelf and ship those items.	Ship Sale Or Returns (491) System Generated Task To be Completed Ship Sale Or Returns that are ready for shipping Only complete issue once shipped H.S.E. implications :No health and safety implications 11 Nov 2025 Catherine Spence none Done 11 Nov 2025 Catherine Spence	none Done	CLOSE Issue ☒	0	Generate Non-Conformance
07/11/2025 #380294 VIAMED Stock MeetingStamp Deliveries Scope: Stamp Acceptance of parcels in goods in with date stamp, log entry into the goods in database	Stamp Deliveries (836) System Generated Task To be Completed Date and sign any unopened parcels in goods in. and fill in the delivery database in intrastats. H.S.E. implications :No health and safety implications 10 Nov 2025 Robert Connor Holiday. 10 Nov 2025 Robert Connor	Holiday.	CLOSE Issue ☒	3	Generate Non-Conformance
10/11/2025 #380406 VIAMED Stock MeetingStamp Deliveries Scope: Stamp Acceptance of parcels in goods in with date stamp, log entry into the goods in database	Stamp Deliveries (836) System Generated Task To be Completed Date and sign any unopened parcels in goods in. and fill in the delivery database in intrastats. H.S.E. implications :No health and safety implications 10 Nov 2025 Robert Connor Done 10 Nov 2025 Robert Connor	Done	CLOSE Issue ☒	0	Generate Non-Conformance
11/11/2025 #380513	Stamp Deliveries (836) System Generated Task To be Completed	Done	CLOSE Issue	0	Generate Non-

VIAMED Stock MeetingStamp Deliveries Scope: Stamp Acceptance of parcels in goods in with date stamp, log entry into the goods in database	Date and sign any unopened parcels in goods in. and fill in the delivery database in intrastats. H.S.E. implications :No health and safety implications 11 Nov 2025 Robert Connor Done 11 Nov 2025 Robert Connor	☒	Conformance
12/11/2025 #380656 VIAMED Stock MeetingStamp Deliveries Scope: Stamp Acceptance of parcels in goods in with date stamp, log entry into the goods in database	Stamp Deliveries (836) System Generated Task To be Completed Date and sign any unopened parcels in goods in. and fill in the delivery database in intrastats. H.S.E. implications :No health and safety implications 12 Nov 2025 Robert Connor Done 12 Nov 2025 Robert Connor	Done CLOSE Issue ☒ 0	Generate Non-Conformance
16/10/2025 #378257 VIAMED Stock MeetingPurchase Order Log Scope: Check the PO log is up to date with confirmations and expected shipping dates Orders that have not been supplied in the time scale provided.	Supplier Review - Outstanding orders (616) System Generated Task To be Completed Check PO log for overdue orders H.S.E. implications :No health and safety implications 06 Nov 2025 Steve Nixon Done 06 Nov 2025 Steve Nixon	Done CLOSE Issue ☒ 21	Generate Non-Conformance
20/10/2025 #378490 VIAMED Stock MeetingSupplier Review Future orders Scope: Orders that will be placed in the future.	Supplier Review Future orders (483) System Generated Task To be Completed Check for future orders with RS/SH/SN H.S.E. implications :No health and safety implications 06 Nov 2025 Steve Nixon Done 06 Nov 2025 Steve Nixon	Done CLOSE Issue ☒ 17	Generate Non-Conformance
10/11/2025 #380367 VIAMED Stock MeetingSweep Warehouse Scope: Cleaning of floors. Tidying so as to clean more effectively.	Sweep Warehouse (423) System Generated Task To be Completed Sweep Warehouse wooden areas - especially under the racks H.S.E. implications :No health and safety implications 10 Nov 2025 Robert Connor Done 10 Nov 2025 Robert Connor	Done CLOSE Issue ☒ 0	Generate Non-Conformance
10/11/2025 #380377 VIAMED Stock MeetingVandagraph Duckets Scope: Collecting, cleaning and returning duckets to Vandagraph.	Vandagraph Duckets (488) System Generated Task To be Completed Please collect the duckets from the Vandagraph stock room, clean and add back to our ducket wall. They should be stacked near where the post is kept H.S.E. implications :No health and safety implications 10 Nov 2025 Robert Connor Done 10 Nov 2025 Robert Connor	Done CLOSE Issue ☒ 0	Generate Non-Conformance
03/11/2025 #379698 Sales8010004 - JJ-CCR Oxygen Sensor Orders Scope:	8010004 - JJ-CCR Oxygen Sensor Orders (1026) System Generated Task To be Completed 8010004 - JJ-CCR oxygen sensor orders There should be at least two sets of orders on the system. Sales orders from	done CLOSE Issue ☒ 8	Generate Non-Conformance

[There should be at least two sets of orders on the system. Sales orders from JJ-CCR for this current month and next month, as well as the corresponding production orders.](#)

[If there are just two orders, send a VST email to Jan Petersen \(jp@jj-ccr.com\) at JJ-CCR asking if he wishes to place any additional orders for subsequent months.](#)

[We should be aiming for at least 2 to 4 scheduled orders on the system at any one time.](#)

JJ-CCR for this current month and next month, as well as the corresponding production orders. If there are just two orders, send a VST email to Jan Petersen (jp@jj-ccr.com) at JJ-CCR asking if he wishes to place any additional orders for subsequent months. We should be aiming for at least 2 to 4 scheduled orders on the system at any one time.

H.S.E. implications :No health and safety implications

11 Nov 2025 Michael Lamb
done

11 Nov 2025 Michael Lamb

[28/10/2025](#)
[#379215](#)
[Customer pricing agreementsVST Price Lists](#)
[Scope:](#)
[To confirm the Document index Price Lists](#)

VST Price Lists (822)

System Generated
Task To be Completed

Check the Intrastats Pricelists attached above
H.S.E. implications :No health and safety implications

All updated for 01-01-2026

CLOSE
Issue 9
☒

[Generate Non-Conformance](#)

06 Nov 2025 Steve Nixon
All updated for 01-01-2026
06 Nov 2025 Steve Nixon

[27/10/2025](#)
[#379034](#)
[Purchase Order RequirementsPurchase Order Requirements](#)
[Teledyne](#)
[Scope:](#)
[To contact Teledyne and confirm the purchase orders we have outstanding for them](#)

Send Teledyne back orders list (220)

System Generated Send Teledyne back orders list
H.S.E. implications :No health and safety implications

Done

CLOSE
Issue 10
☒

[Generate Non-Conformance](#)

06 Nov 2025 Steve Nixon
Done
06 Nov 2025 Steve Nixon

[03/11/2025](#)
[#379631](#)
[Purchase Order RequirementsPurchase Order Requirements](#)
[Teledyne](#)
[Scope:](#)
[To contact Teledyne and confirm the purchase orders we have outstanding for them](#)

Send Teledyne back orders list (220)

System Generated Send Teledyne back orders list
H.S.E. implications :No health and safety implications

Done

CLOSE
Issue 3
☒

[Generate Non-Conformance](#)

06 Nov 2025 Steve Nixon
Done
06 Nov 2025 Steve Nixon

[17/10/2025](#)
[#378346](#)
[Returns](#)
[OverviewCheck Supplier Returns](#)
[Scope:](#)
[Check Supplier returns for items not received back](#)

Check Supplier Returns (272)

System Generated Check Supplier returns for items not received back
H.S.E. implications :No health and safety implications

done

CLOSE
Issue 20
☒

[Generate Non-Conformance](#)

06 Nov 2025 Catherine Spence
done
06 Nov 2025 Catherine Spence

[03/11/2025](#)
[#379624](#)
[Returns Overview](#)

Check Vandagraph Returns (91)

System Generated

Done

CLOSE
Issue 4
☒

[Generate Non-Conformance](#)

Check Vandagraph Returns

H.S.E. implications :No health and safety implications
07 Nov 2025 Ryan Swaine
 Done
07 Nov 2025 Ryan Swaine

31/10/2025 #379534 Returns OverviewReturn Goods To Suppliers Scope: To get Returns numbers from suppliers with return shipments pending.	Request RMAs (66) System Generated Check Supplier returns, see if any new returns require a RMA requesting. Envitec Teledyne Bluepoint done H.S.E. implications :No health and safety implications 07 Nov 2025 Catherine Spence done 07 Nov 2025 Catherine Spence	CLOSE Issue 7 ☒	Generate Non-Conformance
07/11/2025 #380258 Returns OverviewReturn Goods To Suppliers Scope: To get Returns numbers from suppliers with return shipments pending.	Request RMAs (66) System Generated Check Supplier returns, see if any new returns require a RMA requesting. Envitec Teledyne Bluepoint done H.S.E. implications :No health and safety implications 07 Nov 2025 Catherine Spence done 07 Nov 2025 Catherine Spence	CLOSE Issue 0 ☒	Generate Non-Conformance
11/11/2025 #380484 `Goods Out` ReviewReview Un-shipped Parcels Scope: audit and snap shot - this is an audit of a part of goods out, listing of the parcels that are sat waiting on a customer response	Goods Out Review (105) System Generated audit and snap shot - this is an audit of a part of goods out, please make a list of the parcels that are sat waiting on a customer response, if there isnt any please state this. If there are any please add notes for the account number and ORD/Invoice number of the goods as well as why what we are waiting on to ship them none Done H.S.E. implications :No health and safety implications 11 Nov 2025 Catherine Spence none Done 11 Nov 2025 Catherine Spence	CLOSE Issue 0 ☒	Generate Non-Conformance
04/11/2025 #379944 `Goods Out` ReviewVandagraph Delivery Notifications Scope: To Send Vandagraph Delivery notifications	Vandagraph Delivery Notifications (1043) System Generated Task To be Completed To Send Vandagraph Delivery notifications H.S.E. implications :No health and safety implications done 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	CLOSE Issue 7 ☒	Generate Non-Conformance

05/11/2025 #380081 `Goods Out` ReviewVandagraph Delivery Notifications Scope: To Send Vandagraph Delivery notifications	Vandagraph Delivery Notifications (1043) System Generated Task To be Completed To Send Vandagraph Delivery notifications H.S.E. implications :No health and safety done implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	CLOSE Issue ☒	6	Generate Non- Conformance
06/11/2025 #380191 `Goods Out` ReviewVandagraph Delivery Notifications Scope: To Send Vandagraph Delivery notifications	Vandagraph Delivery Notifications (1043) System Generated Task To be Completed To Send Vandagraph Delivery notifications H.S.E. implications :No health and safety done implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	CLOSE Issue ☒	5	Generate Non- Conformance
07/11/2025 #380299 `Goods Out` ReviewVandagraph Delivery Notifications Scope: To Send Vandagraph Delivery notifications	Vandagraph Delivery Notifications (1043) System Generated Task To be Completed To Send Vandagraph Delivery notifications H.S.E. implications :No health and safety done implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	CLOSE Issue ☒	4	Generate Non- Conformance
10/11/2025 #380415 `Goods Out` ReviewVandagraph Delivery Notifications Scope: To Send Vandagraph Delivery notifications	Vandagraph Delivery Notifications (1043) System Generated Task To be Completed To Send Vandagraph Delivery notifications H.S.E. implications :No health and safety done implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	CLOSE Issue ☒	1	Generate Non- Conformance
11/11/2025 #380516 `Goods Out` ReviewVandagraph Delivery Notifications Scope: To Send Vandagraph Delivery notifications	Vandagraph Delivery Notifications (1043) System Generated Task To be Completed To Send Vandagraph Delivery notifications H.S.E. implications :No health and safety done implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	CLOSE Issue ☒	0	Generate Non- Conformance
03/11/2025 #379703 Stock ProcessingTeledyne Stock For Vandagraph Scope: Internal Process for Vandagraph to request teledyne stock for ordering via Viamed	Teledyne Stock For Vandagraph (1045) System Generated Task To be Completed Internal Process for Vandagraph to request teledyne stock for ordering via Viamed Issue Issue to prompt stock being checked and whether additional stock needs to be requested from Viamed via: Done Stock/Request item from warehouse. H.S.E. implications :No health and safety implications 12 Nov 2025 Ryan Swaine Done 12 Nov 2025 Ryan Swaine	CLOSE Issue ☒	9	Generate Non- Conformance
22/10/2025 #378748 Research and Development rndR D Room - Tidy, Empty Bins, Remove Cups. Caution Around Oxygen Supply Scope: To Clean Tidy the	R + D Room - tidy, empty bins, remove cups. Caution around Oxygen supply. (540) System Generated R + D Room - tidy, empty bins, remove cups. Please show caution around the Oxygen supply. H.S.E. implications :Ensure no trip	CLOSE Issue ☒	16	Generate Non- Conformance

research and development rooms	hazards. Be careful not to lift anything too heavy when emptying the bins. There is no need to touch the oxygen bottles so need health and safety extra precautions need to be taken. 07 Nov 2025 Michael Green Done 07 Nov 2025 Michael Green				
29/10/2025 #379320 Research and Development rndR D Room - Tidy, Empty Bins, Remove Cups. Caution Around Oxygen Supply Scope: To Clean Tidy the research and development rooms	R + D Room - tidy, empty bins, remove cups. Caution around Oxygen supply. (540) System Generated R + D Room - tidy, empty bins, remove cups. Please show caution around the Oxygen supply. H.S.E. implications :Ensure no trip hazards. Be careful not to lift anything too heavy when emptying the bins. There is no need to touch the oxygen bottles so need health and safety extra precautions need to be taken. 07 Nov 2025 Michael Green Done 07 Nov 2025 Michael Green	Done	CLOSE Issue ☒	9	Generate Non-Conformance
05/11/2025 #380060 Research and Development rndR D Room - Tidy, Empty Bins, Remove Cups. Caution Around Oxygen Supply Scope: To Clean Tidy the research and development rooms	R + D Room - tidy, empty bins, remove cups. Caution around Oxygen supply. (540) System Generated R + D Room - tidy, empty bins, remove cups. Please show caution around the Oxygen supply. H.S.E. implications :Ensure no trip hazards. Be careful not to lift anything too heavy when emptying the bins. There is no need to touch the oxygen bottles so need health and safety extra precautions need to be taken. 07 Nov 2025 Michael Green Done 07 Nov 2025 Michael Green	Done	CLOSE Issue ☒	2	Generate Non-Conformance
04/11/2025 #379907 Service exisitingCustomer Service Logs Scope: Ensuring customer onsite service visits are completed	Check the Service visit logs (233) System Generated Returns tab->Service Visits->Service Visits, go to the page on intrastats and check that nothing is overdue or outstanding and liaise with SH if unsure where we are at with them H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	7	Generate Non-Conformance
11/11/2025 #380485 Service exisitingCustomer Service Logs Scope: Ensuring customer onsite service visits are completed	Check the Service visit logs (233) System Generated Returns tab->Service Visits->Service Visits, go to the page on intrastats and check that nothing is overdue or outstanding and liaise with SH if unsure where we are at with them H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	0	Generate Non-Conformance

Rolling Audits

Issue / Header	Notes	Last Notes	Reviewed Day User to	Raise Non conformance
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10/11/2025 #380399 VIAMED Management Meeting	Accounts Review - Debtors (678) System Generated *** AUDIT *** Ensure the Task is being Completed H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	1	Generate Non-Conformance
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Measurable Objective: Tasks upto date

06/11/2025 #380187 VIAMED Management Meeting	Emails - check they have been done (902) System Generated Task To be Completed Have all the emails in the main Gmail inbox been done. List any older than a day. H.S.E. implications :No health and safety implications 11 Nov 2025 Catrin Hird Done 11 Nov 2025 Catrin Hird	Done	CLOSE Issue ☒	5	Generate Non-Conformance
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Measurable Objective: checking that all emails are clear / forwarded from the main Gmail box daily.
This can be done by accessing the Main Google Mail Inbox and checking it does not have emails older than a working day in it.

10/11/2025 #380402 VIAMED Management Meeting	Vandagraph Pay Pay Retrieve Funds (780) System Generated *** AUDIT *** Ensure the Task is being Completed Confirm Pay Pal Funds are being retrieved H.S.E. implications :No health and safety implications 10 Nov 2025 Derek Lamb task is upto date 10 Nov 2025 Derek Lamb	task is upto date	CLOSE Issue ☒	0	Generate Non-Conformance
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Measurable Objective: Check Paypal for funds and see when last withdrew.

13/10/2025 #377809 VIAMED Management Meeting	Viamed Debtors (451) System Generated AUDIT Ensure the Task is being Completed Overall Debtors should be less 15% of expected Turnover H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	29	Generate Non-Conformance
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Measurable Objective: Look at Debtors report and check last reviewed date.

03/11/2025 #379705 General Maintenance Requirements	R D Room - Tidy, Empty Bins, Remove Cups. Caution Around Oxygen Supply (1058) System Generated Task To be Completed H.S.E. implications :Ensure no trip hazards. Be careful not to lift anything too heavy when emptying the bins. There is no need to touch the oxygen bottles so need health and safety extra precautions need to be taken. 06 Nov 2025 Steve Nixon Done 06 Nov 2025 Steve Nixon	Done	CLOSE Issue ☒	3	Generate Non-Conformance
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Measurable Objective: clean workspace

10/11/2025 #380362 General Maintenance Requirements	Vacuuming of the Office, Hall and meeting room (373) System Generated Note this is an Audit you just need to ensure its being done correctly. Ensure the Office has Vacuuming of the Office, Hall and meeting room The Kitchen is Getting Cleaned and the bins in the office, general waste and recycling are getting done. Ensure the Gents is being cleaned in the warehouse H.S.E. implications :No health and safety	Done	CLOSE Issue ☒	0	Generate Non-Conformance
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implications
10 Nov 2025 Helen Lamb
Done
10 Nov 2025 Helen Lamb

Measurable Objective: Check floors

[07/11/2025](#)
[#380261](#)
[Customer](#)
[Accounts](#)
[Review](#)
Check the Invoices to be Emailed list (362)
System Generated
*** AUDIT *** Ensure the Task is being
Completed
Lookup / Search menu -> Work Lists

Invoices to be Emailed List

Ensure the list is being maintained.

Done

CLOSE
Issue 0
☒

[Generate](#)
[Non-](#)
[Conformance](#)

H.S.E. implications :No health and safety
implications
07 Nov 2025 Helen Lamb
Done
07 Nov 2025 Helen Lamb

Measurable Objective: Invoice to be Invoiced should not be more than 1 working day old.

Also check the VST list as its seperate

[16/10/2025](#)
[#378236](#)
[VIAMED Sales](#)
[And Marketing](#)
Check Paypal For Orders (401)
System Generated AUDIT Ensure the Task is
being Completed
H.S.E. implications :No health and safety
implications
11 Nov 2025 Michael Lamb
done
11 Nov 2025 Michael Lamb

done

CLOSE
Issue 26
☒

[Generate](#)
[Non-](#)
[Conformance](#)

Measurable Objective: Should be no more than 1 outstanding Task to Check Pay Pal for Orders

[11/11/2025](#)
[#380515](#)
[VIAMED Sales](#)
[And Marketing](#)
Checking Of Sales Orders (901)
System Generated
Task To be Completed Process to check
customer orders and enable picking.

Checking Of Sales Orders - are all orders
checked within 4 working hours of receipt and
entry on to Opera.

Done

CLOSE
Issue 0
☒

[Generate](#)
[Non-](#)
[Conformance](#)

Go to the checking tray and list any orders
older then this.
H.S.E. implications :No health and safety
implications
11 Nov 2025 Kate Griffiths
Done
11 Nov 2025 Kate Griffiths

Measurable Objective: All checking should be done with in a day of the order coming in and being put on to Opera. Look in the checking tray to see if any are older than 4 working hours.

[24/10/2025](#)
[#378971](#)
[VIAMED Sales](#)
[And Marketing](#)
Clean Kitchen Sides and Table (656)
System Generated *** AUDIT *** Ensure the
Task is being Completed
H.S.E. implications :No health and safety
implications
11 Nov 2025 Michael Lamb
done
11 Nov 2025 Michael Lamb

done

CLOSE
Issue 18
☒

[Generate](#)
[Non-](#)
[Conformance](#)

Measurable Objective: Look in the kitchen

[07/11/2025](#)
[#380289](#)
[VIAMED Sales](#)
[And Marketing](#)
Clean Kitchen Sides and Table (656)
System Generated *** AUDIT *** Ensure the
Task is being Completed
H.S.E. implications :No health and safety

done

CLOSE
Issue 4
☒

[Generate](#)
[Non-](#)
[Conformance](#)

implications
11 Nov 2025 Michael Lamb
done
11 Nov 2025 Michael Lamb

Measurable Objective: Look in the kitchen

[07/11/2025](#) **Cleaning Of Office (394)**
[#380262](#) System Generated
[VIAMED Sales](#) AUDIT Ensure the Task is being Completed
[And Marketing](#) H.S.E. implications :Caution not to over reach, no health and safety implications Done
07 Nov 2025 Helen Lamb
Done
07 Nov 2025 Helen Lamb

Measurable Objective: Look at the office

[20/10/2025](#) **Completing Office Job List (777)**
[#378521](#) System Generated *** AUDIT *** Ensure the
[VIAMED Sales](#) Task is being Completed Task To be
[And Marketing](#) Completed Need to check the Office Jobs List
Remind other members of the office to review
the office jobs list done
H.S.E. implications :No health and safety
implications
11 Nov 2025 Michael Lamb
done
11 Nov 2025 Michael Lamb

Measurable Objective: nothing to audit as such as its a reminder issue.
just check the tasks are being completed off

[15/10/2025](#) **Dishwashing (658)**
[#378164](#) System Generated *** AUDIT *** Ensure the
[VIAMED Sales](#) Task is being Completed
[And Marketing](#) H.S.E. implications :No health and safety
implications done
11 Nov 2025 Michael Lamb
done
11 Nov 2025 Michael Lamb

Measurable Objective: Check the Task is being Completed off.

[07/10/2025](#) **Ensure All Invoice Correctly Tagged (704)**
[#377320](#) System Generated
[VIAMED Sales](#) *** AUDIT *** Ensure the Task is being
[And Marketing](#) Completed

Intrastats -> Sales -> OEM Sales

Check the Invoices are being Tagged Done
Correctly
H.S.E. implications :No health and safety
implications
06 Nov 2025 Steve Nixon
Done
06 Nov 2025 Steve Nixon

Measurable Objective: Check rolling issues are completed within terms.

[07/11/2025](#) **Import Bank CSV (527)**
[#380279](#) System Generated
[VIAMED Sales](#) *** AUDIT *** Ensure the Task is being
[And Marketing](#) Completed
H.S.E. implications :No health and safety
implications Done
07 Nov 2025 Helen Lamb
Done
07 Nov 2025 Helen Lamb

Measurable Objective: Check intrastats bank receipts, last date should be within 3 days of today

[03/11/2025](#) **Maintaining Leaflet Stocks (539)**
[#379659](#) System Generated *** AUDIT *** Ensure the
[VIAMED Sales](#) Task is being Completed Ensure there is
[And Marketing](#) adequate stock of leaflets
H.S.E. implications :No health and safety
implications noted Done
03 Nov 2025 Steve Nixon

06 Nov 2025 Catherine Spence

noted Done

06 Nov 2025 Catherine Spence

Measurable Objective: Ensure the task is being Signed off as completed

[15/10/2025](#)

[#378140](#)

[VIAMED Sales
And Marketing](#)

Proforma And Quote Chasing (410)

System Generated AUDIT Enure the Task is being Completed To check all users outstanding quotes and remind them to chase/ask for PO
H.S.E. implications :No health and safety implications

done

CLOSE
Issue



27

[Generate
Non-
Conformance](#)

11 Nov 2025 Michael Lamb

done

11 Nov 2025 Michael Lamb

Measurable Objective: Should be no more than 1 outstanding Task,
Checking the history logs chased dates should be within the last month.

[06/11/2025](#)

[#380174](#)

[VIAMED Sales
And Marketing](#)

Review Inward Payments (529)

System Generated *** AUDIT *** Ensure the Task is being Completed Review USD, EUR and GBP bank accounts and ensure all proforma and quotation payments have been processed into orders for the last 8 days
H.S.E. implications :No health and safety implications

Done

CLOSE
Issue



6

[Generate
Non-
Conformance](#)

12 Nov 2025 Sophie Lines

Done

12 Nov 2025 Sophie Lines

Measurable Objective: Check the rolling issues - Review Proformas, is completed in a timely manner.

[10/11/2025](#)

[#380388](#)

[VIAMED Sales
And Marketing](#)

Send Delivery Notifications (537)

System Generated *** AUDIT *** Enure the Task is being Completed Ensure delivery notifications are being completed
H.S.E. implications :No health and safety implications

Done

CLOSE
Issue



0

[Generate
Non-
Conformance](#)

10 Nov 2025 Kate Griffiths

Done

10 Nov 2025 Kate Griffiths

Measurable Objective: Email list should be empty or just todays listed

[06/11/2025](#)

[#380170](#)

[VIAMED Sales
And Marketing](#)

Send Purchase Orders To Suppliers (521)

System Generated *** AUDIT *** Enure the Task is being Completed Ensure all PORs have been sent to suppliers and all POR filing has been returned to the filing tray
H.S.E. implications :No health and safety implications

Done

CLOSE
Issue



0

[Generate
Non-
Conformance](#)

06 Nov 2025 Helen Lamb

Done

06 Nov 2025 Helen Lamb

Measurable Objective: should be no white lines older than 48 hours in the list in the po update log.

[07/11/2025](#)

[#380287](#)

[VIAMED Sales
And Marketing](#)

Send VST Delivery Notifications (621)

System Generated *** AUDIT *** Enure the Task is being Completed
H.S.E. implications :No health and safety implications

Done

CLOSE
Issue



5

[Generate
Non-
Conformance](#)

12 Nov 2025 Sophie Lines

Done

12 Nov 2025 Sophie Lines

Measurable Objective: List should be upto date within 1 Working Day

[12/11/2025](#)

[#380653](#)

[VIAMED Stock
Meeting](#)

Check Order Are Being Picked In Priority Order (648)

System Generated *** AUDIT *** Ensure the Task is being Do a check on Todays Active List, at 11 AM or there abouts List any picked out of Order
H.S.E. implications :No health and safety implications

system really live live now very hard to tell the order of picking, it appears to be correct in looking at the yellow entries,

CLOSE
Issue



0

[Generate
Non-
Conformance](#)

12 Nov 2025 Derek Lamb

system really live live now very hard to tell the order of picking, it appears to be correct in looking at the yellow entries,
12 Nov 2025 Derek Lamb

Measurable Objective: Check active list for orders picked.

17/10/2025 #378387 VIAMED Stock Meeting	Move Stock From QA Shelf To Stock Shelf Tuesday (782) System Generated *** AUDIT *** Ensure the Task is being Completed Task To be Completed Move Stock From QA Shelf To Stock Shelf QA stock H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	25	Generate Non-Conformance
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Measurable Objective: Has the shelf got stock on it

11/11/2025 #380511 VIAMED Stock Meeting	Orders And Items Shipped Per Month (650) System Generated *** AUDIT *** Ensure the Task is being Completed Number of orders and items shipped by each shipper. Check task history to ensure the task is being completed H.S.E. implications :No health and safety implications 11 Nov 2025 Helen Lamb Done 11 Nov 2025 Helen Lamb	Done	CLOSE Issue ☒	0	Generate Non-Conformance
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Measurable Objective: Check rolling issues are completed within terms.
80 Percent of orders should be shipped Same day or Next Day

10/11/2025 #380412 VIAMED Stock Meeting	Production Requirements (908) System Generated Task To be Completed Review the task issues to ensure the task is being completed. H.S.E. implications :No health and safety implications 11 Nov 2025 Derek Lamb just v1000 and cables, and the usual vandagraph labeling, no real production goin gon 11 Nov 2025 Derek Lamb	just v1000 and cables, and the usual vandagraph labeling, no real production goin gon	CLOSE Issue ☒	1	Generate Non-Conformance
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Measurable Objective: To review the back orders for any items that need a production job. This will need to be done by someone who is experienced in this area.

10/11/2025 #380413 VIAMED Stock Meeting	Review Of Credits Received From Suppliers (936) System Generated Task To be Completed To Review and tidy up any outstanding RMAs that have been resolved by Supplier credit notes Credits received, and Intrastats Supplier returns screen H.S.E. implications :No health and safety implications 10 Nov 2025 Robert Connor Not done, supplier credit notes not sent to me. 10 Nov 2025 Robert Connor	Not done, supplier credit notes not sent to me.	CLOSE Issue ☒	0	Generate Non-Conformance
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Measurable Objective: Task History and issues

17/10/2025 #378351 VIAMED Stock Meeting	Warehouse Floors (424) System Generated AUDIT Ensure the Task is being Completed Ensure once a week the warehouse is being swept, hovered, and the bins are being emptied H.S.E. implications :No health and safety implications 11 Nov 2025 Michael Lamb done 11 Nov 2025 Michael Lamb	done	CLOSE Issue ☒	25	Generate Non-Conformance
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Measurable Objective: Cardboard should be in the recycling

06/11/2025 #380154 Sales	Check cardea and Multiquote (279) System Generated Audit. Ensure Cardea and Multiquote are being checked for orders and quote requests H.S.E. implications :No health and safety implications 06 Nov 2025 Helen Lamb Done 06 Nov 2025 Helen Lamb	Done	CLOSE Issue ☒	0	Generate Non-Conformance
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Measurable Objective: Check the Cardea and Multiquote websites for outstanding orders or requests.
Check rolling issues are completed within terms.

Non Task or Audit Auto Issues

Issue / Header	Notes	Last Notes	Reviewed	Day User to Complete	Raise Non conformance link
07/11/2025 #380348 Non Conformance Issues	Shipped Items Return to Supplier BOX1054 Does this Return BOX1054 warrant a NON conformance report via the CAPA process VM3COP10 07 Nov 2025 Derek Lamb Leaking gas ? the figure seems unusually high. We?re waiting for a response from the supplier. 07 Nov 2025 Derek Lamb	Leaking gas ? the figure seems unusually high. We?re waiting for a response from the supplier.	CLOSE Issue ☒	0	Generate Non-Conformance