

Management Review

Viamed - Warehouse Team Leader

Management Review Report

Viamed

Role: Warehouse Team Leader

Report Date: 14 May 2026

Index

- 1. Warehouse Team Leader (ID #8)
- 2. **Conclusion / Executive Summary**

Task Completion History - Colour Key

Colour coding in the 'Days to Complete' column reflects performance, not formal sign-off status (some auto-issue tasks never receive formal investigation sign-off).

Green	Completed in 14 days or less (good)
Yellow	Completed in 15 - 60 days (acceptable)
Orange	Completed in over 60 days (slow)
Red	Outstanding - not yet completed (age shown)

Role: Warehouse Team Leader (ID #8)

Reports To: Director 1 (Derek) ? Managing Director ? Share Holder

Assigned Employees: Derek Lamb, Derek Lamb, Derek Lamb, Derek Lamb

Processes Assigned: 78 (66 active, 12 responsibility-only)

Role Risk Indicators - Warehouse Team Leader

- **66** linked processes
- No overdue rolling tasks
- **7** processes not reviewed >24 months
- **2** processes with only one trained user
- **2** processes missing measurable objective
- **20** processes with no audit configured

Dependency / Single-Point-of-Failure Risk

- Derek Lamb linked to 88% (58 of 66) of role processes - single point of failure risk
- 2 process(es) have only 1 trained employee - no backup coverage

Process ID #7048 — Control of monitoring and measuring devices

Last Reviewed: 17 Nov 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

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Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	testing of equipmentsending off to calibration companiesMaking sure all calibrated equipment have their calibration date on them.	Helen Lamb 12 Nov 2024
Outputs to the Process	recorded resultsUpdate sticker on the equipment	Helen Lamb 12 Nov 2024
Risks to the Process	that equipment will be missed	Derek Lamb 04 Oct 2017
Steps to Minimise Process Risks	calibration auditregular reviews and the information in the system, which is check prior to use of equipment	Helen Lamb 12 Nov 2024
Scope / Definition of Process / Objective	Control of monitoring and measuring devices	Helen Lamb 12 Nov 2024
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	2.Minor	Derek Lamb 04 Oct 2017
Measurable Objective	Check calibration index is up to date.	Helen Lamb 12 Nov 2024
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=2)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.6
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.5.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.5.1

Interested Parties

- Internal Systems
- Supplier
- MHRA
- Physical Sites

Linked Companies

- Generic
- Vandagraph

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- Viamed
- VST

Trained Staff (3)

- Derek Lamb (trained by Helen Lamb)
- Michael Lamb (trained by Helen Lamb)
- Helen Lamb (trained by Helen Lamb)

Associated Documents

- Audit 06 Calibration VIAMED (Doc ID: 186878)
- Audit 06 VST Ltd Calibration (Doc ID: 186880)
- VOP 09 Repairs and Servicing (Doc ID: 137919)

Rolling Task #547

Subject: Calibration

Target User: Philip Crossley

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Check the Calibration Index, Make sure all Equipment calibrated has a date sticker reflecting the calibration date.

Rolling Audit #1261

Subject: Control of monitoring and measuring devices

Target User: Helen Lamb

Recurrence: 6 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Task To be Completed Control of monitoring and measuring devices testing of equipmentsending off to calibration companies

Audit to check task is carried out

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396320	Calibration (547)	04 May 2026	07 May 2026	3 days	Philip Crossley
393528	Calibration (547)	03 Apr 2026	09 Apr 2026	6 days	Philip Crossley
390592	Calibration (547)	03 Mar 2026	05 Mar 2026	2 days	Philip Crossley
387637	Calibration (547)	03 Feb 2026	05 Feb 2026	2 days	Philip Crossley
384950	Calibration (547)	05 Jan 2026	08 Jan 2026	3 days	Philip Crossley
382463	Calibration (547)	03 Dec 2025	11 Dec 2025	8 days	Philip Crossley
381031	Control of monitoring and measuring devices (1261)	17 Nov 2025	20 Nov 2025	3 days	Helen Lamb
379662	Calibration (547)	03 Nov 2025	06 Nov 2025	3 days	Philip Crossley
377015	Calibration (547)	03 Oct 2025	06 Nov 2025	34 days	Philip Crossley
374326	Calibration (547)	03 Sep 2025	09 Oct 2025	36 days	Philip Crossley
371644	Calibration (547)	04 Aug 2025	05 Aug 2025	1 day	Philip Crossley
368741	Calibration (547)	03 Jul 2025	31 Jul 2025	28 days	Philip Crossley

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365978	Calibration (547)	03 Jun 2025	05 Jun 2025	2 days	Philip Crossley
364668	Control of monitoring and measuring devices (1261)	19 May 2025	22 May 2025	3 days	Helen Lamb
363229	Calibration (547)	05 May 2025	08 May 2025	3 days	Philip Crossley
360501	Calibration (547)	03 Apr 2025	02 May 2025	29 days	Philip Crossley
357109	Calibration (547)	03 Mar 2025	07 Apr 2025	35 days	Philip Crossley
354337	Calibration (547)	03 Feb 2025	06 Feb 2025	3 days	Philip Crossley
351098	Calibration (547)	03 Jan 2025	08 Jan 2025	5 days	Philip Crossley
348610	Calibration (547)	03 Dec 2024	08 Jan 2025	36 days	Philip Crossley

Process ID #7708 — Acorn 0014904

Last Reviewed: 09 Jun 2021 by Derek Lamb

Process Maturity (2 of 6 - 33%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	No
Has Backup Staff	Yes
Reviewed <12 Months	No
Recent Completion Evidence	No

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Checking stock levels of 0014904 Disposable sensor	Derek Lamb 30 Aug 2017
Outputs to the Process	Selling stock to Acorn Distribution ac 12906	Derek Lamb 30 Aug 2017
Risks to the Process	That we not have stock available when needed.	Derek Lamb 30 Aug 2017
Steps to Minimise Process Risks	Regular checks.	Derek Lamb 30 Aug 2017
Scope / Definition of Process / Objective	Acorn Distribution ac 12906 - 0014904 Disposable sensor stock levels	Derek Lamb 30 Aug 2017
Likelihood of Risk (1-5)	3.Occasional	Derek Lamb 30 Aug 2017
Severity of Risk (1-5)	1.Negligible	Derek Lamb 30 Aug 2017
Measurable Objective		
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	No verification required or assessment of effectiveness required. This is an internal review only.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	For Management Review	Helen Lamb 23 Oct 2020
Risk / Benefit Report		
HSE Implications		
Calculated Risk Code	No Action (Frequency=3, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.2.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.2.1

Interested Parties

- Internal Systems
- Customer
- Finance Banks

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Linked Companies

- Viamed

Trained Staff (5)

- Jonathan Connor (trained by Derek Lamb)
- Ryan Swaine (trained by Helen Lamb)
- Steve Nixon (trained by Helen Lamb)
- Steve Hardaker (trained by Helen Lamb)
- Derek Lamb (trained by Derek Lamb)

Associated Documents

- Audit 04 Accounts and Finance Viamed (Doc ID: 159427)
- Audit 04 Accounts and Finance VST (Doc ID: 159429)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Task Completion History (Last 2 Years, Max 20 Items)

No completed tasks in the last 2 years.

Process ID #7975 — Arrange Teledyne Returns

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Failed Products to return to supplier	Helen Lamb 03 Nov 2021
Outputs to the Process	Credits from Teledyne for unreturned sensors Products Shipped Notification to management to risk review	Helen Lamb 03 Nov 2021
Risks to the Process	Supplier not made aware of potential returns so missing the supplier warranty	Helen Lamb 03 Nov 2021
Steps to Minimise Process Risks	Regular review of issues	Helen Lamb 03 Nov 2021
Scope / Definition of Process / Objective	Arranging Teledyne failed sensors for credits and / or return. Teledyne do not want us to return Medical Sensors that have been sent out to the customer and then failed. They will be crediting these without us sending back Automotive sensors are not to be returned either and will be credited unseen.	Helen Lamb 03 Nov 2021
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 03 Nov 2021
Severity of Risk (1-5)	1.Negligible	Helen Lamb 03 Nov 2021
Measurable Objective	Check rolling issues are completed within terms. Look at returns shelf.	Helen Lamb 03 Nov 2021
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 03 Nov 2021
Verification / Effectiveness	This task is verified for effectiveness	Helen Lamb 03 Nov 2021

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Covid / Pandemic Notes during internal rolling audit issues.
This process is not affected by Covid 19 or other extreme national or international circumstance / crisis. Helen Lamb 03 Nov 2021

Risk / Benefit Report No Action Helen Lamb 28 Jul 2025
HSE Implications No health and safety implications Helen Lamb 28 Jul 2025
Calculated Risk Code **No Action** (Frequency=1, Severity=1)

Interested Parties

- Supplier
- Internal Systems
- VST Supplier

Linked Companies

- Viamed
- VST
- Vandagraph

Trained Staff (2)

- Derek Lamb (trained by Helen Lamb)
- Steve Nixon (trained by Helen Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)
- VOP 05 Supplier Control, Supplier Review, Purchase Orders, Supplier Returns and Rejection (Doc ID: 200924)

Rolling Task #1097

Subject: Arrange Teledyne Returns

Target User: Steve Nixon

Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Task To be Completed

To Arrange Teledyne Returns Report from the Supplier return system

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396192	Arrange Teledyne Returns (1097)	01 May 2026		Outstanding (13 days)	Steve Nixon
387504	Arrange Teledyne Returns (1097)	02 Feb 2026	26 Feb 2026	24 days	Steve Nixon
379710	Arrange Teledyne Returns (1097)	03 Nov 2025	26 Feb 2026	115 days	Steve Nixon
371489	Arrange Teledyne Returns (1097)	01 Aug 2025	12 Sep 2025	42 days	Steve Nixon
363011	Arrange Teledyne Returns (1097)	01 May 2025	12 Sep 2025	134 days	Steve Nixon
354384	Arrange Teledyne Returns (1097)	03 Feb 2025	25 Mar 2025	50 days	Steve Nixon
345631	Arrange Teledyne Returns (1097)	01 Nov 2024	11 Nov 2024	10 days	Steve Nixon
336882	Arrange Teledyne Returns (1097)	01 Aug 2024	11 Nov 2024	102 days	Steve Nixon

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Process ID #7091 — Calibration Index

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Intrastats list showing when calibration is due. reminders from external companies that do calibration for us.Date of calibration	Helen Lamb 12 Nov 2024
Outputs to the Process	Equipment that is calibrated so it can be used for testing. Calibration certificates and / or records.Equipment identified with a CEO label and a date sticker	Helen Lamb 12 Nov 2024
Risks to the Process	That equipment we use to may not be calibrated when we need it. Or the date may not be attached.	Helen Lamb 12 Nov 2024
Steps to Minimise Process Risks	Follow the calibration index in intrastats.Checking the equipment for a date label on calibration	Helen Lamb 12 Nov 2024
Scope / Definition of Process / Objective	To ensure that all equipment that requires calibration is done. In the correct timescale and manor.Make sure all equipment has a date of calibration on it	Helen Lamb 12 Nov 2024
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	2.Minor	Derek Lamb 29 Aug 2017
Measurable Objective	Check the Index no items should be Over Due	Helen Lamb 12 Nov 2024
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=2)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 5.6.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 8.5.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 9.1.3

Interested Parties

- Internal Systems
- Customer

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- VST OEM Customers

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (5)

- Michael Green (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- John Lamb (trained by Derek Lamb)
- Jonathan Connor (trained by Derek Lamb)
- Philip Crossley (trained by Derek Lamb)

Associated Documents

- Audit 06 Calibration VIAMED (Doc ID: 186878)
- Audit 06 VST Ltd Calibration (Doc ID: 186880)
- VOP 06 Measurement Control Viamed VST, Calibration, QA Stock (Doc ID: 168580)

Rolling Task #547

Subject: Calibration

Target User: Philip Crossley

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Check the Calibration Index, Make sure all Equipment calibrated has a date sticker reflecting the calibration date.

Rolling Audit #80

Subject: Check the Calibration Index

Target User: Derek Lamb

Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Check the Calibration Index

*** AUDIT *** Ensure the Task is being Completed

Has any equipment failed external Calibration,

Was potential recall assessed

Have any equipment been found without a date label on it.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396320	Calibration (547)	04 May 2026	07 May 2026	3 days	Philip Crossley
393528	Calibration (547)	03 Apr 2026	09 Apr 2026	6 days	Philip Crossley
391098	Check the Calibration Index (80)	09 Mar 2026	19 Mar 2026	10 days	Derek Lamb

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390592	Calibration (547)	03 Mar 2026	05 Mar 2026	2 days	Philip Crossley
387637	Calibration (547)	03 Feb 2026	05 Feb 2026	2 days	Philip Crossley
384950	Calibration (547)	05 Jan 2026	08 Jan 2026	3 days	Philip Crossley
382794	Check the Calibration Index (80)	08 Dec 2025	22 Dec 2025	14 days	Derek Lamb
382463	Calibration (547)	03 Dec 2025	11 Dec 2025	8 days	Philip Crossley
379662	Calibration (547)	03 Nov 2025	06 Nov 2025	3 days	Philip Crossley
377015	Calibration (547)	03 Oct 2025	06 Nov 2025	34 days	Philip Crossley
374712	Check the Calibration Index (80)	08 Sep 2025	12 Sep 2025	4 days	Derek Lamb
374326	Calibration (547)	03 Sep 2025	09 Oct 2025	36 days	Philip Crossley
371644	Calibration (547)	04 Aug 2025	05 Aug 2025	1 day	Philip Crossley
368741	Calibration (547)	03 Jul 2025	31 Jul 2025	28 days	Philip Crossley
366460	Check the Calibration Index (80)	09 Jun 2025	19 Jun 2025	10 days	Derek Lamb
365978	Calibration (547)	03 Jun 2025	05 Jun 2025	2 days	Philip Crossley
363229	Calibration (547)	05 May 2025	08 May 2025	3 days	Philip Crossley
360501	Calibration (547)	03 Apr 2025	02 May 2025	29 days	Philip Crossley
357765	Check the Calibration Index (80)	07 Mar 2025	13 Mar 2025	6 days	Derek Lamb
357109	Calibration (547)	03 Mar 2025	07 Apr 2025	35 days	Philip Crossley

Process ID #7673 — Check Expiry Dated Stock

Last Reviewed: 20 Apr 2026 by Derek Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Stock taking, Intrastats, issues and visual checks.	Derek Lamb 30 Aug 2017
Outputs to the Process	Stock checked and re labelled where possible, disposed off where necessary.	Derek Lamb 30 Aug 2017
Risks to the Process	Stock being dispatched that is past its date.	Derek Lamb 30 Aug 2017
Steps to Minimise Process Risks	Regular review of the issues and stock that has dates on them.	Derek Lamb 30 Aug 2017
Scope / Definition of Process / Objective	To check that all the stock on the selves are within their use by dates.	Derek Lamb 30 Aug 2017
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	2.Minor	Derek Lamb 30 Aug 2017
Measurable Objective	Check rolling issues are completed within terms. Look at stock shelves and lists in Intrastats.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness	Derek Lamb 23 Oct 2020

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Covid / Pandemic Notes	during internal rolling audit issues. This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=2)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.11
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 5.1.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 6.1.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 6.2.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.5.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.6
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.4
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 9.1.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 9.3.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 4.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 5.1.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 6.1.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 6.2.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.5.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.5.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.6
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.4
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 9.1.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 9.3.2

Interested Parties

- Internal Systems
- Physical Sites
- Customer

Linked Companies

- Viamed
- VST

Trained Staff (3)

- Jonathan Connor (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Robert Connor (trained by Helen Lamb)

Associated Documents

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #294

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Subject: Check Expiry Dated Stock
Target User: Robert Connor
Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:
System Generated
Stock Book -> Expiry Dates

check for out of date stock

Rolling Audit #477

Subject: Check Expiry Dated Stock
Target User: Derek Lamb
Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:
System Generated*** AUDIT *** Ensure the Task is being Completed

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396289	Check Expiry Dated Stock (294)	04 May 2026	07 May 2026	3 days	Robert Connor
394965	Check Expiry Dated Stock (477)	20 Apr 2026	22 Apr 2026	2 days	Derek Lamb
393576	Check Expiry Dated Stock (294)	06 Apr 2026	09 Apr 2026	3 days	Robert Connor
390730	Check Expiry Dated Stock (294)	04 Mar 2026	30 Apr 2026	57 days	Derek Lamb
387734	Check Expiry Dated Stock (294)	04 Feb 2026	05 Feb 2026	1 day	Robert Connor
386218	Check Expiry Dated Stock (477)	19 Jan 2026	23 Jan 2026	4 days	Derek Lamb
384918	Check Expiry Dated Stock (294)	05 Jan 2026	08 Jan 2026	3 days	Robert Connor
382555	Check Expiry Dated Stock (294)	04 Dec 2025	02 Jan 2026	29 days	Robert Connor
379911	Check Expiry Dated Stock (294)	04 Nov 2025	06 Nov 2025	2 days	Robert Connor
378489	Check Expiry Dated Stock (477)	20 Oct 2025	24 Oct 2025	4 days	Derek Lamb
377125	Check Expiry Dated Stock (294)	06 Oct 2025	02 Jan 2026	88 days	Steve Nixon
374425	Check Expiry Dated Stock (294)	04 Sep 2025	04 Sep 2025	0 days	Robert Connor
371612	Check Expiry Dated Stock (294)	04 Aug 2025	05 Aug 2025	1 day	Robert Connor
370155	Check Expiry Dated Stock (477)	18 Jul 2025	24 Jul 2025	6 days	Derek Lamb
368900	Check Expiry Dated Stock (294)	04 Jul 2025	10 Jul 2025	6 days	Robert Connor
366091	Check Expiry Dated Stock (294)	04 Jun 2025	05 Jun 2025	1 day	Derek Lamb
363197	Check Expiry Dated Stock (294)	05 May 2025	08 May 2025	3 days	Robert Connor
361991	Check Expiry Dated Stock (477)	18 Apr 2025	24 Apr 2025	6 days	Derek Lamb
360609	Check Expiry Dated Stock (294)	04 Apr 2025	07 Apr 2025	3 days	Robert Connor
357298	Check Expiry	04 Mar 2025	07 Mar 2025	3 days	Derek Lamb

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Dated Stock (294)

Process ID #7797 — Check Order Are Being Picked In Priority Order

Last Reviewed: 12 May 2026 by Derek Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Sales order processing and issues.	Derek Lamb 30 Aug 2017
Outputs to the Process	Orders being dispatched in order.	Derek Lamb 30 Aug 2017
Risks to the Process	Orders going at before more urgent ones	Derek Lamb 30 Aug 2017
Steps to Minimise Process Risks	Issues, Audit and visual checks.	Derek Lamb 30 Aug 2017
Scope / Definition of Process / Objective	Check order are being picked in order of priority and date.	Derek Lamb 30 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 30 Aug 2017
Measurable Objective	Check active list for orders picked.	Helen Lamb 22 Jul 2019
Training Method Required	Procedural , Required Reading and Hands on	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.2.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 5.1.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 6.2.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 9.1.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 5.1.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 6.2.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 9.1.2

Interested Parties

- Internal Systems
- Customer
- ISO Auditing Bodies
- VST OEM Customers
- VST OEM Customers

Linked Companies

- Viamed

Management Review

Viamed - Warehouse Team Leader

- VST

Trained Staff (5)

- Jonathan Connor (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Catherine Spence (trained by Helen Lamb)
- Emma Clark (trained by Helen Lamb)
- Robert Connor (trained by Derek Lamb)

Associated Documents

- Audit 01 Picking packing Viamed (Doc ID: 173579)
- Audit 01 Picking packing VST (Doc ID: 173583)
- VOP 22 Picking and Packing Dispatch and Goods Out (Doc ID: 164829)

Rolling Task #647

Subject: Check Order Are Being Picked In Priority Order

Target User: Robert Connor

Recurrence: 0 Month(s) 8 Week(s) 2 Day(s)

Notes:

System Generated

Task To be Completed

Do a check on Todays Active List,

at 11 AM or thereabouts

List any picked out of Order

Rolling Audit #648

Subject: Check Order Are Being Picked In Priority Order

Target User: Derek Lamb

Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

*** AUDIT *** Ensure the Task is being

Do a check on Todays Active List,

at 11 AM or thereabouts

List any picked out of Order

Management Review

Viamed - Warehouse Team Leader

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397022	Check Order Are Being Picked In Priority Order (648)	12 May 2026	14 May 2026	2 days	Derek Lamb
392476	Check Order Are Being Picked In Priority Order (647)	23 Mar 2026	26 Mar 2026	3 days	Robert Connor
388731	Check Order Are Being Picked In Priority Order (648)	12 Feb 2026	19 Feb 2026	7 days	Derek Lamb
386855	Check Order Are Being Picked In Priority Order (647)	26 Jan 2026	29 Jan 2026	3 days	Robert Connor
381944	Check Order Are Being Picked In Priority Order (647)	27 Nov 2025	04 Dec 2025	7 days	Robert Connor
380653	Check Order Are Being Picked In Priority Order (648)	12 Nov 2025	20 Nov 2025	8 days	Derek Lamb
376604	Check Order Are Being Picked In Priority Order (647)	30 Sep 2025	02 Oct 2025	2 days	Robert Connor
372401	Check Order Are Being Picked In Priority Order (648)	12 Aug 2025	14 Aug 2025	2 days	Derek Lamb
371653	Check Order Are Being Picked In Priority Order (647)	04 Aug 2025	05 Aug 2025	1 day	Robert Connor
366362	Check Order Are Being Picked In Priority Order (647)	06 Jun 2025	12 Jun 2025	6 days	Robert Connor
363968	Check Order Are Being Picked In Priority Order (648)	12 May 2025	15 May 2025	3 days	Derek Lamb
361076	Check Order Are Being Picked In Priority Order (647)	09 Apr 2025	14 Apr 2025	5 days	Robert Connor
355302	Check Order Are Being Picked In Priority Order (648)	12 Feb 2025	13 Feb 2025	1 day	Derek Lamb
355049	Check Order Are Being Picked In Priority Order (647)	10 Feb 2025	13 Feb 2025	3 days	Robert Connor
349705	Check Order Are Being Picked In Priority Order (647)	16 Dec 2024	27 Dec 2024	11 days	Robert Connor
346648	Check Order Are Being Picked In Priority Order (648)	12 Nov 2024	15 Nov 2024	3 days	Derek Lamb
344200	Check Order Are Being Picked In Priority Order (647)	17 Oct 2024	24 Oct 2024	7 days	Robert Connor
338630	Check Order Are Being Picked In Priority Order (647)	20 Aug 2024	05 Sep 2024	16 days	Robert Connor
337890	Check Order Are Being Picked In Priority Order (648)	12 Aug 2024	05 Sep 2024	24 days	Derek Lamb

Management Review

Viamed - Warehouse Team Leader

333212	Check Order Are Being Picked In Priority Order (647)	24 Jun 2024	04 Jul 2024	10 days	Robert Connor
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Process ID #7674 — Check Repairs Ready For Invoice List

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Intrastats and the physical repairs.	Derek Lamb 30 Aug 2017
Outputs to the Process	Invoices and completed repairs.	Derek Lamb 30 Aug 2017
Risks to the Process	That repairs will be missed.	Derek Lamb 30 Aug 2017
Steps to Minimise Process Risks	Review the list regularly and issues.	Derek Lamb 30 Aug 2017
Scope / Definition of Process / Objective	Review the repairs ready For invoice List in intrastats.	Derek Lamb 30 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 30 Aug 2017
Measurable Objective	Check list is up to date.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.10
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 5.1.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 6.2.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.2.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.2.3.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.2.3.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.2.4
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.7.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 4.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 5.1.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 6.2.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.5.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.2.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.2.3.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.2.3.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.2.4

Management Review

Viamed - Warehouse Team Leader

- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.7.1

Interested Parties

- Internal Systems
- Customer
- VST OEM Customers
- VST OEM Customers
- VST OEM Customers
- VST OEM Customers

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (5)

- Jonathan Connor (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)
- Emma Clark (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)
- Derek Lamb (trained by Derek Lamb)

Associated Documents

- Audit 11 Repairs, Servicing and Returns Viamed (Doc ID: 166158)
- Audit 11 Repairs, Servicing and Returns VST Ltd (Doc ID: 166154)
- VOP 09 Repairs and Servicing (Doc ID: 137919)

Rolling Task #468

Subject: Check Repairs Ready For Invoice
Target User: Catherine Spence
Recurrence: 0 Month(s) 2 Week(s) 0 Day(s)

Notes:
System Generated
Task To be Completed

Check repairs ready for invoice list - Clear errors and log Invoice numbers

Rolling Audit #469

Subject: Check Repairs Read For Invoice
Target User: Robert Connor
Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:
System Generated*** AUDIT *** Ensure the Task is being CompletedCheck no long time repairs stuck on repairs ready for invoice list

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396860	Check Repairs Ready For Invoice (468)	11 May 2026	14 May 2026	3 days	Catherine Spence

Management Review

Viamed - Warehouse Team Leader

395605	Check Repairs Ready For Invoice (468)	27 Apr 2026	30 Apr 2026	3 days	Catherine Spence
394355	Check Repairs Ready For Invoice (468)	13 Apr 2026	16 Apr 2026	3 days	Catherine Spence
393061	Check Repairs Ready For Invoice (468)	30 Mar 2026	02 Apr 2026	3 days	Catherine Spence
392617	Check Repairs Read For Invoice (469)	24 Mar 2026	26 Mar 2026	2 days	Robert Connor
391746	Check Repairs Ready For Invoice (468)	16 Mar 2026	19 Mar 2026	3 days	Catherine Spence
390434	Check Repairs Ready For Invoice (468)	02 Mar 2026	05 Mar 2026	3 days	Catherine Spence
388968	Check Repairs Ready For Invoice (468)	16 Feb 2026	26 Feb 2026	10 days	Catherine Spence
387440	Check Repairs Ready For Invoice (468)	02 Feb 2026	05 Feb 2026	3 days	Catherine Spence
386217	Check Repairs Ready For Invoice (468)	19 Jan 2026	23 Jan 2026	4 days	Catherine Spence
384933	Check Repairs Ready For Invoice (468)	05 Jan 2026	19 Jan 2026	14 days	Catherine Spence
384224	Check Repairs Read For Invoice (469)	24 Dec 2025	02 Jan 2026	9 days	Robert Connor
384022	Check Repairs Ready For Invoice (468)	22 Dec 2025	02 Jan 2026	11 days	Catherine Spence
382809	Check Repairs Ready For Invoice (468)	08 Dec 2025	22 Dec 2025	14 days	Catherine Spence
381532	Check Repairs Ready For Invoice (468)	24 Nov 2025	27 Nov 2025	3 days	Catherine Spence
380374	Check Repairs Ready For Invoice (468)	10 Nov 2025	20 Nov 2025	10 days	Catherine Spence
379045	Check Repairs Ready For Invoice (468)	27 Oct 2025	06 Nov 2025	10 days	Catherine Spence
377812	Check Repairs Ready For Invoice (468)	13 Oct 2025	16 Oct 2025	3 days	Catherine Spence
376459	Check Repairs Ready For Invoice (468)	29 Sep 2025	16 Oct 2025	17 days	Catherine Spence
376089	Check Repairs Read For Invoice (469)	24 Sep 2025	25 Sep 2025	1 day	Robert Connor

Process ID #7787 — Check Returns All Supplier

Management Review

Viamed - Warehouse Team Leader

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Failed or damaged items put in to the ductet to be returned to the relevant supplier. Contact from the supplier with RMA returns numbers.	Derek Lamb 29 Aug 2017
Outputs to the Process	Goods returned to supplier.	Derek Lamb 29 Aug 2017
Risks to the Process	Goods not returned in a timely manor so causing items to be out of warranty.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	To review the issues and contact the regularly supplier. Follow there returns procedures.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	Review the returns that are present in the duckets, for each supplier as per the issues.	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	3.Occasional	Derek Lamb 29 Aug 2017
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	Check rolling issues are completed within terms. Look at the returns shelf, check the duckets.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=3, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.4.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.4.3

Interested Parties

- Internal Systems
- Supplier
- VST OEM Customers
- VST Supplier
- VST Supplier
- VST Supplier

Linked Companies

- Vandagraph
- Viamed
- VST

Management Review

Viamed - Warehouse Team Leader

Trained Staff (3)

- Jonathan Connor (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)
- VOP 05 Supplier Control, Supplier Review, Purchase Orders, Supplier Returns and Rejection (Doc ID: 200924)

Rolling Task #626

Subject: Check Supplier Returns All Suppliers

Target User: Robert Connor

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Check Supplier returns if anything needs RMA requesting or Goods Returning

Make sure no goods over a month old are present, unless authorised by the supplier.

Rolling Audit #625

Subject: Check Returns Suppliers

Target User: Derek Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated*** AUDIT *** Ensure the Task is being CompletedCheck all tasks have been completed within the last 3 weeks,list any tasks older than 3 weeks

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
395510	Check Supplier Returns All Suppliers (626)	24 Apr 2026	30 Apr 2026	6 days	Robert Connor
395509	Check Returns Suppliers (625)	24 Apr 2026	30 Apr 2026	6 days	Derek Lamb
392637	Check Supplier Returns All Suppliers (626)	24 Mar 2026	26 Mar 2026	2 days	Robert Connor
392636	Check Returns Suppliers (625)	24 Mar 2026	02 Apr 2026	9 days	Derek Lamb
389852	Check Supplier Returns All Suppliers (626)	24 Feb 2026	26 Feb 2026	2 days	Robert Connor
389851	Check Returns Suppliers (625)	24 Feb 2026	02 Mar 2026	6 days	Derek Lamb
386854	Check Supplier Returns All Suppliers (626)	26 Jan 2026	29 Jan 2026	3 days	Robert Connor
386853	Check Returns Suppliers (625)	26 Jan 2026	10 Feb 2026	15 days	Derek Lamb
384245	Check Supplier Returns All Suppliers (626)	24 Dec 2025	02 Jan 2026	9 days	Robert Connor

Management Review

Viamed - Warehouse Team Leader

384244	Check Returns Suppliers (625)	24 Dec 2025	02 Jan 2026	9 days	Derek Lamb
381559	Check Supplier Returns All Suppliers (626)	24 Nov 2025	27 Nov 2025	3 days	Robert Connor
381558	Check Returns Suppliers (625)	24 Nov 2025	27 Nov 2025	3 days	Derek Lamb
378970	Check Supplier Returns All Suppliers (626)	24 Oct 2025	30 Oct 2025	6 days	Robert Connor
378969	Check Returns Suppliers (625)	24 Oct 2025	30 Oct 2025	6 days	Derek Lamb
376110	Check Supplier Returns All Suppliers (626)	24 Sep 2025	25 Sep 2025	1 day	Robert Connor
376109	Check Returns Suppliers (625)	24 Sep 2025	25 Sep 2025	1 day	Derek Lamb
373493	Check Supplier Returns All Suppliers (626)	25 Aug 2025	28 Aug 2025	3 days	Robert Connor
373492	Check Returns Suppliers (625)	25 Aug 2025	04 Sep 2025	10 days	Derek Lamb
370704	Check Supplier Returns All Suppliers (626)	24 Jul 2025	24 Jul 2025	0 days	Robert Connor
370703	Check Returns Suppliers (625)	24 Jul 2025	31 Jul 2025	7 days	Derek Lamb

Process ID #7784 — Check Returns Supplier Envitec

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Failed Products to return to supplier	Derek Lamb 21 Aug 2017
Outputs to the Process	Products Shipped,Notification to management to risk review	Derek Lamb 21 Aug 2017
Risks to the Process	Product not returned so missing the supplier warranty	Helen Lamb 03 Nov 2021
Steps to Minimise Process Risks	Automatic Issues to review	Derek Lamb 21 Aug 2017
Scope / Definition of Process / Objective	Supplier returns to Envitec,return any products waiting to be returned	Derek Lamb 21 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 21 Aug 2017
Measurable Objective	Look at returns shelf. Check rolling issues are completed within terms.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020

Management Review

Viamed - Warehouse Team Leader

Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.4.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.4.3

Interested Parties

- Supplier
- Internal Systems
- VST Supplier
- VST Supplier

Linked Companies

- Viamed
- VST

Trained Staff (3)

- Jonathan Connor (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)
- VOP 05 Supplier Control, Supplier Review, Purchase Orders, Supplier Returns and Rejection (Doc ID: 200924)

Rolling Task #622

Subject: Check Returns Supplier Envitec
Target User: Robert Connor
Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:
System Generated
Task To be Completed

VST sensors to be returned on say a weekly basis.

Rolling Audit #625

Subject: Check Returns Suppliers
Target User: Derek Lamb
Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:
System Generated*** AUDIT *** Ensure the Task is being CompletedCheck all tasks have been completed within the last 3 weeks,list any tasks older than 3 weeks

Task Completion History (Last 2 Years, Max 20 Items)

Management Review

Viamed - Warehouse Team Leader

ID	Subject	Created	Completed	Days to Complete	Investigated By
396778	Check Returns Supplier Envitec (622)	08 May 2026	14 May 2026	6 days	Robert Connor
396164	Check Returns Supplier Envitec (622)	01 May 2026	07 May 2026	6 days	Robert Connor
395509	Check Returns Suppliers (625)	24 Apr 2026	30 Apr 2026	6 days	Derek Lamb
395508	Check Returns Supplier Envitec (622)	24 Apr 2026	30 Apr 2026	6 days	Robert Connor
394882	Check Returns Supplier Envitec (622)	17 Apr 2026	22 Apr 2026	5 days	Robert Connor
394274	Check Returns Supplier Envitec (622)	10 Apr 2026	16 Apr 2026	6 days	Robert Connor
393538	Check Returns Supplier Envitec (622)	03 Apr 2026	09 Apr 2026	6 days	Robert Connor
392995	Check Returns Supplier Envitec (622)	27 Mar 2026	02 Apr 2026	6 days	Robert Connor
392636	Check Returns Suppliers (625)	24 Mar 2026	02 Apr 2026	9 days	Derek Lamb
392360	Check Returns Supplier Envitec (622)	20 Mar 2026	26 Mar 2026	6 days	Robert Connor
391671	Check Returns Supplier Envitec (622)	13 Mar 2026	16 Mar 2026	3 days	Robert Connor
391009	Check Returns Supplier Envitec (622)	06 Mar 2026	16 Mar 2026	10 days	Robert Connor
390257	Check Returns Supplier Envitec (622)	27 Feb 2026	02 Mar 2026	3 days	Robert Connor
389851	Check Returns Suppliers (625)	24 Feb 2026	02 Mar 2026	6 days	Derek Lamb
389563	Check Returns Supplier Envitec (622)	20 Feb 2026	26 Feb 2026	6 days	Robert Connor
388886	Check Returns Supplier Envitec (622)	13 Feb 2026	19 Feb 2026	6 days	Robert Connor
388128	Check Returns Supplier Envitec (622)	06 Feb 2026	10 Feb 2026	4 days	Robert Connor
387345	Check Returns Supplier Envitec (622)	30 Jan 2026	05 Feb 2026	6 days	Robert Connor
386853	Check Returns Suppliers (625)	26 Jan 2026	10 Feb 2026	15 days	Derek Lamb
386716	Check Returns Supplier Envitec (622)	23 Jan 2026	29 Jan 2026	6 days	Robert Connor

Process ID #7786 — Check Returns Supplier Maxtec

Management Review

Viamed - Warehouse Team Leader

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Failed Products to return to supplier	Derek Lamb 21 Aug 2017
Outputs to the Process	Products Shipped,Notification to management to risk review	Derek Lamb 21 Aug 2017
Risks to the Process	Product not returned, risks not analysed	Derek Lamb 21 Aug 2017
Steps to Minimise Process Risks	Automatic Issues to review	Derek Lamb 21 Aug 2017
Scope / Definition of Process / Objective	Supplier returns to Maxtec,return any products waiting to be returned	Derek Lamb 21 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 21 Aug 2017
Measurable Objective	Check the returns shelf and Check rolling issues are completed within terms.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.4.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.4.3

Interested Parties

- Supplier
- Internal Systems
- VST Supplier
- VST Supplier

Linked Companies

- Viamed

Trained Staff (3)

- Jonathan Connor (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)

Management Review

Viamed - Warehouse Team Leader

- Audit 05 Purchasing suppliers VST (Doc ID: 159435)
- VOP 05 Supplier Control, Supplier Review, Purchase Orders, Supplier Returns and Rejection (Doc ID: 200924)

Rolling Task #623

Subject: Check Returns Supplier Maxtec
Target User: Robert Connor
Recurrence: 0 Month(s) 2 Week(s) 0 Day(s)

Notes:
System Generated
Task To be Completed

Maxtec sensors to be returned on an agreed basis, say every two weeks.

Rolling Audit #625

Subject: Check Returns Suppliers
Target User: Derek Lamb
Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:
System Generated*** AUDIT *** Ensure the Task is being CompletedCheck all tasks have been completed within the last 3 weeks,list any tasks older than 3 weeks

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396165	Check Returns Supplier Maxtec (623)	01 May 2026	07 May 2026	6 days	Robert Connor
395509	Check Returns Suppliers (625)	24 Apr 2026	30 Apr 2026	6 days	Derek Lamb
394883	Check Returns Supplier Maxtec (623)	17 Apr 2026	22 Apr 2026	5 days	Robert Connor
393539	Check Returns Supplier Maxtec (623)	03 Apr 2026	09 Apr 2026	6 days	Robert Connor
392636	Check Returns Suppliers (625)	24 Mar 2026	02 Apr 2026	9 days	Derek Lamb
392361	Check Returns Supplier Maxtec (623)	20 Mar 2026	26 Mar 2026	6 days	Robert Connor
391010	Check Returns Supplier Maxtec (623)	06 Mar 2026	16 Mar 2026	10 days	Robert Connor
389851	Check Returns Suppliers (625)	24 Feb 2026	02 Mar 2026	6 days	Derek Lamb
389564	Check Returns Supplier Maxtec (623)	20 Feb 2026	26 Feb 2026	6 days	Robert Connor
388129	Check Returns Supplier Maxtec (623)	06 Feb 2026	10 Feb 2026	4 days	Robert Connor
386853	Check Returns Suppliers (625)	26 Jan 2026	10 Feb 2026	15 days	Derek Lamb
386717	Check Returns Supplier Maxtec (623)	23 Jan 2026	29 Jan 2026	6 days	Robert Connor
385501	Check Returns	09 Jan 2026	19 Jan 2026	10 days	Robert Connor

Management Review

Viamed - Warehouse Team Leader

384323	Supplier Maxtec (623) Check Returns	26 Dec 2025	02 Jan 2026	7 days	Robert Connor
384244	Supplier Maxtec (623) Check Returns	24 Dec 2025	02 Jan 2026	9 days	Derek Lamb
383295	Suppliers (625) Check Returns	12 Dec 2025	22 Dec 2025	10 days	Robert Connor
382048	Supplier Maxtec (623) Check Returns	28 Nov 2025	04 Dec 2025	6 days	Robert Connor
381558	Supplier Maxtec (623) Check Returns	24 Nov 2025	27 Nov 2025	3 days	Derek Lamb
380877	Suppliers (625) Check Returns	14 Nov 2025	20 Nov 2025	6 days	Robert Connor
379566	Supplier Maxtec (623) Check Returns	31 Oct 2025	06 Nov 2025	6 days	Robert Connor

Process ID #7785 — Check Returns Supplier Teledyne

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Failed Products to return to supplier	Derek Lamb 21 Aug 2017
Outputs to the Process	Products Shipped, Notification to management to risk review	Derek Lamb 21 Aug 2017
Risks to the Process	Product not returned, risks not analysed	Derek Lamb 21 Aug 2017
Steps to Minimise Process Risks	Automatic Issues to review	Derek Lamb 21 Aug 2017
Scope / Definition of Process / Objective	Supplier returns to Teledyne, return any products waiting to be returned	Derek Lamb 21 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 21 Aug 2017
Measurable Objective	Check the returns shelf and Check rolling issues are completed within terms.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Management Review

Viamed - Warehouse Team Leader

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.4.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.4.3

Interested Parties

- Supplier
- Internal Systems
- VST Supplier
- VST Supplier

Linked Companies

- Viamed

Trained Staff (3)

- Jonathan Connor (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)
- VOP 05 Supplier Control, Supplier Review, Purchase Orders, Supplier Returns and Rejection (Doc ID: 200924)

Rolling Task #624

Subject: Check Returns Supplier Teledyne

Target User: Robert Connor

Recurrence: 0 Month(s) 2 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Teledyne sensors to be returned on an agreed basis, say every two weeks.

Rolling Audit #625

Subject: Check Returns Suppliers

Target User: Derek Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated*** AUDIT *** Ensure the Task is being Completed Check all tasks have been completed within the last 3 weeks, list any tasks older than 3 weeks

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396166	Check Returns Supplier Teledyne (624)	01 May 2026	07 May 2026	6 days	Robert Connor
395509	Check Returns Suppliers (625)	24 Apr 2026	30 Apr 2026	6 days	Derek Lamb
394884	Check Returns	17 Apr 2026	22 Apr 2026	5 days	Robert Connor

Management Review

Viamed - Warehouse Team Leader

393540	Supplier Teledyne (624) Check Returns	03 Apr 2026	09 Apr 2026	6 days	Robert Connor
392636	Supplier Teledyne (624) Check Returns	24 Mar 2026	02 Apr 2026	9 days	Derek Lamb
392362	Suppliers (625) Check Returns	20 Mar 2026	26 Mar 2026	6 days	Robert Connor
391011	Supplier Teledyne (624) Check Returns	06 Mar 2026	16 Mar 2026	10 days	Robert Connor
389851	Supplier Teledyne (624) Check Returns	24 Feb 2026	02 Mar 2026	6 days	Derek Lamb
389565	Suppliers (625) Check Returns	20 Feb 2026	26 Feb 2026	6 days	Robert Connor
388130	Supplier Teledyne (624) Check Returns	06 Feb 2026	10 Feb 2026	4 days	Robert Connor
386853	Supplier Teledyne (624) Check Returns	26 Jan 2026	10 Feb 2026	15 days	Derek Lamb
386718	Suppliers (625) Check Returns	23 Jan 2026	29 Jan 2026	6 days	Robert Connor
385502	Supplier Teledyne (624) Check Returns	09 Jan 2026	19 Jan 2026	10 days	Robert Connor
384324	Supplier Teledyne (624) Check Returns	26 Dec 2025	02 Jan 2026	7 days	Robert Connor
384244	Supplier Teledyne (624) Check Returns	24 Dec 2025	02 Jan 2026	9 days	Derek Lamb
383296	Suppliers (625) Check Returns	12 Dec 2025	22 Dec 2025	10 days	Robert Connor
382049	Supplier Teledyne (624) Check Returns	28 Nov 2025	04 Dec 2025	6 days	Robert Connor
381558	Supplier Teledyne (624) Check Returns	24 Nov 2025	27 Nov 2025	3 days	Derek Lamb
380878	Suppliers (625) Check Returns	14 Nov 2025	20 Nov 2025	6 days	Robert Connor
379567	Supplier Teledyne (624) Check Returns	31 Oct 2025	06 Nov 2025	6 days	Robert Connor

Process ID #7683 — Check Stock For Proforma

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes

Management Review

Viamed - Warehouse Team Leader

Reviewed <12 Months Yes
Recent Completion Evidence Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Office requests for stock quantities. Customer proformas. Intrastats stock levels. Stock counts.	Derek Lamb 30 Aug 2017
Outputs to the Process	A confirmation that we do or do not have stock available.	Derek Lamb 30 Aug 2017
Risks to the Process	That a customer is told we have stock and then we are unable to ship.	Derek Lamb 30 Aug 2017
Steps to Minimise Process Risks	Regular stock monitoring and good communications between office and warehouse.	Derek Lamb 30 Aug 2017
Scope / Definition of Process / Objective	To check that we have stock in for customer proformas. Or review if any stock needs to be ordered.	Derek Lamb 30 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 30 Aug 2017
Measurable Objective	Check Issue History for Completion	Derek Lamb 10 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 5.1.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 6.2.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.2.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.2.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 5.1.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 6.2.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.5.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.2.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.2.3

Interested Parties

- Internal Systems
- Supplier
- Customer
- VST OEM Customers

Management Review

Viamed - Warehouse Team Leader

Linked Companies

- Viamed
- VST

Trained Staff (4)

- Jonathan Connor (trained by Derek Lamb)
- Derek Lamb (trained by Helen Lamb)
- Robert Connor (trained by Helen Lamb)
- Steve Nixon (trained by Derek Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #484

Subject: Check Stock Requirements For Proformas

Target User: Steve Nixon

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Check with office for stock on proforma

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397242	Check Stock Requirements For Proformas (484)	14 May 2026		Outstanding (0 days)	Steve Nixon
396659	Check Stock Requirements For Proformas (484)	07 May 2026	14 May 2026	7 days	Steve Nixon
396011	Check Stock Requirements For Proformas (484)	30 Apr 2026	07 May 2026	7 days	Steve Nixon
395355	Check Stock Requirements For Proformas (484)	23 Apr 2026	30 Apr 2026	7 days	Steve Nixon
394750	Check Stock Requirements For Proformas (484)	16 Apr 2026	22 Apr 2026	6 days	Steve Nixon
393998	Check Stock Requirements For Proformas (484)	09 Apr 2026	16 Apr 2026	7 days	Steve Nixon
393416	Check Stock Requirements For Proformas (484)	02 Apr 2026	16 Apr 2026	14 days	Steve Nixon
392879	Check Stock Requirements For Proformas (484)	26 Mar 2026	02 Apr 2026	7 days	Steve Nixon
392113	Check Stock Requirements For	19 Mar 2026	02 Apr 2026	14 days	Steve Nixon

Management Review

Viamed - Warehouse Team Leader

391551	Proformas (484) Check Stock Requirements For Proformas (484)	12 Mar 2026	16 Mar 2026	4 days	Steve Nixon
390879	Check Stock Requirements For Proformas (484)	05 Mar 2026	16 Mar 2026	11 days	Steve Nixon
390103	Check Stock Requirements For Proformas (484)	26 Feb 2026	16 Mar 2026	18 days	Steve Nixon
389433	Check Stock Requirements For Proformas (484)	19 Feb 2026	26 Feb 2026	7 days	Steve Nixon
388712	Check Stock Requirements For Proformas (484)	12 Feb 2026	26 Feb 2026	14 days	Steve Nixon
387866	Check Stock Requirements For Proformas (484)	05 Feb 2026	10 Feb 2026	5 days	Steve Nixon
387211	Check Stock Requirements For Proformas (484)	29 Jan 2026	10 Feb 2026	12 days	Steve Nixon
386533	Check Stock Requirements For Proformas (484)	22 Jan 2026	10 Feb 2026	19 days	Steve Nixon
385955	Check Stock Requirements For Proformas (484)	15 Jan 2026	10 Feb 2026	26 days	Steve Nixon
385322	Check Stock Requirements For Proformas (484)	08 Jan 2026	19 Jan 2026	11 days	Steve Nixon
384655	Check Stock Requirements For Proformas (484)	01 Jan 2026	19 Jan 2026	18 days	Steve Nixon

Process ID #7682 — Check Stock Requirements Supplier Blueprint

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Office requests for stock quantities. Customer proformas and orders. Intrastats and Opera stock levels. Stock counts.	Derek Lamb 30 Aug 2017
Outputs to the Process	A confirmation that we do or do not have stock available.	Derek Lamb 30 Aug 2017
Risks to the Process	That a customer is told we have stock and then we are unable to ship.	Derek Lamb 30 Aug 2017
Steps to Minimise Process Risks	Regular stock monitoring and good	Derek Lamb 30 Aug 2017

Management Review

Viamed - Warehouse Team Leader

Scope / Definition of Process / Objective	communications between Viamed and the supplier. To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.	Derek Lamb 30 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 30 Aug 2017
Measurable Objective	Check Issue History for Completion	Derek Lamb 10 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.4
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.5.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.4
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.5.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.5.2

Interested Parties

- Supplier
- Internal Systems
- Customer
- VST Supplier

Linked Companies

- Viamed

Trained Staff (5)

- Jonathan Connor (trained by Derek Lamb)
- Katie Evans (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)
- Derek Lamb (trained by Derek Lamb)
- Steve Nixon (trained by Derek Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)

Management Review

Viamed - Warehouse Team Leader

- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #482

Subject: Check Stock Requirements Supplier Bluepoint

Target User: Steve Nixon

Recurrence: 0 Month(s) 2 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Check supplier Bluepoint and place required orders

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396758	Check Stock Requirements Supplier Bluepoint (482)	08 May 2026	14 May 2026	6 days	Steve Nixon
395487	Check Stock Requirements Supplier Bluepoint (482)	24 Apr 2026	07 May 2026	13 days	Steve Nixon
394253	Check Stock Requirements Supplier Bluepoint (482)	10 Apr 2026	22 Apr 2026	12 days	Steve Nixon
392974	Check Stock Requirements Supplier Bluepoint (482)	27 Mar 2026	02 Apr 2026	6 days	Steve Nixon
391650	Check Stock Requirements Supplier Bluepoint (482)	13 Mar 2026	16 Mar 2026	3 days	Steve Nixon
390236	Check Stock Requirements Supplier Bluepoint (482)	27 Feb 2026	16 Mar 2026	17 days	Steve Nixon
388865	Check Stock Requirements Supplier Bluepoint (482)	13 Feb 2026	26 Feb 2026	13 days	Steve Nixon
387324	Check Stock Requirements Supplier Bluepoint (482)	30 Jan 2026	10 Feb 2026	11 days	Steve Nixon
386097	Check Stock Requirements Supplier Bluepoint (482)	16 Jan 2026	10 Feb 2026	25 days	Steve Nixon
384729	Check Stock Requirements Supplier Bluepoint (482)	02 Jan 2026	19 Jan 2026	17 days	Steve Nixon
383914	Check Stock Requirements Supplier Bluepoint (482)	19 Dec 2025	19 Jan 2026	31 days	Steve Nixon

Management Review

Viamed - Warehouse Team Leader

382678	Check Stock Requirements Supplier Bluepoint (482)	05 Dec 2025	22 Dec 2025	17 days	Steve Nixon
381410	Check Stock Requirements Supplier Bluepoint (482)	21 Nov 2025	27 Nov 2025	6 days	Steve Nixon
380268	Check Stock Requirements Supplier Bluepoint (482)	07 Nov 2025	27 Nov 2025	20 days	Steve Nixon
378946	Check Stock Requirements Supplier Bluepoint (482)	24 Oct 2025	20 Nov 2025	27 days	Steve Nixon
377685	Check Stock Requirements Supplier Bluepoint (482)	10 Oct 2025	24 Oct 2025	14 days	Steve Nixon
376352	Check Stock Requirements Supplier Bluepoint (482)	26 Sep 2025	16 Oct 2025	20 days	Steve Nixon
375202	Check Stock Requirements Supplier Bluepoint (482)	12 Sep 2025	22 Sep 2025	10 days	Steve Nixon
373860	Check Stock Requirements Supplier Bluepoint (482)	29 Aug 2025	12 Sep 2025	14 days	Steve Nixon
372784	Check Stock Requirements Supplier Bluepoint (482)	15 Aug 2025	04 Sep 2025	20 days	Steve Nixon

Process ID #7680 — Check Stock Requirements Supplier Envitec

Last Reviewed: 16 Apr 2026 by Derek Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Office requests for stock quantities. Customer proformas and orders. Intrastats and Opera stock levels. Stock counts.	Derek Lamb 30 Aug 2017
Outputs to the Process	A confirmation that we do or do not have stock available.	Derek Lamb 30 Aug 2017
Risks to the Process	That a customer is told we have stock	Derek Lamb 30 Aug 2017

Management Review

Viamed - Warehouse Team Leader

Steps to Minimise Process Risks	and then we are unable to ship. Regular stock monitoring and good communications between Viamed and the supplier.	Derek Lamb 30 Aug 2017
Scope / Definition of Process / Objective	To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.	Derek Lamb 30 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 30 Aug 2017
Measurable Objective	Check Issue History for Completion	Derek Lamb 10 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.4
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.5.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.4
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.5.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.5.2

Interested Parties

- Supplier
- Internal Systems
- Customer
- VST OEM Customers
- VST Supplier

Linked Companies

- Vandagraph
- VST
- Viamed

Trained Staff (5)

- Jonathan Connor (trained by Derek Lamb)
- Katie Evans (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)
- Derek Lamb (trained by Derek Lamb)
- Steve Nixon (trained by Derek Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #480

Subject: Check Stock Requirements Supplier Envitec

Management Review

Viamed - Warehouse Team Leader

Target User: Steve Nixon

Recurrence: 0 Month(s) 2 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Check supplier Envitec and place required orders

Rolling Audit #916

Subject: Check Stock Requirements Supplier Envitec

Target User: Derek Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered. Office requests for stock quantities. Customer proformas and orders. Intrastats and Opera stock levels. Stock counts.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396376	Check Stock Requirements Supplier Envitec (480)	05 May 2026	14 May 2026	9 days	Steve Nixon
395119	Check Stock Requirements Supplier Envitec (480)	21 Apr 2026	30 Apr 2026	9 days	Steve Nixon
394774	Check Stock Requirements Supplier Envitec (916)	16 Apr 2026	16 Apr 2026	0 days	Derek Lamb
393670	Check Stock Requirements Supplier Envitec (480)	07 Apr 2026	16 Apr 2026	9 days	Steve Nixon
392618	Check Stock Requirements Supplier Envitec (480)	24 Mar 2026	02 Apr 2026	9 days	Steve Nixon
391787	Check Stock Requirements Supplier Envitec (916)	16 Mar 2026	19 Mar 2026	3 days	Derek Lamb
391267	Check Stock Requirements Supplier Envitec (480)	10 Mar 2026	16 Mar 2026	6 days	Steve Nixon
389832	Check Stock Requirements Supplier Envitec (480)	24 Feb 2026	26 Feb 2026	2 days	Steve Nixon
389009	Check Stock Requirements Supplier Envitec (916)	16 Feb 2026	19 Feb 2026	3 days	Derek Lamb
388420	Check Stock Requirements	10 Feb 2026	26 Feb 2026	16 days	Steve Nixon

Management Review

Viamed - Warehouse Team Leader

386999	Supplier Envitec (480) Check Stock Requirements	27 Jan 2026	10 Feb 2026	14 days	Steve Nixon
386126	Supplier Envitec (480) Check Stock Requirements	16 Jan 2026	23 Jan 2026	7 days	Derek Lamb
385711	Supplier Envitec (916) Check Stock Requirements	13 Jan 2026	10 Feb 2026	28 days	Steve Nixon
384483	Supplier Envitec (480) Check Stock Requirements	30 Dec 2025	19 Jan 2026	20 days	Steve Nixon
383570	Supplier Envitec (916) Check Stock Requirements	16 Dec 2025	22 Dec 2025	6 days	Derek Lamb
383548	Supplier Envitec (480) Check Stock Requirements	16 Dec 2025	19 Jan 2026	34 days	Steve Nixon
382325	Supplier Envitec (480) Check Stock Requirements	02 Dec 2025	22 Dec 2025	20 days	Steve Nixon
381103	Supplier Envitec (480) Check Stock Requirements	18 Nov 2025	27 Nov 2025	9 days	Steve Nixon
381006	Supplier Envitec (916) Check Stock Requirements	17 Nov 2025	20 Nov 2025	3 days	Derek Lamb
379920	Supplier Envitec (480) Check Stock Requirements	04 Nov 2025	20 Nov 2025	16 days	Steve Nixon

Process ID #7681 — Check Stock Requirements Supplier Posey

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Office requests for stock quantities.	Derek Lamb 30 Aug 2017

Management Review

Viamed - Warehouse Team Leader

	Customer proformas and orders. Intrastats and Opera stock levels. Stock counts.	
Outputs to the Process	A confirmation that we do or do not have stock available.	Derek Lamb 30 Aug 2017
Risks to the Process	That a customer is told we have stock and then we are unable to ship.	Derek Lamb 30 Aug 2017
Steps to Minimise Process Risks	Regular stock monitoring and good communications between Viamed and the supplier.	Derek Lamb 30 Aug 2017
Scope / Definition of Process / Objective	To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.	Derek Lamb 30 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 30 Aug 2017
Measurable Objective	Check Issue History for Completion	Derek Lamb 10 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness, of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.4
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.5.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.4
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.5.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.5.2

Interested Parties

- Supplier
- Internal Systems
- Customer
- VST Supplier

Linked Companies

- Viamed

Trained Staff (5)

- Jonathan Connor (trained by Derek Lamb)
- Katie Evans (trained by Helen Lamb)

Management Review

Viamed - Warehouse Team Leader

- Catherine Spence (trained by Helen Lamb)
- Derek Lamb (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #481

Subject: Check Stock Requirements Supplier Posey

Target User: Robert Connor

Recurrence: 0 Month(s) 2 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Check supplier Posey and place required orders

order in multiples of 96. for the wraps (1440 qty most used)

Proforma supplied paid by accounts

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396658	Check Stock Requirements Supplier Posey (481)	07 May 2026	07 May 2026	0 days	Robert Connor
395354	Check Stock Requirements Supplier Posey (481)	23 Apr 2026	23 Apr 2026	0 days	Robert Connor
393997	Check Stock Requirements Supplier Posey (481)	09 Apr 2026	09 Apr 2026	0 days	Robert Connor
392878	Check Stock Requirements Supplier Posey (481)	26 Mar 2026	02 Apr 2026	7 days	Robert Connor
391550	Check Stock Requirements Supplier Posey (481)	12 Mar 2026	16 Mar 2026	4 days	Robert Connor
390102	Check Stock Requirements Supplier Posey (481)	26 Feb 2026	26 Feb 2026	0 days	Robert Connor
388711	Check Stock Requirements Supplier Posey (481)	12 Feb 2026	19 Feb 2026	7 days	Robert Connor
387210	Check Stock Requirements Supplier Posey (481)	29 Jan 2026	29 Jan 2026	0 days	Robert Connor
385954	Check Stock Requirements Supplier Posey	15 Jan 2026	19 Jan 2026	4 days	Robert Connor

Management Review

Viamed - Warehouse Team Leader

384654	(481) Check Stock Requirements Supplier Posey	01 Jan 2026	08 Jan 2026	7 days	Robert Connor
383802	(481) Check Stock Requirements Supplier Posey	18 Dec 2025	22 Dec 2025	4 days	Robert Connor
382565	(481) Check Stock Requirements Supplier Posey	04 Dec 2025	11 Dec 2025	7 days	Robert Connor
381306	(481) Check Stock Requirements Supplier Posey	20 Nov 2025	27 Nov 2025	7 days	Robert Connor
380161	(481) Check Stock Requirements Supplier Posey	06 Nov 2025	06 Nov 2025	0 days	Robert Connor
378850	(481) Check Stock Requirements Supplier Posey	23 Oct 2025	30 Oct 2025	7 days	Robert Connor
377556	(481) Check Stock Requirements Supplier Posey	09 Oct 2025	16 Oct 2025	7 days	Robert Connor
376224	(481) Check Stock Requirements Supplier Posey	25 Sep 2025	02 Oct 2025	7 days	Robert Connor
375097	(481) Check Stock Requirements Supplier Posey	11 Sep 2025	12 Sep 2025	1 day	Robert Connor
373757	(481) Check Stock Requirements Supplier Posey	28 Aug 2025	28 Aug 2025	0 days	Robert Connor
372671	(481) Check Stock Requirements Supplier Posey	14 Aug 2025	21 Aug 2025	7 days	Robert Connor

Process ID #7679 — Check Stock Requirements Supplier Teledyne

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Management Review

Viamed - Warehouse Team Leader

Risk Item	Notes / Value	Last Updated
Input to the Process	Office requests for stock quantities. Customer proformas and orders. Intrastats and Opera stock levels. Stock counts.	Derek Lamb 30 Aug 2017
Outputs to the Process	A confirmation that we do or do not have stock available.	Derek Lamb 30 Aug 2017
Risks to the Process	That a customer is told we have stock and then we are unable to ship.	Derek Lamb 30 Aug 2017
Steps to Minimise Process Risks	Regular stock monitoring and good communications between Viamed and the supplier.	Derek Lamb 30 Aug 2017
Scope / Definition of Process / Objective	To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.	Derek Lamb 30 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 30 Aug 2017
Measurable Objective	Check Issue History for Completion	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness, of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.4
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.5.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.4
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.5.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.5.2

Interested Parties

- Supplier
- Internal Systems
- Customer
- VST OEM Customers
- VST Supplier

Linked Companies

- Vandagraph
- Viamed

Management Review

Viamed - Warehouse Team Leader

Trained Staff (5)

- Jonathan Connor (trained by Derek Lamb)
- Katie Evans (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)
- Steve Nixon (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #479

Subject: Check Stock Requirements Supplier Teledyne

Target User: Steve Nixon

Recurrence: 0 Month(s) 2 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Check supplier Teledyne and place required orders

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396549	Check Stock Requirements Supplier Teledyne (479)	06 May 2026	14 May 2026	8 days	Steve Nixon
395217	Check Stock Requirements Supplier Teledyne (479)	22 Apr 2026	30 Apr 2026	8 days	Steve Nixon
393878	Check Stock Requirements Supplier Teledyne (479)	08 Apr 2026	22 Apr 2026	14 days	Steve Nixon
392741	Check Stock Requirements Supplier Teledyne (479)	25 Mar 2026	02 Apr 2026	8 days	Steve Nixon
391411	Check Stock Requirements Supplier Teledyne (479)	11 Mar 2026	16 Mar 2026	5 days	Steve Nixon
389970	Check Stock Requirements Supplier Teledyne (479)	25 Feb 2026	16 Mar 2026	19 days	Steve Nixon
388556	Check Stock Requirements Supplier Teledyne (479)	11 Feb 2026	26 Feb 2026	15 days	Steve Nixon
387118	Check Stock Requirements	28 Jan 2026	10 Feb 2026	13 days	Steve Nixon

Management Review

Viamed - Warehouse Team Leader

385849	Supplier Teledyne (479) Check Stock Requirements	14 Jan 2026	10 Feb 2026	27 days	Steve Nixon
384569	Supplier Teledyne (479) Check Stock Requirements	31 Dec 2025	19 Jan 2026	19 days	Steve Nixon
383708	Supplier Teledyne (479) Check Stock Requirements	17 Dec 2025	10 Feb 2026	55 days	Steve Nixon
382452	Supplier Teledyne (479) Check Stock Requirements	03 Dec 2025	22 Dec 2025	19 days	Steve Nixon
381210	Supplier Teledyne (479) Check Stock Requirements	19 Nov 2025	27 Nov 2025	8 days	Steve Nixon
380051	Supplier Teledyne (479) Check Stock Requirements	05 Nov 2025	20 Nov 2025	15 days	Steve Nixon
378739	Supplier Teledyne (479) Check Stock Requirements	22 Oct 2025	24 Oct 2025	2 days	Steve Nixon
377433	Supplier Teledyne (479) Check Stock Requirements	08 Oct 2025	16 Oct 2025	8 days	Steve Nixon
376090	Supplier Teledyne (479) Check Stock Requirements	24 Sep 2025	16 Oct 2025	22 days	Steve Nixon
374978	Supplier Teledyne (479) Check Stock Requirements	10 Sep 2025	12 Sep 2025	2 days	Steve Nixon
373635	Supplier Teledyne (479) Check Stock Requirements	27 Aug 2025	04 Sep 2025	8 days	Steve Nixon
372524	Supplier Teledyne (479) Check Stock Requirements	13 Aug 2025	21 Aug 2025	8 days	Steve Nixon

Process ID #8052 — Check Supplier Returns

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No

Management Review

Viamed - Warehouse Team Leader

Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Failed or damaged items put in to the ductet to be returned to the relevant supplier. Contact from the supplier with RMA returns numbers.	Helen Lamb 29 Dec 2023
Outputs to the Process	Goods returned to supplier.	Helen Lamb 29 Dec 2023
Risks to the Process	Goods not returned in a timely manor so causing items to be out of warranty.	Helen Lamb 29 Dec 2023
Steps to Minimise Process Risks	regular reviews and followups. Use of the CRM and issues	Helen Lamb 03 Jan 2024
Scope / Definition of Process / Objective	Check Supplier returns for items not received back	Helen Lamb 29 Dec 2023
Likelihood of Risk (1-5)	3.Occasional	Helen Lamb 29 Dec 2023
Severity of Risk (1-5)	1.Negligible	Helen Lamb 29 Dec 2023
Measurable Objective	Check rolling issues are completed within terms. Look at the returns shelf, check the ductets.	Helen Lamb 29 Dec 2023
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 29 Dec 2023
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 29 Dec 2023
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 29 Dec 2023
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=3, Severity=1)	

Interested Parties

- Internal Systems
- Supplier
- VST Supplier
- VST OEM Customers
- Customer

Linked Companies

- Vandagraph
- Viamed
- VST

Trained Staff (3)

- Catherine Spence (trained by Helen Lamb)
- Robert Connor (trained by Helen Lamb)
- Derek Lamb (trained by Helen Lamb)

Associated Documents

- Audit 11 Repairs, Servicing and Returns Viamed (Doc ID: 166158)
- Audit 11 Repairs, Servicing and Returns VST Ltd (Doc ID: 166154)
- VOP 05 Supplier Control, Supplier Review, Purchase Orders, Supplier Returns and Rejection (Doc ID: 200924)

Rolling Task #272

Subject: Check Supplier Returns

Management Review

Viamed - Warehouse Team Leader

Target User: Catherine Spence

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Check Supplier returns for items not received back

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
394849	Check Supplier Returns (272)	17 Apr 2026	30 Apr 2026	13 days	Catherine Spence
391854	Check Supplier Returns (272)	17 Mar 2026	02 Apr 2026	16 days	Catherine Spence
389117	Check Supplier Returns (272)	17 Feb 2026	05 Mar 2026	16 days	Catherine Spence
386201	Check Supplier Returns (272)	19 Jan 2026	10 Feb 2026	22 days	Catherine Spence
383697	Check Supplier Returns (272)	17 Dec 2025	08 Jan 2026	22 days	Catherine Spence
380951	Check Supplier Returns (272)	17 Nov 2025	11 Dec 2025	24 days	Catherine Spence
378346	Check Supplier Returns (272)	17 Oct 2025	20 Nov 2025	34 days	Catherine Spence
375503	Check Supplier Returns (272)	17 Sep 2025	09 Oct 2025	22 days	Catherine Spence
372876	Check Supplier Returns (272)	18 Aug 2025	28 Aug 2025	10 days	Catherine Spence
370027	Check Supplier Returns (272)	17 Jul 2025	05 Aug 2025	19 days	Catherine Spence
367247	Check Supplier Returns (272)	17 Jun 2025	26 Jun 2025	9 days	Catherine Spence
364598	Check Supplier Returns (272)	19 May 2025	22 May 2025	3 days	Catherine Spence
361856	Check Supplier Returns (272)	17 Apr 2025	24 Apr 2025	7 days	Catherine Spence
358649	Check Supplier Returns (272)	17 Mar 2025	25 Mar 2025	8 days	Catherine Spence
355680	Check Supplier Returns (272)	17 Feb 2025	28 Feb 2025	11 days	Catherine Spence
352845	Check Supplier Returns (272)	17 Jan 2025	30 Jan 2025	13 days	Catherine Spence
349862	Check Supplier Returns (272)	17 Dec 2024	27 Dec 2024	10 days	Catherine Spence
347130	Check Supplier Returns (272)	18 Nov 2024	21 Nov 2024	3 days	Catherine Spence
344172	Check Supplier Returns (272)	17 Oct 2024	24 Oct 2024	7 days	Catherine Spence
341118	Check Supplier Returns (272)	17 Sep 2024	10 Oct 2024	23 days	Catherine Spence

Process ID #7904 — Check Weeee Waste Pallet And Sensor Bin

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes

Management Review

Viamed - Warehouse Team Leader

Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Weeee waste pallet and sensor bin	Derek Lamb 17 Jul 2018
Outputs to the Process	Collection if required	Derek Lamb 17 Jul 2018
Risks to the Process	over full bins can be a hazard over full bins can be a hazard weee area can be a hazard	Helen Lamb 02 Nov 2021
Steps to Minimise Process Risks	The weee waste is kept in a designated area in the warehouse and full we arrange collection and safe disposal by a recognised company The sensors bins are kept in a locked cage outside When they are full we arrange collection and safe disposal by a recognised company	Helen Lamb 02 Nov 2021
Scope / Definition of Process / Objective	Check Weeee waste pallet and sensor bin, arrange collection if FULL	Derek Lamb 17 Jul 2018
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 17 Jul 2018
Severity of Risk (1-5)	1.Negligible	Derek Lamb 17 Jul 2018
Measurable Objective	Review Task History check weee waste area and sensor storage	Helen Lamb 02 Nov 2021
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Internal Systems
- Weee Care Reporting

Linked Companies

- Viamed
- VST
- Vandagraph

Trained Staff (4)

- Derek Lamb (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)
- Helen Lamb (trained by Derek Lamb)
- Michael Lamb (trained by Derek Lamb)

Associated Documents

Management Review

Viamed - Warehouse Team Leader

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)

Rolling Task #880

Subject: Check Weeee Waste Pallet And Sensor Bin

Target User: Robert Connor

Recurrence: 6 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Task To be Completed

Check Weeee waste pallet and sensor bin, if either is full ask SN to contact waste care for a collection, give SN weights of sensor bin

Rolling Audit #881

Subject: Check Weeee Waste Pallet And Sensor Bin

Target User: Michael Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

AUDIT:

Check Weeee waste pallet and sensor bin, arrange collection if FULL Weeee waste pallet and sensor bin

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
387485	Check Weeee Waste Pallet And Sensor Bin (880)	02 Feb 2026	05 Feb 2026	3 days	Robert Connor
374033	Check Weeee Waste Pallet And Sensor Bin (881)	01 Sep 2025	04 Sep 2025	3 days	Michael Lamb
371667	Check Weeee Waste Pallet And Sensor Bin (880)	04 Aug 2025	05 Aug 2025	1 day	Robert Connor
354366	Check Weeee Waste Pallet And Sensor Bin (880)	03 Feb 2025	06 Feb 2025	3 days	Robert Connor
339742	Check Weeee Waste Pallet And Sensor Bin (881)	02 Sep 2024	05 Sep 2024	3 days	Michael Lamb
336991	Check Weeee Waste Pallet And Sensor Bin (880)	02 Aug 2024	05 Aug 2024	3 days	Robert Connor

Process ID #5910 — Clean Duckets

Last Reviewed: 18 Aug 2025 by Michael Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes

Management Review

Viamed - Warehouse Team Leader

Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Cleaning by staff who receive the relevant issue. Cleaning produces and equipment.	Derek Lamb 29 Aug 2017
Outputs to the Process	Clean duckets, so they can be reused.	Derek Lamb 29 Aug 2017
Risks to the Process	Writing that is still left on the ducket mean that the new information may not be clear.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Carry out issue when received.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	Cleaning of duckets	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	duckets should be clean	Derek Lamb 17 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Physical Sites

Linked Companies

- VST
- Viamed
- Vandagraph

Trained Staff (7)

- Callum Watson (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)
- Jonathan Connor (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)
- Emma Clark (trained by Helen Lamb)
- Ethan Sanderson (trained by Derek Lamb)

Management Review

Viamed - Warehouse Team Leader

- Josh Leighton (trained by Derek Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 18 Maintenance Building, Fabric and Infrastructure (Doc ID: 119029)

Rolling Task #426

Subject: Clean Duckets

Target User: Robert Connor

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Clean Duckets for repairs

Use ISO Spray and gloves

Rolling Audit #424

Subject: Warehouse Floors

Target User: Michael Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

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

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397238	Clean Duckets (426)	14 May 2026	14 May 2026	0 days	Robert Connor
396654	Clean Duckets (426)	07 May 2026	07 May 2026	0 days	Robert Connor
396009	Clean Duckets (426)	30 Apr 2026	30 Apr 2026	0 days	Robert Connor
395351	Clean Duckets (426)	23 Apr 2026	23 Apr 2026	0 days	Robert Connor
394854	Warehouse Floors (424)	17 Apr 2026	22 Apr 2026	5 days	Michael Lamb
394748	Clean Duckets (426)	16 Apr 2026	16 Apr 2026	0 days	Robert Connor
393993	Clean Duckets (426)	09 Apr 2026	09 Apr 2026	0 days	Robert Connor
393414	Clean Duckets (426)	02 Apr 2026	02 Apr 2026	0 days	Robert Connor

Management Review

Viamed - Warehouse Team Leader

392875	Clean Duckets (426)	26 Mar 2026	02 Apr 2026	7 days	Robert Connor
392110	Clean Duckets (426)	19 Mar 2026	19 Mar 2026	0 days	Robert Connor
391859	Warehouse Floors (424)	17 Mar 2026	09 Apr 2026	23 days	Michael Lamb
391547	Clean Duckets (426)	12 Mar 2026	16 Mar 2026	4 days	Robert Connor
390876	Clean Duckets (426)	05 Mar 2026	05 Mar 2026	0 days	Robert Connor
390099	Clean Duckets (426)	26 Feb 2026	26 Feb 2026	0 days	Robert Connor
389430	Clean Duckets (426)	19 Feb 2026	19 Feb 2026	0 days	Robert Connor
389122	Warehouse Floors (424)	17 Feb 2026	26 Feb 2026	9 days	Michael Lamb
388708	Clean Duckets (426)	12 Feb 2026	19 Feb 2026	7 days	Robert Connor
387863	Clean Duckets (426)	05 Feb 2026	05 Feb 2026	0 days	Robert Connor
387206	Clean Duckets (426)	29 Jan 2026	29 Jan 2026	0 days	Robert Connor
386531	Clean Duckets (426)	22 Jan 2026	23 Jan 2026	1 day	Robert Connor

Process ID #7698 — Clean Toilets

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Cleaning by staff who receive the relevant cleaning issue. Cleaning produces and equipment.	Derek Lamb 29 Aug 2017
Outputs to the Process	Clean surfaces, equipment, floors. Tidy area so as to clean more effectively.	Derek Lamb 29 Aug 2017
Risks to the Process	Dirty and unhygienic bathrooms. Inadequate supply of cleaning products.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Ensure the toilets are tidy, bins etc, so it can be cleaned. Carry out the cleaning issue when received. Cleaning product supplies are maintained.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively.	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	Check the toilets and floors.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	No verification required or assessment	Helen Lamb 26 Oct 2020

Management Review

Viamed - Warehouse Team Leader

Covid / Pandemic Notes	of effectiveness required. This is an internal review only. This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	Cation with cleaning chemicals, no health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.4
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.4

Interested Parties

- Physical Sites

Linked Companies

- VST
- Viamed
- Vandagraph

Trained Staff (4)

- Emma Clark (trained by Derek Lamb)
- Jonathan Connor (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)
- Callum Watson (trained by Helen Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 18 Maintenance Building, Fabric and Infrastructure (Doc ID: 119029)

Rolling Task #503

Subject: Clean Toilets

Target User: Emma Clark

Recurrence: 0 Month(s) 3 Week(s) 0 Day(s)

Notes:

System Generated Task To be Completed

Please clean the ladies and Gents toilets in the warehouse

Task Completion History (Last 2 Years, Max 20 Items)

Management Review

Viamed - Warehouse Team Leader

ID	Subject	Created	Completed	Days to Complete	Investigated By
395759	Clean Toilets (503)	28 Apr 2026	14 May 2026	16 days	Emma Clark
393676	Clean Toilets (503)	07 Apr 2026	09 Apr 2026	2 days	Emma Clark
391868	Clean Toilets (503)	17 Mar 2026	02 Apr 2026	16 days	Emma Clark
389838	Clean Toilets (503)	24 Feb 2026	05 Mar 2026	9 days	Emma Clark
387631	Clean Toilets (503)	03 Feb 2026	05 Feb 2026	2 days	Emma Clark
385717	Clean Toilets (503)	13 Jan 2026	29 Jan 2026	16 days	Emma Clark
384148	Clean Toilets (503)	23 Dec 2025	19 Jan 2026	27 days	Emma Clark
382331	Clean Toilets (503)	02 Dec 2025	04 Dec 2025	2 days	Emma Clark
380497	Clean Toilets (503)	11 Nov 2025	04 Dec 2025	23 days	Emma Clark
378628	Clean Toilets (503)	21 Oct 2025	30 Oct 2025	9 days	Emma Clark
376591	Clean Toilets (503)	30 Sep 2025	09 Oct 2025	9 days	Emma Clark
374861	Clean Toilets (503)	09 Sep 2025	09 Oct 2025	30 days	Emma Clark
373051	Clean Toilets (503)	19 Aug 2025	21 Aug 2025	2 days	Emma Clark
371079	Clean Toilets (503)	29 Jul 2025	21 Aug 2025	23 days	Emma Clark
369183	Clean Toilets (503)	08 Jul 2025	18 Jul 2025	10 days	Emma Clark
367262	Clean Toilets (503)	17 Jun 2025	26 Jun 2025	9 days	Emma Clark
365311	Clean Toilets (503)	27 May 2025	05 Jun 2025	9 days	Emma Clark
363283	Clean Toilets (503)	06 May 2025	15 May 2025	9 days	Emma Clark
361558	Clean Toilets (503)	15 Apr 2025	24 Apr 2025	9 days	Emma Clark
359512	Clean Toilets (503)	25 Mar 2025	31 Mar 2025	6 days	Emma Clark

Process ID #5911 — Clear Cardboard

Last Reviewed: 18 Aug 2025 by Michael Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Cardboard coming in with goods.	Derek Lamb 29 Aug 2017
Outputs to the Process	Recycling, re using or donating to local companies or individuals.	Derek Lamb 29 Aug 2017
Risks to the Process	That we will have too much and it will be a trip hazard. It will fill work spaces that we need to use.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	To review this regularly and be aware of the quantity in all areas.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	To remove and dispose of the cardboard with in the company	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	Cardboard should be in the recycling	Derek Lamb 17 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be	Helen Lamb 23 Oct 2020

Management Review

Viamed - Warehouse Team Leader

reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.

Risk / Benefit Report
HSE Implications
Calculated Risk Code

No Action
No health and safety implications
No Action (Frequency=1, Severity=1)

Helen Lamb 28 Jul 2025
Helen Lamb 28 Jul 2025

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Physical Sites

Linked Companies

- Vandagraph
- Viamed
- VST

Trained Staff (11)

- Callum Watson (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)
- Jonathan Connor (trained by Helen Lamb)
- Emma Clark (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)
- Helen Lamb (trained by Helen Lamb)
- Linda Shearing (trained by Helen Lamb)
- Derek Lamb (trained by Derek Lamb)
- Ethan Sanderson (trained by Derek Lamb)
- Josh Leighton (trained by Derek Lamb)
- Michael Lamb (trained by Derek Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 18 Maintenance Building, Fabric and Infrastructure (Doc ID: 119029)

Rolling Task #427

Subject: Clear Cardboard

Target User: Robert Connor

Recurrence: 0 Month(s) 2 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Clear Cardboard from warehouse to big bin outside

Management Review

Viamed - Warehouse Team Leader

-Empty the blue bin in goods in entrance

Rolling Audit #424

Subject: Warehouse Floors

Target User: Michael Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

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

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396131	Clear Cardboard (427)	01 May 2026	07 May 2026	6 days	Robert Connor
394855	Clear Cardboard (427)	17 Apr 2026	22 Apr 2026	5 days	Robert Connor
394854	Warehouse Floors (424)	17 Apr 2026	22 Apr 2026	5 days	Michael Lamb
393509	Clear Cardboard (427)	03 Apr 2026	09 Apr 2026	6 days	Robert Connor
392330	Clear Cardboard (427)	20 Mar 2026	26 Mar 2026	6 days	Robert Connor
391859	Warehouse Floors (424)	17 Mar 2026	09 Apr 2026	23 days	Michael Lamb
390982	Clear Cardboard (427)	06 Mar 2026	16 Mar 2026	10 days	Robert Connor
389534	Clear Cardboard (427)	20 Feb 2026	26 Feb 2026	6 days	Robert Connor
389122	Warehouse Floors (424)	17 Feb 2026	26 Feb 2026	9 days	Michael Lamb
388101	Clear Cardboard (427)	06 Feb 2026	10 Feb 2026	4 days	Robert Connor
386689	Clear Cardboard (427)	23 Jan 2026	29 Jan 2026	6 days	Robert Connor
386212	Warehouse Floors (424)	19 Jan 2026	19 Jan 2026	0 days	Michael Lamb
385473	Clear Cardboard (427)	09 Jan 2026	19 Jan 2026	10 days	Robert Connor
384289	Clear Cardboard (427)	26 Dec 2025	02 Jan 2026	7 days	Robert Connor
383703	Warehouse Floors (424)	17 Dec 2025	22 Dec 2025	5 days	Michael Lamb
383268	Clear Cardboard (427)	12 Dec 2025	22 Dec 2025	10 days	Robert Connor
382021	Clear Cardboard (427)	28 Nov 2025	04 Dec 2025	6 days	Robert Connor
380961	Warehouse Floors (424)	17 Nov 2025	20 Nov 2025	3 days	Michael Lamb
380847	Clear Cardboard (427)	14 Nov 2025	20 Nov 2025	6 days	Robert Connor

Management Review

Viamed - Warehouse Team Leader

379539 Clear Cardboard 31 Oct 2025 06 Nov 2025 6 days Robert Connor
(427)

Process ID #6862 — Current Repairs

Last Reviewed: 16 Feb 2026 by Derek Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Repairs coming in and information from customers and suppliers. Inputting it in to intrastats.	Derek Lamb 29 Aug 2017
Outputs to the Process	Repairs being finished or returned.	Derek Lamb 29 Aug 2017
Risks to the Process	Repairs not being worked on in a timely manor. Repairs being processed with out authorisation from customer.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Regular contact with the customer and filling in intrastats details. Issues to review.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	The repairs that are currently in the building. Confirm the Stage and Location of repairs	Derek Lamb 07 Oct 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	No repairs should be found in the incorrect location	Derek Lamb 10 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.10
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Internal Systems
- Customer
- Supplier
- VST OEM Customers
- VST OEM Customers
- VST Supplier
- VST Supplier

Management Review

Viamed - Warehouse Team Leader

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (5)

- Jonathan Connor (trained by Derek Lamb)
- Catherine Spence (trained by Helen Lamb)
- Emma Clark (trained by Helen Lamb)
- Robert Connor (trained by Helen Lamb)
- Derek Lamb (trained by Derek Lamb)

Associated Documents

- Audit 11 Repairs, Servicing and Returns Viamed (Doc ID: 166158)
- Audit 11 Repairs, Servicing and Returns VST Ltd (Doc ID: 166154)
- VOP 09 Repairs and Servicing (Doc ID: 137919)

Rolling Task #614

Subject: Current Repairs

Target User: Catherine Spence

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Check current repairs

Rolling Audit #895

Subject: Current Repairs

Target User: Derek Lamb

Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed The repairs that are currently in the building. Confirm the Stage and Location of repairs Repairs coming in and information from customers and suppliers. Inputting it in to intrastats.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397157	Current Repairs (895)	13 May 2026	14 May 2026	1 day	Derek Lamb
397019	Current Repairs (614)	12 May 2026		Outstanding (2 days)	Catherine Spence
396393	Current Repairs (614)	05 May 2026		Outstanding (9 days)	Catherine Spence
395770	Current Repairs (614)	28 Apr 2026	30 Apr 2026	2 days	Catherine Spence
395134	Current Repairs (614)	21 Apr 2026	30 Apr 2026	9 days	Catherine Spence
394509	Current Repairs (614)	14 Apr 2026	22 Apr 2026	8 days	Catherine Spence
393687	Current Repairs (614)	07 Apr 2026	22 Apr 2026	15 days	Catherine Spence
393185	Current Repairs	31 Mar 2026	22 Apr 2026	22 days	Catherine Spence

Management Review

Viamed - Warehouse Team Leader

392634	(614) Current Repairs	24 Mar 2026	26 Mar 2026	2 days	Catherine Spence
391878	(614) Current Repairs	17 Mar 2026	26 Mar 2026	9 days	Catherine Spence
391283	(614) Current Repairs	10 Mar 2026	16 Mar 2026	6 days	Catherine Spence
390597	(614) Current Repairs	03 Mar 2026	05 Mar 2026	2 days	Catherine Spence
389849	(614) Current Repairs	24 Feb 2026	05 Mar 2026	9 days	Catherine Spence
389139	(614) Current Repairs	17 Feb 2026	05 Mar 2026	16 days	Catherine Spence
388894	(895) Current Repairs	13 Feb 2026	19 Feb 2026	6 days	Derek Lamb
388436	(614) Current Repairs	10 Feb 2026	19 Feb 2026	9 days	Catherine Spence
387642	(614) Current Repairs	03 Feb 2026	19 Feb 2026	16 days	Catherine Spence
387015	(614) Current Repairs	27 Jan 2026	29 Jan 2026	2 days	Catherine Spence
386344	(614) Current Repairs	20 Jan 2026	29 Jan 2026	9 days	Catherine Spence
385728	(614) Current Repairs	13 Jan 2026	29 Jan 2026	16 days	Catherine Spence

Process ID #6850 — Current Stock Levels

Last Reviewed: 21 Oct 2025 by Derek Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Forward customer orders, supplier lead times, supplier closing times eg Holidays. Stock takes Stock allocation. Historic trends for purchases.	Derek Lamb 29 Aug 2017
Outputs to the Process	Purchase orders to buy more stock. Contacting customer. Intrastats stock screens.	Derek Lamb 29 Aug 2017
Risks to the Process	If the levels are incorrect or we have a shortages then customers will not receive their goods in a timely manor.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Regularly review the stock levels. Supplier lead times and orders. Customer froward orders.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	Review current stock levels	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	Review issue	Helen Lamb 18 Apr 2018

Management Review

Viamed - Warehouse Team Leader

Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Internal Systems
- Customer
- Supplier
- VST OEM Customers
- VST OEM Customers
- VST Supplier
- VST Supplier
- VST Supplier
- VST Supplier

Linked Companies

- Viamed
- VST

Trained Staff (4)

- Jonathan Connor (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Steve Nixon (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)

Associated Documents

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #615

Subject: Current Stock Levels

Target User: Robert Connor

Recurrence: 0 Month(s) 2 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Check stock levels for smaller supplies. Bunzl

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Farnell

Management Review

Viamed - Warehouse Team Leader

Rolling Audit #778

Subject: Current Stock Levels

Target User: Derek Lamb

Recurrence: 6 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Task To be Completed

Review current stock levels

Forward customer orders,

supplier lead times,

supplier closing times eg Holidays. Stock takes

Stock allocation.

Historic trends for purchases.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397020	Current Stock Levels (615)	12 May 2026	14 May 2026	2 days	Robert Connor
395771	Current Stock Levels (615)	28 Apr 2026	30 Apr 2026	2 days	Robert Connor
394889	Current Stock Levels (778)	17 Apr 2026	17 Apr 2026	0 days	Derek Lamb
394510	Current Stock Levels (615)	14 Apr 2026	16 Apr 2026	2 days	Robert Connor
393186	Current Stock Levels (615)	31 Mar 2026	02 Apr 2026	2 days	Robert Connor
391879	Current Stock Levels (615)	17 Mar 2026	19 Mar 2026	2 days	Robert Connor
390598	Current Stock Levels (615)	03 Mar 2026	05 Mar 2026	2 days	Robert Connor
389140	Current Stock Levels (615)	17 Feb 2026	19 Feb 2026	2 days	Robert Connor
387643	Current Stock Levels (615)	03 Feb 2026	05 Feb 2026	2 days	Robert Connor
386345	Current Stock Levels (615)	20 Jan 2026	23 Jan 2026	3 days	Robert Connor
385073	Current Stock Levels (615)	06 Jan 2026	08 Jan 2026	2 days	Robert Connor
384160	Current Stock Levels (615)	23 Dec 2025	29 Dec 2025	6 days	Robert Connor
382938	Current Stock Levels (615)	09 Dec 2025	11 Dec 2025	2 days	Robert Connor
381700	Current Stock Levels (615)	25 Nov 2025	27 Nov 2025	2 days	Robert Connor
380508	Current Stock Levels (615)	11 Nov 2025	20 Nov 2025	9 days	Robert Connor
379213	Current Stock Levels (615)	28 Oct 2025	30 Oct 2025	2 days	Robert Connor
378386	Current Stock Levels (778)	17 Oct 2025	21 Oct 2025	4 days	Derek Lamb
378011	Current Stock Levels (615)	14 Oct 2025	16 Oct 2025	2 days	Robert Connor
376602	Current Stock Levels (615)	30 Sep 2025	02 Oct 2025	2 days	Robert Connor
375426	Current Stock Levels (615)	16 Sep 2025	22 Sep 2025	6 days	Robert Connor

Process ID #7942 — Do We Have Service Manual / QA For All Our Stock Coming In.

Management Review

Viamed - Warehouse Team Leader

Last Reviewed: 23 Sep 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Stock intrastats	Helen Lamb 23 Sep 2019
Outputs to the Process	completed service / qa manuals	Derek Lamb 22 Sep 2020
Risks to the Process	that something will be missed or that a procedure is not fit for purpose.	Helen Lamb 23 Sep 2019
Steps to Minimise Process Risks	Get intrastats to check and send regular issues to the relevant people to check them.	Helen Lamb 23 Sep 2019
Scope / Definition of Process / Objective	To make sure we have a QA procedure or service manual in place for all our stock coming through Viamed and VST. Some may just say check packaging and barcode and other may need to go further in depth. With testing procedures. Those who do not require testing should state this in the procedure.	Helen Lamb 23 Sep 2019
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 23 Sep 2019
Severity of Risk (1-5)	3.Serious	Helen Lamb 23 Sep 2019
Measurable Objective	Check all stock coming in to Viamed and VST to see if they have a procedure in the system.	Helen Lamb 23 Sep 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 23 Feb 2022
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 08 Mar 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=3)	

Interested Parties

- Internal Systems
- VST Supplier
- Supplier

Linked Companies

- VST

Management Review

Viamed - Warehouse Team Leader

- Viamed

Trained Staff (3)

- Derek Lamb (trained by Helen Lamb)
- Helen Lamb (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)

Associated Documents

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)
- VOP 09 Repairs and Servicing (Doc ID: 137919)

Rolling Task #1036

Subject: Do We Have Service Manual / QA For All Our Stock Coming In.

Target User: Helen Lamb

Recurrence: 6 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Task To be Completed To make sure we have a QA procedure or service manual in place for all our stock coming through Viamed and VST. Some may just say check packaging and barcode and other may need to go further in depth. With testing procedures. Those who do not require testing should state this in the procedure. Stock intrastats

Rolling Audit #1037

Subject: Do We Have Service Manual / QA For All Our Stock Coming In.

Target User: Derek Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Task To be Completed To make sure we have a QA procedure or service manual in place for all our stock coming through Viamed and VST. Some may just say check packaging and barcode and other may need to go further in depth. With testing procedures. Those who do not require testing should state this in the procedure. Stock intrastats

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
393318	Do We Have Service Manual / QA For All Our Stock Coming In. (1037)	01 Apr 2026	09 Apr 2026	8 days	Derek Lamb
391153	Do We Have Service Manual / QA For All Our Stock Coming In. (1036)	09 Mar 2026	02 Apr 2026	24 days	Helen Lamb
374877	Do We Have Service Manual / QA For All Our Stock Coming In. (1036)	09 Sep 2025	09 Oct 2025	30 days	Helen Lamb
360200	Do We Have Service Manual / QA For All Our Stock Coming In. (1037)	01 Apr 2025	28 Apr 2025	27 days	Derek Lamb
357978	Do We Have Service Manual / QA For All Our Stock Coming In.	10 Mar 2025	09 Oct 2025	213 days	Helen Lamb

Management Review

Viamed - Warehouse Team Leader

340418	(1036) Do We Have Service Manual / QA For All Our Stock Coming In. (1036)	09 Sep 2024	18 Sep 2024	9 days	Helen Lamb
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Process ID #7902 — Empty Depleted Sensor Bin From The Office

Last Reviewed: 21 Jan 2019 by Derek Lamb

Process Maturity (4 of 6 - 67%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	No
Recent Completion Evidence	No

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Sensor Bin in the Office	Derek Lamb 17 Jul 2018
Outputs to the Process	Office Sensor bin emptied into the Main recycle Bin for sensors	Derek Lamb 17 Jul 2018
Risks to the Process	non	Derek Lamb 17 Jul 2018
Steps to Minimise Process Risks	not required	Derek Lamb 17 Jul 2018
Scope / Definition of Process / Objective	Empty depleted sensor bin from the office	Derek Lamb 17 Jul 2018
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 17 Jul 2018
Severity of Risk (1-5)	1.Negligible	Derek Lamb 17 Jul 2018
Measurable Objective	Sensor bin should not be over full	Derek Lamb 17 Jul 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report		
HSE Implications		
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Internal Systems

Linked Companies

- Viamed
- Vandagraph

Management Review

Viamed - Warehouse Team Leader

- VST

Trained Staff (2)

- Derek Lamb (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)

Associated Documents

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)

Task Completion History (Last 2 Years, Max 20 Items)

No completed tasks in the last 2 years.

Process ID #5906 — Empty Paper Bins

Last Reviewed: 18 Aug 2025 by Michael Lamb

Training Course Required: Office Procedures

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Bins and waste	Derek Lamb 29 Aug 2017
Outputs to the Process	Waste is removed	Derek Lamb 29 Aug 2017
Risks to the Process	Waste is not removed or waste is not correctly placed in bins	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Ensure adequate training ahs been provided and ensure bags are suitable for the waste to prevent breakages	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	Emptying of the recycling and waste bins into external bin for refuge collectors	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	Office recycle bins should be empty.	Derek Lamb 17 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	being done via different members of staff during covid,usually dl / hl when we actually go into the office.	Derek Lamb 06 Aug 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	Caution when lifting, no other health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

Management Review

Viamed - Warehouse Team Leader

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Physical Sites

Linked Companies

- Vandagraph
- Viamed
- VST

Trained Staff (6)

- Callum Watson (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)
- Emma Clark (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)
- Jonathan Connor (trained by Helen Lamb)
- Josh Leighton (trained by Derek Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VM3COP20.38 Waste Removal / Bin Emptying (Doc ID: 23241)
- VOP 18 Maintenance Building, Fabric and Infrastructure (Doc ID: 119029)

Rolling Task #541

Subject: Empty Paper Bins

Target User: Robert Connor

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:

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

Rolling Audit #424

Subject: Warehouse Floors

Target User: Michael Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

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

Management Review

Viamed - Warehouse Team Leader

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397144	Empty Paper Bins (541)	13 May 2026	14 May 2026	1 day	Robert Connor
396560	Empty Paper Bins (541)	06 May 2026	07 May 2026	1 day	Robert Connor
395920	Empty Paper Bins (541)	29 Apr 2026	30 Apr 2026	1 day	Robert Connor
395227	Empty Paper Bins (541)	22 Apr 2026	22 Apr 2026	0 days	Robert Connor
394854	Warehouse Floors (424)	17 Apr 2026	22 Apr 2026	5 days	Michael Lamb
394634	Empty Paper Bins (541)	15 Apr 2026	16 Apr 2026	1 day	Robert Connor
393888	Empty Paper Bins (541)	08 Apr 2026	09 Apr 2026	1 day	Robert Connor
393289	Empty Paper Bins (541)	01 Apr 2026	02 Apr 2026	1 day	Robert Connor
392751	Empty Paper Bins (541)	25 Mar 2026	26 Mar 2026	1 day	Robert Connor
391992	Empty Paper Bins (541)	18 Mar 2026	19 Mar 2026	1 day	Robert Connor
391859	Warehouse Floors (424)	17 Mar 2026	09 Apr 2026	23 days	Michael Lamb
391421	Empty Paper Bins (541)	11 Mar 2026	16 Mar 2026	5 days	Robert Connor
390751	Empty Paper Bins (541)	04 Mar 2026	05 Mar 2026	1 day	Robert Connor
389980	Empty Paper Bins (541)	25 Feb 2026	26 Feb 2026	1 day	Robert Connor
389236	Empty Paper Bins (541)	18 Feb 2026	19 Feb 2026	1 day	Robert Connor
389122	Warehouse Floors (424)	17 Feb 2026	26 Feb 2026	9 days	Michael Lamb
388566	Empty Paper Bins (541)	11 Feb 2026	13 Feb 2026	2 days	Robert Connor
387755	Empty Paper Bins (541)	04 Feb 2026	05 Feb 2026	1 day	Robert Connor
387128	Empty Paper Bins (541)	28 Jan 2026	29 Jan 2026	1 day	Robert Connor
386439	Empty Paper Bins (541)	21 Jan 2026	23 Jan 2026	2 days	Robert Connor

Process ID #5909 — Empty Warehouse Bins

Last Reviewed: 18 Aug 2025 by Michael Lamb

Training Course Required: Office Procedures

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Management Review

Viamed - Warehouse Team Leader

Risk Item	Notes / Value	Last Updated
Input to the Process	Bins and waste	Derek Lamb 29 Aug 2017
Outputs to the Process	Waste is removed	Derek Lamb 29 Aug 2017
Risks to the Process	Waste is not removed or waste is not correctly placed in bins	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Ensure adequate training has been provided and ensure bags are suitable for the waste to prevent breakages	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	Emptying of the waste bins into external bin for refuse collectors	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	Waste bins should be empty	Derek Lamb 17 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	Caution when lifting no health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Physical Sites

Trained Staff (8)

- Callum Watson (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)
- Emma Clark (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)
- Jonathan Connor (trained by Helen Lamb)
- Chris Campbell Lane (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Josh Leighton (trained by Derek Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VM3COP20.38 Waste Removal / Bin Emptying (Doc ID: 23241)
- VOP 18 Maintenance Building, Fabric and Infrastructure (Doc ID: 119029)

Rolling Task #542

Management Review

Viamed - Warehouse Team Leader

Subject: Empty Warehouse Bins
Target User: Robert Connor
Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:
System Generated
Task To be Completed

Empty Bins in warehouse, and warehouse offices. Please make sure a bin bag is put back in to replace the one you took

Rolling Audit #424

Subject: Warehouse Floors
Target User: Michael Lamb
Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:
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

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397253	Empty Warehouse Bins (542)	14 May 2026	14 May 2026	0 days	Robert Connor
396671	Empty Warehouse Bins (542)	07 May 2026	07 May 2026	0 days	Robert Connor
396022	Empty Warehouse Bins (542)	30 Apr 2026	30 Apr 2026	0 days	Robert Connor
395368	Empty Warehouse Bins (542)	23 Apr 2026	23 Apr 2026	0 days	Robert Connor
394854	Warehouse Floors (424)	17 Apr 2026	22 Apr 2026	5 days	Michael Lamb
394761	Empty Warehouse Bins (542)	16 Apr 2026	16 Apr 2026	0 days	Robert Connor
394010	Empty Warehouse Bins (542)	09 Apr 2026	09 Apr 2026	0 days	Robert Connor
393427	Empty Warehouse Bins (542)	02 Apr 2026	02 Apr 2026	0 days	Robert Connor
392891	Empty Warehouse Bins (542)	26 Mar 2026	02 Apr 2026	7 days	Robert Connor
392124	Empty Warehouse Bins (542)	19 Mar 2026	19 Mar 2026	0 days	Robert Connor
391859	Warehouse Floors (424)	17 Mar 2026	09 Apr 2026	23 days	Michael Lamb
391563	Empty Warehouse Bins (542)	12 Mar 2026	16 Mar 2026	4 days	Robert Connor
390890	Empty Warehouse Bins (542)	05 Mar 2026	05 Mar 2026	0 days	Robert Connor
390115	Empty Warehouse Bins (542)	26 Feb 2026	26 Feb 2026	0 days	Robert Connor
389444	Empty Warehouse Bins (542)	19 Feb 2026	19 Feb 2026	0 days	Robert Connor

Management Review

Viamed - Warehouse Team Leader

389122	Warehouse Floors (424)	17 Feb 2026	26 Feb 2026	9 days	Michael Lamb
388724	Empty Warehouse Bins (542)	12 Feb 2026	19 Feb 2026	7 days	Robert Connor
387877	Empty Warehouse Bins (542)	05 Feb 2026	05 Feb 2026	0 days	Robert Connor
387223	Empty Warehouse Bins (542)	29 Jan 2026	29 Jan 2026	0 days	Robert Connor
386544	Empty Warehouse Bins (542)	22 Jan 2026	23 Jan 2026	1 day	Robert Connor

Process ID #7903 — Empty Warehouse Depleted Sensor Bin

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Warehouse depleted sensor bin depleted sensors	Helen Lamb 02 Nov 2021
Outputs to the Process	emptied bins	Helen Lamb 02 Nov 2021
Risks to the Process	over full bins can be a hazard	Helen Lamb 02 Nov 2021
Steps to Minimise Process Risks	the bins are kept in a locked cage outside. When they are full we arrange collection and safe disposal by a recognised company	Helen Lamb 02 Nov 2021
Scope / Definition of Process / Objective	Empty Warehouse depleted sensor bin into Bin in cage and record weights in intrastats where relevant	Helen Lamb 02 Nov 2021
Likelihood of Risk (1-5)	1. Improbable	Derek Lamb 17 Jul 2018
Severity of Risk (1-5)	1. Negligible	Derek Lamb 17 Jul 2018
Measurable Objective	check the bins are not overflowing and check the storage area for safe storage. Review Task History	Helen Lamb 02 Nov 2021
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025

Management Review

Viamed - Warehouse Team Leader

HSE Implications

Caution when lifting no health and safety implications Helen Lamb 28 Jul 2025

Calculated Risk Code

No Action (Frequency=1, Severity=1)

Interested Parties

- Physical Sites

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (4)

- Derek Lamb (trained by Derek Lamb)
- Helen Lamb (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)
- Michael Lamb (trained by Helen Lamb)

Associated Documents

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)
- Audit 09 Goods Inward and Product Identity Viamed (Doc ID: 166168)
- Audit 09 Goods Inward and Product Identity VST (Doc ID: 166164)

Rolling Task #878

Subject: Empty Warehouse Depleted Sensor Bin

Target User: Robert Connor

Recurrence: 1 Month(s) 3 Week(s) 0 Day(s)

Notes:

System Generated
Task To be Completed

Empty Warehouse depleted sensor bin into Bin in cage and record weights
Weights Database in Intrastats, Returns Menu, Tradeins / Non Repair Returns : Sensor Returns Container Weights

Rolling Audit #879

Subject: Empty Warehouse Depleted Sensor Bin

Target User: Michael Lamb

Recurrence: 6 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated
AUDIT

Empty Warehouse depleted sensor bin into Bin in cage and record weights
Weights Database in Intrastats, Returns Menu, Tradeins / Non Repair Returns : Sensor Returns Container Weights

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396894	Empty Warehouse Depleted Sensor Bin (878)	11 May 2026	14 May 2026	3 days	Robert Connor
392136	Empty Warehouse Depleted Sensor Bin (878)	19 Mar 2026	19 Mar 2026	0 days	Robert Connor
387484	Empty Warehouse	02 Feb 2026	26 Feb 2026	24 days	Michael Lamb

Management Review

Viamed - Warehouse Team Leader

386867	Depleted Sensor Bin (879) Empty Warehouse	26 Jan 2026	29 Jan 2026	3 days	Robert Connor
382708	Depleted Sensor Bin (878) Empty Warehouse	05 Dec 2025	11 Dec 2025	6 days	Robert Connor
378018	Depleted Sensor Bin (878) Empty Warehouse	14 Oct 2025	16 Oct 2025	2 days	Robert Connor
373505	Depleted Sensor Bin (878) Empty Warehouse	25 Aug 2025	28 Aug 2025	3 days	Robert Connor
371474	Depleted Sensor Bin (879) Empty Warehouse	01 Aug 2025	04 Sep 2025	34 days	Michael Lamb
368615	Depleted Sensor Bin (878) Empty Warehouse	02 Jul 2025	03 Jul 2025	1 day	Robert Connor
363979	Depleted Sensor Bin (878) Empty Warehouse	12 May 2025	15 May 2025	3 days	Robert Connor
359116	Depleted Sensor Bin (878) Empty Warehouse	20 Mar 2025	25 Mar 2025	5 days	Robert Connor
354365	Depleted Sensor Bin (879) Empty Warehouse	03 Feb 2025	06 Feb 2025	3 days	Michael Lamb
353703	Depleted Sensor Bin (878) Empty Warehouse	27 Jan 2025	30 Jan 2025	3 days	Robert Connor
348983	Depleted Sensor Bin (878) Empty Warehouse	06 Dec 2024	12 Dec 2024	6 days	Robert Connor
343940	Depleted Sensor Bin (878) Empty Warehouse	15 Oct 2024	17 Oct 2024	2 days	Robert Connor
339145	Depleted Sensor Bin (878) Empty Warehouse	27 Aug 2024	05 Sep 2024	9 days	Robert Connor
336864	Depleted Sensor Bin (879) Empty Warehouse	01 Aug 2024	05 Aug 2024	4 days	Michael Lamb
334140	Depleted Sensor Bin (878) Empty Warehouse	03 Jul 2024	04 Jul 2024	1 day	Robert Connor

Process ID #7905 — Generate RMA Box, Link Items And Add Faults

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes

Management Review

Viamed - Warehouse Team Leader

Recent Completion Evidence

Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Failed Goods shelfFailed stock QA records	Helen Lamb 02 Nov 2021
Outputs to the Process	Goods returned to supplierCommunications with Supplier	Helen Lamb 02 Nov 2021
Risks to the Process	that these are not returned and stock goes out of warranty	Helen Lamb 02 Nov 2021
Steps to Minimise Process Risks	regular review of issues	Helen Lamb 02 Nov 2021
Scope / Definition of Process / Objective	To arrange Supplier ReturnsGenerate RMA box, link items and add faults	Derek Lamb 17 Jul 2018
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 17 Jul 2018
Severity of Risk (1-5)	1.Negligible	Derek Lamb 17 Jul 2018
Measurable Objective	Should be no items on the Failed Goods shelf longer than a month.Unless supplier ask us to not to return these but to just send failure data. Once sorted these can be disposed of as per supplier communications.	Helen Lamb 02 Nov 2021
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Supplier

Linked Companies

- Viamed
- VST
- Vandagraph

Trained Staff (3)

- Derek Lamb (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)
- Michael Lamb (trained by Derek Lamb)

Associated Documents

- Audit 11 Repairs, Servicing and Returns Viamed (Doc ID: 166158)
- Audit 11 Repairs, Servicing and Returns VST Ltd (Doc ID: 166154)

Rolling Task #882

Subject: Generate RMA Box, Link Items And Add Faults

Target User: Robert Connor

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:

System GeneratedTask To be Completed

Rolling Audit #883

Management Review

Viamed - Warehouse Team Leader

Subject: Generate RMA Box, Link Items And Add Faults

Target User: Michael Lamb

Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed To arrange Supplier Returns

Generate RMA box, link items and add faults Failed Goods shelf

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396895	Generate RMA Box, Link Items And Add Faults (882)	11 May 2026	14 May 2026	3 days	Robert Connor
396340	Generate RMA Box, Link Items And Add Faults (882)	04 May 2026	07 May 2026	3 days	Robert Connor
395639	Generate RMA Box, Link Items And Add Faults (882)	27 Apr 2026	30 Apr 2026	3 days	Robert Connor
395006	Generate RMA Box, Link Items And Add Faults (882)	20 Apr 2026	22 Apr 2026	2 days	Robert Connor
394387	Generate RMA Box, Link Items And Add Faults (882)	13 Apr 2026	16 Apr 2026	3 days	Robert Connor
393627	Generate RMA Box, Link Items And Add Faults (882)	06 Apr 2026	09 Apr 2026	3 days	Robert Connor
393092	Generate RMA Box, Link Items And Add Faults (882)	30 Mar 2026	02 Apr 2026	3 days	Robert Connor
392494	Generate RMA Box, Link Items And Add Faults (882)	23 Mar 2026	26 Mar 2026	3 days	Robert Connor
391783	Generate RMA Box, Link Items And Add Faults (882)	16 Mar 2026	16 Mar 2026	0 days	Robert Connor
391147	Generate RMA Box, Link Items And Add Faults (882)	09 Mar 2026	16 Mar 2026	7 days	Robert Connor
390480	Generate RMA Box, Link Items And Add Faults (883)	02 Mar 2026	10 Apr 2026	39 days	Michael Lamb
390479	Generate RMA Box, Link Items And Add Faults (882)	02 Mar 2026	02 Mar 2026	0 days	Robert Connor
389718	Generate RMA Box, Link Items And Add Faults	23 Feb 2026	26 Feb 2026	3 days	Robert Connor

Management Review

Viamed - Warehouse Team Leader

389005	(882) Generate RMA Box, Link Items And Add Faults (882)	16 Feb 2026	19 Feb 2026	3 days	Robert Connor
388326	Generate RMA Box, Link Items And Add Faults (882)	09 Feb 2026	10 Feb 2026	1 day	Robert Connor
387486	Generate RMA Box, Link Items And Add Faults (882)	02 Feb 2026	05 Feb 2026	3 days	Robert Connor
386868	Generate RMA Box, Link Items And Add Faults (882)	26 Jan 2026	29 Jan 2026	3 days	Robert Connor
386254	Generate RMA Box, Link Items And Add Faults (882)	19 Jan 2026	19 Jan 2026	0 days	Robert Connor
385629	Generate RMA Box, Link Items And Add Faults (882)	12 Jan 2026	19 Jan 2026	7 days	Robert Connor
384974	Generate RMA Box, Link Items And Add Faults (882)	05 Jan 2026	08 Jan 2026	3 days	Robert Connor

Process ID #7826 — Goods In Processes

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Stock ArrivingPurchase OrdersSupplier Paper Work	Derek Lamb 21 Sep 2017
Outputs to the Process	Stock barcoded on and place on to be qa shelf	Derek Lamb 21 Sep 2017
Risks to the Process	incorrectly booked innot booked in proceduresGoods in notices	Derek Lamb 06 Sep 2017
Steps to Minimise Process Risks	To Receive Goods from Suppliers	Derek Lamb 06 Sep 2017
Scope / Definition of Process / Objective		Derek Lamb 06 Sep 2017
Likelihood of Risk (1-5)	2.Remote	Derek Lamb 21 Sep 2017
Severity of Risk (1-5)	2.Minor	Derek Lamb 21 Sep 2017
Measurable Objective	Goods in book and Date of last review	Helen Lamb 17 Apr 2018
Training Method Required	Procedural , Required Reading and Hands on	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness	Derek Lamb 23 Oct 2020

Management Review

Viamed - Warehouse Team Leader

Covid / Pandemic Notes	during internal rolling audit issues. This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=2)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.2
- VIAMED ISO 13485:2008 Manual: 4.1.c
- VIAMED ISO 13485:2008 Manual: 7.5
- VIAMED ISO 13485:2008 Manual: 7.5.1.1.G
- VIAMED ISO 13485:2008 Manual: 7.6.C
- VIAMED ISO 13485:2008 Manual: 8.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.4.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.5.5
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.7.1
- ISO 9001 Vandagraph Sensor Technologies Manual: 4.1.c
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.1.1.G (ISO:13485)
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.6.C
- ISO 9001 Vandagraph Sensor Technologies Manual: 8.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.4.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.4.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.4.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.5.5
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.7.1

Interested Parties

- Supplier
- Internal Systems
- Customer
- VST OEM Customers
- VST Supplier

Linked Companies

- Viamed
- VST

Trained Staff (7)

- Emma Clark (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Jonathan Connor (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)
- Callum Watson (trained by Derek Lamb)
- Catherine Spence (trained by Derek Lamb)
- Michael Lamb (trained by Helen Lamb)

Associated Documents

- Audit 09 Goods Inward and Product Identity Viamed (Doc ID: 166168)
- Audit 09 Goods Inward and Product Identity VST (Doc ID: 166164)
- VM3COP05 Receipt of goods / Goods in in booking in stock (Doc ID: 9543)
- VOP 20 Goods in Purchases, Returns, Repairs, Inspection / Rejection (Doc ID: 181426)

Management Review

Viamed - Warehouse Team Leader

Rolling Task #915

Subject: Goods In Processes

Target User: Catherine Spence

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated To be Completed

Check Goods in for stock in longer than a week if staff on holiday. otherwise 2 Days.

Rolling Audit #734

Subject: Goods In Processes

Target User: Michael Lamb

Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed To Receive Goods from Suppliers Stock Arriving

Purchase Orders.

Supplier Paper Work.

Check Goods in for stock in longer than a week if staff on holiday. otherwise 2 Days

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
395644	Goods In Processes (915)	27 Apr 2026	30 Apr 2026	3 days	Catherine Spence
392906	Goods In Processes (915)	26 Mar 2026	02 Apr 2026	7 days	Catherine Spence
392761	Goods In Processes (734)	25 Mar 2026	09 Apr 2026	15 days	Michael Lamb
390129	Goods In Processes (915)	26 Feb 2026	02 Mar 2026	4 days	Catherine Spence
386873	Goods In Processes (915)	26 Jan 2026	29 Jan 2026	3 days	Catherine Spence
384339	Goods In Processes (915)	26 Dec 2025	02 Jan 2026	7 days	Catherine Spence
384331	Goods In Processes (734)	26 Dec 2025	08 Jan 2026	13 days	Michael Lamb
381837	Goods In Processes (915)	26 Nov 2025	04 Dec 2025	8 days	Catherine Spence
379085	Goods In Processes (915)	27 Oct 2025	30 Oct 2025	3 days	Catherine Spence
376384	Goods In Processes (915)	26 Sep 2025	09 Oct 2025	13 days	Catherine Spence
376244	Goods In Processes (734)	25 Sep 2025	16 Oct 2025	21 days	Michael Lamb
373559	Goods In Processes (915)	26 Aug 2025	28 Aug 2025	2 days	Catherine Spence
370974	Goods In Processes (915)	28 Jul 2025	31 Jul 2025	3 days	Catherine Spence
368127	Goods In Processes (915)	26 Jun 2025	03 Jul 2025	7 days	Catherine Spence
368014	Goods In Processes (734)	25 Jun 2025	18 Jul 2025	23 days	Michael Lamb
365287	Goods In Processes (915)	26 May 2025	29 May 2025	3 days	Catherine Spence

Management Review

Viamed - Warehouse Team Leader

362664	Goods In Processes (915)	28 Apr 2025	02 May 2025	4 days	Catherine Spence
359653	Goods In Processes (915)	26 Mar 2025	27 Mar 2025	1 day	Catherine Spence
359525	Goods In Processes (734)	25 Mar 2025	07 Apr 2025	13 days	Michael Lamb
356719	Goods In Processes (915)	26 Feb 2025	28 Feb 2025	2 days	Catherine Spence

Process ID #5907 — Hoover Warehouse

Last Reviewed: 18 Aug 2025 by Michael Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Cleaning by staff who receive the relevant cleaning issue. Cleaning produces and equipment.	Derek Lamb 29 Aug 2017
Outputs to the Process	Clean floors. Tidy so as to clean more effectively.	Derek Lamb 29 Aug 2017
Risks to the Process	Dirty and unhygienic work space. Inadequate supply of cleaning products.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Ensure area is tidy so it can be cleaned. Carry out the cleaning issue when received. Cleaning product supplies are maintained.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	Cleaning of floors. Tidying so as to clean more effectively.	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	Floors should be reasonably clean	Derek Lamb 17 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Management Review

Viamed - Warehouse Team Leader

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Physical Sites

Linked Companies

- Viamed
- VST
- Vandagraph

Trained Staff (6)

- Callum Watson (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)
- Catherine Spence (trained by Helen Lamb)
- Emma Clark (trained by Helen Lamb)
- Jonathan Connor (trained by Helen Lamb)
- Josh Leighton (trained by Derek Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 18 Maintenance Building, Fabric and Infrastructure (Doc ID: 119029)

Rolling Task #543

Subject: Hoover Warehouse

Target User: Robert Connor

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Hoover carpeted areas of the warehouse

Rolling Audit #424

Subject: Warehouse Floors

Target User: Michael Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

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

Management Review

Viamed - Warehouse Team Leader

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396876	Hoover Warehouse (543)	11 May 2026	14 May 2026	3 days	Robert Connor
396318	Hoover Warehouse (543)	04 May 2026	07 May 2026	3 days	Robert Connor
395621	Hoover Warehouse (543)	27 Apr 2026	30 Apr 2026	3 days	Robert Connor
394982	Hoover Warehouse (543)	20 Apr 2026	22 Apr 2026	2 days	Robert Connor
394854	Warehouse Floors (424)	17 Apr 2026	22 Apr 2026	5 days	Michael Lamb
394370	Hoover Warehouse (543)	13 Apr 2026	16 Apr 2026	3 days	Robert Connor
393606	Hoover Warehouse (543)	06 Apr 2026	09 Apr 2026	3 days	Robert Connor
393076	Hoover Warehouse (543)	30 Mar 2026	02 Apr 2026	3 days	Robert Connor
392468	Hoover Warehouse (543)	23 Mar 2026	26 Mar 2026	3 days	Robert Connor
391859	Warehouse Floors (424)	17 Mar 2026	09 Apr 2026	23 days	Michael Lamb
391761	Hoover Warehouse (543)	16 Mar 2026	16 Mar 2026	0 days	Robert Connor
391131	Hoover Warehouse (543)	09 Mar 2026	16 Mar 2026	7 days	Robert Connor
390450	Hoover Warehouse (543)	02 Mar 2026	02 Mar 2026	0 days	Robert Connor
389694	Hoover Warehouse (543)	23 Feb 2026	26 Feb 2026	3 days	Robert Connor
389122	Warehouse Floors (424)	17 Feb 2026	26 Feb 2026	9 days	Michael Lamb
388983	Hoover Warehouse (543)	16 Feb 2026	19 Feb 2026	3 days	Robert Connor
388307	Hoover Warehouse (543)	09 Feb 2026	10 Feb 2026	1 day	Robert Connor
387456	Hoover Warehouse (543)	02 Feb 2026	05 Feb 2026	3 days	Robert Connor
386844	Hoover Warehouse (543)	26 Jan 2026	29 Jan 2026	3 days	Robert Connor
386234	Hoover Warehouse (543)	19 Jan 2026	19 Jan 2026	0 days	Robert Connor

Process ID #7917 — Human Med Purchase Order

Last Reviewed: 08 Jul 2022 by Derek Lamb

Process Maturity (2 of 6 - 33%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	No
Reviewed <12 Months	No
Recent Completion Evidence	No

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Report SScreen	Derek Lamb 18 Oct 2018

Management Review

Viamed - Warehouse Team Leader

Outputs to the Process	Stock Request	Derek Lamb 18 Oct 2018
Risks to the Process	Non	Derek Lamb 18 Oct 2018
Steps to Minimise Process Risks	Non	Derek Lamb 18 Oct 2018
Scope / Definition of Process / Objective	Check stock requirements for human med StockNO Longer required	Derek Lamb 01 Jul 2022
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 18 Oct 2018
Severity of Risk (1-5)	1.Negligible	Derek Lamb 18 Oct 2018
Measurable Objective	Task History	Derek Lamb 18 Oct 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	No verification required or assessment of effectiveness required. This is an internal review only.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report		
HSE Implications		
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Customer

Linked Companies

Trained Staff (1)

- Derek Lamb (trained by Derek Lamb)

Associated Documents

- Audit 09 Goods Inward and Product Identity Viamed (Doc ID: 166168)
- Audit 09 Goods Inward and Product Identity VST (Doc ID: 166164)

Task Completion History (Last 2 Years, Max 20 Items)

No completed tasks in the last 2 years.

Process ID #7753 — Management Meeting Warehouse

Last Reviewed: 05 May 2026 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Intrastats issues, staff concerns /feedback	Derek Lamb 29 Aug 2017
Outputs to the Process	Intrastats issues and unscheduled meetings to resolve any arising issues.	Derek Lamb 29 Aug 2017
Risks to the Process	Meetings not carried out regularly.	Derek Lamb 29 Aug 2017

Management Review

Viamed - Warehouse Team Leader

Steps to Minimise Process Risks	Issue are added during the meeting so nothing gets missed. If needed meetings can be minuted.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	To discuss any problems, to assess work load and staffing. To review issues with regard the Warehouse.	Derek Lamb 03 Dec 2018
Likelihood of Risk (1-5)	3.Occasional	Derek Lamb 29 Aug 2017
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	Check rolling issues are completed within terms.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=3, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 5.1.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.4
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 5.1.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.4
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 9.3.2

Interested Parties

- ISO Auditing Bodies
- Staff
- Internal Systems

Linked Companies

- Viamed

Trained Staff (4)

- Jonathan Connor (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Katie Evans (trained by Helen Lamb)
- Helen Lamb (trained by Derek Lamb)

Associated Documents

- Audit 18 Management Review Viamed (Doc ID: 159471)
- Audit 18 Management Review VST (Doc ID: 159473)
- VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks (Doc ID: 151817)

Rolling Task #589

Subject: Management Meeting Warehouse

Target User: Derek Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Management Review

Viamed - Warehouse Team Leader

Organise meeting with Management regarding Warehouse

Include in the discussion training requirements of staff and competence of staff

Rolling Audit #590

Subject: Management Meeting warehouse

Target User: Helen Lamb

Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated*** AUDIT *** Ensure the Task is being CompletedCheck meetings are being held

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396026	Management Meeting warehouse (590)	30 Apr 2026	07 May 2026	7 days	Helen Lamb
395232	Management Meeting Warehouse (589)	22 Apr 2026	22 Apr 2026	0 days	Derek Lamb
392473	Management Meeting Warehouse (589)	23 Mar 2026	16 Apr 2026	24 days	Derek Lamb
389699	Management Meeting Warehouse (589)	23 Feb 2026	05 Mar 2026	10 days	Derek Lamb
387341	Management Meeting warehouse (590)	30 Jan 2026	05 Feb 2026	6 days	Helen Lamb
386548	Management Meeting Warehouse (589)	22 Jan 2026	19 Feb 2026	28 days	Derek Lamb
384044	Management Meeting Warehouse (589)	22 Dec 2025	02 Jan 2026	11 days	Derek Lamb
381555	Management Meeting Warehouse (589)	24 Nov 2025	22 Dec 2025	28 days	Derek Lamb
380762	Current Repairs (895)	13 Nov 2025	02 Jan 2026	50 days	Derek Lamb
380599	UPS Invoice missing data	11 Nov 2025	16 Feb 2026	96 days	Derek Lamb
379426	Management Meeting warehouse (590)	30 Oct 2025	06 Nov 2025	7 days	Helen Lamb
378754	Management Meeting Warehouse (589)	22 Oct 2025	24 Oct 2025	2 days	Derek Lamb
375849	Management Meeting Warehouse (589)	22 Sep 2025	24 Oct 2025	32 days	Derek Lamb
373372	Management Meeting Warehouse (589)	22 Aug 2025	12 Sep 2025	21 days	Derek Lamb
371358	goods out general stuff	31 Jul 2025	25 Apr 2026	268 days	Derek Lamb
371193	Management Meeting warehouse (590)	30 Jul 2025	14 Aug 2025	15 days	Helen Lamb
370430	Management Meeting	22 Jul 2025	05 Aug 2025	14 days	Derek Lamb

Management Review

Viamed - Warehouse Team Leader

367764	Warehouse (589) Management Meeting	23 Jun 2025	05 Aug 2025	43 days	Derek Lamb
365000	Warehouse (589) Management Meeting	22 May 2025	05 Jun 2025	14 days	Derek Lamb
362881	Warehouse (589) Management Meeting warehouse (590)	30 Apr 2025	02 May 2025	2 days	Helen Lamb

Process ID #6945 — Missing Stock or Adjustments

Last Reviewed: 12 Apr 2022 by Helen Lamb

Process Maturity (4 of 6 - 67%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	No
Recent Completion Evidence	No

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Intrastats listing of adjustments required	Derek Lamb 10 Oct 2017
Outputs to the Process	Opera Stock levels updated	Derek Lamb 10 Oct 2017
Risks to the Process	Opera and Intrastats go out of sync	Derek Lamb 10 Oct 2017
Steps to Minimise Process Risks	Rolling Issue to update opera	Derek Lamb 10 Oct 2017
Scope / Definition of Process / Objective	To synchronise Opera stock Count against Intrastats internal movement of stock,E.G. Items that wont uniquely appear on an opera order - such as production parts.TASK IS NO LONGER REQUIRED	Derek Lamb 12 Nov 2021
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 12 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 12 Nov 2021
Measurable Objective	Use last entry in list and find the transaction in opera confirm the quantities are correct	Derek Lamb 12 Jul 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report		
HSE Implications		
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.1

Interested Parties

- Internal Systems
- Physical Sites

Management Review

Viamed - Warehouse Team Leader

Linked Companies

- Viamed

Trained Staff (4)

- Robert Connor (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Catherine Spence (trained by Derek Lamb)
- Jonathan Connor (trained by Derek Lamb)

Associated Documents

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Task Completion History (Last 2 Years, Max 20 Items)

No completed tasks in the last 2 years.

Process ID #7694 — Move Stock From QA Shelf To Stock Shelf Tuesday

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	QA stock	Derek Lamb 29 Aug 2017
Outputs to the Process	Stock is scanned to the correct shelf.	Derek Lamb 29 Aug 2017
Risks to the Process	That stock is not replaced so it will take longer to pick goods for orders. The stock is not on the correct shelf.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Goods are moved when required and when the issue is received. Care is taken to scan to the correct location. Stock takes are carried out regularly,.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	Move Stock From QA Shelf To Stock Shelf	Derek Lamb 05 Jun 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 05 Jun 2017
Measurable Objective	Has the shelf got stock on it	Derek Lamb 25 Oct 2021
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	No verification required or assessment of effectiveness required. This is an internal review only.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025

Management Review

Viamed - Warehouse Team Leader

HSE Implications
Calculated Risk Code

No health and safety implications
No Action (Frequency=2, Severity=1)

Helen Lamb 28 Jul 2025

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.5.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.5.1

Interested Parties

- Internal Systems
- Physical Sites

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (4)

- Emma Clark (trained by Derek Lamb)
- Callum Watson (trained by Derek Lamb)
- Jonathan Connor (trained by Derek Lamb)
- Michael Lamb (trained by Helen Lamb)

Associated Documents

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #544

Subject: Move Stock From QA Shelf To Stock Shelf Tuesday

Target User: Emma Clark

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Move stock from completed QA shelf to stock shelf

Move stock from completed QA shelf to stock shelf

Rolling Audit #782

Subject: Move Stock From QA Shelf To Stock Shelf Tuesday

Target User: Michael Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Management Review

Viamed - Warehouse Team Leader

Notes:

System Generated

*** AUDIT *** Ensure the Task is being Completed

Task To be Completed Move Stock From QA Shelf To Stock Shelf QA stock

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397014	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	12 May 2026		Outstanding (2 days)	Emma Clark
396386	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	05 May 2026	14 May 2026	9 days	Emma Clark
395764	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	28 Apr 2026	14 May 2026	16 days	Emma Clark
395129	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	21 Apr 2026	22 Apr 2026	1 day	Emma Clark
394503	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	14 Apr 2026	22 Apr 2026	8 days	Emma Clark
393681	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	07 Apr 2026	09 Apr 2026	2 days	Emma Clark
393180	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	31 Mar 2026	09 Apr 2026	9 days	Emma Clark
392629	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	24 Mar 2026	02 Apr 2026	9 days	Emma Clark
391873	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	17 Mar 2026	02 Apr 2026	16 days	Emma Clark
391278	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	10 Mar 2026	16 Mar 2026	6 days	Emma Clark
390591	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	03 Mar 2026	05 Mar 2026	2 days	Emma Clark
389844	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	24 Feb 2026	05 Mar 2026	9 days	Emma Clark
389134	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	17 Feb 2026	26 Feb 2026	9 days	Emma Clark

Management Review

Viamed - Warehouse Team Leader

388431	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	10 Feb 2026	26 Feb 2026	16 days	Emma Clark
387636	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	03 Feb 2026	05 Feb 2026	2 days	Emma Clark
387010	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	27 Jan 2026	05 Feb 2026	9 days	Emma Clark
386337	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	20 Jan 2026	29 Jan 2026	9 days	Emma Clark
385722	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	13 Jan 2026	29 Jan 2026	16 days	Emma Clark
385067	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	06 Jan 2026	19 Jan 2026	13 days	Emma Clark
384493	Move Stock From QA Shelf To Stock Shelf Tuesday (544)	30 Dec 2025	19 Jan 2026	20 days	Emma Clark

Process ID #7689 — Move Stock From QA Shelf To Stock Shelf Monday

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	QA stock	Derek Lamb 29 Aug 2017
Outputs to the Process	Stock is scanned to orders and shipped so this shelf need to be refilled.	Derek Lamb 29 Aug 2017
Risks to the Process	That stock is not replaced so it will take longer to pick goods for orders.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Goods are moved when required and when the issue is received.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	Move Stock From QA Shelf To Stock Shelf	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	Check rolling issues are completed within terms.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019

Management Review

Viamed - Warehouse Team Leader

Verification / Effectiveness	No verification required or assessment of effectiveness required. This is an internal review only.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.5.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.5.1

Interested Parties

- Physical Sites
- Customer

Linked Companies

- Viamed

Trained Staff (9)

- Callum Watson (trained by Derek Lamb)
- Emma Clark (trained by Helen Lamb)
- Robert Connor (trained by Helen Lamb)
- Linda Shearing (trained by Helen Lamb)
- Derek Lamb (trained by Derek Lamb)
- Helen Lamb (trained by Derek Lamb)
- Jonathan Connor (trained by Derek Lamb)
- Catherine Spence (trained by Derek Lamb)
- Josh Leighton (trained by Derek Lamb)

Associated Documents

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #545

Subject: Move Stock From QA Shelf To Stock Shelf Monday

Target User: Robert Connor

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Move stock from completed QA shelf to stock shelf - Afternoon Job

Management Review

Viamed - Warehouse Team Leader

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396877	Move Stock From QA Shelf To Stock Shelf Monday (545)	11 May 2026	14 May 2026	3 days	Robert Connor
396319	Move Stock From QA Shelf To Stock Shelf Monday (545)	04 May 2026	07 May 2026	3 days	Robert Connor
395622	Move Stock From QA Shelf To Stock Shelf Monday (545)	27 Apr 2026	30 Apr 2026	3 days	Robert Connor
394983	Move Stock From QA Shelf To Stock Shelf Monday (545)	20 Apr 2026	22 Apr 2026	2 days	Robert Connor
394371	Move Stock From QA Shelf To Stock Shelf Monday (545)	13 Apr 2026	16 Apr 2026	3 days	Robert Connor
393607	Move Stock From QA Shelf To Stock Shelf Monday (545)	06 Apr 2026	09 Apr 2026	3 days	Robert Connor
393077	Move Stock From QA Shelf To Stock Shelf Monday (545)	30 Mar 2026	02 Apr 2026	3 days	Robert Connor
392469	Move Stock From QA Shelf To Stock Shelf Monday (545)	23 Mar 2026	26 Mar 2026	3 days	Robert Connor
391762	Move Stock From QA Shelf To Stock Shelf Monday (545)	16 Mar 2026	16 Mar 2026	0 days	Robert Connor
391132	Move Stock From QA Shelf To Stock Shelf Monday (545)	09 Mar 2026	16 Mar 2026	7 days	Robert Connor
390451	Move Stock From QA Shelf To Stock Shelf Monday (545)	02 Mar 2026	02 Mar 2026	0 days	Robert Connor
389695	Move Stock From QA Shelf To Stock Shelf Monday (545)	23 Feb 2026	26 Feb 2026	3 days	Robert Connor
388984	Move Stock From QA Shelf To Stock Shelf Monday (545)	16 Feb 2026	19 Feb 2026	3 days	Robert Connor
388308	Move Stock From QA Shelf To Stock Shelf Monday (545)	09 Feb 2026	10 Feb 2026	1 day	Robert Connor
387457	Move Stock From QA Shelf To Stock Shelf Monday (545)	02 Feb 2026	05 Feb 2026	3 days	Robert Connor

Management Review

Viamed - Warehouse Team Leader

386845	Move Stock From QA Shelf To Stock Shelf Monday (545)	26 Jan 2026	29 Jan 2026	3 days	Robert Connor
386235	Move Stock From QA Shelf To Stock Shelf Monday (545)	19 Jan 2026	19 Jan 2026	0 days	Robert Connor
385614	Move Stock From QA Shelf To Stock Shelf Monday (545)	12 Jan 2026	19 Jan 2026	7 days	Robert Connor
384949	Move Stock From QA Shelf To Stock Shelf Monday (545)	05 Jan 2026	08 Jan 2026	3 days	Robert Connor
384383	Move Stock From QA Shelf To Stock Shelf Monday (545)	29 Dec 2025	02 Jan 2026	4 days	Robert Connor

Process ID #7138 — Non Conformance Issues Any New QC21 Forms

Last Reviewed: 03 Nov 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Intrastats Issues header	Derek Lamb 16 Oct 2017
Outputs to the Process	potential non conformances / corrective actions	Derek Lamb 16 Oct 2017
Risks to the Process	potential non conformances go undetected	Derek Lamb 16 Oct 2017
Steps to Minimise Process Risks	rolling Issue	Derek Lamb 16 Oct 2017
Scope / Definition of Process / Objective	To review any new QC 21 FormsCheck existing forms for corrective actions and effectiveness	Derek Lamb 31 Jan 2022
Likelihood of Risk (1-5)	3.Occasional	Derek Lamb 16 Oct 2017
Severity of Risk (1-5)	1.Negligible	Derek Lamb 16 Oct 2017
Measurable Objective	Review any issues with QC21 forms attached.Search Issues, for QC21,in the form that appearsTick has attachmententer qc21,qc 21 into the attachment name search,remove qc21 out of the general search box	Derek Lamb 17 Apr 2023
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international	Helen Lamb 23 Oct 2020

Management Review

Viamed - Warehouse Team Leader

Risk / Benefit Report
HSE Implications
Calculated Risk Code

circumstance / crisis.
No Action
No health and safety implications
No Action (Frequency=3, Severity=1)

Helen Lamb 28 Jul 2025
Helen Lamb 28 Jul 2025

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 8.5.3

Interested Parties

- Internal Systems
- ISO Auditing Bodies

Linked Companies

- Viamed

Trained Staff (2)

- Derek Lamb (trained by Derek Lamb)
- Helen Lamb (trained by Derek Lamb)

Associated Documents

- Audit 11 Repairs, Servicing and Returns Viamed (Doc ID: 166158)
- Audit 11 Repairs, Servicing and Returns VST Ltd (Doc ID: 166154)
- How to Search system for QC 21 Forms (Doc ID: 170399)
- QC 21 Non Conformance Form (Doc ID: 74728)
- VOP 13 Process Monitoring, System Reviews, Audits, Management Reviews Analysis Data PMS Post Market (Doc ID: 210961)

Rolling Task #795

Subject: Non Conformance Issues Any New QC21 Forms

Target User: Derek Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated
Task To be Completed

Search Issues, for QC21,
in the form that appears
Tick has attachment
enter qc21, qc 21 into the attachment name search,
remove qc21 out of the general search box

Review the Non Conformance issues header and determine if any non conformances need escalating and producing a QC 21 Form for formal non conformance report
Check existing forms for corrective actions and effectiveness.

Rolling Audit #796

Subject: Non Conformance Issues Any New QC21 Forms

Target User: Helen Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated To review any new QC 21 Forms Intrastats Issues header

Management Review

Viamed - Warehouse Team Leader

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
394891	Non Conformance Issues Any New QC21 Forms (795)	17 Apr 2026	22 Apr 2026	5 days	Derek Lamb
391881	Non Conformance Issues Any New QC21 Forms (795)	17 Mar 2026	19 Mar 2026	2 days	Derek Lamb
389142	Non Conformance Issues Any New QC21 Forms (795)	17 Feb 2026	26 Feb 2026	9 days	Derek Lamb
386246	Non Conformance Issues Any New QC21 Forms (795)	19 Jan 2026	23 Jan 2026	4 days	Derek Lamb
383728	Non Conformance Issues Any New QC21 Forms (795)	17 Dec 2025	22 Dec 2025	5 days	Derek Lamb
380996	Non Conformance Issues Any New QC21 Forms (795)	17 Nov 2025	20 Nov 2025	3 days	Derek Lamb
379073	Non Conformance Issues Any New QC21 Forms (796)	27 Oct 2025	06 Nov 2025	10 days	Helen Lamb
378389	Non Conformance Issues Any New QC21 Forms (795)	17 Oct 2025	30 Oct 2025	13 days	Derek Lamb
375533	Non Conformance Issues Any New QC21 Forms (795)	17 Sep 2025	22 Sep 2025	5 days	Derek Lamb
372921	Non Conformance Issues Any New QC21 Forms (795)	18 Aug 2025	21 Aug 2025	3 days	Derek Lamb
370058	Non Conformance Issues Any New QC21 Forms (795)	17 Jul 2025	24 Jul 2025	7 days	Derek Lamb
367274	Non Conformance Issues Any New QC21 Forms (795)	17 Jun 2025	19 Jun 2025	2 days	Derek Lamb
364642	Non Conformance Issues Any New QC21 Forms (795)	19 May 2025	22 May 2025	3 days	Derek Lamb
361886	Non Conformance Issues Any New QC21 Forms (795)	17 Apr 2025	24 Apr 2025	7 days	Derek Lamb
358694	Non Conformance Issues Any New QC21 Forms (795)	17 Mar 2025	27 Mar 2025	10 days	Derek Lamb
355726	Non Conformance Issues Any New QC21 Forms (795)	17 Feb 2025	20 Feb 2025	3 days	Derek Lamb
352880	Non Conformance Issues Any New QC21 Forms (795)	17 Jan 2025	23 Jan 2025	6 days	Derek Lamb
349889	Non Conformance Issues Any New QC21 Forms (795)	17 Dec 2024	27 Dec 2024	10 days	Derek Lamb
347175	Non Conformance Issues Any New QC21 Forms (795)	18 Nov 2024	21 Nov 2024	3 days	Derek Lamb
344967	Non Conformance Issues Any New QC21 Forms (796)	25 Oct 2024	11 Nov 2024	17 days	Helen Lamb

Management Review

Viamed - Warehouse Team Leader

Process ID #5858 — Opera Stock Adjustments

Last Reviewed: 13 Nov 2021 by Helen Lamb

Process Maturity (4 of 6 - 67%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	No
Recent Completion Evidence	No

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Opera Adjustments Todo List	Derek Lamb 01 Feb 2017
Outputs to the Process	Opera gets adjusted	Derek Lamb 01 Feb 2017
Risks to the Process	Stock valuations will get inaccurate if the process is not performed.	Derek Lamb 01 Feb 2017
Steps to Minimise Process Risks	Rolling Issue and Rolling Audit	Derek Lamb 01 Feb 2017
Scope / Definition of Process / Objective	Opera Counts bulk stock in and issues stock out against orders. Multiple processes cause stock to be used internally, Opera requires a weekly update to bring the stock count into line with whats been used outside the invoicing systems NO LONGER REQUIRED, New system live counts these now	Derek Lamb 02 Jul 2020
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	check at time of stock take that Intrastats and opera are the same	Helen Lamb 18 Apr 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report		
HSE Implications		
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

Management Review

Viamed - Warehouse Team Leader

- Internal Systems
- Physical Sites
- Accountants

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (4)

- Robert Connor (trained by Derek Lamb)
- Catherine Spence (trained by Derek Lamb)
- Jonathan Connor (trained by Helen Lamb)
- Derek Lamb (trained by Helen Lamb)

Associated Documents

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Task Completion History (Last 2 Years, Max 20 Items)

No completed tasks in the last 2 years.

Process ID #7798 — Operational Throughput, Fulfilment and Dispatch Performance Review

Last Reviewed: 14 May 2026 by Derek Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Data inputs include:- Employee Contracted Hours Report- Order Entry Report- Days to Ship Against Due Date Report- Shipper Statistics Report- Open Orders For Editing Report- Historical Rolling Task 649 commentary- Intrastats operational order processing data	Helen Lamb 12 May 2026
Outputs to the Process	Outputs include:- Monthly Operational Throughput and Fulfilment Report- Historical operational trend analysis- Operational KPI monitoring- Dispatch performance review- Staffing throughput review- Operational quality analysis- Supplier and fulfilment observations- Management review evidence- Continuous improvement observations	Helen Lamb 12 May 2026
Risks to the Process	Risks include:- Incorrect operational	Helen Lamb 12 May 2026

Management Review

Viamed - Warehouse Team Leader

	reporting- Line-level fulfilment visibility limitations- Supplier delays incorrectly inflating late shipment metrics- Operational dependency on key staff- Incorrect data interpretation- Failure to identify operational trends- Courier dependency- Incomplete monthly reporting	
Steps to Minimise Process Risks	- Complete monthly Rolling Task 649 review- Complete independent audit task 650- Maintain documented reporting methodology- Review historical trends monthly- Investigate significant KPI changes- Monitor supplier delay indicators- Review operational quality metrics- Monitor staffing concentration risks- Maintain linked supporting reports and documents	Helen Lamb 12 May 2026
Scope / Definition of Process / Objective	Review monthly operational throughput, fulfilment performance, staffing capacity, dispatch responsiveness, operational quality indicators, courier usage and historical operational trends to support management review, operational planning and continuous improvement.	Helen Lamb 12 May 2026
Likelihood of Risk (1-5)	3.Occasional	Derek Lamb 30 Aug 2017
Severity of Risk (1-5)	1.Negligible	Derek Lamb 30 Aug 2017
Measurable Objective	1. Maintain target of 80% of orders dispatched same day or next working day where operationally possible.2. Monitor operational throughput and staffing capacity trends.3. Monitor operational quality indicators including customer updates, input errors and due date amendments.4. Identify operational risks, supplier delays and system limitations affecting fulfilment performance.5. Ensure Rolling Task 649 and associated audit task 650 are completed within required timeframes.	Helen Lamb 12 May 2026
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	Effectiveness is verified through:- completion of Rolling Task 649- independent audit Rolling Task 650- review of monthly operational KPI trends- management review observations- historical operational commentary- monitoring of dispatch performance and operational quality indicators	Helen Lamb 12 May 2026
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=3, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 5.6.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.2.3

Management Review

Viamed - Warehouse Team Leader

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 8.2.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 8.2.5
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 8.4
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 8.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.5.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.5.2

Interested Parties

- Customer
- Internal Systems
- VST OEM Customers
- VST OEM Customers

Linked Companies

- Viamed
- VST

Trained Staff (4)

- Jonathan Connor (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Helen Lamb (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)

Associated Documents

- Audit 01 Picking packing Viamed (Doc ID: 173579)
- Audit 01 Picking packing VST (Doc ID: 173583)
- Viamed Operational Throughput Reporting Methodology Task 649.md (Doc ID: 219775)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #649

Subject: Operational Throughput, Fulfilment and Dispatch Performance Review

Target User: Derek Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

read Viamed Operational Throughput Reporting Methodology Task 649.md
make report, and add summary to notes field,

Repeat the Process and Link in a VST report

Rolling Audit #650

Subject: Orders And Items Shipped Per Month

Target User: Helen Lamb

Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:

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

Management Review

Viamed - Warehouse Team Leader

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396884	Orders And Items Shipped Per Month (650)	11 May 2026	14 May 2026	3 days	Helen Lamb
396883	Orders And Items Shipped Per Month (649)	11 May 2026	14 May 2026	3 days	Derek Lamb
394378	Orders And Items Shipped Per Month (649)	13 Apr 2026	16 Apr 2026	3 days	Derek Lamb
391429	Orders And Items Shipped Per Month (649)	11 Mar 2026	19 Mar 2026	8 days	Derek Lamb
388575	Orders And Items Shipped Per Month (650)	11 Feb 2026	13 Feb 2026	2 days	Helen Lamb
388574	Orders And Items Shipped Per Month (649)	11 Feb 2026	19 Feb 2026	8 days	Derek Lamb
385620	Orders And Items Shipped Per Month (649)	12 Jan 2026	19 Jan 2026	7 days	Derek Lamb
383174	Orders And Items Shipped Per Month (649)	11 Dec 2025	22 Dec 2025	11 days	Derek Lamb
380511	Orders And Items Shipped Per Month (650)	11 Nov 2025	20 Nov 2025	9 days	Helen Lamb
380510	Orders And Items Shipped Per Month (649)	11 Nov 2025	20 Nov 2025	9 days	Derek Lamb
377838	Orders And Items Shipped Per Month (649)	13 Oct 2025	16 Oct 2025	3 days	Derek Lamb
375117	Orders And Items Shipped Per Month (649)	11 Sep 2025	12 Sep 2025	1 day	Derek Lamb
372261	Orders And Items Shipped Per Month (650)	11 Aug 2025	14 Aug 2025	3 days	Helen Lamb
372260	Orders And Items Shipped Per Month (649)	11 Aug 2025	14 Aug 2025	3 days	Derek Lamb
369585	Orders And Items Shipped Per Month (649)	11 Jul 2025	18 Jul 2025	7 days	Derek Lamb
366778	Orders And Items Shipped Per Month (649)	11 Jun 2025	19 Jun 2025	8 days	Derek Lamb
363970	Orders And Items Shipped Per Month (650)	12 May 2025	15 May 2025	3 days	Helen Lamb
363969	Orders And Items Shipped Per Month (649)	12 May 2025	15 May 2025	3 days	Derek Lamb
361319	Orders And Items Shipped Per Month (649)	11 Apr 2025	17 Apr 2025	6 days	Derek Lamb
358136	Orders And Items Shipped Per Month (649)	11 Mar 2025	27 Mar 2025	16 days	Derek Lamb

Management Review

Viamed - Warehouse Team Leader

Process ID #7866 — Oxygen Cylinder Check

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Visual Check	Derek Lamb 24 Oct 2017
Outputs to the Process	Order more Bottles if required	Derek Lamb 24 Oct 2017
Risks to the Process	run out of oxygen	Derek Lamb 24 Oct 2017
Steps to Minimise Process Risks	rolling issue	Derek Lamb 24 Oct 2017
Scope / Definition of Process / Objective	Ensure we do not run out of oxygen	Derek Lamb 24 Oct 2017
Likelihood of Risk (1-5)	2.Remote	Derek Lamb 24 Oct 2017
Severity of Risk (1-5)	1.Negligible	Derek Lamb 24 Oct 2017
Measurable Objective	Check the Task History for completed Issues	Derek Lamb 10 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.3

Management Review

Viamed - Warehouse Team Leader

Interested Parties

- Internal Systems

Trained Staff (2)

- Philip Crossley (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)

Associated Documents

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #785

Subject: Oxygen Cylinder Check

Target User: Philip Crossley

Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Oxygen/Air Cylinders

Do we have 1 Full of both Oxygen and Air?

If not need to order more

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
394512	Oxygen Cylinder Check (785)	14 Apr 2026	16 Apr 2026	2 days	Philip Crossley
385870	Oxygen Cylinder Check (785)	14 Jan 2026	19 Jan 2026	5 days	Philip Crossley
378014	Oxygen Cylinder Check (785)	14 Oct 2025	16 Oct 2025	2 days	Philip Crossley
369697	Oxygen Cylinder Check (785)	14 Jul 2025	18 Jul 2025	4 days	Philip Crossley
361413	Oxygen Cylinder Check (785)	14 Apr 2025	14 Apr 2025	0 days	Philip Crossley
352436	Oxygen Cylinder Check (785)	14 Jan 2025	17 Jan 2025	3 days	Philip Crossley
343781	Oxygen Cylinder Check (785)	14 Oct 2024	14 Oct 2024	0 days	Philip Crossley
335225	Oxygen Cylinder Check (785)	15 Jul 2024	18 Jul 2024	3 days	Philip Crossley

Process ID #6955 — Production Requirements

Last Reviewed: 13 May 2026 by Derek Lamb

Process Maturity (6 of 6 - 100%)

Management Review

Viamed - Warehouse Team Leader

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	intrastats back orderswarehouse requests	Helen Lamb 29 Aug 2018
Outputs to the Process	A production job for a required item/s	Helen Lamb 29 Aug 2018
Risks to the Process	that jobs will not be added and customers orders will be delayed	Helen Lamb 29 Aug 2018
Steps to Minimise Process Risks	regular review of the active list by a production controller	Helen Lamb 29 Aug 2018
Scope / Definition of Process / Objective	To set production job for any stock item that is needed for customer back order, warehouse requests or marketing	Helen Lamb 29 Aug 2018
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 29 Aug 2018
Severity of Risk (1-5)	1.Negligible	Helen Lamb 29 Aug 2018
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.	Helen Lamb 29 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.1

Interested Parties

- Supplier
- Customer
- Internal Systems
- VST OEM Customers

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (2)

- Derek Lamb (trained by Helen Lamb)
- Steve Nixon (trained by Helen Lamb)

Associated Documents

- Audit 15 Production Viamed (Doc ID: 191692)
- Audit 15 Production VST (Doc ID: 159457)

Management Review

Viamed - Warehouse Team Leader

- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #907

Subject: Production Requirements

Target User: Steve Nixon

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:

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

Rolling Audit #908

Subject: Production Requirements

Target User: Derek Lamb

Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Review the task issues to ensure the task is being completed.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396898	Production Requirements (907)	11 May 2026	14 May 2026	3 days	Steve Nixon
396788	Production Requirements (908)	08 May 2026	14 May 2026	6 days	Derek Lamb
396344	Production Requirements (907)	04 May 2026	14 May 2026	10 days	Steve Nixon
395643	Production Requirements (907)	27 Apr 2026	07 May 2026	10 days	Steve Nixon
395010	Production Requirements (907)	20 Apr 2026	30 Apr 2026	10 days	Steve Nixon
394390	Production Requirements (907)	13 Apr 2026	22 Apr 2026	9 days	Steve Nixon
393632	Production Requirements (907)	06 Apr 2026	22 Apr 2026	16 days	Steve Nixon
393095	Production Requirements (907)	30 Mar 2026	02 Apr 2026	3 days	Steve Nixon
392497	Production Requirements (907)	23 Mar 2026	02 Apr 2026	10 days	Steve Nixon
391786	Production Requirements (907)	16 Mar 2026	02 Apr 2026	17 days	Steve Nixon
391150	Production Requirements (907)	09 Mar 2026	16 Mar 2026	7 days	Steve Nixon
390483	Production Requirements	02 Mar 2026	16 Mar 2026	14 days	Steve Nixon

Management Review

Viamed - Warehouse Team Leader

389721	(907) Production Requirements	23 Feb 2026	26 Feb 2026	3 days	Steve Nixon
389008	(907) Production Requirements	16 Feb 2026	26 Feb 2026	10 days	Steve Nixon
388330	(907) Production Requirements	09 Feb 2026	10 Feb 2026	1 day	Derek Lamb
388329	(908) Production Requirements	09 Feb 2026	26 Feb 2026	17 days	Steve Nixon
387491	(907) Production Requirements	02 Feb 2026	26 Feb 2026	24 days	Steve Nixon
386872	(907) Production Requirements	26 Jan 2026	26 Feb 2026	31 days	Steve Nixon
386257	(907) Production Requirements	19 Jan 2026	26 Feb 2026	38 days	Steve Nixon
385632	(907) Production Requirements	12 Jan 2026	26 Feb 2026	45 days	Steve Nixon

Process ID #7914 — Proofs of Delivery

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Intrastats Screen and external tracking websites	Derek Lamb 02 Oct 2018
Outputs to the Process	We have a copy of proofs of delivery	Derek Lamb 02 Oct 2018
Risks to the Process	That we do not get the POD and customers refuse to pay their invoices	Helen Lamb 22 Jul 2019
Steps to Minimise Process Risks	Get the PODs regularly	Helen Lamb 22 Jul 2019
Scope / Definition of Process / Objective	To download or pdf the proof of deliveries This is not needed at present. It was brought in prior to covid.	Helen Lamb 17 Jun 2024
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 24 Sep 2018
Severity of Risk (1-5)	1.Negligible	Derek Lamb 24 Sep 2018
Measurable Objective	See intrastats page, should be upto date within 4 weeks	Derek Lamb 02 Oct 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or	Helen Lamb 23 Oct 2020

Management Review

Viamed - Warehouse Team Leader

other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.

Risk / Benefit Report
HSE Implications
Calculated Risk Code

No Action
No health and safety implications
No Action (Frequency=1, Severity=1)

Helen Lamb 28 Jul 2025
Helen Lamb 28 Jul 2025

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.2.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.2.1

Interested Parties

- Customer
- Supplier
- Internal Systems

Linked Companies

- Vandagraph
- Viamed
- VST

Trained Staff (4)

- Derek Lamb (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)
- Helen Lamb (trained by Derek Lamb)
- Michael Lamb (trained by Helen Lamb)

Associated Documents

- Audit 09 Goods Inward and Product Identity Viamed (Doc ID: 166168)
- Audit 09 Goods Inward and Product Identity VST (Doc ID: 166164)

Rolling Task #917

Subject: Proofs of Delivery

Target User: Helen Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed get proofs of delivery and add to system.

This task is not done at present

review this when the issue comes up.

Rolling Audit #918

Subject: Proofs of Delivery

Target User: Michael Lamb

Recurrence: 24 Month(s) 0 Week(s) 0 Day(s)

Management Review

Viamed - Warehouse Team Leader

Notes:

System Generated

check task is being done

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
370064	Proofs of Delivery (917)	17 Jul 2025	18 Jul 2025	1 day	Helen Lamb
340753	Proofs of Delivery (918)	12 Sep 2024	19 Sep 2024	7 days	Michael Lamb
335489	Proofs of Delivery (917)	17 Jul 2024	18 Jul 2024	1 day	Helen Lamb
332593	Proofs of Delivery (917)	17 Jun 2024	20 Jun 2024	3 days	Helen Lamb
329861	Proofs of Delivery (917)	17 May 2024	21 May 2024	4 days	Helen Lamb

Process ID #5855 — Purchase Order Requirements Teledyne

Last Reviewed: 20 Apr 2026 by Derek Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Opera, Intrastats, Teledyne paperwork or email.	Derek Lamb 30 Aug 2017
Outputs to the Process	A review of outstanding purchase orders	Derek Lamb 30 Aug 2017
Risks to the Process	That good that are required will not be available.	Derek Lamb 30 Aug 2017
Steps to Minimise Process Risks	Regular contact with Teledyne and regular review.	Derek Lamb 30 Aug 2017
Scope / Definition of Process / Objective	To contact Teledyne and confirm the purchase orders we have outstanding for them	Derek Lamb 30 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 30 Aug 2017
Measurable Objective	ensure the task is being signed off	Derek Lamb 28 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Management Review

Viamed - Warehouse Team Leader

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Supplier
- Internal Systems
- VST Supplier

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (8)

- Katie Evans (trained by Derek Lamb)
- Jonathan Connor (trained by Derek Lamb)
- Steve Nixon (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Emily Hanson (trained by Derek Lamb)
- Jean Lamb (trained by Derek Lamb)
- Sarah Walton (trained by Derek Lamb)
- Sophie Lines (trained by Derek Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #220

Subject: Send Teledyne back orders list

Target User: Steve Nixon

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:

System Generated
Send Teledyne back orders list

Rolling Audit #375

Subject: Send Teledyne back orders list

Target User: Derek Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System GeneratedNOTE this is an Audit
You do not have to perform the process just ensure it is being done

Send Teledyne back orders list

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396846	Send Teledyne back orders list	11 May 2026	14 May 2026	3 days	Steve Nixon

Management Review

Viamed - Warehouse Team Leader

396285	(220) Send Teledyne back orders list	04 May 2026	14 May 2026	10 days	Steve Nixon
395594	(220) Send Teledyne back orders list	27 Apr 2026	07 May 2026	10 days	Steve Nixon
394956	(220) Send Teledyne back orders list	20 Apr 2026	22 Apr 2026	2 days	Derek Lamb
394953	(375) Send Teledyne back orders list	20 Apr 2026	07 May 2026	17 days	Steve Nixon
394342	(220) Send Teledyne back orders list	13 Apr 2026	22 Apr 2026	9 days	Steve Nixon
393569	(220) Send Teledyne back orders list	06 Apr 2026	16 Apr 2026	10 days	Steve Nixon
393052	(220) Send Teledyne back orders list	30 Mar 2026	02 Apr 2026	3 days	Steve Nixon
392442	(220) Send Teledyne back orders list	23 Mar 2026	02 Apr 2026	10 days	Steve Nixon
391977	(220) Send Teledyne back orders list	18 Mar 2026	19 Mar 2026	1 day	Derek Lamb
391733	(375) Send Teledyne back orders list	16 Mar 2026	02 Apr 2026	17 days	Steve Nixon
391102	(220) Send Teledyne back orders list	09 Mar 2026	16 Mar 2026	7 days	Steve Nixon
390418	(220) Send Teledyne back orders list	02 Mar 2026	16 Mar 2026	14 days	Steve Nixon
389667	(220) Send Teledyne back orders list	23 Feb 2026	26 Feb 2026	3 days	Steve Nixon
389220	(220) Send Teledyne back orders list	18 Feb 2026	26 Feb 2026	8 days	Derek Lamb
388954	(375) Send Teledyne back orders list	16 Feb 2026	26 Feb 2026	10 days	Steve Nixon
388279	(220) Send Teledyne back orders list	09 Feb 2026	26 Feb 2026	17 days	Steve Nixon
387427	(220) Send Teledyne back orders list	02 Feb 2026	10 Feb 2026	8 days	Steve Nixon
386818	(220) Send Teledyne back orders list	26 Jan 2026	10 Feb 2026	15 days	Steve Nixon
386205	(220) Send Teledyne back orders list	19 Jan 2026	23 Jan 2026	4 days	Derek Lamb
	(375)				

Process ID #7685 — Repairs Ready For Invoice

Management Review

Viamed - Warehouse Team Leader

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Intrastats Repairs Ready for Invoice Screen	Derek Lamb 09 May 2017
Outputs to the Process	Invoice prepared for customer	Derek Lamb 09 May 2017
Risks to the Process	repair has errors on it	Helen Lamb 02 Nov 2021
Steps to Minimise Process Risks	secondary checking carried out on all customer orders.	Helen Lamb 02 Nov 2021
Scope / Definition of Process / Objective	Process Invoice for completed repairs.	Helen Lamb 22 Jul 2019
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 12 Nov 2021
Severity of Risk (1-5)	1.Negligible	Helen Lamb 22 Jul 2019
Measurable Objective	Check list is up to date. Check rolling issues are completed within terms.	Helen Lamb 22 Jul 2019
Training Method Required	Procedural , Required Reading and Hands on	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.10
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.11
- VIAMED ISO 13485:2008 Manual: 4.1.a
- VIAMED ISO 13485:2008 Manual: 4.1.a
- VIAMED ISO 13485:2008 Manual: 4.1.a
- VIAMED ISO 13485:2008 Manual: 4.1.c
- VIAMED ISO 13485:2008 Manual: 7.4.3
- VIAMED ISO 13485:2008 Manual: 7.5.1.1.B
- VIAMED ISO 13485:2008 Manual: 7.5.1.2.3
- VIAMED ISO 13485:2008 Manual: 7.5.3
- VIAMED ISO 13485:2008 Manual: 7.5.3
- VIAMED ISO 13485:2008 Manual: 7.5.3.2.1
- VIAMED ISO 13485:2008 Manual: 7.5.3.2.1
- VIAMED ISO 13485:2008 Manual: 7.5.4
- VIAMED ISO 13485:2008 Manual: 7.5.4

Management Review

Viamed - Warehouse Team Leader

- VIAMED ISO 13485:2008 Manual: 7.5.4
- VIAMED ISO 13485:2008 Manual: 7.5.5
- VIAMED ISO 13485:2008 Manual: 7.5.5
- VIAMED ISO 13485:2008 Manual: 7.6.C
- VIAMED ISO 13485:2008 Manual: 8.3.C
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 5.1.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 6.2.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.2.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.2.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.7.1
- ISO 9001 Vandagraph Sensor Technologies Manual: 4.1.a
- ISO 9001 Vandagraph Sensor Technologies Manual: 4.1.a
- ISO 9001 Vandagraph Sensor Technologies Manual: 4.1.c
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.4.3
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.1.1.B
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.1.2.3 (ISO:13485)
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.3
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.3.2.1 (ISO:13485)
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.4
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.4
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.5
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.6.C
- ISO 9001 Vandagraph Sensor Technologies Manual: 8.3.C
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 4.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 5.1.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 6.2.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.5.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.2.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.2.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.7.1

Interested Parties

- Customer
- Supplier
- Internal Systems
- VST OEM Customers
- VST OEM Customers

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (4)

- Jonathan Connor (trained by Derek Lamb)
- Catherine Spence (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Sarah Walton (trained by Derek Lamb)

Associated Documents

- Audit 11 Repairs, Servicing and Returns Viamed (Doc ID: 166158)
- Audit 11 Repairs, Servicing and Returns VST Ltd (Doc ID: 166154)
- DO NOT USE VM3COP09 Repairs (Doc ID: 8712)
- VM3COP40.01 Vandagraph VN202 Repairs (Doc ID: 14118)
- VOP 09 Repairs and Servicing (Doc ID: 137919)
- VOP 09 Repairs SpO2 NO LONGER USED (Doc ID: 6274)
- VOP 19.01 SpO2 Repairs NO LONGER USED (Doc ID: 8673)

Management Review

Viamed - Warehouse Team Leader

Rolling Task #485

Subject: Repairs Ready For Invoice

Target User: Catherine Spence

Recurrence: 0 Month(s) 0 Week(s) 2 Day(s)

Notes:

System Generated

Task To be Completed

Check repairs ready for invoice and give paperwork to the office to complete letter, order and repair report

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397134	Repairs Ready For Invoice (485)	13 May 2026		Outstanding (1 day)	Catherine Spence
396861	Repairs Ready For Invoice (485)	11 May 2026	14 May 2026	3 days	Catherine Spence
396660	Repairs Ready For Invoice (485)	07 May 2026	07 May 2026	0 days	Catherine Spence
396377	Repairs Ready For Invoice (485)	05 May 2026	07 May 2026	2 days	Catherine Spence
396304	Repairs Ready For Invoice (485)	04 May 2026	07 May 2026	3 days	Catherine Spence
396138	Repairs Ready For Invoice (485)	01 May 2026	07 May 2026	6 days	Catherine Spence
395910	Repairs Ready For Invoice (485)	29 Apr 2026	07 May 2026	8 days	Catherine Spence
395606	Repairs Ready For Invoice (485)	27 Apr 2026	30 Apr 2026	3 days	Catherine Spence
395356	Repairs Ready For Invoice (485)	23 Apr 2026	30 Apr 2026	7 days	Catherine Spence
395120	Repairs Ready For Invoice (485)	21 Apr 2026	22 Apr 2026	1 day	Catherine Spence
394967	Repairs Ready For Invoice (485)	20 Apr 2026	22 Apr 2026	2 days	Catherine Spence
394860	Repairs Ready For Invoice (485)	17 Apr 2026	22 Apr 2026	5 days	Catherine Spence
394624	Repairs Ready For Invoice (485)	15 Apr 2026	16 Apr 2026	1 day	Catherine Spence
394356	Repairs Ready For Invoice (485)	13 Apr 2026	16 Apr 2026	3 days	Catherine Spence
393999	Repairs Ready For Invoice (485)	09 Apr 2026	16 Apr 2026	7 days	Catherine Spence
393671	Repairs Ready For Invoice (485)	07 Apr 2026	09 Apr 2026	2 days	Catherine Spence
393591	Repairs Ready For Invoice (485)	06 Apr 2026	09 Apr 2026	3 days	Catherine Spence
393513	Repairs Ready For Invoice (485)	03 Apr 2026	09 Apr 2026	6 days	Catherine Spence
393278	Repairs Ready For Invoice (485)	01 Apr 2026	02 Apr 2026	1 day	Catherine Spence
393062	Repairs Ready For Invoice (485)	30 Mar 2026	02 Apr 2026	3 days	Catherine Spence

Management Review

Viamed - Warehouse Team Leader

Process ID #7684 — Repairs Ready For Quote

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Intrastats Repairs Ready For Quote Screen	Derek Lamb 09 May 2017
Outputs to the Process	Repairs Quoted to Customers	Derek Lamb 09 May 2017
Risks to the Process	If process does not get performed, we likely to loose customers,get complaints over not responding to customers returned goods	Derek Lamb 12 Nov 2021
Steps to Minimise Process Risks	rolling task	Derek Lamb 12 Nov 2021
Scope / Definition of Process / Objective	Process Repairs Ready For Quote	Derek Lamb 09 May 2017
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 12 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 12 Nov 2021
Measurable Objective	List should be Empty.	Derek Lamb 10 Aug 2018
Training Method Required	Procedural , Required Reading and Hands on	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.10
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.11
- VIAMED ISO 13485:2008 Manual: 4.1.a
- VIAMED ISO 13485:2008 Manual: 4.1.a
- VIAMED ISO 13485:2008 Manual: 4.1.a
- VIAMED ISO 13485:2008 Manual: 4.1.c
- VIAMED ISO 13485:2008 Manual: 7.4.3
- VIAMED ISO 13485:2008 Manual: 7.5.1.1.B
- VIAMED ISO 13485:2008 Manual: 7.5.1.2.3
- VIAMED ISO 13485:2008 Manual: 7.5.3
- VIAMED ISO 13485:2008 Manual: 7.5.3

Management Review

Viamed - Warehouse Team Leader

- VIAMED ISO 13485:2008 Manual: 7.5.3.2.1
- VIAMED ISO 13485:2008 Manual: 7.5.3.2.1
- VIAMED ISO 13485:2008 Manual: 7.5.4
- VIAMED ISO 13485:2008 Manual: 7.5.4
- VIAMED ISO 13485:2008 Manual: 7.5.4
- VIAMED ISO 13485:2008 Manual: 7.5.5
- VIAMED ISO 13485:2008 Manual: 7.5.5
- VIAMED ISO 13485:2008 Manual: 7.6.C
- VIAMED ISO 13485:2008 Manual: 8.3.C
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 5.1.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 6.2.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.2.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.2.3.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.7.1
- ISO 9001 Vandagraph Sensor Technologies Manual: 4.1.a
- ISO 9001 Vandagraph Sensor Technologies Manual: 4.1.a
- ISO 9001 Vandagraph Sensor Technologies Manual: 4.1.c
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.4.3
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.1.1.B
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.1.2.3 (ISO:13485)
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.3
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.3.2.1 (ISO:13485)
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.4
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.4
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.5.5
- ISO 9001 Vandagraph Sensor Technologies Manual: 7.6.C
- ISO 9001 Vandagraph Sensor Technologies Manual: 8.3.C
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 4.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 5.1.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 6.2.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.5.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.2.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.2.3.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.7.1

Interested Parties

- Customer
- Supplier
- Internal Systems
- VST OEM Customers
- VST OEM Customers

Linked Companies

- Vandagraph
- Viamed
- VST

Trained Staff (4)

- Jonathan Connor (trained by Derek Lamb)
- Catherine Spence (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Sarah Walton (trained by Derek Lamb)

Associated Documents

- Audit 11 Repairs, Servicing and Returns Viamed (Doc ID: 166158)
- Audit 11 Repairs, Servicing and Returns VST Ltd (Doc ID: 166154)
- DO NOT USE VM3COP09 Repairs (Doc ID: 8712)

Management Review

Viamed - Warehouse Team Leader

- VOP 09 Repairs and Servicing (Doc ID: 137919)
- VOP 09 Repairs SpO2 NO LONGER USED (Doc ID: 6274)
- VOP 19.01 SpO2 Repairs NO LONGER USED (Doc ID: 8673)

Rolling Task #486

Subject: Repairs Ready For Quote

Target User: Catherine Spence

Recurrence: 0 Month(s) 0 Week(s) 1 Day(s)

Notes:

System Generated

Task To be Completed

Check repairs ready for quote and give paperwork to the office to raise customer quote

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397243	Repairs Ready For Quote (486)	14 May 2026		Outstanding (0 days)	Catherine Spence
397135	Repairs Ready For Quote (486)	13 May 2026	14 May 2026	1 day	Catherine Spence
397006	Repairs Ready For Quote (486)	12 May 2026	14 May 2026	2 days	Catherine Spence
396862	Repairs Ready For Quote (486)	11 May 2026	14 May 2026	3 days	Catherine Spence
396759	Repairs Ready For Quote (486)	08 May 2026	14 May 2026	6 days	Catherine Spence
396661	Repairs Ready For Quote (486)	07 May 2026	07 May 2026	0 days	Catherine Spence
396550	Repairs Ready For Quote (486)	06 May 2026	07 May 2026	1 day	Catherine Spence
396378	Repairs Ready For Quote (486)	05 May 2026	07 May 2026	2 days	Catherine Spence
396305	Repairs Ready For Quote (486)	04 May 2026	07 May 2026	3 days	Catherine Spence
396139	Repairs Ready For Quote (486)	01 May 2026	07 May 2026	6 days	Catherine Spence
396012	Repairs Ready For Quote (486)	30 Apr 2026	07 May 2026	7 days	Catherine Spence
395911	Repairs Ready For Quote (486)	29 Apr 2026	30 Apr 2026	1 day	Catherine Spence
395755	Repairs Ready For Quote (486)	28 Apr 2026	30 Apr 2026	2 days	Catherine Spence
395607	Repairs Ready For Quote (486)	27 Apr 2026	30 Apr 2026	3 days	Catherine Spence
395488	Repairs Ready For Quote (486)	24 Apr 2026	30 Apr 2026	6 days	Catherine Spence
395357	Repairs Ready For Quote (486)	23 Apr 2026	30 Apr 2026	7 days	Catherine Spence
395218	Repairs Ready For Quote (486)	22 Apr 2026	23 Apr 2026	1 day	Catherine Spence
395121	Repairs Ready For Quote (486)	21 Apr 2026	22 Apr 2026	1 day	Catherine Spence
394968	Repairs Ready For Quote (486)	20 Apr 2026	22 Apr 2026	2 days	Catherine Spence
394861	Repairs Ready For Quote (486)	17 Apr 2026	22 Apr 2026	5 days	Catherine Spence

Management Review

Viamed - Warehouse Team Leader

Process ID #7915 — Reserve Stock Review

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Intrastats Screen	Derek Lamb 02 Oct 2018
Outputs to the Process	Notification to order stock if required	Derek Lamb 02 Oct 2018
Risks to the Process	We run out of stock	Helen Lamb 02 Nov 2021
Steps to Minimise Process Risks	regular review of issues and stock levels.	Helen Lamb 02 Nov 2021
Scope / Definition of Process / Objective	To ensure we have enough items of particular stock for certain customer whom can and do place large orders of regular stock,	Derek Lamb 02 Oct 2018
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 02 Oct 2018
Severity of Risk (1-5)	1.Negligible	Derek Lamb 02 Oct 2018
Measurable Objective	stock on the list should be covered by stock on the shelves or incoming purchase orders	Derek Lamb 02 Oct 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Customer

Linked Companies

- Viamed

Trained Staff (2)

- Derek Lamb (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)

Management Review

Viamed - Warehouse Team Leader

Associated Documents

- Audit 09 Goods Inward and Product Identity Viamed (Doc ID: 166168)
- Audit 09 Goods Inward and Product Identity VST (Doc ID: 166164)

Rolling Task #921

Subject: Reserve Stock Review

Target User: Robert Connor

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed To ensure we have enough items of particular stock for certain customer whom can and do place large orders of regular stock, Intrastats Screen

Check the linked Page for stock references and quantities.

Ensure there is enough stock in the system for the potential large orders.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397269	Reserve Stock Review (921)	14 May 2026	14 May 2026	0 days	Robert Connor
396684	Reserve Stock Review (921)	07 May 2026	07 May 2026	0 days	Robert Connor
396035	Reserve Stock Review (921)	30 Apr 2026	30 Apr 2026	0 days	Robert Connor
395380	Reserve Stock Review (921)	23 Apr 2026	23 Apr 2026	0 days	Robert Connor
394776	Reserve Stock Review (921)	16 Apr 2026	16 Apr 2026	0 days	Robert Connor
394023	Reserve Stock Review (921)	09 Apr 2026	09 Apr 2026	0 days	Robert Connor
393442	Reserve Stock Review (921)	02 Apr 2026	02 Apr 2026	0 days	Robert Connor
392907	Reserve Stock Review (921)	26 Mar 2026	02 Apr 2026	7 days	Robert Connor
392139	Reserve Stock Review (921)	19 Mar 2026	19 Mar 2026	0 days	Robert Connor
391575	Reserve Stock Review (921)	12 Mar 2026	16 Mar 2026	4 days	Robert Connor
390904	Reserve Stock Review (921)	05 Mar 2026	05 Mar 2026	0 days	Robert Connor
390130	Reserve Stock Review (921)	26 Feb 2026	26 Feb 2026	0 days	Robert Connor
389457	Reserve Stock Review (921)	19 Feb 2026	19 Feb 2026	0 days	Robert Connor
388737	Reserve Stock Review (921)	12 Feb 2026	19 Feb 2026	7 days	Robert Connor
387891	Reserve Stock Review (921)	05 Feb 2026	05 Feb 2026	0 days	Robert Connor
387235	Reserve Stock Review (921)	29 Jan 2026	29 Jan 2026	0 days	Robert Connor
386566	Reserve Stock Review (921)	22 Jan 2026	23 Jan 2026	1 day	Robert Connor
385983	Reserve Stock Review (921)	15 Jan 2026	19 Jan 2026	4 days	Robert Connor
385345	Reserve Stock Review (921)	08 Jan 2026	08 Jan 2026	0 days	Robert Connor
384693	Reserve Stock	01 Jan 2026	08 Jan 2026	7 days	Robert Connor

Management Review

Viamed - Warehouse Team Leader

Review (921)

Process ID #5868 — Return Goods To Suppliers

Last Reviewed: 29 Oct 2025 by Derek Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Returns pending Shipment Screen	Derek Lamb 01 Feb 2017
Outputs to the Process	RMA filled into the returns system and the return shipment getting sent to the supplier	Derek Lamb 01 Feb 2017
Risks to the Process	Not performing the process can lead to products being returned within the warranty period causing financial loss.	Derek Lamb 01 Feb 2017
Steps to Minimise Process Risks	Rolling Issue system and rolling audit against the procedure	Derek Lamb 01 Feb 2017
Scope / Definition of Process / Objective	To get Returns numbers from suppliers with return shipments pending.	Derek Lamb 01 Feb 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	Check rolling issues are completed within terms.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Internal Systems
- Supplier
- VST Supplier
- VST Supplier
- VST Supplier

Linked Companies

- Vandagraph
- Viamed

Management Review

Viamed - Warehouse Team Leader

- VST

Trained Staff (4)

- Jonathan Connor (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)
- Catherine Spence (trained by Derek Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #66

Subject: Request RMAs

Target User: Catherine Spence

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:

System Generated

Check Supplier returns, see if any new returns require a RMA requesting.

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Teledyne

Bluepoint

Rolling Audit #69

Subject: Return Goods to Suppliers

Target User: Derek Lamb

Recurrence: 2 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Check Supplier returns, see if any new returns require a RMA requesting.

Return all outstanding returns to Suppliers.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396748	Request RMAs (66)	08 May 2026	14 May 2026	6 days	Catherine Spence
396119	Request RMAs (66)	01 May 2026	14 May 2026	13 days	Catherine Spence
395592	Return Goods to Suppliers (69)	27 Apr 2026	30 Apr 2026	3 days	Derek Lamb
395479	Request RMAs (66)	24 Apr 2026	30 Apr 2026	6 days	Catherine Spence
394845	Request RMAs (66)	17 Apr 2026	30 Apr 2026	13 days	Catherine Spence
394243	Request RMAs (66)	10 Apr 2026	16 Apr 2026	6 days	Catherine Spence
393503	Request RMAs (66)	03 Apr 2026	16 Apr 2026	13 days	Catherine Spence
392966	Request RMAs	27 Mar 2026	02 Apr 2026	6 days	Catherine Spence

Management Review

Viamed - Warehouse Team Leader

392325	(66) Request RMAs	20 Mar 2026	02 Apr 2026	13 days	Catherine Spence
391640	(66) Request RMAs	13 Mar 2026	19 Mar 2026	6 days	Catherine Spence
390976	(66) Request RMAs	06 Mar 2026	16 Mar 2026	10 days	Catherine Spence
390227	(66) Request RMAs	27 Feb 2026	02 Mar 2026	3 days	Catherine Spence
390091	Return Goods to Suppliers (69)	26 Feb 2026	02 Mar 2026	4 days	Derek Lamb
389529	(66) Request RMAs	20 Feb 2026	26 Feb 2026	6 days	Catherine Spence
388855	(66) Request RMAs	13 Feb 2026	19 Feb 2026	6 days	Catherine Spence
388095	(66) Request RMAs	06 Feb 2026	10 Feb 2026	4 days	Catherine Spence
387316	(66) Request RMAs	30 Jan 2026	10 Feb 2026	11 days	Catherine Spence
386684	(66) Request RMAs	23 Jan 2026	29 Jan 2026	6 days	Catherine Spence
386087	(66) Request RMAs	16 Jan 2026	19 Jan 2026	3 days	Catherine Spence
385467	(66) Request RMAs	09 Jan 2026	19 Jan 2026	10 days	Catherine Spence

Process ID #7796 — Review Franking Label Errors

Last Reviewed: 16 Feb 2026 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Franking labels that have mis-printed and been entered incorrectly.	Derek Lamb 29 Aug 2017
Outputs to the Process	All the franking labels sent to Royal Mail.	Derek Lamb 29 Aug 2017
Risks to the Process	That they are lost or not returned quickly enough to get a refund	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Follow the issue reminding staff to return them.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	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.	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Derek Lamb 29 Aug 2017
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	Check rolling issues are completed within terms. You can also check the ducket in goods out for franking labels ready to claim back.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced	Helen Lamb 01 Oct 2019

Management Review

Viamed - Warehouse Team Leader

Verification / Effectiveness	staff This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 8.2.3.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 8.2.3.1

Interested Parties

- Supplier
- Customer
- Finance Banks

Linked Companies

- Viamed

Trained Staff (4)

- Catherine Spence (trained by Derek Lamb)
- Helen Lamb (trained by Derek Lamb)
- Emma Clark (trained by Helen Lamb)
- Jonathan Connor (trained by Helen Lamb)

Associated Documents

- Audit 01 Picking packing Viamed (Doc ID: 173579)
- Audit 01 Picking packing VST (Doc ID: 173583)
- VOP 03 Contract Review, Enquires, Office Processes (Doc ID: 77875)

Rolling Task #645

Subject: Review Franking Label Errors

Target User: Catherine Spence

Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:

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.

Management Review

Viamed - Warehouse Team Leader

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.

Rolling Audit #646

Subject: Review Franking Label Errors

Target User: Helen Lamb

Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

*** AUDIT *** Ensure the Task is being 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

Management Review

Viamed - Warehouse Team Leader

You will get a cheque refund for the value of the unused impressions minus a 15% administration fee.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396779	Review Franking Label Errors (645)	08 May 2026	14 May 2026	6 days	Catherine Spence
388992	Review Franking Label Errors (646)	16 Feb 2026	19 Feb 2026	3 days	Helen Lamb
388315	Review Franking Label Errors (645)	09 Feb 2026	10 Feb 2026	1 day	Catherine Spence
380988	Review Franking Label Errors (646)	17 Nov 2025	20 Nov 2025	3 days	Helen Lamb
380397	Review Franking Label Errors (645)	10 Nov 2025	20 Nov 2025	10 days	Catherine Spence
372805	Review Franking Label Errors (646)	15 Aug 2025	21 Aug 2025	6 days	Helen Lamb
372129	Review Franking Label Errors (645)	08 Aug 2025	14 Aug 2025	6 days	Catherine Spence
364384	Review Franking Label Errors (646)	15 May 2025	22 May 2025	7 days	Helen Lamb
363742	Review Franking Label Errors (645)	08 May 2025	15 May 2025	7 days	Catherine Spence
355718	Review Franking Label Errors (646)	17 Feb 2025	20 Feb 2025	3 days	Helen Lamb
355048	Review Franking Label Errors (645)	10 Feb 2025	20 Feb 2025	10 days	Catherine Spence
346991	Review Franking Label Errors (646)	15 Nov 2024	21 Nov 2024	6 days	Helen Lamb
346371	Review Franking Label Errors (645)	08 Nov 2024	21 Nov 2024	13 days	Catherine Spence
338238	Review Franking Label Errors (646)	15 Aug 2024	05 Sep 2024	21 days	Helen Lamb
337619	Review Franking Label Errors (645)	08 Aug 2024	05 Sep 2024	28 days	Catherine Spence
329550	Review Franking Label Errors (646)	15 May 2024	16 May 2024	1 day	Helen Lamb

Process ID #7923 — Review Of Credits Received From Suppliers

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Credits received, and Intrastats Supplier returns screen	Derek Lamb 08 Jan 2019
Outputs to the Process	Credits / RMA screens reviewed and updatedUp to date accounts	Helen Lamb 02 Nov 2021
Risks to the Process	credits missed or not received	Helen Lamb 02 Nov 2021
Steps to Minimise Process Risks	regular review of issues and tasks	Helen Lamb 02 Nov 2021

Management Review

Viamed - Warehouse Team Leader

Scope / Definition of Process / Objective	To Review and tidy up any outstanding RMAs that have been resolved by Supplier credit notes	Derek Lamb 08 Jan 2019
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 08 Jan 2019
Severity of Risk (1-5)	1.Negligible	Derek Lamb 08 Jan 2019
Measurable Objective	Task History and issues	Helen Lamb 02 Nov 2021
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.2

Interested Parties

- VST Supplier
- Supplier

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (3)

- Derek Lamb (trained by Derek Lamb)
- Catherine Spence (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)

Associated Documents

- Audit 09 Goods Inward and Product Identity Viamed (Doc ID: 166168)
- Audit 09 Goods Inward and Product Identity VST (Doc ID: 166164)

Rolling Task #935

Subject: Review Of Credits Received From Suppliers

Target User: Catherine Spence

Recurrence: 0 Month(s) 2 Week(s) 0 Day(s)

Notes:

System GeneratedTask 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

Rolling Audit #936

Subject: Review Of Credits Received From Suppliers

Target User: Robert Connor

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System GeneratedTask 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

Management Review

Viamed - Warehouse Team Leader

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396789	Review Of Credits Received From Suppliers (936)	08 May 2026	14 May 2026	6 days	Robert Connor
396575	Review Of Credits Received From Suppliers (935)	06 May 2026	14 May 2026	8 days	Catherine Spence
395250	Review Of Credits Received From Suppliers (935)	22 Apr 2026	14 May 2026	22 days	Catherine Spence
393903	Review Of Credits Received From Suppliers (936)	08 Apr 2026	09 Apr 2026	1 day	Robert Connor
393902	Review Of Credits Received From Suppliers (935)	08 Apr 2026	16 Apr 2026	8 days	Catherine Spence
392766	Review Of Credits Received From Suppliers (935)	25 Mar 2026	26 Mar 2026	1 day	Catherine Spence
391435	Review Of Credits Received From Suppliers (935)	11 Mar 2026	19 Mar 2026	8 days	Catherine Spence
391151	Review Of Credits Received From Suppliers (936)	09 Mar 2026	16 Mar 2026	7 days	Robert Connor
389995	Review Of Credits Received From Suppliers (935)	25 Feb 2026	05 Mar 2026	8 days	Catherine Spence
388581	Review Of Credits Received From Suppliers (935)	11 Feb 2026	19 Feb 2026	8 days	Catherine Spence
388331	Review Of Credits Received From Suppliers (936)	09 Feb 2026	10 Feb 2026	1 day	Robert Connor
387142	Review Of Credits Received From Suppliers (935)	28 Jan 2026	05 Feb 2026	8 days	Catherine Spence
385874	Review Of Credits Received From Suppliers (935)	14 Jan 2026	29 Jan 2026	15 days	Catherine Spence
385346	Review Of Credits Received From Suppliers (936)	08 Jan 2026	08 Jan 2026	0 days	Robert Connor
384592	Review Of Credits Received From Suppliers (935)	31 Dec 2025	08 Jan 2026	8 days	Catherine Spence
383732	Review Of Credits Received From Suppliers (935)	17 Dec 2025	08 Jan 2026	22 days	Catherine Spence
382847	Review Of Credits Received From Suppliers (936)	08 Dec 2025	11 Dec 2025	3 days	Robert Connor
382479	Review Of Credits Received From Suppliers (935)	03 Dec 2025	11 Dec 2025	8 days	Catherine Spence
381235	Review Of Credits Received From Suppliers (935)	19 Nov 2025	11 Dec 2025	22 days	Catherine Spence
380413	Review Of Credits Received From Suppliers (936)	10 Nov 2025	20 Nov 2025	10 days	Robert Connor

Management Review

Viamed - Warehouse Team Leader

Process ID #8092 — Sensor Recycle / Depletions Logging

Last Reviewed: 12 Nov 2025 by Derek Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Returned sensorsReturned sensor system monitoringSales and promotion of our sensors	Helen Lamb 06 May 2025
Outputs to the Process	reliable system increased sales by promoting our products	Helen Lamb 06 May 2025
Risks to the Process	Missing sensors that have been returned	Helen Lamb 06 May 2025
Steps to Minimise Process Risks	regular issues and reviews	Helen Lamb 06 May 2025
Scope / Definition of Process / Objective	For goods in to book in the returned sensors into the system. Then to chase the returned sensors, and promote our products.	Helen Lamb 06 May 2025
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 06 May 2025
Severity of Risk (1-5)	1.Negligible	Helen Lamb 06 May 2025
Measurable Objective	For goods in to book in the returned sensors into the system. Then to chase the returned sensors, and promote our products.Returned sensor system monitoring.	Helen Lamb 06 May 2025
Training Method Required	Hands on from experienced members of staff	Helen Lamb 06 May 2025
Verification / Effectiveness	Regular reviews. This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 06 May 2025
Covid / Pandemic Notes	This process could be affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 06 May 2025
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 8.3

Interested Parties

- Internal Systems
- VST OEM Customers
- Customer

Linked Companies

- Viamed
- Vandagraph

Management Review

Viamed - Warehouse Team Leader

- VST

Trained Staff (2)

- Catrin Hird (trained by Helen Lamb)
- Derek Lamb (trained by Helen Lamb)

Associated Documents

- Audit 09 Goods Inward and Product Identity Viamed (Doc ID: 166168)
- VOP 20 Goods in Purchases, Returns, Repairs, Inspection / Rejection (Doc ID: 181426)

Rolling Task #1288

Subject: Sensor Recycle / Depletions Logging

Target User: Catrin Hird

Recurrence: 0 Month(s) 2 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Contact depleted sensor customers who have returned sensors, and promote our products

Rolling Audit #1289

Subject: Sensor Recycle / Depletions Logging

Target User: Derek Lamb

Recurrence: 0 Month(s) 6 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Contact depleted sensor customers who have returned sensors, and promote our products.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397164	Sensor Recycle / Depletions Logging (1288)	13 May 2026		Outstanding (1 day)	Catrin Hird
395938	Sensor Recycle / Depletions Logging (1289)	29 Apr 2026	30 Apr 2026	1 day	Derek Lamb
395937	Sensor Recycle / Depletions Logging (1288)	29 Apr 2026		Outstanding (15 days)	Catrin Hird
394660	Sensor Recycle / Depletions Logging (1288)	15 Apr 2026	27 Apr 2026	12 days	Catrin Hird
393337	Sensor Recycle / Depletions Logging (1288)	01 Apr 2026	27 Apr 2026	26 days	Catrin Hird
392013	Sensor Recycle / Depletions Logging (1289)	18 Mar 2026	16 Apr 2026	29 days	Derek Lamb
392012	Sensor Recycle / Depletions Logging (1288)	18 Mar 2026	23 Mar 2026	5 days	Catrin Hird
390773	Sensor Recycle / Depletions Logging	04 Mar 2026	23 Mar 2026	19 days	Catrin Hird

Management Review

Viamed - Warehouse Team Leader

389256	(1288) Sensor Recycle / Depletions Logging	18 Feb 2026	19 Feb 2026	1 day	Catrin Hird
387778	(1288) Sensor Recycle / Depletions Logging	04 Feb 2026	19 Feb 2026	15 days	Derek Lamb
387777	(1289) Sensor Recycle / Depletions Logging	04 Feb 2026	19 Feb 2026	15 days	Catrin Hird
386456	(1288) Sensor Recycle / Depletions Logging	21 Jan 2026	19 Feb 2026	29 days	Catrin Hird
385243	(1288) Sensor Recycle / Depletions Logging	07 Jan 2026	12 Jan 2026	5 days	Catrin Hird
384258	(1289) Sensor Recycle / Depletions Logging	24 Dec 2025	02 Jan 2026	9 days	Derek Lamb
384257	(1288) Sensor Recycle / Depletions Logging	24 Dec 2025	12 Jan 2026	19 days	Catrin Hird
383068	(1288) Sensor Recycle / Depletions Logging	10 Dec 2025	12 Jan 2026	33 days	Catrin Hird
381843	(1288) Sensor Recycle / Depletions Logging	26 Nov 2025	26 Nov 2025	0 days	Catrin Hird
380665	(1289) Sensor Recycle / Depletions Logging	12 Nov 2025	13 Nov 2025	1 day	Derek Lamb
380664	(1288) Sensor Recycle / Depletions Logging	12 Nov 2025	21 Nov 2025	9 days	Catrin Hird
379338	(1288) Sensor Recycle / Depletions Logging	29 Oct 2025	31 Oct 2025	2 days	Catrin Hird

Process ID #5935 — Stock Allocations

Last Reviewed: 30 Nov 2023 by Derek Lamb

Process Maturity (3 of 6 - 50%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	No
Recent Completion Evidence	No

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	The Stock allocations list in intrastats. Invoices and credit notes where goods have not been scanned for one reason or another. Repairs where stock has not been scanned to it. Stock takes.	Derek Lamb 29 Aug 2017
Outputs to the Process	Once done the correct stock id will be	Derek Lamb 29 Aug 2017

Management Review

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Risks to the Process	scanned to the correct item on an invoice. We know what stock items have gone where. Stock takes. Items that should be linked to a invoice are not in the allocations list. That items are allocated incorrectly on the list.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Care is taken where allocating stock to invoices and credits. Research is done where it is not clear what item should be allocated.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	To allocate stock that has not automatically be linked to a repair or invoice.No longer required with replacement order system	Derek Lamb 30 Nov 2023
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	check stock allocations list	Helen Lamb 18 Apr 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020

Risk / Benefit Report
HSE Implications
Calculated Risk Code

No Action (Frequency=2, Severity=1)

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Internal Systems
- Customer
- VST OEM Customers
- VST OEM Customers

Linked Companies

- VST
- Viamed

Trained Staff (3)

- Helen Lamb (trained by Derek Lamb)
- Derek Lamb (trained by Helen Lamb)
- Jonathan Connor (trained by Helen Lamb)

Associated Documents

Management Review

Viamed - Warehouse Team Leader

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Task Completion History (Last 2 Years, Max 20 Items)

No completed tasks in the last 2 years.

Process ID #6829 — Supplier Review - Outstanding orders

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	correspondences from the supplier. Information from shippers.	Derek Lamb 29 Aug 2017
Outputs to the Process	Contact with the supplier requesting shipping times and methods. Chasing the supplier regularly as per the intrastats issues.	Derek Lamb 29 Aug 2017
Risks to the Process	That good will be delayed and therefore not available to customers.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Regular contact with the suppliers.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	Orders that have not been supplied in the time scale provided.	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	2.Minor	Helen Lamb 13 Nov 2021
Measurable Objective	There should be no outstanding supplier orders older than 3 days.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=2)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 9.1.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 9.3.2

Interested Parties

- Internal Systems
- Supplier

Management Review

Viamed - Warehouse Team Leader

- ISO Auditing Bodies
- Customer
- VST Supplier

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (3)

- Jonathan Connor (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Steve Nixon (trained by Derek Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #616

Subject: Supplier Review - Outstanding orders
Target User: Steve Nixon
Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:
System Generated
Task To be Completed

Check PO log for overdue orders

Rolling Audit #942

Subject: Supplier Review - Outstanding orders
Target User: Derek Lamb
Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:
System Generated
Task To be Completed Orders that have not been supplied in the time scale provided. correspondences from the supplier. Information from shippers.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
394767	Supplier Review - Outstanding orders (616)	16 Apr 2026	22 Apr 2026	6 days	Steve Nixon
391768	Supplier Review - Outstanding orders (616)	16 Mar 2026	22 Apr 2026	37 days	Steve Nixon
390607	Supplier Review - Outstanding orders (942)	03 Mar 2026	05 Mar 2026	2 days	Derek Lamb
388990	Supplier Review - Outstanding orders (616)	16 Feb 2026	26 Feb 2026	10 days	Steve Nixon
386115	Supplier Review - Outstanding orders (616)	16 Jan 2026	26 Feb 2026	41 days	Steve Nixon

Management Review

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383564	Supplier Review - Outstanding orders (616)	16 Dec 2025	26 Feb 2026	72 days	Steve Nixon
382480	Supplier Review - Outstanding orders (942)	03 Dec 2025	22 Dec 2025	19 days	Derek Lamb
380986	Supplier Review - Outstanding orders (616)	17 Nov 2025	02 Jan 2026	46 days	Steve Nixon
378257	Supplier Review - Outstanding orders (616)	16 Oct 2025	20 Nov 2025	35 days	Steve Nixon
375427	Supplier Review - Outstanding orders (616)	16 Sep 2025	24 Oct 2025	38 days	Steve Nixon
374340	Supplier Review - Outstanding orders (942)	03 Sep 2025	12 Sep 2025	9 days	Derek Lamb
372914	Supplier Review - Outstanding orders (616)	18 Aug 2025	12 Sep 2025	25 days	Steve Nixon
369952	Supplier Review - Outstanding orders (616)	16 Jul 2025	31 Jul 2025	15 days	Steve Nixon
367115	Supplier Review - Outstanding orders (616)	16 Jun 2025	31 Jul 2025	45 days	Steve Nixon
365991	Supplier Review - Outstanding orders (942)	03 Jun 2025	05 Jun 2025	2 days	Derek Lamb
364509	Supplier Review - Outstanding orders (616)	16 May 2025	03 Jul 2025	48 days	Steve Nixon
361746	Supplier Review - Outstanding orders (616)	16 Apr 2025	24 Apr 2025	8 days	Steve Nixon
358686	Supplier Review - Outstanding orders (616)	17 Mar 2025	25 Mar 2025	8 days	Steve Nixon
357145	Supplier Review - Outstanding orders (942)	03 Mar 2025	13 Mar 2025	10 days	Derek Lamb
355716	Supplier Review - Outstanding orders (616)	17 Feb 2025	28 Feb 2025	11 days	Steve Nixon

Process ID #6832 — Supplier Review Future orders

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Management Review

Viamed - Warehouse Team Leader

Risk Item	Notes / Value	Last Updated
Input to the Process	Decided up on using information gained from customers, suppliers and other sources.	Derek Lamb 30 Aug 2017
Outputs to the Process	Purchase orders and issues.	Derek Lamb 30 Aug 2017
Risks to the Process	That we will not place the correct orders and the right time.	Derek Lamb 30 Aug 2017
Steps to Minimise Process Risks	Regular check and issues.	Derek Lamb 30 Aug 2017
Scope / Definition of Process / Objective	Orders that will be placed in the future.	Derek Lamb 30 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 30 Aug 2017
Measurable Objective	Check rolling issues are completed within terms.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.4.2
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 9.1.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 9.3.2

Interested Parties

- Supplier
- Internal Systems
- Customer
- VST OEM Customers
- VST Supplier
- VST Supplier

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (3)

- Jonathan Connor (trained by Derek Lamb)
- Steve Nixon (trained by Helen Lamb)
- Derek Lamb (trained by Derek Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #483

Subject: Supplier Review Future orders

Target User: Steve Nixon

Management Review

Viamed - Warehouse Team Leader

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Check for future orders with RS/SH/SN

Rolling Audit #964

Subject: Supplier Review Future orders

Target User: Derek Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Task To be Completed Orders that will be placed in the future. Decided up on using information gained from customers, suppliers and other sources.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
394966	Supplier Review Future orders (483)	20 Apr 2026	30 Apr 2026	10 days	Steve Nixon
392112	Supplier Review Future orders (483)	19 Mar 2026	30 Apr 2026	42 days	Steve Nixon
389432	Supplier Review Future orders (483)	19 Feb 2026	26 Feb 2026	7 days	Steve Nixon
386219	Supplier Review Future orders (483)	19 Jan 2026	26 Feb 2026	38 days	Steve Nixon
383915	Supplier Review Future orders (483)	19 Dec 2025	26 Feb 2026	69 days	Steve Nixon
381211	Supplier Review Future orders (483)	19 Nov 2025	02 Jan 2026	44 days	Steve Nixon
378490	Supplier Review Future orders (483)	20 Oct 2025	20 Nov 2025	31 days	Steve Nixon
378394	Supplier Review Future orders (964)	17 Oct 2025	21 Oct 2025	4 days	Derek Lamb
375722	Supplier Review Future orders (483)	19 Sep 2025	16 Oct 2025	27 days	Steve Nixon
373046	Supplier Review Future orders (483)	19 Aug 2025	12 Sep 2025	24 days	Steve Nixon
370269	Supplier Review Future orders (483)	21 Jul 2025	31 Jul 2025	10 days	Steve Nixon
367499	Supplier Review Future orders (483)	19 Jun 2025	31 Jul 2025	42 days	Steve Nixon
364615	Supplier Review Future orders (483)	19 May 2025	03 Jul 2025	45 days	Steve Nixon
362048	Supplier Review Future orders (483)	21 Apr 2025	02 May 2025	11 days	Steve Nixon
358965	Supplier Review Future orders (483)	19 Mar 2025	25 Mar 2025	6 days	Steve Nixon
355980	Supplier Review Future orders (483)	19 Feb 2025	28 Feb 2025	9 days	Steve Nixon
352959	Supplier Review Future orders (483)	20 Jan 2025	28 Feb 2025	39 days	Steve Nixon
350144	Supplier Review Future orders (483)	19 Dec 2024	28 Feb 2025	71 days	Steve Nixon
347293	Supplier Review Future orders (483)	19 Nov 2024	08 Jan 2025	50 days	Steve Nixon
344423	Supplier Review Future orders (483)	21 Oct 2024	11 Nov 2024	21 days	Steve Nixon

Management Review

Viamed - Warehouse Team Leader

Process ID #5908 — Sweep Warehouse

Last Reviewed: 18 Aug 2025 by Michael Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Cleaning by staff who receive the relevant cleaning issue. Cleaning produces and equipment.	Derek Lamb 29 Aug 2017
Outputs to the Process	Clean floors and tidy so as to clean more effectively	Derek Lamb 29 Aug 2017
Risks to the Process	Dirty and unhygienic work space. Inadequate supply of cleaning products.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Ensure area is tidy so it can be cleaned. Carry out the cleaning issue when received. Cleaning product supplies are maintained.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	Cleaning of floors. Tidying so as to clean more effectively.	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	Floors should be reasonably clean	Derek Lamb 17 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 6.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Physical Sites

Management Review

Viamed - Warehouse Team Leader

Linked Companies

- VST
- Viamed
- Vandagraph

Trained Staff (9)

- Callum Watson (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)
- Jonathan Connor (trained by Helen Lamb)
- Emma Clark (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)
- Chris Campbell Lane (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Ethan Sanderson (trained by Derek Lamb)
- Josh Leighton (trained by Derek Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 18 Maintenance Building, Fabric and Infrastructure (Doc ID: 119029)

Rolling Task #423

Subject: Sweep Warehouse

Target User: Robert Connor

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed

Sweep Warehouse wooden areas - especially under the racks

Rolling Audit #424

Subject: Warehouse Floors

Target User: Michael Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

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

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396853	Sweep Warehouse (423)	11 May 2026	14 May 2026	3 days	Robert Connor
396298	Sweep Warehouse (423)	04 May 2026	07 May 2026	3 days	Robert Connor

Management Review

Viamed - Warehouse Team Leader

395601	Sweep Warehouse (423)	27 Apr 2026	30 Apr 2026	3 days	Robert Connor
394961	Sweep Warehouse (423)	20 Apr 2026	22 Apr 2026	2 days	Robert Connor
394854	Warehouse Floors (424)	17 Apr 2026	22 Apr 2026	5 days	Michael Lamb
394349	Sweep Warehouse (423)	13 Apr 2026	16 Apr 2026	3 days	Robert Connor
393584	Sweep Warehouse (423)	06 Apr 2026	09 Apr 2026	3 days	Robert Connor
393057	Sweep Warehouse (423)	30 Mar 2026	02 Apr 2026	3 days	Robert Connor
392449	Sweep Warehouse (423)	23 Mar 2026	26 Mar 2026	3 days	Robert Connor
391859	Warehouse Floors (424)	17 Mar 2026	09 Apr 2026	23 days	Michael Lamb
391740	Sweep Warehouse (423)	16 Mar 2026	16 Mar 2026	0 days	Robert Connor
391111	Sweep Warehouse (423)	09 Mar 2026	16 Mar 2026	7 days	Robert Connor
390426	Sweep Warehouse (423)	02 Mar 2026	02 Mar 2026	0 days	Robert Connor
389674	Sweep Warehouse (423)	23 Feb 2026	26 Feb 2026	3 days	Robert Connor
389122	Warehouse Floors (424)	17 Feb 2026	26 Feb 2026	9 days	Michael Lamb
388962	Sweep Warehouse (423)	16 Feb 2026	19 Feb 2026	3 days	Robert Connor
388287	Sweep Warehouse (423)	09 Feb 2026	10 Feb 2026	1 day	Robert Connor
387434	Sweep Warehouse (423)	02 Feb 2026	05 Feb 2026	3 days	Robert Connor
386825	Sweep Warehouse (423)	26 Jan 2026	29 Jan 2026	3 days	Robert Connor
386212	Warehouse Floors (424)	19 Jan 2026	19 Jan 2026	0 days	Michael Lamb

Process ID #7956 — Teledyne Stock For Vandagraph

Last Reviewed: 03 Oct 2025 by Derek Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Issue	Derek Lamb 27 May 2020
Outputs to the Process	Warehouse request	Derek Lamb 27 May 2020
Risks to the Process	stock requested missed	Helen Lamb 02 Nov 2021
Steps to Minimise Process Risks	regular review of tasks	Helen Lamb 02 Nov 2021
Scope / Definition of Process / Objective	Internal Process for Vandagraph to request teledyne stock for ordering via Viamed	Derek Lamb 27 May 2020

Management Review

Viamed - Warehouse Team Leader

Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 27 May 2020
Severity of Risk (1-5)	1.Negligible	Derek Lamb 27 May 2020
Measurable Objective	Monthly review, task history	Derek Lamb 27 May 2020
Training Method Required	Hands ON	Derek Lamb 27 May 2020
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 27 May 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Customer
- Supplier

Linked Companies

- Vandagraph

Trained Staff (3)

- Ryan Swaine (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Steve Nixon (trained by Derek Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)

Rolling Task #1045

Subject: Teledyne Stock For Vandagraph
Target User: Ryan Swaine
Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

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:

Stock/Request item from warehouse.

Rolling Audit #1046

Subject: Teledyne Stock For Vandagraph
Target User: Derek Lamb
Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Task To be Completed Internal Process for Vandagraph to request teledyne stock for ordering via Viamed Issue

Management Review

Viamed - Warehouse Team Leader

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396188	Teledyne Stock For Vandagraph (1045)	01 May 2026	07 May 2026	6 days	Ryan Swaine
393321	Teledyne Stock For Vandagraph (1045)	01 Apr 2026	02 Apr 2026	1 day	Ryan Swaine
390491	Teledyne Stock For Vandagraph (1045)	02 Mar 2026	16 Mar 2026	14 days	Ryan Swaine
387498	Teledyne Stock For Vandagraph (1045)	02 Feb 2026	05 Feb 2026	3 days	Ryan Swaine
384700	Teledyne Stock For Vandagraph (1045)	01 Jan 2026	08 Jan 2026	7 days	Ryan Swaine
382196	Teledyne Stock For Vandagraph (1045)	01 Dec 2025	11 Dec 2025	10 days	Ryan Swaine
379703	Teledyne Stock For Vandagraph (1045)	03 Nov 2025	20 Nov 2025	17 days	Ryan Swaine
376754	Teledyne Stock For Vandagraph (1046)	01 Oct 2025	09 Oct 2025	8 days	Derek Lamb
376753	Teledyne Stock For Vandagraph (1045)	01 Oct 2025	02 Oct 2025	1 day	Ryan Swaine
374045	Teledyne Stock For Vandagraph (1045)	01 Sep 2025	04 Sep 2025	3 days	Ryan Swaine
371484	Teledyne Stock For Vandagraph (1045)	01 Aug 2025	14 Aug 2025	13 days	Ryan Swaine
368500	Teledyne Stock For Vandagraph (1045)	01 Jul 2025	10 Jul 2025	9 days	Ryan Swaine
365847	Teledyne Stock For Vandagraph (1045)	02 Jun 2025	05 Jun 2025	3 days	Ryan Swaine
363006	Teledyne Stock For Vandagraph (1045)	01 May 2025	22 May 2025	21 days	Ryan Swaine
360203	Teledyne Stock For Vandagraph (1045)	01 Apr 2025	24 Apr 2025	23 days	Ryan Swaine
357152	Teledyne Stock For Vandagraph (1045)	03 Mar 2025	07 Mar 2025	4 days	Ryan Swaine
354379	Teledyne Stock For Vandagraph (1045)	03 Feb 2025	20 Feb 2025	17 days	Ryan Swaine
350953	Teledyne Stock For Vandagraph (1045)	01 Jan 2025	08 Jan 2025	7 days	Ryan Swaine
348450	Teledyne Stock For Vandagraph (1045)	02 Dec 2024	27 Dec 2024	25 days	Ryan Swaine
345625	Teledyne Stock For Vandagraph (1045)	01 Nov 2024	12 Dec 2024	41 days	Ryan Swaine

Process ID #7695 — Top Up Quick Shipping Shelves

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	QA stock	Derek Lamb 29 Aug 2017

Management Review

Viamed - Warehouse Team Leader

Outputs to the Process	Stock is scanned to orders and shipped so this shelf need to be refilled.	Derek Lamb 29 Aug 2017
Risks to the Process	That stock is not replaced so it will take longer to pick goods for orders.	Derek Lamb 29 Aug 2017
Steps to Minimise Process Risks	Goods are moved when required and when the issue is received.	Derek Lamb 29 Aug 2017
Scope / Definition of Process / Objective	Move Stock From QA Shelf To Quick Shipping Shelves	Derek Lamb 29 Aug 2017
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Aug 2017
Measurable Objective	Check rolling issues are completed within terms. Check the Quick shipping shelf and see how well stocked it is.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	No verification required or assessment of effectiveness required. This is an internal review only.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.5.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.5.1

Interested Parties

- Internal Systems
- Physical Sites

Linked Companies

- Viamed

Trained Staff (6)

- Callum Watson (trained by Derek Lamb)
- Emma Clark (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)
- Jonathan Connor (trained by Helen Lamb)
- Robert Connor (trained by Helen Lamb)
- Ethan Sanderson (trained by Derek Lamb)

Associated Documents

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #495

Subject: Top Up Quick Shipping Shelves

Target User: Emma Clark

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Notes:

Management Review

Viamed - Warehouse Team Leader

System Generated
Task To be Completed

Top up the shelves on goods out shelf, second from top shelf.

1114005, 1114006, 1114007, 0021013 and 2520000.

2520000 and 0021013 need the barcodes sticking to the packs

2520000 and 0021013 will need the barcodes sticking on.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396866	Top Up Quick Shipping Shelves (495)	11 May 2026	14 May 2026	3 days	Emma Clark
396309	Top Up Quick Shipping Shelves (495)	04 May 2026	14 May 2026	10 days	Emma Clark
395611	Top Up Quick Shipping Shelves (495)	27 Apr 2026	14 May 2026	17 days	Emma Clark
394972	Top Up Quick Shipping Shelves (495)	20 Apr 2026	22 Apr 2026	2 days	Emma Clark
394361	Top Up Quick Shipping Shelves (495)	13 Apr 2026	22 Apr 2026	9 days	Emma Clark
393596	Top Up Quick Shipping Shelves (495)	06 Apr 2026	09 Apr 2026	3 days	Emma Clark
393067	Top Up Quick Shipping Shelves (495)	30 Mar 2026	09 Apr 2026	10 days	Emma Clark
392458	Top Up Quick Shipping Shelves (495)	23 Mar 2026	02 Apr 2026	10 days	Emma Clark
391752	Top Up Quick Shipping Shelves (495)	16 Mar 2026	02 Apr 2026	17 days	Emma Clark
391122	Top Up Quick Shipping Shelves (495)	09 Mar 2026	16 Mar 2026	7 days	Emma Clark
390440	Top Up Quick Shipping Shelves (495)	02 Mar 2026	05 Mar 2026	3 days	Emma Clark
389684	Top Up Quick Shipping Shelves (495)	23 Feb 2026	05 Mar 2026	10 days	Emma Clark
388974	Top Up Quick Shipping Shelves (495)	16 Feb 2026	26 Feb 2026	10 days	Emma Clark
388298	Top Up Quick Shipping Shelves	09 Feb 2026	26 Feb 2026	17 days	Emma Clark

Management Review

Viamed - Warehouse Team Leader

387446	(495) Top Up Quick Shipping Shelves	02 Feb 2026	05 Feb 2026	3 days	Emma Clark
386834	(495) Top Up Quick Shipping Shelves	26 Jan 2026	05 Feb 2026	10 days	Emma Clark
386225	(495) Top Up Quick Shipping Shelves	19 Jan 2026	29 Jan 2026	10 days	Emma Clark
385603	(495) Top Up Quick Shipping Shelves	12 Jan 2026	29 Jan 2026	17 days	Emma Clark
384939	(495) Top Up Quick Shipping Shelves	05 Jan 2026	19 Jan 2026	14 days	Emma Clark
384372	(495) Top Up Quick Shipping Shelves	29 Dec 2025	19 Jan 2026	21 days	Emma Clark

Process ID #5866 — UPS Shipping Fuel Surcharge

Last Reviewed: 13 Nov 2021 by Helen Lamb

Process Maturity (4 of 6 - 67%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	No
Recent Completion Evidence	No

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	UPS Website	Derek Lamb 01 Feb 2017
Outputs to the Process	Intrastats Updated	Derek Lamb 01 Feb 2017
Risks to the Process	We pay more for shipping than we charge to the customer	Derek Lamb 01 Feb 2017
Steps to Minimise Process Risks	We have a built in safety net of X % set in the admin side of the UPS rates section. Rolling Issue and Audit the process is being performed	Derek Lamb 01 Feb 2017
Scope / Definition of Process / Objective	UPS surcharges change on a monthly basis. The internal system requires updating so the postage rates can be calculated by anyone correctly. *PROCESS REPLACED WITH WORLDSHIP	Derek Lamb 29 Oct 2021
Likelihood of Risk (1-5)	1. Improbable	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	2. Minor	Helen Lamb 13 Nov 2021
Measurable Objective	Check system is up to date.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020

Management Review

Viamed - Warehouse Team Leader

Risk / Benefit Report

HSE Implications

Calculated Risk Code

No Action (Frequency=1, Severity=2)

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.3

Interested Parties

- Supplier
- Internal Systems

Linked Companies

- Vandagraph
- Viamed
- VST

Trained Staff (3)

- Zoey Teal (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Jonathan Connor (trained by Helen Lamb)

Associated Documents

- Audit 05 Purchasing suppliers Viamed (Doc ID: 159433)
- Audit 05 Purchasing suppliers VST (Doc ID: 159435)
- VOP 03 Contract Review, Enquires, Office Processes (Doc ID: 77875)

Task Completion History (Last 2 Years, Max 20 Items)

No completed tasks in the last 2 years.

Process ID #7687 — Vandagraph Duckets

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Finding duckets	Derek Lamb 30 Aug 2017
Outputs to the Process	Returning duckets to Vandagraph for reuse	Derek Lamb 30 Aug 2017
Risks to the Process	That they will be dirty and that Vandagraph will not have any when needed.	Derek Lamb 30 Aug 2017
Steps to Minimise Process Risks	Regular issues.	Derek Lamb 30 Aug 2017
Scope / Definition of Process /	Collecting, cleaning and returning	Derek Lamb 30 Aug 2017

Management Review

Viamed - Warehouse Team Leader

Objective	duckets to Vandagraph.	
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 30 Aug 2017
Measurable Objective	Check no duckets are waiting to be sorted. Check rolling issues are completed within terms.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	No verification required or assessment of effectiveness required. This is an internal review only.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.3
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.3

Interested Parties

- Internal Systems
- Physical Sites

Linked Companies

- Vandagraph

Trained Staff (7)

- Callum Watson (trained by Derek Lamb)
- Jonathan Connor (trained by Helen Lamb)
- Robert Connor (trained by Helen Lamb)
- Emma Clark (trained by Helen Lamb)
- Catherine Spence (trained by Derek Lamb)
- Ethan Sanderson (trained by Derek Lamb)
- Josh Leighton (trained by Derek Lamb)

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #488

Subject: Vandagraph Duckets

Target User: Robert Connor

Recurrence: 0 Month(s) 1 Week(s) 0 Day(s)

Management Review

Viamed - Warehouse Team Leader

Notes:

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

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
396863	Vandagraph Duckets (488)	11 May 2026	14 May 2026	3 days	Robert Connor
396306	Vandagraph Duckets (488)	04 May 2026	07 May 2026	3 days	Robert Connor
395608	Vandagraph Duckets (488)	27 Apr 2026	30 Apr 2026	3 days	Robert Connor
394969	Vandagraph Duckets (488)	20 Apr 2026	22 Apr 2026	2 days	Robert Connor
394358	Vandagraph Duckets (488)	13 Apr 2026	16 Apr 2026	3 days	Robert Connor
393593	Vandagraph Duckets (488)	06 Apr 2026	09 Apr 2026	3 days	Robert Connor
393064	Vandagraph Duckets (488)	30 Mar 2026	02 Apr 2026	3 days	Robert Connor
392455	Vandagraph Duckets (488)	23 Mar 2026	26 Mar 2026	3 days	Robert Connor
391749	Vandagraph Duckets (488)	16 Mar 2026	16 Mar 2026	0 days	Robert Connor
391119	Vandagraph Duckets (488)	09 Mar 2026	16 Mar 2026	7 days	Robert Connor
390437	Vandagraph Duckets (488)	02 Mar 2026	02 Mar 2026	0 days	Robert Connor
389681	Vandagraph Duckets (488)	23 Feb 2026	26 Feb 2026	3 days	Robert Connor
388971	Vandagraph Duckets (488)	16 Feb 2026	19 Feb 2026	3 days	Robert Connor
388295	Vandagraph Duckets (488)	09 Feb 2026	10 Feb 2026	1 day	Robert Connor
387443	Vandagraph Duckets (488)	02 Feb 2026	05 Feb 2026	3 days	Robert Connor
386831	Vandagraph Duckets (488)	26 Jan 2026	29 Jan 2026	3 days	Robert Connor
386222	Vandagraph Duckets (488)	19 Jan 2026	19 Jan 2026	0 days	Robert Connor
385600	Vandagraph Duckets (488)	12 Jan 2026	19 Jan 2026	7 days	Robert Connor
384936	Vandagraph Duckets (488)	05 Jan 2026	08 Jan 2026	3 days	Robert Connor
384369	Vandagraph Duckets (488)	29 Dec 2025	02 Jan 2026	4 days	Robert Connor

Process ID #8011 — Verification Of Demo Stock

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes

Management Review

Viamed - Warehouse Team Leader

Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Demo and Exhibition Stock intrastats	Helen Lamb 23 Feb 2022
Outputs to the Process	correct stock levels on their own shelf	Helen Lamb 23 Feb 2022
Risks to the Process	incorrect stock levels on the Demo and Exhibition Stock shelf	Helen Lamb 23 Feb 2022
Steps to Minimise Process Risks	regular reviews and issues	Helen Lamb 23 Feb 2022
Scope / Definition of Process / Objective	Confirm location and condition of all Demo and Exhibition Stock. Confirm stock is separate from regular stock. Confirm stock levels are correct.	Helen Lamb 23 Feb 2022
Likelihood of Risk (1-5)	1. Improbable	Helen Lamb 23 Feb 2022
Severity of Risk (1-5)	1. Negligible	Helen Lamb 23 Feb 2022
Measurable Objective	check the Demo and Exhibition Stock shelf is correct to intrastats and it the correct area	Helen Lamb 23 Feb 2022
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 23 Feb 2022
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 23 Feb 2022
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Feb 2022
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Internal Systems

Linked Companies

- Viamed
- Vandagraph

Trained Staff (3)

- Derek Lamb (trained by Derek Lamb)
- Helen Lamb (trained by Derek Lamb)
- Catrin Hird (trained by Derek Lamb)

Associated Documents

- Audit 09 Goods Inward and Product Identity Viamed (Doc ID: 166168)
- Audit 09 Goods Inward and Product Identity VST (Doc ID: 166164)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Management Review

Viamed - Warehouse Team Leader

Rolling Task #1168

Subject: Verification Of Demo Stock
Target User: Catrin Hird
Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:
System Generated Task To be Completed

Confirm location and condition of all Demo and Exhibition Stock.
Confirm stock is separate from regular stock.
Confirm stock levels are correct.

Rolling Audit #1169

Subject: Verification Of Demo Stock
Target User: Derek Lamb
Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:
System Generated Task To be Completed

Confirm location and condition of all Demo and Exhibition Stock.
Confirm stock is separate from regular stock.
Confirm stock levels are correct.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
393644	Verification Of Demo Stock (1168)	06 Apr 2026	09 Apr 2026	3 days	Catrin Hird
365857	Verification Of Demo Stock (1169)	02 Jun 2025	05 Jun 2025	3 days	Derek Lamb
360661	Verification Of Demo Stock (1168)	04 Apr 2025	22 May 2025	48 days	Catherine Spence
331270	Verification Of Demo Stock (1169)	03 Jun 2024	04 Jul 2024	31 days	Derek Lamb

Process ID #8010 — Verification Of Ebay Stock

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	ebay stockintrastats	Helen Lamb 23 Feb 2022
Outputs to the Process	correct stock levels	Helen Lamb 23 Feb 2022

Management Review

Viamed - Warehouse Team Leader

Risks to the Process	incorrect stock levels on the ebay shelf	Helen Lamb 23 Feb 2022
Steps to Minimise Process Risks	regular reviews and issues	Helen Lamb 23 Feb 2022
Scope / Definition of Process / Objective	Verify Ebay stock is scanned to the correct shelf.	Derek Lamb 21 Feb 2022
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 23 Feb 2022
Severity of Risk (1-5)	1.Negligible	Helen Lamb 23 Feb 2022
Measurable Objective	check the ebay shelf is correct to intrastats	Helen Lamb 23 Feb 2022
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 23 Feb 2022
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 23 Feb 2022
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Feb 2022
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Internal Systems

Linked Companies

- Viamed
- Vandagraph

Trained Staff (4)

- Derek Lamb (trained by Derek Lamb)
- Helen Lamb (trained by Derek Lamb)
- Catrin Hird (trained by Derek Lamb)
- Michael Lamb (trained by Helen Lamb)

Associated Documents

- Audit 09 Goods Inward and Product Identity Viamed (Doc ID: 166168)
- Audit 09 Goods Inward and Product Identity VST (Doc ID: 166164)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #1166

Subject: Verification Of Ebay Stock

Target User: Catrin Hird

Recurrence: 6 Month(s) 0 Week(s) 0 Day(s)

Notes:

System GeneratedTask To be Completed

Visually check Ebay stock is scanned to the correct shelf.

Still in a sellabel condition,
stock levels correct to intrastats.

Management Review

Viamed - Warehouse Team Leader

Rolling Audit #1167

Subject: Verification Of Ebay Stock

Target User: Michael Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Task To be Completed Verify Ebay stock is scanned to the correct shelf.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
394398	Verification Of Ebay Stock (1167)	13 Apr 2026		Outstanding (31 days)	Michael Lamb
389732	Verification Of Ebay Stock (1166)	23 Feb 2026	26 Feb 2026	3 days	Catrin Hird
373515	Verification Of Ebay Stock (1166)	25 Aug 2025	12 Sep 2025	18 days	Catrin Hird
361432	Verification Of Ebay Stock (1167)	14 Apr 2025	02 May 2025	18 days	Michael Lamb
356389	Verification Of Ebay Stock (1166)	24 Feb 2025	28 Feb 2025	4 days	Catrin Hird
338993	Verification Of Ebay Stock (1166)	23 Aug 2024	05 Sep 2024	13 days	Catrin Hird

Process ID #8009 — Verification Stock Items And Locations

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	stocklabels Intrastats	Helen Lamb 23 Feb 2022
Outputs to the Process	effective system correctly labelled and packaged stock	Helen Lamb 23 Feb 2022
Risks to the Process	stock will be in the incorrect location	Helen Lamb 23 Feb 2022
Steps to Minimise Process Risks	bar code tracking regular reviews	Helen Lamb 23 Feb 2022
Scope / Definition of Process / Objective	Randomly test/list 5 stock Items from finished shelves. to verify their location in intrastats, Check for Barcode label. check serial number or batch number where applicable to the barcode. confirm packaged suitably.	Derek Lamb 21 Feb 2022
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 23 Feb 2022
Severity of Risk (1-5)	1.Negligible	Helen Lamb 23 Feb 2022
Measurable Objective	Verify stock locations are correct to Intrastats, Checking labels and packaging are correct / suitable	Helen Lamb 23 Feb 2022
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 23 Feb 2022
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 23 Feb 2022

Management Review

Viamed - Warehouse Team Leader

Covid / Pandemic Notes

This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.

Helen Lamb 23 Feb 2022

Risk / Benefit Report HSE Implications Calculated Risk Code

No Action
No health and safety implications
No Action (Frequency=1, Severity=1)

Helen Lamb 28 Jul 2025

Helen Lamb 28 Jul 2025

Interested Parties

- Internal Systems

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (4)

- Derek Lamb (trained by Derek Lamb)
- Helen Lamb (trained by Derek Lamb)
- Michael Lamb (trained by Derek Lamb)
- Michael Green (trained by Derek Lamb)

Associated Documents

- Audit 09 Goods Inward and Product Identity Viamed (Doc ID: 166168)
- Audit 09 Goods Inward and Product Identity VST (Doc ID: 166164)
- VOP 05 Supplier Control, Supplier Review, Purchase Orders, Supplier Returns and Rejection (Doc ID: 200924)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #1164

Subject: Verification Stock Items And Locations

Target User: Michael Lamb

Recurrence: 6 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Task To be Completed

Randomly test and list 5 stock items from finished shelves.

Verify their location in intrastats.

Check for Barcode label.

check serial number or batch number where applicable to the barcode.

confirm packaged suitably.

confirm QA Status

Rolling Audit #1165

Subject: Verification Stock Items And Locations

Target User: Michael Green

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Management Review

Viamed - Warehouse Team Leader

Notes:

System Generated Task To be Completed Randomly test/list 5 stock Items from finished shelves. to verify their location in intrastats, Check for Barcode label. check serial number or batch number where applicable to the barcode. confirm packaged suitably.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
391160	Verification Stock Items And Locations (1165)	09 Mar 2026	26 Mar 2026	17 days	Michael Green
389731	Verification Stock Items And Locations (1164)	23 Feb 2026	09 Apr 2026	45 days	Michael Lamb
373398	Verification Stock Items And Locations (1164)	22 Aug 2025	16 Oct 2025	55 days	Michael Lamb
357986	Verification Stock Items And Locations (1165)	10 Mar 2025	25 Mar 2025	15 days	Michael Green
356388	Verification Stock Items And Locations (1164)	24 Feb 2025	07 Mar 2025	11 days	Michael Lamb
338871	Verification Stock Items And Locations (1164)	22 Aug 2024	05 Sep 2024	14 days	Michael Lamb

Process ID #8008 — Verification Warehouse Hand Sanitiser

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Hand gel and gloves contaminated items incoming to the companies	Helen Lamb 23 Feb 2022
Outputs to the Process	safe and clear stock, repairs and returns	Helen Lamb 23 Feb 2022
Risks to the Process	that stock will be contaminated and staff will be unable to handle it	Helen Lamb 23 Feb 2022
Steps to Minimise Process Risks	regular checks and issues.	Helen Lamb 23 Feb 2022
Scope / Definition of Process / Objective	Check sufficient Hand gel and gloves available for use in goods in.	Derek Lamb 21 Feb 2022
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 23 Feb 2022
Severity of Risk (1-5)	1.Negligible	Helen Lamb 23 Feb 2022
Measurable Objective	Hand gel and gloves are available where needed in the company	Helen Lamb 23 Feb 2022
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 23 Feb 2022
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 23 Feb 2022
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international	Helen Lamb 23 Feb 2022

Management Review

Viamed - Warehouse Team Leader

Risk / Benefit Report
HSE Implications
Calculated Risk Code

circumstance / crisis.
No Action
No health and safety implications
No Action (Frequency=1, Severity=1)

Helen Lamb 28 Jul 2025
Helen Lamb 28 Jul 2025

Interested Parties

- Physical Sites
- Staff

Linked Companies

- Vandagraph
- Viamed
- VST

Trained Staff (5)

- Derek Lamb (trained by Helen Lamb)
- Helen Lamb (trained by Helen Lamb)
- Michael Lamb (trained by Helen Lamb)
- Catherine Spence (trained by Helen Lamb)
- Michael Green (trained by Derek Lamb)

Associated Documents

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #1162

Subject: Verification Warehouse Hand Sanitiser
Target User: Michael Lamb
Recurrence: 3 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated
Task To be Completed Check sufficient Hand gel and gloves available for use in goods in.

Rolling Audit #1163

Subject: Verification Warehouse Hand Sanitiser
Target User: Michael Green
Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Audit To be Completed
Check sufficient Hand gel and gloves available for use in goods in.

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
390502	Verification Warehouse Hand Sanitiser (1163)	02 Mar 2026	16 Mar 2026	14 days	Michael Green
389730	Verification Warehouse Hand Sanitiser (1162)	23 Feb 2026	09 Apr 2026	45 days	Michael Lamb
381584	Verification Warehouse Hand Sanitiser (1162)	24 Nov 2025	22 Dec 2025	28 days	Michael Lamb
373397	Verification	22 Aug 2025	04 Sep 2025	13 days	Michael Lamb

Management Review

Viamed - Warehouse Team Leader

365020	Warehouse Hand Sanitiser (1162) Verification	22 May 2025	03 Jul 2025	42 days	Michael Lamb
357164	Warehouse Hand Sanitiser (1162) Verification	03 Mar 2025	07 Mar 2025	4 days	Michael Green
356387	Warehouse Hand Sanitiser (1163) Verification	24 Feb 2025	07 Mar 2025	11 days	Michael Lamb
347652	Warehouse Hand Sanitiser (1162) Verification	22 Nov 2024	04 Dec 2024	12 days	Michael Lamb
338870	Warehouse Hand Sanitiser (1162) Verification	22 Aug 2024	05 Sep 2024	14 days	Michael Lamb
330288	Warehouse Hand Sanitiser (1162) Verification	22 May 2024	06 Jun 2024	15 days	Michael Lamb

Process ID #8006 — Verification Warehouse Unidentified Stock

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	Yes
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	warehouse stock areasbarcode tracking system	Helen Lamb 23 Feb 2022
Outputs to the Process	completely tracked and effective system.	Helen Lamb 23 Feb 2022
Risks to the Process	unidentified stock will be missed. stock cannot be shipped with out a barcode	Helen Lamb 23 Feb 2022
Steps to Minimise Process Risks	regular reviews and issues.	Helen Lamb 23 Feb 2022
Scope / Definition of Process / Objective	Visually check the warehouse for unidentified stock	Derek Lamb 17 Feb 2022
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 23 Feb 2022
Severity of Risk (1-5)	1.Negligible	Helen Lamb 23 Feb 2022
Measurable Objective	Walk around the warehouse and list any stock items that havent got either a barcode, or hold label, outside of NON conforming areas.	Derek Lamb 17 Feb 2022
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 23 Feb 2022
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 23 Feb 2022
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Feb 2022
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025

Management Review

Viamed - Warehouse Team Leader

Calculated Risk Code

No Action (Frequency=1, Severity=1)

Interested Parties

- Internal Systems

Linked Companies

- Vandagraph
- Viamed
- VST

Trained Staff (2)

- Derek Lamb (trained by Derek Lamb)
- Helen Lamb (trained by Derek Lamb)

Associated Documents

- Audit 09 Goods Inward and Product Identity Viamed (Doc ID: 166168)
- Audit 09 Goods Inward and Product Identity VST (Doc ID: 166164)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #1158

Subject: Verification Warehouse Unidentified Stock

Target User: Helen Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System GeneratedTask To be Completed Visually check the warehouse for unidentified stock

Walk around the warehouse and list any stock items that havent got either a barcode, or hold label, outside of NON conforming areas.

Rolling Audit #1159

Subject: Verification Warehouse Unidentified Stock

Target User: Derek Lamb

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System GeneratedTask To be Completed Visually check the warehouse for unidentified stock

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
391159	Verification Warehouse Unidentified Stock (1158)	09 Mar 2026	09 Apr 2026	31 days	Helen Lamb
365856	Verification Warehouse Unidentified Stock (1159)	02 Jun 2025	05 Jun 2025	3 days	Derek Lamb
357985	Verification Warehouse Unidentified Stock (1158)	10 Mar 2025	25 Mar 2025	15 days	Helen Lamb
331269	Verification Warehouse Unidentified Stock (1159)	03 Jun 2024	06 Jun 2024	3 days	Derek Lamb

Management Review

Viamed - Warehouse Team Leader

Process ID #7967 — VST Stock Count For End April

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	bar codes on stocks single items counted Intrastats	Helen Lamb 02 Aug 2021
Outputs to the Process	accurate stock count	Helen Lamb 02 Aug 2021
Risks to the Process	if the stock count is wrong customers may order goods we do not have stock may not be traceable	Helen Lamb 02 Aug 2021
Steps to Minimise Process Risks	regular checking and issues	Helen Lamb 02 Aug 2021
Scope / Definition of Process / Objective	To count the final year end stock for VST	Derek Lamb 01 Jul 2021
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 02 Aug 2021
Severity of Risk (1-5)	2.Minor	Helen Lamb 13 Nov 2021
Measurable Objective	Check the dates of when the stock was last counted	Helen Lamb 02 Aug 2021
Training Method Required	Basic intrastats knowledge only needed.	Helen Lamb 02 Aug 2021
Verification / Effectiveness	the effectiveness of the count can be verified by looking at the stock count against the figures in Intrastats. Also stock locations can be seen and verified against the existing ones.	Helen Lamb 02 Aug 2021
Covid / Pandemic Notes	Not Affected	Derek Lamb 01 Jul 2021
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=2)	

Interested Parties

- Internal Systems
- Accountants

Linked Companies

- VST

Trained Staff (4)

- Derek Lamb (trained by Derek Lamb)
- Catherine Spence (trained by Derek Lamb)
- Helen Lamb (trained by Derek Lamb)
- Robert Connor (trained by Derek Lamb)

Associated Documents

- Audit 09 Goods Inward and Product Identity Viamed (Doc ID: 166168)
- Audit 09 Goods Inward and Product Identity VST (Doc ID: 166164)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Management Review

Viamed - Warehouse Team Leader

Rolling Task #1084

Subject: VST Stock Count For End April

Target User: Robert Connor

Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Task To be Completed

Please count the VST stock before the end of MArch

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
392645	VST Stock Count For End April (1084)	24 Mar 2026	07 May 2026	44 days	Robert Connor
359423	VST Stock Count For End April (1084)	24 Mar 2025	27 Mar 2025	3 days	Robert Connor

Process ID #8113 — Warehouse Controller Review

Last Reviewed: 14 May 2026 by Derek Lamb

Process Maturity (3 of 6 - 50%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	No
Has Backup Staff	No
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process Outputs to the Process Risks to the Process Steps to Minimise Process Risks Scope / Definition of Process / Objective	New Process as of 14 / 05 / 2026.Roles Titles Processes and Procedures ADMIN ViamedEnd column of Warehouse Controller Responsibilitys ReviewPrint to PDF,	Derek Lamb 14 May 2026
Likelihood of Risk (1-5) Severity of Risk (1-5) Measurable Objective Training Method Required Verification / Effectiveness Covid / Pandemic Notes Risk / Benefit Report HSE Implications Calculated Risk Code	NEEDS SETTING (Frequency=0, Severity=0)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 8.2.5
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 8.5

Management Review

Viamed - Warehouse Team Leader

Interested Parties

- ISO Auditing Bodies
- Internal Systems

Linked Companies

- Viamed

Trained Staff (1)

- Derek Lamb (trained by Derek Lamb)

Associated Documents

- management reviews - Roles Reviews (Doc ID: 220072)

Rolling Task #1334

Subject: Warehouse Controller Review

Target User: Derek Lamb

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated Task To be Completed
Roles Titles Processes and Procedures ADMIN Viamed
End column of Warehouse Controller Responsibility Review
Print to PDF,

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
397369	Warehouse Controller Review (1334)	14 May 2026		Outstanding (0 days)	Derek Lamb

Process ID #7957 — Warehouse Requests

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Measure	Status
Has Risk Assessment	Yes
Has Audit	No
Has Measurable Objective	Yes
Has Backup Staff	Yes
Reviewed <12 Months	Yes
Recent Completion Evidence	Yes

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Ware house request report screen	Derek Lamb 29 May 2020
Outputs to the Process	Items ordered of produced	Derek Lamb 29 May 2020
Risks to the Process	Stock requirements fulfilled	Derek Lamb 29 May 2020
Steps to Minimise Process Risks	rolling task	Derek Lamb 29 May 2020
Scope / Definition of Process / Objective	Warehouse requests for stock to be reviewed, any shortages to be ordered or produced with a production Job	Derek Lamb 29 May 2020
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 29 May 2020
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 May 2020

Management Review

Viamed - Warehouse Team Leader

Measurable Objective	Ware house request list upto date	Derek Lamb 29 May 2020
Training Method Required	Hands On	Derek Lamb 29 May 2020
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 7.2.3

Interested Parties

- Supplier
- Competitors

Linked Companies

- Vandagraph
- Viamed
- Viamed Properties
- VST

Trained Staff (3)

- Derek Lamb (trained by Derek Lamb)
- Steve Nixon (trained by Derek Lamb)
- Catherine Spence (trained by Derek Lamb)

Associated Documents

- Audit 09 Goods Inward and Product Identity Viamed (Doc ID: 166168)
- Audit 09 Goods Inward and Product Identity VST (Doc ID: 166164)
- VOP 03 Contract Review, Enquires, Office Processes (Doc ID: 77875)

Rolling Task #1047

Subject: Warehouse Requests

Target User: Steve Nixon

Recurrence: 1 Month(s) 0 Week(s) 0 Day(s)

Notes:

System Generated

Task To be Completed Warehouse requests for stock to be reviewed,any shortages to be ordered or produced with a production Job Ware house request report screen

Task Completion History (Last 2 Years, Max 20 Items)

ID	Subject	Created	Completed	Days to Complete	Investigated By
395014	Warehouse	20 Apr 2026	30 Apr 2026	10 days	Steve Nixon

Management Review

Viamed - Warehouse Team Leader

392142	Requests (1047) Warehouse	19 Mar 2026	16 Apr 2026	28 days	Steve Nixon
389460	Requests (1047) Warehouse	19 Feb 2026	26 Feb 2026	7 days	Steve Nixon
386260	Requests (1047) Warehouse	19 Jan 2026	26 Feb 2026	38 days	Steve Nixon
383948	Requests (1047) Warehouse	19 Dec 2025	26 Feb 2026	69 days	Steve Nixon
381240	Requests (1047) Warehouse	19 Nov 2025	02 Jan 2026	44 days	Steve Nixon
378540	Requests (1047) Warehouse	20 Oct 2025	24 Oct 2025	4 days	Steve Nixon
375760	Requests (1047) Warehouse	19 Sep 2025	25 Sep 2025	6 days	Steve Nixon
373071	Requests (1047) Warehouse	19 Aug 2025	04 Sep 2025	16 days	Steve Nixon
370313	Requests (1047) Warehouse	21 Jul 2025	12 Sep 2025	53 days	Steve Nixon
367529	Requests (1047) Warehouse	19 Jun 2025	26 Jun 2025	7 days	Steve Nixon
364656	Requests (1047) Warehouse	19 May 2025	05 Jun 2025	17 days	Steve Nixon
362094	Requests (1047) Warehouse	21 Apr 2025	24 Apr 2025	3 days	Steve Nixon
358993	Requests (1047) Warehouse	19 Mar 2025	25 Mar 2025	6 days	Steve Nixon
356007	Requests (1047) Warehouse	19 Feb 2025	28 Feb 2025	9 days	Steve Nixon
353007	Requests (1047) Warehouse	20 Jan 2025	30 Jan 2025	10 days	Steve Nixon
350173	Requests (1047) Warehouse	19 Dec 2024	08 Jan 2025	20 days	Steve Nixon
347319	Requests (1047) Warehouse	19 Nov 2024	22 Nov 2024	3 days	Steve Nixon
344470	Requests (1047) Warehouse	21 Oct 2024	11 Nov 2024	21 days	Steve Nixon
341419	Requests (1047) Warehouse	19 Sep 2024	11 Nov 2024	53 days	Steve Nixon

Responsibility-Only Processes (12)

These processes represent allocated responsibilities only - no rolling task or audit is required, so they are excluded from the main report metrics and conclusion.

- **#7051:** Control of nonconforming product (last reviewed: 09 Mar 2016)
- **#7046:** Stock Purchasing (last reviewed: 13 Aug 2018)
- **#54:** Gents Toilets (last reviewed: 08 Jan 2025)
- **#6952:** Lost in Shipping Claims (last reviewed: 10 May 2017)
- **#7825:** Order Picking (last reviewed: 06 Sep 2017)
- **#7169:** Production (last reviewed: 10 Mar 2016)
- **#7171:** Production Production Problems (last reviewed: 10 Oct 2017)
- **#7170:** Production Production Schedule (last reviewed: 10 Oct 2017)
- **#6845:** Quarantine Production (last reviewed: 16 Oct 2017)
- **#6847:** Quarantine Repairs (last reviewed: 29 Aug 2018)
- **#6973:** Stock Transfers. (QC19) (last reviewed: 28 Jul 2025)
- **#7692:** Take Complete Repair Paperwork To Office (last reviewed: 25 Oct 2016)

Management Review

Viamed - Warehouse Team Leader

Conclusion / Executive Summary

Auto-calculated summary of findings across the report.

Coverage

- 1 roles reviewed
- 66 active processes reviewed
- 12 responsibility-only processes (excluded from metrics, listed per role)

Key Risks

- No critical risks detected.

Overdue Reviews

- 7 process(es) not reviewed in over 24 months

Dependency Warnings

- [Warehouse Team Leader] Derek Lamb linked to 88% (58 of 66) of role processes - single point of failure risk

Missing Audits

- 20 process(es) with no audit configured (excluding responsibility-only)

Missing Measurable Objectives

- 2 process(es) missing measurable objective

Trained Staff Coverage

- 2 process(es) with only one trained user (no backup)

Process Maturity Overview

- 4 of 66 processes (6%) scored below 4 of 6 maturity checks

Per-Role Risk Indicator Summary

Role	Processes	Overdue	>24mo Review	Solo Trained	No Trained	Missing Obj	No Audit
Warehouse Team Leader	66	0	7	2	0	2	20

End of Management Review Report - Viamed