



Global Overall Risk Assessment Review

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Reviewed by Derek Lamb

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Primary Documentation

- VOP 01 Documentation and Records, Control, Creation, Storage, Retrieval, Revision Control and Online Records
- VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks
- VOP 03 Contract Review, Enquires, Office Processes
- VOP 04 Accounts, Bank, Loans, Debtors, Creditors, Accountant Processes
- VOP 05 Supplier Control, Supplier Review, Purchase Orders, Supplier Returns and Rejection
- VOP 06 Measurement Control Viamed VST, Calibration, QA Stock
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement
- VOP 08 Production, Reworks, New Production
- VOP 09 Repairs and Servicing
- VOP 10 Non Conformance, Corrective and Preventive Actions
- VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment
- VOP 12 Training
- VOP 13 Process Monitoring, System Reviews, Audits, Management Reviews Analysis Data PMS Post Market
- VOP 15 Data and Information Analysis
- VOP 16 Health and Safety, Company Personnel Manual
- VOP 17 Design Research and Development
- VOP 18 Maintenance Building, Fabric and Infrastructure
- VOP 19 Feedback Customer Complaints Vigilance and Notifications Viamed Ltd
- VOP 19 FeedBack Customer Complaints Vigilance and Notifications VST Ltd
- VOP 20 Goods in Purchases, Returns, Repairs, Inspection / Rejection
- VOP 21 Risk, Risk Management and Risk Analysis
- VOP 22 Picking and Packing Dispatch and Goods Out
- VOP 24 Needs, Risks and Expectations of External Parties
- VOP 25 Sales and Marketing
- VOP 27 Software Validation
- VOP 28 Distrubtion Supplier Products
- Audit 01 Picking packing Viamed
- Audit 01 Picking packing VST
- Audit 02 Contract Review and Sales Order Processing Viamed
- Audit 02 Contract Review and Sales Order Processing VST
- Audit 03 Design Control Viamed
- Audit 04 Accounts and Finance Viamed
- Audit 04 Accounts and Finance VST
- Audit 05 Purchasing suppliers Viamed
- Audit 05 Purchasing suppliers VST
- Audit 06 Calibration VIAMED
- Audit 06 VST Ltd Calibration
- Audit 07 Handling and Storage Viamed
- Audit 07 Handling and Storage VST
- Audit 08 Training, Competence and Human Resources Viamed
- Audit 09 Goods Inward and Product Identity Viamed
- Audit 09 Goods Inward and Product Identity VST
- Audit 10 Documentation Control Viamed
- Audit 11 Repairs, Servicing and Returns Viamed
- Audit 11 Repairs, Servicing and Returns VST Ltd
- Audit 12 CE Files Viamed
- Audit 12 CE Files VST
- Audit 14 Complaints and Corrective Actions Viamed
- Audit 14 Complaints and Corrective Actions VST
- Audit 15 Production Viamed
- Audit 15 Production VST
- Audit 16 Sales and Marketing Viamed
- Audit 16 Sales and Marketing VST
- Audit 17 Internal Audits Viamed
- Audit 17 Internal Audits VST
- Audit 18 Management Review Viamed
- Audit 18 Management Review VST
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed
- Audit 20 Process verification to Managment Viamed
- Audit 20 Process verification to Management VST
- Audit 21 Audit of Audit Viamed
- Audit 22 Post Market Surveillance Viamed
- Audit 22 Post Market Surveillance VST
- Audit 23 Analysis of Data Viamed
- Audit 23 Analysis of Data VST
- Audit 24 Service Logs Viamed
- Audit 24 Service Logs VST
- Audit 27 Software Validation Viamed
- Audit 27 Software Validation VST
- Audit Schedule
- Risk Benefit Report

Process ID	Description	Role	Scope	Risks to Process	Frequency	Severity	Action Type	Risk Benefit Text	Health Safety Manual	Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016	Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1	ISO 9001:2015	VOP Linked	Audit Linked
7048	Control of monitoring and measuring devices	Warehouse Team Leader	Control of monitoring and measuring devices	that equipment will be missed	2	1	No Action	No Action	7.6		8.5.1 / 7.1.5.2		VOP 09	Audit 06
7845	7.1.4 Environment Of Operations	Managing Director	Determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services. Merged into 7729 can close the tasks	no risk. to the process, however risk maybe some problems may be brought up that are better left un-brought up, which may result in loss of staff while dealing with a problem that is suddenly brought to light that was better not addressed.	1	1	No Action		4.2.1 / 6.3	7.1.4			VOP 12	Audit 20
7947	8010004 - JJ-CCR Oxygen Sensor Orders	Office Processes	If there are just two orders, send a VST email to Jan Petersen (jp@jj-ccr.com) at JJ-CCR asking if he wishes to place any additional orders for subsequent months. We should be aiming for at least 2 to 4 scheduled orders on the system at any one time.	the issue has not been carried out, orders are not received	1	1	No Action	No Action			6.2.2			Audit 16
7948	8010006 - REVo Oxygen Sensor Orders	Office Processes	8010006 â€” rEVo oxygen sensor orders	the issue has not been carried out,	1	1	No Action	No Action						Audit

			Observation Issue or a Non Conformance Issue.	be carried out fully.					7.2.2 / 7.2.3 / 4.1.3	13	02	
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 02 Contract Review VST									
7763	Audit 02 Contract Review VST	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2			VOP 13 Audit 02
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 03 Design Control Viamed									
7716	Audit 03 Design Control Viamed	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2	8.2.4 / 8.1 / 4.2.3 / 5.2 / 7.1 / 7.3.1 / 7.3.2 / 7.3.3 / 7.3.4 / 7.3.5 / 7.3.7 / 7.3.8 / 7.3.9 / 7.3.10 / 4.1.3		VOP 13 Audit 03
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 03 Design Control VST									
7764	Audit 03 Design Control VST	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2			VOP 13 Audit 03
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. Carry out Audit 04 Accounts for Viamed									
7885	Audit 04 Accounts and Finance Viamed	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action				VOP 13 Audit 04
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. Carry out Audit 04 Accounts for VST									
8019	Audit 04 Accounts And Finance VST	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2.1 / 9.2.2			VOP 13 Audit 04
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 05 Purchasing Suppliers Viamed									
7717	Audit 05 Purchasing Suppliers Viamed	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2	8.2.4 / 8.1 / 4.1.5 / 7.4.1 / 7.4.2 / 7.4.3 / 7.5.2 / 7.5.3 / 7.5.5 / 4.1.3		VOP 13 Audit 05
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 05 Purchasing Suppliers VST									
7765	Audit 05 Purchasing Suppliers VST	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2			VOP 13 Audit 05
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 06 Calibration Viamed									
7718	Audit 06 Calibration Viamed	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2	8.2.4 / 8.1 / 4.1.3		VOP 06 Audit 06
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 06 Calibration VST									
7766	Audit 06 Calibration VST	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2			VOP 13 Audit 06
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit Audit 07 Handling And Storage Viamed									
7719	Audit 07 Handling And Storage Viamed	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2	8.2.4 / 8.1 / 6.3 / 6.4.1 / 6.4.2 / 7.5.1 / 7.5.2 / 4.1.3		VOP 13 Audit 07
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 07 Handling And Storage VST									
7767	Audit 07 Handling And Storage VST	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2			VOP 13 Audit 07
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 08 Training Viamed									
7720	Audit 08 Training Viamed	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2	8.2.4 / 8.1 / 5.5.1 / 6.2 / 6.4.1 / 7.3.2 / 4.1.3	22	VOP 13 Audit 08
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such.									
7768	Audit 08 Training VST	Audits	To carry out Audit 08 Training VST	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2			VOP 13 Audit 08
			To carry out Audit 09 Goods Inward And Product Identity Viamed									
7721	Audit 09 Goods Inward And Product Identity Viamed	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2	8.2.4 / 8.1 / 6.3 / 6.4.2 / 7.4.3 / 4.1.3		VOP 13 Audit 09
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 09 Goods Inward And Product Identity VST									
7769	Audit 09 Goods Inward And Product Identity VST	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2			VOP 13 Audit 09
			If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 10 Documentation Control Viamed									
7722	Audit 10 Documentation Control	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the	2	1	No Action	No Action	9.2	4.2.4 / 8.2.4 / 8.1 / 4.2.5 /		VOP 13 Audit

	Viamed		Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 10 Documentation Control VST	Audit, so it cannot be carried out fully.				7.2.2 / 7.3.3 / 7.3.8 / 7.3.10 / 7.5.4 / 7.5.5 / 4.1.3	13	10	
7770	Audit 10 Documentation Control Audits VST		Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	9.2	VOP Audit 13 10	
7723	Audit 10b Process Verification Viamed	Audits	To carry out Audit 10b Process Verification Viamed Now Defunct - See Audit 20	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action		9.2	VOP Audit 13 20	
7771	Audit 10b Process Verification VST	Audits	To carry out Audit 10b Process Verification VST Now Defunct - See Audit 20 To carry out Audit 11 Repairs And Service Viamed	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action		9.2	VOP Audit 13 20	
7724	Audit 11 Repairs And Service Viamed	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 11 Repairs And Service VST	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	8.2.4 / 8.1 / 7.2.2 / 4.1.3	9.2	VOP Audit 13 11
7772	Audit 11 Repairs And Service VST	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 12 CE Files Viamed	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action		9.2	VOP Audit 13 11
7725	Audit 12 CE Files Viamed	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 12 CE Files VST	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	8.2.4 / 8.1 / 4.1.2 / 4.1.4 / 4.1.3 / 4.2.1 / 4.2.2 / 4.2.3 / 5.3 / 5.4.2 / 6.1 / 7.2.2 / 7.3.1 / 7.3.2 / 7.3.3 / 7.3.7	9.2	VOP Audit 13 12
7773	Audit 12 CE Files VST	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 14 Complaints And Corrective Actions Viamed	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action		9.2	VOP Audit 13 12
7726	Audit 14 Complaints And Corrective Actions Viamed	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 14 Complaints And Corrective Actions VST	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	8.2.4 / 8.1 / 7.2.3 / 7.3.9 / 4.1.3	9.2	VOP Audit 13 14
7774	Audit 14 Complaints And Corrective Actions VST	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 15 Production Viamed	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action		9.2	VOP Audit 13 14
7727	Audit 15 Production Viamed	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 15 Production VST	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	8.2.4 / 8.1 / 7.5.1 / 4.1.3	9.2	VOP Audit 13 15
7775	Audit 15 Production VST	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. Audit to include Sales and Marketing Functions	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action		9.2	VOP Audit 13 15
7959	Audit 16 Sales And Marketing Viamed	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. Audit for Sales and Marketing	That something may impede the Audit, so it cannot be carried out fully.	1	1	No Action	No Action			VOP Audit 03 16
7960	Audit 16 Sales And Marketing VST	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 17 Internal Audits Viamed	That something may impede the Audit, so it cannot be carried out fully.	1	1	No Action	No Action			VOP Audit 16
7728	Audit 17 Internal Audits Viamed	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such. To carry out Audit 17 Internal Audits VST	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action	8.2.4 / 8.1 / 4.1.3	9.2	VOP Audit 13 17
7776	Audit 17 Internal Audits VST	Audits	Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action		9.2	VOP Audit 13 17
7886	Audit 18 Management Review Viamed	Audits	To carry out Audit 18 Management Review Viamed Any follow on issues must be identified with Observation Issue or a Non Conformance Issue.	That something may impede the Audit, so it cannot be carried out fully.	2	1	No Action	No Action			VOP Audit 13 18

7701	AWS Amazon Web Services	IT Controller	Amazon Web Services, is an online service, which basically simply provides a Linux PC out on the Web. Viamed uses this, for Web development of Websites. It hosts a working backup of many websites. Viamed / vst / vandagraph etc..	increase or decrease in competitor prices. No risks as its used for development and backups of working websites	1	3	No Action	No Action	8.4.1			
7936	B2B Router / Peppol Responsibilities	Office Processes	Checking external system for orders	Orders could be missed	2	2	No Action	No Action				
6954	Back Orders Review - By Customer	Goods Out	To check the back orders in the tray in goods out and check the active list back orders has been reviewed	goods not shipped in a timely manner	1	1	No Action	No Action	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3			
7922	Back Up Emily's Accounts Docs	Accounts Processes	To back up Journals and other docs that have been saved in Emilys users folder. Journal are checked monthly so they need to be in the Journals folder to be able to be checked.	That thing will get missed and then not double checked	2	1	No Action					
7918	Backup Jeans Local Folder	IT Controller	To backup Jeans files NO LONGER REQUIRED JEAN DOES NOT HAVE FOLDER ANYMORE	documents maybe lost of their is an issue with PC	1	1	No Action					
7867	Bandsaw Checklist	Health And Safety Controller	This is a check list to ensure safe use of the bandsaw BANDSAW HAS BEEN REMOVED, PROCESS CAN BE CLOSED / TASKS CLOSED	That injury will occur	1	1	No Action		7.1.3			
5916	Bank Details Opera reports entered Intrastats	Accounts Processes	Enter the current bank account details and the accounts package reports totals in to the correct intrastats page.	That the details could be entered incorrectly. So the figures in the overview page are wrong. Or the exchange rate is incorrect so we could make a lose when calculating currency.	1	3	No Action	No Action				
7742	Boiler Check	Maintenance Controller	Get the gas Boilers and Hive thermostat Serviced and the Heating Checked before Winter.	that the heating will not work or that the boiler is not safe to use.	2	1	No Action	No Action	6.3 / 6.4.1	7.1.3		
5870	Book Arab Health	Marketing Processes	Book our place at Arab Health if we decided on going	That we do not let staff know with plenty of time to book the exhibition.	1	1	No Action	No Action				
8049	Book Medica	EX Sales Controller	Book Medica medical exhibition	it won't be booked or not booked adequately	1	1	No Action	No Action				
7093	BSI Audits Calander	ISO and Compliance Controller	Review of outstanding Audits	Audits dont get completed	1	1	No Action	No Action	5.1.1			
7999	Building Risk Assessments	Maintenance Controller	To review the physical buildings health and saftey, and fire risk assessments.	Areas would be missed or not up dated	2	1	No Action	No Action				
55	Business Continuity Plan	Managing Director	Business Continuity Plan	If the list is not comprehensive enough and the plan not good enough or reviewed enough then the company will not be able to be back up ands running if a problem occurs.	1	1	No Action	No Action				
7091	Calibration Index	Warehouse Team Leader	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	That equipment we use to may not be calibrated when we need it. Or the date may not be attached.	2	1	No Action	No Action	5.6.2 / 8.5.3	7.1.3 / 9.1.3		
7756	Carbon Monoxide Alarm	Maintenance Controller	Check Carbon Monoxide Alarm is working	alarm does not work and kills staff	1	2	No Action	No Action	6.3 / 6.4.1	7.1.3		
8098	Carry Out The HMRC Slavery Assessment	Documentation And Records Controller	Every year within 6 months after the company year end we must complete the HMRC Modern Slavery Assessment. https://supplierregistration.cabinetoffice.gov.uk/login?logout=1	that we dont do it on time and we are marked down for it. That we might do something wrong or miss something and are marked down for that.	2	1	No Action	No action Required	7.1.1			
7836	Central Heating For Winter	Maintenance Controller	Reset the Heating for Winter	Building too hot / cold	1	1	No Action		6.3 / 6.4.1	7.1.3 / 7.1.4		
5942	Chase The Debtors viamed	Accounts Processes	Reminding debtors, where needed.	That a receipt in will be missed or entered incorrectly. That goods will go out to a customer when they have outstanding items that need to be paid. That customers will default or result in a charge back or bad debt. That a receipt in will be missed or entered incorrectly. That goods will go out to a customer when they have outstanding items that need to be paid. That customers will default or result in a charge back or bad debt.	2	2	No Action	No Action				
7824	Chase The Debtors VST	Accounts Processes	Reminding debtors, where needed.	That a receipt in will be missed or entered incorrectly. That goods will go out to a customer when they have outstanding items that need to be paid. That customers will default or result in a charge back or bad debt.	1	2	No Action	No Action				
5943	Check Cardea And Multiquote	Office Processes	Checking the Cardea and Multiquote websites for outstanding orders or requests	Computer/network breakdown	1	2	No Action	No Action	7.2.3	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3		
7678	Check Catalog 360 Circle For Quotes And Orders	Office Processes	Checking the Catalog 360 Circle website for outstanding orders or requests	Computer/network breakdown	1	2	No Action		7.2.3	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3		
7986	Check Creditors	Accounts Processes	Ensure suppliers are paid within terms. Review any older to see if they are correct and if they are duplicate.	that we miss invoices or payments and	1	1	No Action	No Action				

7932	Check Debtors Report	Accounts Processes	Rolling issue to check debtors report - All Outstanding References With Balances	make our suppliers un happy that customers do not pay or are unaware of their debt.	1	1	No Action	No Action				
7673	Check Expiry Dated Stock	Warehouse Team Leader	To check that all the stock on the selves are within their use by dates.	Stock being dispatched that is pastis its date.	2	1	No Action	No Action	7.5.11 / 7.5.1		4.2 / 5.1.2 / 6.1.2 / 6.2.1 / 7.1.5.1 / 7.1.5.2 / 7.1.6 / 7.2 / 7.3 / 7.4 / 9.3.2 / 9.1.2	
7758	Check For GHX Orders	Office Processes	Check the emails for orders from GHX	Computer/network breakdown	1	2	No Action	No Action	7.2.3		4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3	
5913	Check For Humanmed Orders In Logistics Mailbox	Office Processes	Checking the logistics mailbox from within and the main inbox for outstanding Humanmed orders. NO LONGER REQUIRED HUMANEMD STOPPED	Computer/network breakdown	1	2	No Action	No Action	7.2.3		4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3	
7984	Check For Viking Invoices	Accounts Processes	Check the Viking Web site for invoices. As they only come in to Info@viamed.co.uk and not to accounts.	that invoices will be missed and account will be over due	1	1	No Action	No Action				
7941	Check Leaflets, Letterhead And Other Paperwork To See If The Correct BSI Logo Is In Use, Remove All Old If Found.	ISO and Compliance Controller	Check Leaflets, Letterhead and other paperwork to see if the correct BSI logo is in use. Remove and dispose of all old items if found. Ask Catrin to review the website for old leaflets.	that we may miss something and risk BSI non conformance	3	1	No Action	No Action				
7797	Check Order Are Being Picked In Priority Order	Warehouse Team Leader	Check order are being picked in order of priority and date.	Orders going at before more urgent ones	1	2	No Action	No Action	7.2.3		5.1.2 / 6.2.1 / 9.1.2	
5919	Check Out Side Drain	Maintenance Controller	Check outside drain is not BLocked	that we will have a flood	1	2	No Action	No Action	6.3 / 6.4.1			
5875	Check Paypal For Orders	Office Processes	Checking the PayPal website for payments from customers that may have been missed or not emailed to the main inbox	Computer/network breakdown	1	2	No Action	No Action	7.2.3		4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3	
7859	Check POR Files For Items Delivered But Not Removed From File	Goods In	Checking of the POR Files For Items Delivered But Not Removed From File	POR are left in the file when goods booked in.	1	3	No Action	No Action				
7748	Check Repair Orders	Goods Out	Check the orders against the customer paperwork, that we have generated, for the repair we have received in.	That details will be incorrect and it will affect the customer. That mistakes may be missed. That mistakes may be missed. That details will be incorrect and it will affect the customer.	2	2	No Action	No Action	7.2.3 / 7.5.10		4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3 / 8.2.3.1 / 10.2.1	
7749	Check Repair Quotes	Goods Out	Check the quotes that we send out for the repairs we have received in.	That details will be incorrect and it will affect the customer.	2	2	No Action	No Action	7.5.10		4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3 / 8.2.3.1 / 8.7.1	
7674	Check Repairs Ready For Invoice List	Warehouse Team Leader	Review the repairs ready For invoice List in intrastats.	That repairs will be missed.	1	2	No Action	No Action	7.5.10		4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3.1 / 8.2.4 / 8.7.1	
7787	Check Returns All Supplier	Warehouse Team Leader	Review the returns that are present in the ductets, for each supplier as per the issues.	Goods not returned in a timely manor so causing items to be out of warranty.	1	3	No Action	No Action	7.4.2		8.4.3	
7784	Check Returns Supplier Envitec	Warehouse Team Leader	Supplier returns to Envitec, return any products waiting to be returned	Product not returned so missing the supplier warranty	1	2	No Action	No Action	7.4.2		8.4.3	
7786	Check Returns Supplier Maxtec	Warehouse Team Leader	Supplier returns to Maxtec, return any products waiting to be returned	Product not returned, risks not analysed	1	2	No Action	No Action	7.4.2		8.4.3	
7785	Check Returns Supplier Teledyne	Warehouse Team Leader	Supplier returns to Teledyne, return any products waiting to be returned	Product not returned, risks not analysed	1	2	No Action	No Action	7.4.2		8.4.3	
7964	Check Roles And Tasks For Incomplete Data	Human Resources	To check the Roles and tasks tables for any gaps /red crosses Fill in the missing information where needed.	That things will be missed and important information not present.	2	1	No Action	No Action				
5871	Check Sale Or Returns	UK Sales Force	Review the Sale or Return list in intrastats. Ensure it is up to date.	That goods could be sent to a customer or goods returned but the list is not updated	1	2	No Action	No Action	7.2.2		4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3	
5872	Check Sale Or Returns Export	EX Sales Force	Review the Sale or Return list in intrastats. Ensure it is up to date.	That goods could be sent to a customer or goods returned but the list is not updated	1	2	No Action	No Action	7.2.2		4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3	
7683	Check Stock For Proforma	Warehouse Team Leader	To check that we have stock in for customer proformas. Or review if any stock needs to be ordered.	That a customer is told we have stock and then we are unable to ship.	1	2	No Action	No Action	7.4.2		5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3	
7682	Check Stock Requirements Supplier Blueprint	Warehouse Team Leader	To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.	That a customer is told we have stock and then we are unable to ship.	1	2	No Action	No Action	7.4.2		8.4 / 8.5.1 / 8.5.2	
7680	Check Stock Requirements Supplier Envitec	Warehouse Team Leader	To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.	That a customer is told we have stock and then we are unable to ship.	1	2	No Action	No Action	7.4.2		8.4 / 8.5.1 / 8.5.2	
7681	Check Stock Requirements Supplier Posey	Warehouse Team Leader	To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.	That a customer is told we have stock and then we are unable to ship.	1	2	No Action	No Action	7.4.2		8.4 / 8.5.1 / 8.5.2	
7679	Check Stock Requirements Supplier Teledyne	Warehouse Team Leader	To check that we have stock in for customer proformas and orders. Or review if any stock needs to be ordered.	That a customer is told we have stock and then we are unable to ship.	1	2	No Action	No Action	7.4.2		8.4 / 8.5.1 / 8.5.2	
8052	Check Supplier Returns	Warehouse Team Leader	Check Supplier returns for items not received back	Goods not returned in a timely manor so causing items to be out of warranty.	1	3	No Action	No Action				
8053	Check The Whos Who	Documentation And Records Controller	Document in intrastats vm3cop02.1 Whos Who check its current and upto date	that a staff member would be missed	1	1	No Action	No Action				
7982	Check There Are No Changes To Employment Law	Human Resources	To Check online and see if there have been any changes to Minimum wage or employment law wee need to be aware of.	that we may miss an update that affects the staff and accountants	1	1	No Action	No Action				
8025	Check We Do Not Require A EU European Representatives	Human Resources	Review the below statement and make sure it is still valid and correct. "Viamed Group of companies does not involve the large-scale use of special category or criminal	that we may miss something or find we have made a wrong decision	3	1	No Action	No Action	4.1.1 / 4.1.3 / 4.1.5 / 4.1.4	4.2		

You will need the c79 form to reconcile the bank on all three banks monthly

Login is
943418914517 Viamed Ltd viamed1978
124693049463 Vandagraph Ltd gfb1313
389844758776 VST mLGvmI5E9VnB

Code to HL Phone

526821348342 Viamed Properties GFBD1313 YOU DONT NEED TO DO THESE BUT FOR INFO ONLY gov.uk

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5851	Duplicate Documents	Documentation And Records Controller	Removal of Duplicate documents	no risk as such. how duplicates in the system can waste time by having to work out if one succeeds the other.	1	3	No Action	No Action	7.1.3		
5876	E.Commerce Cardea And Multiquote	UK Sales Force	To Collect E.Commerce Cardea And Multiquote Orders	Orders go unnoticed	1	1	No Action		7.2.3	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3	
7909	EAN GTIN Online Database	Sales Controller	To update the online GTIN / EAN13 databases of stock descriptions for peppol use	Task is missed	1	1	No Action	No Action			
8047	Electric Testing	Maintenance Controller	Electric Testing - 5 yearly electric testing due on Warehouse and main office	issue missed unsafe electronics	3	1	No Action	No Action			
7835	Electrics Need Checking	Maintenance Controller	To get the Electrics checked by External Electrician, so certificate can be provided for Employee Safety	Not carried out in a timely manner	1	1	No Action	No Action	6.3 / 6.4.1	7.1.3	
36	Emailing Of Invoices	Office Processes	Invoices are emailed to customers	Computer or network failure	1	2	No Action	No Action	7.2.3	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3	
53	Emails	IT Controller	Maintain the Online Email boxes currently Google and Goldmine	incorrect email routing can lead to emails not getting to were they are supposed to be	1	1	No Action	No Action	6.3		
7872	Embargo Countries NOT Allowed To Sell To	Accounts Processes	To review with the banks any embargo countries	Selling to an Embargo countries can get bank account frozen and loss of facilities	3	1	No Action	No Action		5.1.2	
7929	Emergency Lighting And Fire Extinguishers	Health And Safety Controller	The regular review of the Emergency Lighting And Fire Extinguishers. Emergency Services Show Emergency Services Show - September.	That the job is not done or not done correctly	3	1	No Action	No Action			
8057	Emergency Services Show	Marketing Processes	Can we get a list of what stock and leaflets etc we need getting ready for this. This needs to be given to the marketing and warehouse teams for stock and ordering, well in advance please.	missed booking or supplies	1	1	No Action	No Action	4.1		
7902	Empty Depleted Sensor Bin From The Office	Warehouse Team Leader	Empty depleted sensor bin from the office	non	1	1	No Action				
7805	Empty Kitchen Bins	Office Processes	Emptying of the recycling and waste bins into external bin for refuge collection Diablsed currently - have Global task on bins	Waste is not removed or waste is not correctly placed in bins	1	1	No Action		6.3	7.1.3	
5878	Empty Office Bins	Office Processes	Emptying of the recycling and waste bins into external bin for refuge collectors	Waste is not removed or waste is not correctly placed in bins	1	1	No Action	No Action	6.3		
5906	Empty Paper Bins	Warehouse Team Leader	Emptying of the recycling and waste bins into external bin for refuge collectors	Waste is not removed or waste is not correctly placed in bins	1	1	No Action	No Action	6.4.1 / 6.3		
5909	Empty Warehouse Bins	Warehouse Team Leader	Emptying of the waste bins into external bin for refuge collectors	Waste is not removed or waste is not correctly placed in bins	1	1	No Action	No Action	6.3 / 6.4.1		
7903	Empty Warehouse Depleted Sensor Bin	Warehouse Team Leader	Empty Warehouse depleted sensor bin into Bin in cage and record weights in intrastats where relevant	over full bins can be a hazard	1	1	No Action	No Action			
5914	End Of Year Reports For Accountants	Accounts Processes	The closing down of the accounts package at the end of the financial year. Sales, Purchasing and Nominal ledgers.	That the figures are incorrect and therefore the profit / loss cannot be calculated correctly.	1	1	No Action	No Action			
7808	Ensure All Invoice Correctly Tagged	OEM Sales Controller	To find and Tag any sales that are removed from commissions, as they are break even products for relationships purposes	Pay a Sales rep for special sales in the relevant area. and make a loss on the sale	1	3	No Action	No Action		8.2.1	
7735	Ensure SOR's Are Followed Up	Office Processes	Ensure samples and Sale or Return items are followed up after 4 weeks for feedback and the item(s) is returned as appropriate	Computer/network breakdown	1	2	No Action	No Action	7.2.3	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3 / 8.5.3 / 8.5.5	
39	Enviromental Policy Document Review	Managing Director	Ensure our Viamed Environment and WEEE Polycys are upto date and suitable for current legislation Envitec oxygen sensor parts stock check	Potential to break the Law of the land with unsuitable polycys	2	1	No Action	No Action	6.4.2		
7950	Envitec Oxygen Sensor Parts Stock Check	Office Processes	Check to see whether in the past 6 weeks Envitec (Honeywell) have ordered any parts to used in the production of 8010004 R17JJ-CCR oxygen sensors. If no sales orders have been processed, please send a reminder email to: Felix.Krellenberg@honeywell.com cc. Jessica.Wagner@honeywell.com	the issue has not been carried out, orders are not received	1	1	No Action	No Action			
7864	ESD Work Stations	Maintenance Controller	Check the workshop benches ESD equipment is in place	can damage equipment if not used or suitable	1	2	No Action	No Action	6.4.1 / 6.3	7.1.3	
7958	Exchange Rate In To Intrastats	Accounts Processes	Put the Exchange Rate in to Intrastats for current month from HMRC	Missing the current rate and staff using the last months rate. Wrong rates being entered.	1	1	No Action	No Action			
5924	Export Cheques sent by Currency Lodgement	Accounts Processes	Export \$ USD or € Euro cheques from customers have to be sent to the bank processing department in Poole. With a form.	Cheque could be lost	1	2	No Action	No Action			

7755	Fast Hosts Invoice	IT Controller	To Send Invoices for online services to Helen every 12 months on the issue	No risks to system. Accounting exercise	1	3	No Action	No Action	6.3	8.4.1 / 7.1.1		
14	Fax Paper	Office Processes	Ensuring that fax reports have been generated for both sent and received faxes and ensuring there is paper in the fax machine	Phone lines go down The paper tray is empty	1	1	No Action		5.2	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3		
7895	FDA Device Establishment Registration	Managing Director	To continue our FDA registration (for the Appgar timer)	unable to sell in U.S.A	1	1	No Action	No Action				
7744	FDA Device Establishment Registration And Listing	ISO and Compliance Controller	FDA registration and the CMDCAS products In order to sell in the USA / Canada Markets products need to be registered with the FDA.	Its harder to initially get on teh register than maintaining it. Inability to sell products in North America	1	1	No Action	No Action		4.3 / 5.1.1 / 5.3 / 7.1.5.2 / 7.1.6 / 7.5.1 / 7.5.3.1 / 8.3.3 / 9.2.1		
15	Filing and Archiving	Office Processes	Paperwork to be filed in the correct order This is no longer done since we moved to Xero.	Paperwork is filed incorrectly	1	1	No Action	No Action	5.2	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3		
5917	Fill in Cashbook / Bank Accounts Rec for previous Month Processes	Office Processes	Fill in the cashbooks manual and digital. To complete the bank reconciliation at the end of each month for the sales, purchasing and nominal ledger.	Information may be entered incorrectly or calculation wrong.	1	1	No Action	No Action				
5949	Filing Credit Card Slips	Office Processes	Check Square transactions for any anomalies or problems	wrong amounts charged and wrong customers	2	2	No Action	No Action		4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1		
7834	Financial Review	Share Holder	The review the Financial requirements	Non	1	1	No Action	No Action	4.2.1 / 8.1	5.1.1 / 9.1.3 / 9.3.2		
7891	Fire Alarm Evacuation Drill	Health And Safety Controller	To test the evacuation of the buildings in case of fire	That staff will not know what to do in case of a fire	3	1	No Action	No Action				
6856	Fire Alarms	Health And Safety Controller	To ensure the fire alarms, MPC (manual call points), fire extinguishers and emergency lights are all in place, working and tested regularly. The log booked filled in. Tested by Keybury (alarms and emergency lights) annually and Airedale Fire protection (Fire extinguishers) annually. Evacuation Drills to check staff readiness.	If these checks are not carried out correctly and we have a fire then we are less prepared and this puts staff at risk.	3	1	No Action	No Action	6.3			
7928	Fire Test Points Checking	Health And Safety Controller	To Test the Fire alarm glass boxes	not tested	1	1	No Action	No Action				
6849	First Aid	Health And Safety Controller	To make sure we have a qualified member of staff trained in First Aid at Work. With the training up to date. Review the accident book. Check that there were no health and safety issues flagged up from these.	That the first aiders training goes out of date. The first aid boxes are not fully equipped. That first aid is not available when needed.	3	1	No Action	No Action				
8036	Future Issues Review	ISO and Compliance Controller	To review any new rolling future issues check they have a processed it is linked to. Make sure it not duplicated	that we might miss and issue	1	1	No Action	No Action				
7120	General Maintenance Requirements	Maintenance Controller	Review any General Maintenance required on the physical Site(s)	That a general Maintenance requirement may be missed. that these are not returned and stock goes out of warranty	1	2	No Action	No Action	4.2.1 / 6.3 / 6.4.1	7.1.3 / 7.1.4		
7905	Generate RMA Box, Link Items And Add Faults	Warehouse Team Leader	To arrange Supplier Returns Generate RMA box, link items and add faults	That the prices are in correct and we may have to let them have the old price if we have not up dated them	1	1	No Action	No Action				
6898	GHX Web Pricing	UK Sales Controller	To review the GHX Web Pricing	incorrectly booked in not booked in	2	1	No Action		5.2	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3		
7826	Goods In Processes	Warehouse Team Leader	To Receive Goods from Suppliers	goods do not get shipped	2	2	No Action	No Action	7.4.2	8.4.1 / 8.4.2 / 8.4.3 / 8.5.5 / 8.7.1		
7860	Goods Out Picking	Goods Out	To pick in order orders from the picking screen package the goods ready for dispatch Invoice out the delivery	Job not carried out Google analytics errors	2	1	No Action		7.2.3			
7916	Google Webmaster Tools	IT Controller	To check the webmaster tools to see our websites from googles point of view. fix any errors it may flag up	That injury will occur	1	1	No Action	No Action				
7869	Hand Drill Checklist	Health And Safety Controller	This is a check list to ensure safe use of the Hand Drill Perform HSE Risk Assessment. Re issue Message of the Day or send company issue with regard to Employees being aware of HSE documentation / policy. and Location of Fire Exits and First Aid Kits.		3	1	No Action	No Action		7.1.3		
7847	Health And Safety Review	Human Resources	Send new Issue to Projects Asking if New HSE implications have arisen from new products. Review Online the Local Community Risk Register. Check the Viamed Overall Risk Analysis Program Document in the Index to check its still current. Check the health and safety signage	HSE Risks to Staff and business	1	1	No Action	No Action		9.1.3 / 9.3.2		
7759	Health Declaration Sheet	Human Resources	Information from the staff that would be used in case of emergency health issue. These are filled in by staff and filled securely.	That information is not up to date or received.	3	1	No Action	No Action		7.1.2		
5929	HMRC Intrastats Sales Data	Accounts Processes	HMRC Intrastats Sales Data. Information is taken from intrastats and then uploaded and filled in on the two HMRC web site. VAT and EC sales site and Supplementary date site.	The forms are not filled on time or at all. They are filled in incorrectly. Dirty and unhygienic work space. Inadequate supply of cleaning products.	2	1	No Action	No Action				
5907	Hoover Warehouse	Warehouse Team Leader	Cleaning of floors. Tidying so as to clean more effectively.		1	1	No Action	No Action	6.3 / 6.4.1			
8082	HSE Workplace Safety Environment And Harassment Risk Assessment Questionnaire	Human Resources	This is a process to send out HSE Workplace Safety, Environment, and Harassment Risk Assessment Questionnaire for staff to fill in annually	that we may miss something the puts staff at risk of 2 harm or harassment	2	1	No Action	This is a risk assessment in itself. Results are being reviewed upon completion				
7917	Human Med Purchase Order	Warehouse Team Leader	Check stock requirements for human med Stock NO Longer required	Non	1	1	No Action					

7670	Humanmed general Issues	Humanmed Controller	Review of Humanmed sales and orders and clear any duplicates or problems.	That there are duplicate orders o the system due to errors.	1	3	No Action		7.2.3	5.1.1 / 5.1.2 / 6.1 / 6.2.1 / 7.1.1 / 7.1.2 / 7.1.5.1 / 7.1.5.2 / 7.1.6	VOP 13	Audit 02
7790	Humanmed Invoice them For Previous Month	Accounts Processes	A invoice is generate at the end of each month to charges Humanmed for the admin fee, carriage charges and any special carriage charges.	That this invoice is not produced.	1	3	No Action			8.2.1	VOP 04	Audit 05
7671	Humanmed Non Conformances	Humanmed Controller	Humanmed Non Conformances	non conformations not logged.	2	2	No Action		8.5.3	8.7 / 8.7.1 / 8.7.2 / 9.3.2 / 10.2	VOP 19	Audit 14
7711	Import Bank CSV	Office Processes	Download the most recent bank statement from the bank website	Computer/network breakdown	1	2	No Action	No Action		7.1.3	VOP 04	Audit 10
7833	Importance Of Effective Quality Management	ISO and Compliance Controller	To Remind Staff of the Importance of the ISO systems and they should be following the procedures	people may become careless	1	2	No Action	No Action	5.1 / 5.3 / 5.5.2	5.1.1 / 5.2.1 / 5.2.2 / 9.1.3 / 9.3.2	VOP 12	Audit 18
8101	Intercomapny Admin Orders Processed	Accounts Controller	To make sure the inter company orders / Admin fee are processed between Viamed and Vandagraph and viamed and VST.	Risk are the orders not being generated and invoice not being invoiced.	1	2	No Action	No Action Required			VOP 04	Audit 04
6866	Internal Process Verification Complete Systems Review	ISO and Compliance Controller	Review the Internal Process and Verification `s are suitable for the current standards PROCESS NOW CANCELLED AS REPEAT OF AUDIT 20	Review not carried out	1	1	No Action		4.2.1 / 8.5.3		VOP 13	Audit 20
7739	Intrastats Amendment Log	IT Controller	Intrastat Changes updates. Logging system to enable roll back should anything break	None, The updates are automatically logged and stored for easy retrieval. This process is simply to add notes to new updates	1	2	No Action	No Action	6.3	5.1.1 / 7.1.3	VOP 11	Audit 10
7129	Intrastats Cross Reference Database Tables Updates	IT Controller	Update the online Cross reference guides with latest intrastats data.	The online Cross reference guide not updated	1	3	No Action	No Action	6.3	7.1.3	VOP 11	Audit 10
7831	Intrastats Debtors And Creditor Figures	Accounts Processes	Intrastats Debtors And Creditor Figures Fill in the figure in Enter Overview details from Operas and bank.	Not filled in often enough Not filled in correctly	1	3	No Action	No Action		8.2.3.1 / 9.3.2	VOP 04	Audit 04
7130	Intrastats Information for Intrastats and L Drive	IT Controller	To Review the L Drive Library is in sync with Intrastats Documentation TASK DISCONTINUED, L Drive has been replaced with Intrastats	Documents get out of Sync	1	3	No Action				VOP 01	Audit 10
7126	Intrastats Requested Page updates	IT Controller	Fix general errors in intrastats such as Spelling errors or columns not lining up	that a fix is missed or a page does not work	1	2	No Action	No Action		7.1.3	VOP 11	Audit 10
7846	ISO System Management Review Viamed	Managing Director	To Comply with Top Level Re-authorise the Current Audits for next 12 Months Cover the Agenda as Per VOP13	Failure to do may cause major non conformities in QMS System	1	1	No Action	No Action	5.6.2 / 5.6.1	9.1.3 / 9.3.2	VOP 13	Audit 20
7972	ISO System Management Review Vst	Managing Director	To Comply with Top Level Re-authorise the Current Audits for next 12 Months Cover the Agenda as Per VOP13 *Note was linked to Viamed management headers relinked in 2025	Failure to do may cause major non conformities in QMS System	1	1	No Action	No Action			VOP 13	Audit 18
6871	ISO14001 Environmental management systems	ISO and Compliance Controller	Not yet Applied Rolling Issue to see if we should apply this standard in the future	If we went for this, the risks would be incomplete data or ineffective system	1	1	No Action	No Action			VOP 13	Audit 18
7819	Issues For Accountant - Check Contra account 8000 and clear it	Accounts Processes	A review of the contra nominal account in accounts package, number 8000, for the previous 12 months. To see if the adjustments that go through this account, have been handled correctly and the amount at the end is zero.	That the account will not have a zero balance.	2	2	No Action	No Action		8.2	VOP 04	Audit 04
7818	Issues For Accountants - Check Purchasing Journals to see if VAT handled correctly Previous Month	Accounts Processes	A review of the Purchasing Journals, done in Opera, for the previous month. To see if the VAT has been handled correctly and the nominal account number are correct.	That we will run the VAT return and a incorrect journal is present. This could result in us paying too much or too little VAT on the next VAT return.	2	2	No Action	No Action		8.2	VOP 04	Audit 04
7817	Issues For Accountants - Check suggested invoice report in operas	Accounts Processes	This is a report that is run to make sure we have not missed the invoicing of an order during the preceding month, on the sales ledger.	That sales deliveries are missed and not invoiced.	1	3	No Action	No Action		8.2	VOP 04	Audit 04
6876	Issues for Accountants - P11D Form re Benefits to Revenue and Customs	Accounts Processes	This is a form concerning benefits the staff receive annually. An issue is sent annually to remind of this. We then contact the accountants and ask them to fill this in for us. They ask us about benefits and they fill it in for us. This is then sent to us for signing and posting.	That we forget to fill it in.	1	1	No Action	No Action			VOP 04	Audit 04
5918	Journals for the End of Month accounts	Accounts Processes	Journal/adjustments to add items in to the accounts package that are not included in the scope of the sales and purchase ledger.	That journal will be entered incorrectly.	1	2	No Action	No Action			VOP 04	Audit 04
5901	Link Call Log Contacts To The CRM	Office Processes	To link new calls to Contacts in the CRM	Computer/network breakdown	1	2	No Action	No Action	7.2.3	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3	VOP 03	Audit 10
8100	Login In To The Bank To Keep It Active	Accounts Controller	Login to the Barclays Iportal system to keep it active	That the app with become inactive and have to be re registered and re authorised.	1	1	No Action	No Action Required			VOP 04	Audit 04
7863	Maintain Repair Codes List	Product Controller	To confirm the current repairs codes for various products in the system are up to date and available to office members of staff. To review Route map VIAMED 13485:2016 and VST 9001:2015	use of incorrect repair codes	1	1	No Action	No Action	7.5.10	7.1.6	VOP 03	Audit 10
7876	Maintain Update Of ISO Route Maps	Managing Director	See if a new Summary sheet needs producing, print new PDF, and upload on top of the old summary	Summary sheet gets out of date.	1	2	No Action	No Action	8.1	9.1.3 / 9.3.2	VOP 13	Audit 18
19	Maintaining Leaflet Stocks	Office Processes	Ensure required leaflets are in stock	Stock is not checked	1	2	No Action	No Action	5.2		VOP 25	Audit 16
6861	Management Meeting Review Weekly Meeting	Managing Director	Non Minuted Management discussions on issues	the meeting wont be held	1	2	No Action	No Action	4.2.1		VOP 02	Audit 18
6813	Management Meeting Turnover Report	IT Controller	Ensure the turnover report is accurate	Incorrect figures could be financially catastrophic	1	3	No Action	No Action			VOP 11	Audit 18
7753	Management Meeting Warehouse	Warehouse Team Leader	To discuss any problems, to assess work load and staffing. To review issues with regard the Warehouse.	Meetings not carried out regularly.	1	3	No Action	No Action		5.1.1 / 7.1.4 / 9.3.2	VOP 02	Audit 18









































7070	Management Review	Managing Director	To discuss any problems, to assess work load and staffing. To review issues.	Meetings not carried out regularly.	1	2	No Action	No Action	4.2.1 / 5.1 / 5.6.2 / 5.6.1 / 8.1	9.3.2	
27	Management Reviews And Quality Audits	Managing Director	To review and close all automatic rolling Issues. Including all rolling tasks and audits	that the task is missed that follow ups are missed	1	3	No Action	No Action	4.1.3 / 4.2.1 / 5.1 / 5.6.1 / 8.2.5 / 8.1	4.4.2 / 5.1.1 / 9.1.3	
8050	Master Indemnity Register	Documentation And Records Controller	Viameds products and public liability insurance renews every year on 29th June. Send proof of insurance (To Whom It May Concern letter obtained from Thomas Cook and Son) to the following contacts to maintain our registration on the Department of Health Master Indemnity Register and the regional registers: - Department of Health (covers England, Wales and NI) - mia@dhs.gov.uk cc pat.kavanagh@dhs.gov.uk - Health Facilities Scotland - central mailbox for all NHS Scotland MIA correspondence nss.miascotland@nhs.scot - NHS Wales Shared Services Partnership - Procurement Services - MIAWales@wales.nhs.uk cc matthew.jurjavicic@wales.nhs.uk	that this is missed	1	1	No Action	No Action			
32	MDALL Listings	Managing Director	Complete the CMDCAS Paperwork once per year to Keep the Licence to sell in canada	no risks identified	1	1	No Action	No Action			
8095	Medica Pallet - Return Contents To Stock/exhibition	Marketing Controller	Medica Pallet - Return contents to stock/exhibition To make sure the pallet is unpacked and put away on its return	that the pallet is not emptied stock goes to the wrong location That we are going to a Medical show and no sales result from it.	1	1	No Action	No Action	7.5.8		
8076	Medica Review	Marketing Controller	Review the results from the previous medica	Task used to review the viability of the exhibition Sales coming in may not reference Medica	1	2	No Action	No Action	5.2		
8094	Meeting With DL	Marketing Controller	Just a heading to enable a rolling Task for Issues to link to a Meeting With DL	we might miss a issue	1	1	No Action	No Action	5.1		
7750	Meeting With Management	Office Processes	Meeting between management and office team leader to discuss improvement of systems and address any issues	Staff being unavailable	1	3	No Action	No Action		5.1.1 / 7.1.4	
6945	Missing Stock or Adjustments	Warehouse Team Leader	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.	Opera and Intrastats go out of sync	1	1	No Action	No Action	7.5.1		
7694	Move Stock From QA Shelf To Stock Shelf Tuesday	Warehouse Team Leader	Move Stock From QA Shelf To Stock Shelf	That stock is not replaced so it will take longer to pick goods for orders. The stock is not on the correct shelf.	1	2	No Action	No Action	7.5.1	7.1.5.1	
7689	Move Stock From QA Shelf To Stock Shelf Monday	Warehouse Team Leader	Move Stock From QA Shelf To Stock Shelf	That stock is not replaced so it will take longer to pick goods for orders.	1	2	No Action	No Action	7.5.1	7.1.5.1	
7890	New UPS Rates Needs Checking	Managing Director	To get the next years UPS zone and areas and Pricing import into intrastats. No formal procedure as UPS keep changing style and layout can be done manually	Our pricing calculations dont work out.	1	2	No Action	No Action			
7138	Non Conformance Issues Any New QC21 Forms	Warehouse Team Leader	To review any new QC 21 Forms Check existing forms for corrective actions and effectiveness	potential non conformances go undetected	1	3	No Action	No Action	8.5.3		
7199	Non Conformities Review Viamed	ISO and Compliance Controller	To review any non conformances created during the previous month, and produce a non conformance report. Review history of non conformances and see if there has been any improvement.	Non conformances go unfixed	2	2	No Action	No Action	4.2.1 / 8.5.3 / 4.1.5	5.1.1 / 9.1.3 / 9.3.2	
7820	North Yorkshire Council Waste Transfer	Maintenance Controller	The renewal of our waste transfer agreement with North Yorkshire County Council	That we cannot get rid of waste or we have a supplier that takes waste but does not dispose of it in the correct legal manor.	2	1	No Action	No Action	6.3 / 6.4.1	8.5.5	
7672	Off Site Backup	IT Controller	To take a copy of the important data off-site thats not being automatically backup by the system, Currently T Drive being the primary files to be backed up. Changed routine to Monthly, as only T drive is now being backed up, all other files automatically being backed up remotely	now as its a backup process Back is unrestorable	2	2	No Action	No Action	6.3	7.1.3	
21	Office Sales Projects	Office Processes	Ensuring office job list is being updated and completed	Office is short staffed or over worked	1	2	No Action	No Action		4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3	
7873	On Site Environment Review	Product Controller	Review the Highs and Lows in Temperature of stored stock and products. The temperature range can be found on the temperature page. To find and correct opera when it reads Negative stock values.	Building temperature could affect stock	2	2	No Action	No Action	6.4.1		
6838	Opera Negative Stock	IT Controller	NOT REQUIRED ANYMORE Opera	Damage Opera.	1	1	No Action	No Action	7.5.1		
7800	Opera Nominal Ledger Close	Accounts Processes	The closing down of the previous months nominal ledger for accounts purposes.	The system crashes.	2	1	No Action	No Action		8.2.1	
7799	Opera Purchase Ledger Close	Accounts Processes	The closing down of the previous months purchase ledger for accounts purposes.	The system crashes, invoices could be missed. Reports more difficult to perform after shut downs, no commercial risk if not performed	2	1	No Action	No Action		8.4.1	
5915	Opera Sales Ledger Close	Accounts Processes	Closing down of the Month end in the accounts packages, Or year end if applicable		1	1	No Action	No Action			

5858	Opera Stock Adjustments	Warehouse Team Leader	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	Stock valuations will get inaccurate if the process is not performed.	1	2	No Action		7.5.1			VOP 07	Audit 07
			NO LONGER REQUIRED. New system live counts these now										
7798	Orders And Items Shipped Per Month	Warehouse Team Leader	Review the orders and items shipped per month	Problem with report	1	3	No Action	No Action	7.2.3	7.1.5.2		VOP 07	Audit 01
59	Out Of Date Documents	Documentation And Records Controller	Check the Document Index for any out of date documents,	Not performing task could relate to old out of date information being supplied out of the companies	1	3	No Action	No Action		7.1.3		VOP 01	Audit 10
			To ensure we do not have any overdue service requirements to our customers.										
7985	OverDue Servicing	Servicing Onsite	Have any overdue visits not got any action notes.	That services will be missed	1	1	No Action	No Action	7.5.1			VOP 09	Audit 24
			NO ONSITE VISITS ANYMORE, Process not currently required										
7866	Oxygen Cylinder Check	Warehouse Team Leader	Ensure we do not run out of oxygen	run out of oxygen	1	2	No Action	No Action		7.1.3		VOP 07	Audit 07
8044	PAT Test	Health And Safety Controller	Carry out global PAT testing	that the issue will be missed and electrical equipment will not be tested.	1	1	No Action	No Action				VOP 11	Audit 19
				that staff are not paid what they are worth or paid too much	1	1	No Action	No Action				VOP 04	Audit 08
7884	Pay Review	Human Resources	Review the staff pay, ensure its above minimum living wage and at a level appropriate to the work		1	1	No Action	No Action				VOP 04	Audit 08
7935	PCI DSS Compliance	Accounts Processes	To Obtain PCI DSS Compliance Check Form is still Current and we still lock up CC/Debit card Data.	get a fine if we are not upto date	1	1	No Action	No Action					Audit 04
			Process of PDF ing Invoices into the system for easy of use in the future and the Emailing of Invoices to customers	Incorrect name given to Invoice when saving the PDF. customer gets incorrect invoice.	1	2	No Action			4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3		VOP 03	Audit 02
			NOW DONE AUTOMATICALLY										
7924	PDFing Of Invoices Vandagraph	Office Processes	Process of PDF ing Invoices into the system for easy of use in the future and the Emailing of Invoices to customers	Incorrect name given to Invoice when saving the PDF. customer gets incorrect invoice.	1	2	No Action						Audit 04
			NO LONGER REQUIRED, New Order system automatically produces the PDFs and Places into the Correct Location										
7676	PDFing Of Invoices Viamed	Office Processes	Process of PDF ing Invoices into the system for easy of use in the future and the Emailing of Invoices to customers	Incorrect name given to Invoice when saving the PDF. customer gets incorrect invoice.	1	2	No Action			4.2 / 5.1.2 / 5.2.2 / 6.2.1 / 7.1.5.1 / 7.5.1 / 7.5.2 / 7.5.3.2 / 8.2.1 / 8.2.3		VOP 03	Audit 02
			NO LONGER REQUIRED AS DONE BY THE SYSTEM AUTOMATICALLY										
6837	Personnel Requirements and Training	Human Resources	Keep Staff Training records upto date	Keep enough trained staff to perform our tasks	1	2	No Action		5.5.1			VOP 02	Audit 08
				That the report is not done and therefore an accurate figure for the petty cash is not inputted into the system.									
7788	Petty Cash Reconciliation	Accounts Processes	This is done annually, a report for the accountant. It shows the currency and amount that we have in the building at the last day of the year.		1	1	No Action	No Action		8.2.3.2		VOP 04	Audit 04
7868	Pillar Drill Checklist	Health And Safety Controller	This is a check list to ensure safe use of the Pillar Drill	That injury will occur	3	1	No Action	No Action		7.1.3		VOP 16	Audit 19
			The process by which re view and risk assess all product files, check that no Products / Designs have changed significantly to warrant informing any notified bodies eg. MDD / BSI / CMDCAS or any other related Body.	Loss of certifications Unforeseen product risks.	3	1	No Action	No Action		9.1.3		VOP 13	Audit 23
8058	Preparation For Medica	Marketing Processes	Can we get a list of what stock and leaflets etc we need getting ready for this. This needs to be given to the marketing and warehouse teams for stock and ordering, well in advance please.k Please let the warehouse have the list with plenty of time. Please can you give a list of leaflets and marketing material to Robert to add and Catrin to order	that we would miss taking stock or leaflets	1	1	No Action	No Action				VOP 25	Audit 16
			Please can you check what leaflets / booklets / video presentation we need and get ordered anything that we do not have.	that we would miss taking leaflets	1	1	No Action	No Action				VOP 25	Audit 16
			Ryan got an issue on the 1st Sept too and Cathy will get an Issue on the 10th Sept										
7791	Price List Check	Vandagraph	Changing of the prices lists. Issue to check these are current	That people will quote the wrong price to the customer.	2	1	No Action	No Action		5.1.1 / 5.1.2		VOP 25	Audit 02
			*Vandagraph is not an ISO company										
7908	Private Information Data	Human Resources	remind staff about private information data and that it needs to be looked after and securely.	that we break GDPR	1	1	No Action	No Action				VOP 02	Audit 08
				That we will target an incorrect area or push a product that is not taken up.									
7809	Pro-Active Marketing	Marketing Controller	Analyzing Existing product , sales trends, plan strategy.		2	2	No Action	No Action		6.1.2		VOP 25	Audit 22
5898	Processing Depleted Sensors	Office Processes	Dispose of depleted oxygen sensors and send customer replacement disposal bags	Sensors are not handled correctly	1	1	No Action	No Action				VOP 20	Audit 11
20	Processing Of Mail Shots	Office Processes	Ensuring mail shots are printed and sent	Depleted stock of leaflets	1	1	No Action	No Action				VOP 03	Audit 16
5891	Processing Of Repair Quotes And Orders	Office Processes	To process the Repair Quotes And Orders as they come in.	Repairs missed or delayed. Order numbers not received before processing.	1	3	No Action		7.5.10 / 7.5.11 / 7.2.3	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1		VOP 03	Audit 02
				Out of date databases linking products to equipment									
6894	Product Cross References	Marketing Controller	Maintenance and research of cross reference tables		1	3	No Action	No Action				VOP 25	Audit 09
			Review the Production List, check and list those items that were started more than 30 days ago have not been through QA.										
7737	Production In Production List	Production Processes	Audit is carried out and production is reviewed and chased at this point.	Production jobs is finished but not been QA, may get lost in the system	2	2	No Action	No Action		8.5.1 / 8.5.2		VOP 08	Audit 15

78064	Production Of JJCCR Cables	Production Processes	Production of JJCCR Cables	that we do not have enough cables produced for JJ-CRC orders	1	1	No Action	No Action				
76955	Production Requirements	Warehouse Team Leader	To set production job for any stock item that is needed for customer back order, warehouse requests or marketing	that jobs will not be added and customers orders will be delayed	1	2	No Action	No Action	7.5.1			
77736	Production Start Job List	Production Processes	When a new production is needed we the production job to the list of procedures. Check to make sure that every new job has a procedure linked to it.	That a job will be carried out without 2 a procedure.	2	2	No Action	No Action	8.5.1			
77738	Production Statistics	Production Processes	Production Review, Identify any production jobs taking a long amount of time	No procedure	1	3	No Action	No Action	8.5			
75899	Proforma And Quote Chasing	Office Processes	Chase outstanding Quotes and Proformas	Computer/network breakdown Not chased up.	1	3	No Action	No Action	7.2.3	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3		
7970	Proforma And Quote Chasing Ryan	EX Sales Force	Chase outstanding Quotes and Proformas put on by Ryan or that he is responsible for.	Computer/network breakdown Not chased up.	1	3	No Action	No Action				
7971	Proforma And Quote Chasing U.K.	UK Sales Force	Chase outstanding Quotes and Proformas put on by Steve H or that he is responsible for.	Computer/network breakdown Not chased up.	1	3	No Action	No Action				
78037	Projects / Products HSE Requirements	Health And Safety Controller	To check to see if products have changes or if there are any new products. Are there any new HSE implications.	That a product change may have a HSE implication	1	1	No Action	No Action				
7914	Proofs of Delivery	Office Processes	To download or pdf the proof of deliveries This is not needed at present. It was brought in prior to covid.	That we do not get the POD and customers refuse to pay their invoices	1	1	No Action	No Action	7.2.3	8.2.1		
7925	Providing Ebay Feedback	Office Processes	Providing Feedback to ebay customers	that it will be missed	1	1	No Action	No Action				
75931	Purchase Invoices in to Opera	Accounts Processes	Putting into opera the purchase invoices that are received from our suppliers, by Email, fax, post or by hand.	Invoices missed, not received or entered incorrectly.	1	2	No Action	No Action				
78030	Purchase Order Invoice Review	Office Processes	Confirm the Price on our purchase order matches the price charged by the supplier	We over pay for products or services	2	1	No Action	No Action	7.4.1 / 7.4.2 / 7.4.3	8.4.3 / 9.1.3		
78034	Purchase Order Invoice Review Stage 2	Office Processes	Stage 2 of checking supplier prices against our Purchase orders.	tasks might be missed or prices are incorrect	2	1	No Action	No Action				
75850	Purchase Order Log	Office Processes	Check the PO log is up to date with confirmations and expected shipping dates	The order is not checked and the supplier has not received it ergo we do not receive the order	1	2	No Action	No Action	7.4 / 7.2.3			
78051	Purchase Order Log Viamed	Office Team Leader	Purchase Order log Viamed ensure the purchase order log is up to date	that the task is missed	1	1	No Action	No Action				
75855	Purchase Order Requirements Teledyne	Warehouse Team Leader	To contact Teledyne and confirm the purchase orders we have outstanding for them	That good that are required will not be available.	1	2	No Action	No Action	7.4.1			
77882	Purchase Payments	Accounts Processes	Pay suppliers within terms	pay the wrong amount or to the wrong company. Not pay in terms	2	2	No Action	No Action	7.4.2			
79933	Purchasing Invoice Processing	Accounts Processes	Inputting the invoices from suppliers for the correct month. Ensuring they are all entered in to the correct period.	invoices missed and therefore absent from accounts and Vat return	2	2	No Action	No Action	7.4.2			
78073	Quarterly Stock Meeting Due	Sales Controller	Quarterly Stock Meeting Due - Full Stock Meeting Due	missed meetings	1	1	No Action	No Action				
78072	Quartly Sales And Marketing Meeting Due	Sales Controller	Quarterly Sales and Marketing Meeting Due BSI REgulation meeting required, To Include UK Sales Staff, Export Sales Staff, and Sales Director	missed meetings	1	1	No Action	No Action				
79961	R D Room - Tidy, Empty Bins, Remove Cups. Caution Around Oxygen Supply	Maintenance Controller	To Clean Tidy the research and development rooms	staff absent so job is not carried out job not carried out well	1	1	No Action	No Action	6.3			
78045	Radiators - Bleed Radiators In Vandagraph Room In Warehouse And Loft In Offices	Maintenance Controller	Radiators - Bleed radiators in Vandagraph Room in Warehouse and loft in offices. Check they are heating up fully	that the two areas won't warm up in winter	1	1	No Action	No Action				
78061	Reconcile Invoices In B2B Router	Office Processes	Checking external system for orders	Orders could be missed	1	1	No Action	No Action				
77899	Region Checker	Accounts Processes	Region code and Territory codes from Opera. Each country should only be linked to 1 Region.	the contact will be linked to the wrong region or country	1	1	No Action	No Action				
79798	Regulatory Requirements and Review of QC21 form template	ISO and Compliance Controller	To Regulatory Requirements and a Review of QC21 form template. To ensure they are up to date to the current standards review Qc 21 Form to ensure it is still appropriate and valid	That we will miss updates	3	1	No Action	No Action				
75932	Remit Processing and entry into Opera	Accounts Processes	Remits are identified, matched to the bank statement and then entered into Opera on the customer account.	That remits are missed.	1	3	No Action	No Action				
77782	Remove Started But Not Used Order Numbers	Humanmed Controller	Remove Started But Not Used Order Numbers from intrastats. Process no longer required with end of Opera	not clear regularly, accidental usage of an old ORDER number generated by mistake	1	2	No Action	No Action	7.2.3	7.5.2		
77816	Repairs In Process Review	Repairs Controller	Review the Repairs In Process	That the process is not updated and not as effective as it could be	1	1	No Action	No Action		8.3.3		
77685	Repairs Ready For Invoice	Warehouse Team Leader	Process Invoice for completed repairs.	repair has errors on it	1	1	No Action	No Action	7.5.10 / 7.5.11	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3 / 8.7.1		
77684	Repairs Ready For Quote	Warehouse Team Leader	Process Repairs Ready For Quote	If process does not get performed, we likly to loose customers, get complaints over not responding to customers returned goods	1	1	No Action	No Action	7.5.10 / 7.5.11	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3.1 / 8.7.1		
78068	Request Feedback From Unique	Marketing Controller	Request Feedback from Unique Customer for 2 months prior - EyeMax	that we miss asking for feedback	1	1	No Action	No Action				

7923	Review Of Credits Received From Suppliers	Warehouse Team Leader	To Review and tidy up any outstanding RMAs that have been resolved by Supplier credit notes	credits missed or not received	1	1	No Action	No Action	7.4.2			
7822	Review Oxylink Stock	Office Processes	To check we have the stock available to supply our customer Oxylink. NOTE THIS PROCESS HAS BEEN STOPPED. Part number has been superseded	The we do not have the stock needed to satisfy the orders for this customer.	1	3	No Action			5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3 / 9.1.3 / 10.1 / 9.1.2		
7913	Review Personnel Files	Data Protection Officer	To Review the personnel files to check we remove old data to stay within the GDPR	that things are kept too long	1	1	No Action	No Action				
7878	Review Possible Upcoming Regulation Changes	Managing Director	Review possible legal / regulator changes that might affect Viamed / VST	Legal / Regulatory changes stop us being able to carry out our processes as per QMS	3	1	No Action	No Action	8.1 / 4.1.4	9.1.3 / 9.3.2		
7981	Review Process Updates For Risk To Systems	ISO and Compliance Controller	To review monthly any changes, to any processes, for risks to ISO systems.	Monthly review could be missed changes to process could be missed	1	1	No Action	No Action				
7888	Review Processes Linked To VOPs And Audits	ISO and Compliance Controller	Ensure All Sub Processes are linked to a VOP and an Audit.	process can go un-monitored	1	3	No Action	No Action				
7849	Review Product Failures New Codes	Managing Director	Review the Customer Returns and Review Product Failures New Codes	Product failures / returns do not get reviewed and a new Risk may occur	3	1	No Action	No Action	4.2.1 / 5.6.2 / 8.1 / 7.5.6 / 8.5.3	9.1.3 / 9.3.2		
7830	Review Q.A. Failures Report	Managing Director	To review the Quantities of Failed product per Stock reference Passing through the Q.A. system	That a high proportion of a product might fail QA and not be flagged	1	3	No Action	No Action	4.2.1 / 5.4.1 / 5.6.2 / 8.1	5.1.2 / 6.2.1 / 7.1.5.1 / 7.1.5.2 / 7.1.6 / 8.3.6 / 8.5.2 / 8.5.4 / 8.6 / 8.7.1 / 8.7.2 / 9.1.3 / 9.3.2 / 10.2.1		
7713	Review Roles And Responsibilities	Managing Director	Ensure All tasks allocated to active Members of staff.	That not all jobs will be allocated to a member of staff. That we may not share out jobs in a appropriate way. Risk of being over faced.	2	2	No Action	No Action	4.2.1 / 5.5.1 / 6.3 / 5.6.2	4.4.2 / 7.1.2 / 9.1.3 / 9.3.2		
8066	Review Search Terms - Shopify	Marketing Processes	Review Search Terms - Shopify Admin Analytics Reports Top online store searches For the last full calendar month.	that we might miss a new search term	1	1	No Action	No Action				
7911	Review Security Of The Special Category Personal Data	Data Protection Officer	Review Security Of The Special Category Personal Data	Breach of data Fines	2	1	No Action	No Action				
8097	Review Shopify Delivery Notifications - Vandagraph	Vandagraph	To check we have sent delivery notifications regarding Shopify to customers upon shipping goods out for their orders.	That we might click the wrong order to fulfil it. That nothing has been clicked or fulfilled.	2	1	No Action	No Action		7.1.1		
8065	Review Shopify Website For Missing Images	Marketing Processes	Review Shopify Website for Missing Images	that an image is missed	1	1	No Action	No Action				
8093	Review Special Price	Sales Controller	Review Price Lists Stock and Dates	Issues missed or price list not updated	1	1	No Action	No Action				
7943	Review Stocks Of 8000004	Office Processes	To review stock levels of 8000004	running out of stock	1	1	No Action	No Action				
7977	Review The Agenda For The Management Review / Board Meeting Prior To The Annual Meeting	ISO and Compliance Controller	To review the Agenda of the Management review. Make sure no headers are missed that should be being discussed. Make sure Objectives are appropriate and effective.	That we will miss a header and something important will not be discussed.	2	1	No Action	The addition of this task is aimed at reducing the risk of missing a header. If a header is missed the risk would be to miss discussing something important.				
7862	Review The Audit Calender Screen	Share Holder	Review The Audit Calendar Screen	Requirement of ISO	1	1	No Action	No Action	4.2.1 / 8.1	9.3.2		
5937	Review the Delivered Not Invoiced Reports	Accounts Processes	This report allows us to add a figure to the end of month accounts. It is a report of suppliers delivered items that have not been invoiced and therefore do not show on the accounts but do show as in stock.	It is an internal adjustment that is reversed out at the end of the next month. The only real risk is the figure from the previous month is not adjusted out correctly.	1	3	No Action					
7912	Review The Personel Information We Collect Or Store	Data Protection Officer	Review The Personel Information We Collect Or Store, is the personal information that we collect and store relevant, accurate and not excessive.	That we will store information too long or not securely enough That we will store information that we do not need	3	1	No Action	No Action				
7828	Review The Quality Policy Viamed	ISO and Compliance Controller	To review the Quality policy and check it is still valid and upto date.	That the policy will go out of date	1	1	No Action	No Action	4.2.1 / 5.3	5.1.1 / 5.2.1 / 5.2.2 / 6.2.1		
7827	Review The Quality Policy VST	ISO and Compliance Controller	To review the Quality policy and check it is still valid and upto date.	that policy will go out of date	1	1	No Action	No Action	5.3	5.1.1 / 5.2.1 / 5.2.2 / 6.2.1 / 9.1.3 / 9.3.2		
7979	Review The Template Of The QC 21 Form To Ensure It Is Current And Valid	ISO and Compliance Controller	To review the QC 21 form to make sure it is fit for purpose and covers all the areas we need to assess when filling in this form	that we will miss sections that we need to be effective	2	1	No Action	No Action				
7940	Review The Tom Thumb Grease Date	Production Processes	To check the date of the grease used in the production and servicing of the Tom Thumb. To see if it needs to be removed. Look at date purchased then add 4 years to the date.	that the grease will go beyond the date we say it should be disposed of	1	1	No Action	No Action				
5859	Review Un-shipped Parcels	Goods Out	Dispose of this when it goes beyond this date. audit and snap shot - this is an audit of a part of goods out, listing of the parcels that are sat waiting on a customer response	Customer forgets to come back to us and parcels stay ready for shipping. As the package is already pick pack and ready to leave	1	2	No Action	No Action		4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3		















- 5. Envitec Oxygen Monitoring
- 6. Maxtec Oxygen Monitoring
- 7. Radiant Warmers
- 8. Finger Pulse Oximeters
- 9. Handheld Pulse Oximeters
- 10. Flow Sensors
- 11. Oxygen Sensors - Automotive
- 12. Medical Oxygen Sensors
- 13. AlcoTrue
- 14. Blenders IHC
- 15. Blenders Maxtec
- 16. V1000

7896	Tree In Car Park	Maintenance Controller	To Maintain the Tree in the Car Park	the tree may become unsafe	3	1	No Action	No Action	6.3	 VOP 18	 Audit 19
8043	Turn Off Outside Tap On The Warehouse	Maintenance Controller	Turn off outside tap on the warehouse for winter	that its missed and the pipe bursts when the weather gets cold	2	1	No Action	No Action		 VOP 11	 Audit 19
8027	Update Pricing For Viamed Shopify	IT Controller	To make sure the pricing on the Shopify web shop is updated when the prices are updated in the companies. Regular checks to ensure all prices are correct.	That a price will be missed and a customer buys the product at the previous price.	1	1	No Action	No Action	4.2.5		 Audit 02
7706	Update Virus Software And Scan For Viruses	Office Processes	Updating of anti-virus software and scanning computers for viruses	Computer/network breakdown	2	2	No Action	No Action	7.1.3	 VOP 18	 Audit 19
7901	UPS Exceptions Checkup	Office Processes	To check the emails that come in from UPS or other shippers, for problems delivering or clearing goods.	That goods will be unable to be delivered or cleared through customs.	1	2	No Action	No Action		 VOP 03	 Audit 04
7747	UPS Invoices Vandagraph	Accounts Processes	Go on to the UPS web site and download the unpaid invoices. Working from the accounts package to find the date that these need to go back to. These are then entered on to the accounts package and paid.	That invoices are missed or a payment is not made. The account is put on stop.	2	1	No Action	No Action	7.1.3	 VOP 04	 Audit 05
7745	UPS Invoices Viamed	Accounts Processes	Go on to the UPS web site and download the unpaid invoices. Working from the accounts package to find the date that these need to go back to. These are then entered on to the accounts package and paid.	That invoices are missed or a payment is not made. The account is put on stop.	2	1	No Action	No Action	7.1.3	 VOP 04	 Audit 05
7746	UPS Invoices VST	Accounts Processes	Go on to the UPS web site and download the unpaid invoices. Working from the accounts package to find the date that these need to go back to. These are then entered on to the accounts package and paid.	That invoices are missed or a payment is not made. The account is put on stop.	2	1	No Action	No Action	7.1.3	 VOP 04	 Audit 05
5866	UPS Shipping Fuel Surcharge	Warehouse Team Leader	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 task no longer required, WE switched touts online WITH LIVE PRICES	We pay more for shipping than we charge to the customer	2	1	No Action		7.1.3	 VOP 03	 Audit 05
6972	UPS Shipping Fuel Surcharge	Office Processes	Update the UPS rates to ensure we charge the correct amount of carriage To redo the USA Tax Status on the Book Sales. Complete TAX Status questions every 2 years approximately. They will email to request this. It relates to the sale of the book in USA only. TIN Number is National Insurance Number	Computer/network breakdown	2	1	No Action		7.1.3	 VOP 05	 Audit 05
8035	USA Tax Book Sales	Accounts Controller	yes to Claiming Treaty Benefits amazon prime kindle vandagraph books vat usa book sales Our records indicate you provided your W-8 Internal Revenue Service Form (IRS) with a signature date before January 1, 2020. Per the U.S. tax authority, this form will expire on December 31, 2023. To prevent expiration, please complete your tax interview as soon as possible.	That we may miss this and not be compliant	3	1	No Action	The risk of us not completing this is very minor but the consequences are serious. There is nothing we can do to lessen this risk.	9.3.2	 VOP 04	 Audit 04
7794	V1000 Commissions Review	Accounts Processes	To review the payments of commissions for the v1000 Product line	This may be missed	1	2	No Action	No Action	7.1.5.1	 VOP 04	 Audit 05
5853	Vacuuming Of The Office, Hall And Meeting Room	Office Processes	Ensure customer facing areas are vacuumed	Vacuum malfunction	1	1	No Action	No Action	6.3	 VOP 18	 Audit 19
8091	Vandagraph And VST Check And Allocate Debtors. Ready For Accountants.	Accounts Controller	Check the Aged Receivables Summary in the accounts package. Allocate all the credit balances where possible and allocate to bank charges credit amounts that should have been allocated to this at time of paying. Ready for accountants.	That accounts are not updated or missed	1	1	No Action	No Action		 VOP 04	 Audit 04
8023	Vandagraph Check Shopify Order Delivery Notifications	Office Processes	Vandagraph Check Shopify Order Delivery Notifications are sent and updated on the list.	Shopify orders list shows as unfulfilled. The customer also gets delivery notification through intrastats.	1	1	No Action	No Action	7.4 / 8.2.1	 VOP 03	 Audit 02
7953	Vandagraph Delivery Notifications	Office Processes	To Send Vandagraph Delivery notifications	task not carried out	1	1	No Action	No Action	4.2 / 5.1.2 / 6.2.1 / 7.5.1 / 8.2.1 / 8.2.3 / 8.2.3.1		 Audit 02
7687	Vandagraph Duckets	Warehouse Team Leader	Collecting, cleaning and returning duckets to Vandagraph.	That they will be dirty and that Vandagraph will not have any when needed.	1	1	No Action	No Action	7.1.3	 VOP 07	 Audit 19
7954	Vandagraph Email Of Invoices	Office Processes	Vandagraph Email Of Invoices	Customer not receiving invoices and therefore not paying them	2	1	No Action			 VOP 19	 Audit 02
5865	Vandagraph Loan	Accounts Processes	Reminded to check the financial status of the bank accounts. If funds available pay down the vandagraph loan	No risks with process, if not performed there are no commercial implications	1	3	No Action	No Action		 VOP 04	 Audit 04
7703	Vandagraph Pay Pal Retrieve Funds	IT Controller	To remove money from the Pay Pal system into Vandagraph Bank account	No risk to the process as such as its paypal driven. Can only withdraw funds to allocated bank account	1	2	No Action	No Action	8.2.1 / 8.2.2	 VOP 04	 Audit 04
8022	Vandagraph Repair Review	Repair Processes	Reviewing Vandagraph Repair in Intrastats	We may miss a repair and delay its return to the customer	2	1	No Action	No Action	8.5.3	 VOP 09	 Audit 11
7955	Vandagraph Shipper SignOff Collection	Office Processes	Vandagraph Shipper SignOff Collection List	task not carried out	1	1	No Action	No Action			 Audit 02

8062	Vandagraph Shopify Payouts Report	Marketing Controller	Vandagraph Shopify Payouts Report copy last months to accounts so they bank and invoices can be reconciled.	that the report isn't added to the issue the wrong report has been added	1	1	No Action	No Action				VOP 04	Audit 16
7938	VAT Return Vandagraph	Accounts Processes	VAT return is submitted to the HMRC through accounts software after the end of the quarter. The information for this is taken from the accounts package with some information from Intrastats	The VAT Return is not filled on time or at all. Or filled in incorrectly.	3	1	No Action	No Action				VOP 04	Audit 04
5930	VAT Return Viamed	Accounts Processes	VAT return is submitted to the HMRC through accounts software after the end of the quarter. The information for this is taken from the accounts package with some information from Intrastats	The VAT Return is not filled on time or at all. Or filled in incorrectly.	2	1	No Action	No Action				VOP 04	Audit 04
8012	VAT Return Viamed Properties	Accounts Processes	VAT return is submitted to the HMRC through accounts software after the end of the quarter. The information for this is taken from the accounts package with some information from Intrastats	The VAT Return is not filled on time or at all. Or filled in incorrectly.	2	1	No Action	No Action				VOP 13	Audit 04
7939	VAT Return VST	Accounts Processes	VAT return is submitted to the HMRC through accounts software after the end of the quarter. The information for this is taken from the accounts package with some information from Intrastats	The VAT Return is not filled on time or at all. Or filled in incorrectly.	3	1	No Action	No Action				VOP 04	Audit 04
7998	Verification Calibrated Equipment	ISO and Compliance Controller	Verify Equipment used is logged and up to date in the ISO calibration Index and that they have a date of calibration sticker on it.	Equipment missed from the list Goods could have been tested with equipment that has not been calibrated. Or the date may not be attached.	3	1	No Action	No Action				VOP 06	Audit 06
7989	Verification Contact Details Accounts	Office Processes	Verifying the contact details on invoices match between internal system and the external accounts package	that the wrong information is entered and missed	1	1	No Action	No Action				VOP 03	Audit 02
7988	Verification Contact Details Internal CRM	Office Processes	To confirm contact details are being entered into the system correctly. Between our Invoice, Customer Paperwork and the existing CRM	details are missed or incorrect	1	1	No Action	No Action				VOP 03	Audit 02
8007	Verification Credit Notes	Accounts Controller	Review number credit notes in last 12 months see if any should be escalated to a non conformance	credit note may be a non conformance issue and it could be missed	2	1	No Action	No Action				VOP 04	Audit 04
7990	Verification Invoice Details Accounts	Office Processes	Verification of Sales Invoice details between internal systems and external accounts	That the wrong information is entered and info is missed	1	1	No Action	No Action	7.2.2 / 7.2.3	8.1		VOP 03	Audit 04
8011	Verification Of Demo Stock	Warehouse Team Leader	Confirm location and condition of all Demo and Exhibition Stock. Confirm stock is separate from regular stock. Confirm stock levels are correct.	incorrect stock levels on the Demo and Exhibition Stock shelf	1	1	No Action	No Action				VOP 07	Audit 09
8010	Verification Of Ebay Stock	Warehouse Team Leader	Verify Ebay stock is scanned to the correct shelf.	incorrect stock levels on the ebay shelf	1	1	No Action	No Action				VOP 07	Audit 09
8004	Verification Of Non Conforming Products	Goods In	Verify non conforming parts and products and segregated identified, with a hold label with an issue number, date and initials on them. Check relevant information is being fully entered correctly on SRS system.	That something will be missed and left unidentified.	2	1	No Action	No Action				VOP 07	Audit 07
8005	Verification Of SRS Information added	Repairs Controller	Check 5 SRS in the system, make sure, there is customer contact details, including email address, serial numbers, part numbers.	that information is missed	1	1	No Action	No Action				VOP 09	Audit 02
8000	Verification Production Paperwork	Production Processes	Verify all production jobs have correct paperwork in the ducket with the production job	Barcodes could be missed the wrong production job is carried out	2	1	No Action	No Action				VOP 08	Audit 15
7991	Verification Purchasing Documentation	Goods In	Verification of our purchasing documents.	That a step will be missed or done incorrectly	2	1	No Action	No Action				VOP 05	Audit 05
7997	Verification Repair Qa Reports	Repairs Controller	Verification Repair Qa Reports Find 5 Completed repairs. Check the ID has a QA record	QA may be missed	1	1	No Action	No Action				VOP 09	Audit 11
7996	Verification Repairs Older Repairs	Repairs Controller	Verification Repairs Older Repairs Find all repairs older than 60 Days. review why not been invoice / completed.	a repair is missed or not chased	1	1	No Action	No Action	5.2	6.2.2 / 6.2.1		VOP 09	Audit 11
7994	Verification Repairs Paperwork Completed	Repairs Controller	Verification Completed Repairs Paperwork. Check 5 Invoiced Repairs, check the paperwork Invoice matches the customer Order. Randomly test/list 5 stock items from finished shelves. to verify their location in intrastats, Check for Barcode label. check serial number or batchnumber where applicable to the barcode. confirm packaged suitably.	something will be missed	1	1	No Action	No Action				VOP 09	Audit 11
8009	Verification Stock Items And Locations	Warehouse Team Leader	Verify stock is being linked to documents when required	stock will be in the incorrect location	1	1	No Action	No Action				VOP 07	Audit 09
8001	Verification Stock Linked To Documents	Documentation And Records Controller	Verify stock is being linked to documents when required	Items missed	1	1	No Action	No Action				VOP 01	Audit 10
8003	Verification Supplier Delivery Notes	Goods In	Verify the supplier delivery notes to the ordering documents and goods in deliveries is being done correctly	That something will be booked in wrong or missed.	2	1	No Action	No Action				VOP 05	Audit 05
8002	Verification Todays Goods In	Goods In	Verification goods in products correctly identified	that the wrong goods may come in	3	1	No Action	No Action				VOP 07	Audit 07
7995	Verification Visual Check Repair Shelf	Repairs Controller	Verification Visual Check Repair Shelf	that repairs do not have all the paperwork that is should	1	1	No Action	No Action				VOP 09	Audit 11
8008	Verification Warehouse Hand Sanitiser	Warehouse Team Leader	Check sufficient Hand gel and gloves available for use in goods in.	that stock will be contaminated and staff will be unable to handle it	1	1	No Action	No Action				VOP 07	Audit 07
8006	Verification Warehouse Unidentified Stock	Warehouse Team Leader	Visually check the warehouse for unidentified stock	unidentified stock will be missed. stock cannot be shipped with out a barcode	1	1	No Action	No Action				VOP 07	Audit 09
7993	Verification Warranty Repairs Customer Approval	Repairs Controller	Verification Warranty Repairs Customer Approval check the previous months non warranty repairs for customer approval prior to any work being done. Check the Repairs in History File - Completed. Search for non warranty repairs check they have customer approval. Search warranty then go down list to look for non warranty repairs have they had approval	that we would invoice a repair without authorisation	2	1	No Action	No Action	7.2.3	8.2.1		VOP 09	Audit 11
6888	Viamed Automotive UK	UK Sales Controller	Report generate to give a idea of the current and future sales.	That the salesmen will not have prepared for this so a substandard report, or no report is produced.	1	2	No Action	No Action				VOP 25	Audit 16

8090	Viamed Check And Allocate Debtors. Ready For Accountants.	Accounts Controller	Check the Aged Receivables Summary in the accounts package. Allocate all the credit balances where possible and allocate to bank charges credit amounts that should have been allocated to this at time of paying. Ready for accountants.	That accounts are not updated or missed	1	1	No Action	No Action		VOP 04	Audit 04
8028	Viamed Shopify Sales Report Export	IT Controller	Export the Viamed Shopify Sales transaction Report	report missed	1	1	No Action	No Action	4.1.3		Audit 02
8069	Viamed Shopify: Office Hours	Marketing Processes	Viamed Shopify: Office Hours Update Office Hours page on website to show bank holidays for the next 12 months.	that this process might be missed	1	1	No Action	No Action		VOP 25	Audit 16
8084	VST Accounts On Stop	Accounts Processes	Accounts placed on stop as they owe money. To prevent orders being dispatched.	accounts being on stop when they have paid and preventing orders, that should be sent, from being shipped. Payments coming in and them not being picked up in a timely manner.	1	2	No Action	No Action	6.2.1		Audit 04
7921	VST Bags And Grey Sensor	Accounts Processes	To calculate, sales of the Oxygen Sensor Bags and the grey sensor housing. This is no longer relevant as Envitec purchase the parts and have adjusted sensor prices to us	The job will be missed and we will not have enough stock	1	1	No Action	No Action			Audit 16
7894	VST Customer Agreements	OEM Sales Controller	To check the Current Customer Agreements are still Valid	minimal risk	1	1	No Action	No Action		VOP 03	Audit 02
7965	VST Feedback	OEM Sales Controller	Enter Feedback from VST customer or Suppliers in the the Feedback headers Both Positive and Negative feedback to be logged	That it will be missed	2	2	No Action	No Action		VOP 19	Audit 14
7893	VST Price Lists	Product Controller	To confirm the Document index Price Lists	Prices go out of sync between Opera Main listing and the documented price lists	1	1	No Action	No Action		VOP 03	Audit 02
7801	VST Price Review	Sales Controller	To review the current pricing and impact of increases	Getting this wrong can interfere with sales.	2	1	No Action	No Action	5.1.2	VOP 25	Audit 02
7973	VST Product Performance - Customers	Product Controller	To produce Product performance report showing 2 years of returns. Which we can use to send to customers.	These reports may be missed	1	1	No Action	No Action		VOP 13	Audit 22
7974	VST Product Performance - Suppliers	Product Controller	To produce Product performance report for Suppliers PMS Files	These reports may be missed	1	1	No Action	No Action		VOP 13	Audit 22
7751	VST Purchase Order Log	Office Processes	Check the VST PO log is up to date with confirmations and expected shipping dates	The order is not checked and the supplier has not received it ergo we do not receive the order if the stock count is wrong customers may order goods we do not have stock may not be traceable	1	2	No Action	No Action	8.4.2	VOP 03	Audit 05
7967	VST Stock Count For End April	Warehouse Team Leader	To count the final year end stock for VST	the QA results are not added to the system	2	2	No Action	No Action		VOP 07	Audit 09
7962	VST Supplier QA Results	QA Goods In	To upload any supplier qa results to the PO update log	That items will be missed.	1	1	No Action	No Action		VOP 07	Audit 09
5936	Wages Calculations	Human Resources	To print the time sheets and add any extras, overtime, sick days, or commissions.	working temperature incorrect / illegal Employee dissatisfaction	2	2	No Action	No Action		VOP 04	Audit 08
56	Warehouse Outside Heating Guard	Maintenance Controller	Check the Boiler system before winter	Stock requirements fulfilled	1	1	No Action	No Action	6.3 / 6.4.1	VOP 16	Audit 19
7957	Warehouse Requests	Warehouse Team Leader	Warehouse requests for stock to be reviewed, any shortages to be ordered or produced with a production Job	Dead plants.	1	1	No Action	No Action	7.2.3	VOP 03	Audit 09
7806	Watering Plants	Office Processes	To water the plants and ensure their survival	that we might miss requesting feedback	1	1	No Action	No Action	6.3	VOP 18	Audit 19
8070	Website Order VM-2160 VET Feedback	Marketing Processes	Website Order VM-2160 VET Feedback	Rolling Issue for Notes During the Weekly Meeting	1	1	No Action	No Action		VOP 19	Audit 22
8018	Wednesday Meeting	Director 1 (Derek)	To discuss any problems, to assess work load and staffing. To review issues.	Meetings not carried out regularly.	1	1	No Action	No Action		VOP 13	Audit 18
8039	Weee Report Due Vandagraph Annual	Maintenance Controller	Weee Report Due Vandagraph Annual	Lose Certification to Weee Regulations	1	1	No Action	No Action		VOP 05	Audit 05
8040	Weee Report Due Vandagraph Qtr	Maintenance Controller	Weee Report Due Vandagraph Qtr	Lose Certification to Weee Regulations	1	1	No Action	No Action		VOP 05	Audit 05
7969	Weee Waste Reporting	Documentation And Records Controller	To report official weee waste Weights we have placed in the Markets	Lose Certification to Weee Regulations	3	1	No Action	No Action		VOP 07	Audit 23
7740	Weights Per Region Needed To Submit EC Sales List	Accounts Processes	This is a process to fill in the Wee data for our electrical waste report. We fill in the item weight before packaging for the wee report that is completed annually	Fines for late submission	1	1	No Action	No Action	4.2 / 5.3	VOP 04	Audit 04
37	West Yorkshire Ambulance Stock	Office Processes	We scan stock to a shelf, then send them the consignment stock As and when they use stock each week we do a rational and invoice them for the used stock and replenish the consignment stock. WYA Stock check via the website. We can now check their stock agrees with ours.	Synchronisation Fails Stock shortage	1	1	No Action	No Action		VOP 03	Audit 02
7789	Withdraw Funds From Paypal	Accounts Processes	To remove the receipts that have come into Paypal over the month. So they can be entered in to accounts sales.	That a payment is not entered accounts , or onto the correct sales account.	1	1	No Action	No Action	8.2.1	VOP 04	Audit 04
8048	Workshop Toilet Is To Be Cleaned And	Maintenance Controller	Workshop toilet is to be cleaned and rubbish to be binned	that the job isn't done.	1	1	No Action	No Action		VOP	Audit

Rubbish To Be Binned

7946	Xero Merge Customers That Are Duplicates	Accounts Processes	Xero - merge customers that are duplicates. Make sure they are under the NHS trust where relevant and not the individual hospital Xero Review Sales Contacts	that some will be missed	1	2	No Action	No Action			11	19		
7945	Xero Review Sales Contacts	Accounts Processes	Export the customer contacts and download CSV file. Carefully open with Libra office making sure no column needs to be converted from standard. Check the Tax status and make sure all EC sales VAT customers have a VAT number, or are on 20% VAT. Check all countries have the correct TAX status. Import Paid Invoices from Xero back to Interstats to update contact records	missing VAT numbers and TAX status	2	2	No Action	No Action						
7966	Xero Sync	Accounts Processes	Process needs to be made easier, due to the way Xero works. Not critical to ISO at this time, THIS PROCESS NOT working yet	Displayed account information may not be upto date in intrastats	1	1	No Action	No Action						
7697	Yearly Pricing Review	Product Controller	To review the current pricing and impact of increases	Getting this wrong can interfere with sales.	2	1	No Action	No Action	4.2.1	5.1.1 / 5.1.2				
8074	Carbon Reduction Planning	Maintenance Controller												
7963	NON REAL Test Process	IT Controller	This is a NON real Process, In the system for software Verification Purposes only											
8041	Quarterly Sales And Marketing Meeting	Sales Controller												
8042	PAYE Needs Paying URGENT	Accounts Controller	PAYE needs paying by the 21st of the month for previous month	that a payment could be missed the amount could be incorrect	3	2	Risk Benefits	This task has to be done and we take as many precautions we can. If we do miss or make underpayment the HMRC will inform us and we make a correction .					