

Management Review Report

Viamed

Role: Goods In

Report Date: 14 May 2026

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- 1. Goods In (ID #22)
- 2. **Conclusion / Executive Summary**

Task Completion History - Colour Key

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

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

Role: Goods In (ID #22)

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

Assigned Employees: Robert Connor, Emma Clark, Robert Connor, Robert Connor, Robert Connor, Emma Clark, Emma Clark, Emma Clark

Processes Assigned: 10 (8 active, 2 responsibility-only)

Role Risk Indicators - Goods In

- 8 linked processes
- No overdue rolling tasks
- 1 processes with only one trained user
- 1 processes missing measurable objective
- 4 processes with no audit configured

Dependency / Single-Point-of-Failure Risk

- Derek Lamb linked to 88% (7 of 8) of role processes - single point of failure risk
- 1 process(es) have only 1 trained employee - no backup coverage

Process ID #7859 — Check POR Files For Items Delivered But Not Removed From File

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

Management Review

Viamed - Goods In

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Our Purchase orders POROpera	Derek Lamb 04 Oct 2017
Outputs to the Process	POR File updated	Derek Lamb 04 Oct 2017
Risks to the Process	POR are left in the file when goods booked in.	Derek Lamb 04 Oct 2017
Steps to Minimise Process Risks	regular check prompted by rolling issues.	Derek Lamb 04 Oct 2017
Scope / Definition of Process / Objective	Checking of the POR Files For Items Delivered But Not Removed From File	Derek Lamb 04 Oct 2017
Likelihood of Risk (1-5)	3.Occasional	Derek Lamb 04 Oct 2017
Severity of Risk (1-5)	1.Negligible	Derek Lamb 04 Oct 2017
Measurable Objective	Date of last review	Helen Lamb 17 Apr 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=3, Severity=1)	

Interested Parties

- Supplier

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (2)

Management Review

Viamed - Goods In

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

Associated Documents

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

Rolling Task #767

Subject: Check POR Files For Items Delivered But Not Removed From File

Target User: Robert Connor

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

Notes:

System Generated Task To be Completed

Check POR Files For Items Delivered But Not Removed From File

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
394995	Check POR Files For Items Delivered But Not Removed From File (767)	20 Apr 2026	22 Apr 2026	2 days	Robert Connor
392001	Check POR Files For Items Delivered But Not Removed From File (767)	18 Mar 2026	19 Mar 2026	1 day	Robert Connor
389245	Check POR Files For Items Delivered But Not Removed From File (767)	18 Feb 2026	19 Feb 2026	1 day	Robert Connor
386244	Check POR Files For Items Delivered But Not Removed From File (767)	19 Jan 2026	19 Jan 2026	0 days	Robert Connor
383822	Check POR Files For Items Delivered But Not Removed From File (767)	18 Dec 2025	22 Dec 2025	4 days	Robert Connor
381120	Check POR Files For Items Delivered But Not Removed From File (767)	18 Nov 2025	20 Nov 2025	2 days	Robert Connor
378519	Check POR Files For Items Delivered But Not Removed From File (767)	20 Oct 2025	24 Oct 2025	4 days	Robert Connor
375626	Check POR Files For Items Delivered But Not Removed From File (767)	18 Sep 2025	22 Sep 2025	4 days	Robert Connor

Management Review

Viamed - Goods In

372918	Check POR Files For Items Delivered But Not Removed From File (767)	18 Aug 2025	21 Aug 2025	3 days	Robert Connor
370181	Check POR Files For Items Delivered But Not Removed From File (767)	18 Jul 2025	24 Jul 2025	6 days	Robert Connor
367412	Check POR Files For Items Delivered But Not Removed From File (767)	18 Jun 2025	19 Jun 2025	1 day	Robert Connor
364640	Check POR Files For Items Delivered But Not Removed From File (767)	19 May 2025	22 May 2025	3 days	Robert Connor
362020	Check POR Files For Items Delivered But Not Removed From File (767)	18 Apr 2025	24 Apr 2025	6 days	Robert Connor
358838	Check POR Files For Items Delivered But Not Removed From File (767)	18 Mar 2025	25 Mar 2025	7 days	Robert Connor
355864	Check POR Files For Items Delivered But Not Removed From File (767)	18 Feb 2025	20 Feb 2025	2 days	Robert Connor
352989	Check POR Files For Items Delivered But Not Removed From File (767)	20 Jan 2025	23 Jan 2025	3 days	Robert Connor
350040	Check POR Files For Items Delivered But Not Removed From File (767)	18 Dec 2024	02 Jan 2025	15 days	Robert Connor
347172	Check POR Files For Items Delivered But Not Removed From File (767)	18 Nov 2024	21 Nov 2024	3 days	Robert Connor
344336	Check POR Files For Items Delivered But Not Removed From File (767)	18 Oct 2024	24 Oct 2024	6 days	Robert Connor
341292	Check POR Files For Items Delivered But Not Removed From File (767)	18 Sep 2024	19 Sep 2024	1 day	Robert Connor

Management Review

Viamed - Goods In

Process ID #7976 — Decontamination Of Incoming Products And Repairs

Last Reviewed: 16 Feb 2026 by Helen Lamb

Process Maturity (6 of 6 - 100%)

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	contaminated products and repairs in - goods inGloves and cleaning products	Helen Lamb 08 Nov 2021
Outputs to the Process	safe products and repairs	Helen Lamb 08 Nov 2021
Risks to the Process	goods are dirty or are unsafe to handle	Helen Lamb 08 Nov 2021
Steps to Minimise Process Risks	regular review of issues	Helen Lamb 08 Nov 2021
Scope / Definition of Process / Objective	Decontamination Of Incoming Products And Repairs. Clean items and make sure safe to handle. Use gloves where needed.	Helen Lamb 08 Nov 2021
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	2.Minor	Helen Lamb 08 Nov 2021
Measurable Objective	Check task is being completed.	Helen Lamb 08 Nov 2021
Training Method Required	Hands on by Experienced staff	Helen Lamb 08 Nov 2021
Verification / Effectiveness	regular review of issues	Helen Lamb 08 Nov 2021
Covid / Pandemic Notes	This is not affected by Covid or other extenuating circumstances	Helen Lamb 08 Nov 2021
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=2)	

Interested Parties

- Internal Systems
- Customer
- VST Supplier
- Staff
- Supplier

Linked Companies

- Vandagraph
- Viamed
- VST

Trained Staff (4)

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

Associated Documents

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

Management Review

Viamed - Goods In

Rolling Task #1098

Subject: Decontamination Of Incomming Products And Repairs

Target User: Robert Connor

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

Notes:

System GeneratedTask To be Completed

Decontamination Of Incomming Products And Repairs. Make sure to wear gloves and clean any products coming in that need it. Use Iso or tec Care type wipes

Rolling Audit #1099

Subject: Decontamination Of Incomming Products And Repairs

Target User: Helen Lamb

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

Notes:

System GeneratedTask To be Completed

Check issue is being carried out and check no issues

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
394656	Decontamination Of Incomming Products And Repairs (1098)	15 Apr 2026	16 Apr 2026	1 day	Robert Connor
391796	Decontamination Of Incomming Products And Repairs (1098)	16 Mar 2026	16 Mar 2026	0 days	Robert Connor
389019	Decontamination Of Incomming Products And Repairs (1099)	16 Feb 2026	16 Feb 2026	0 days	Helen Lamb
389018	Decontamination Of Incomming Products And Repairs (1098)	16 Feb 2026	19 Feb 2026	3 days	Robert Connor
385990	Decontamination Of Incomming Products And Repairs (1098)	15 Jan 2026	19 Jan 2026	4 days	Robert Connor
383461	Decontamination Of Incomming Products And Repairs (1098)	15 Dec 2025	22 Dec 2025	7 days	Robert Connor
381015	Decontamination Of Incomming Products And Repairs (1098)	17 Nov 2025	20 Nov 2025	3 days	Robert Connor
378175	Decontamination Of Incomming Products And Repairs (1098)	15 Oct 2025	16 Oct 2025	1 day	Robert Connor
375353	Decontamination Of Incomming Products And Repairs (1098)	15 Sep 2025	22 Sep 2025	7 days	Robert Connor
372822	Decontamination	15 Aug 2025	21 Aug 2025	6 days	Robert Connor

Management Review

Viamed - Goods In

Process ID	Description	Start Date	End Date	Duration	Owner
369858	Of Incomming Products And Repairs (1098) Decontamination	15 Jul 2025	18 Jul 2025	3 days	Robert Connor
367142	Of Incomming Products And Repairs (1098) Decontamination	16 Jun 2025	19 Jun 2025	3 days	Robert Connor
364400	Of Incomming Products And Repairs (1098) Decontamination	15 May 2025	15 May 2025	0 days	Robert Connor
361585	Of Incomming Products And Repairs (1098) Decontamination	15 Apr 2025	17 Apr 2025	2 days	Robert Connor
358713	Of Incomming Products And Repairs (1098) Decontamination	17 Mar 2025	25 Mar 2025	8 days	Robert Connor
355746	Of Incomming Products And Repairs (1098) Decontamination	17 Feb 2025	20 Feb 2025	3 days	Robert Connor
355577	Of Incomming Products And Repairs (1098) Decontamination	14 Feb 2025	24 Feb 2025	10 days	Helen Lamb
352613	Of Incomming Products And Repairs (1099) Decontamination	15 Jan 2025	17 Jan 2025	2 days	Robert Connor
349731	Of Incomming Products And Repairs (1098) Decontamination	16 Dec 2024	27 Dec 2024	11 days	Robert Connor
347008	Of Incomming Products And Repairs (1098) Decontamination	15 Nov 2024	21 Nov 2024	6 days	Robert Connor

Process ID #8117 — Goods In Review

Last Reviewed: 14 May 2026 by Derek Lamb

Process Maturity (3 of 6 - 50%)

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
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Management Review

Viamed - Goods In

Input to the Process

Outputs to the Process

Risks to the Process

Steps to Minimise Process Risks

Scope / Definition of Process /

Objective

New Process as of 14 / 05 / 2026.Roles Derek Lamb 14 May 2026
Titles Processes and Procedures
ADMIN ViamedEnd column of Goods In
Responsibilitys ReviewPrint to PDF,

Likelihood of Risk (1-5)

Severity of Risk (1-5)

Measurable Objective

Training Method Required

Verification / Effectiveness

Covid / Pandemic Notes

Risk / Benefit Report

HSE Implications

Calculated Risk Code

NEEDS SETTING (Frequency=0,
Severity=0)

Linked ISO Sections

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

Interested Parties

- ISO Auditing Bodies
- Internal Systems

Linked Companies

- Viamed

Trained Staff (1)

- Derek Lamb (trained by Derek Lamb)

Associated Documents

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

Rolling Task #1337

Subject: Goods In Review

Target User: Derek Lamb

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

Notes:

System GeneratedTask To be Completed
Roles Titles Processes and Procedures ADMIN Viamed
End column of Goods In Responsibilitys Review
Print to PDF,

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
397372	Goods In Review (1337)	14 May 2026		Outstanding (0 days)	Derek Lamb

Process ID #7898 — Stamp Deliveries

Management Review

Viamed - Goods In

Last Reviewed: 10 Feb 2026 by Derek Lamb

Training Course Required: Goods in Theory Training Introduction

Process Maturity (5 of 6 - 83%)

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Deliveries	Derek Lamb 17 Aug 2018
Outputs to the Process	Parcel stamped and logged	Derek Lamb 17 Aug 2018
Risks to the Process	parcels go missing.	Derek Lamb 17 Aug 2018
Steps to Minimise Process Risks	daily task to stamp parcels	Derek Lamb 17 Aug 2018
Scope / Definition of Process / Objective	Stamp Acceptance of parcels in goods in with date stamp, log entry into the goods in database	Derek Lamb 17 Aug 2018
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 17 Aug 2018
Severity of Risk (1-5)	1.Negligible	Derek Lamb 17 Aug 2018
Measurable Objective	Parcels in Goods in should be stamped	Derek Lamb 17 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	No verification required or assessment of effectiveness required. This is an internal review only.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Internal Systems

Linked Companies

- Viamed
- VST
- Vandagraph

Trained Staff (7)

- Robert Connor (trained by Derek Lamb)
- Chris Campbell Lane (trained by Derek Lamb)
- Derek Lamb (trained by Derek Lamb)
- Jonathan Connor (trained by Derek Lamb)
- Robert Bonser (trained by Derek Lamb)

Management Review

Viamed - Goods In

- Josh Leighton (trained by Derek Lamb)
- Emma Clark (trained by Derek Lamb)

Associated Documents

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

Rolling Task #836

Subject: Stamp Deliveries

Target User: Robert Connor

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

Notes:

System Generated

Task To be Completed

Date and sign any unopened parcels in goods in. and fill in the delivery database in intrastats.

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
397265	Stamp Deliveries (836)	14 May 2026	14 May 2026	0 days	Robert Connor
397155	Stamp Deliveries (836)	13 May 2026	14 May 2026	1 day	Robert Connor
397024	Stamp Deliveries (836)	12 May 2026	14 May 2026	2 days	Robert Connor
396892	Stamp Deliveries (836)	11 May 2026	14 May 2026	3 days	Robert Connor
396786	Stamp Deliveries (836)	08 May 2026	14 May 2026	6 days	Robert Connor
396679	Stamp Deliveries (836)	07 May 2026	07 May 2026	0 days	Robert Connor
396572	Stamp Deliveries (836)	06 May 2026	07 May 2026	1 day	Robert Connor
396396	Stamp Deliveries (836)	05 May 2026	07 May 2026	2 days	Robert Connor
396338	Stamp Deliveries (836)	04 May 2026	07 May 2026	3 days	Robert Connor
396178	Stamp Deliveries (836)	01 May 2026	07 May 2026	6 days	Robert Connor
396031	Stamp Deliveries (836)	30 Apr 2026	30 Apr 2026	0 days	Robert Connor
395930	Stamp Deliveries (836)	29 Apr 2026	30 Apr 2026	1 day	Robert Connor
395776	Stamp Deliveries (836)	28 Apr 2026	30 Apr 2026	2 days	Robert Connor
395637	Stamp Deliveries (836)	27 Apr 2026	30 Apr 2026	3 days	Robert Connor
395517	Stamp Deliveries (836)	24 Apr 2026	30 Apr 2026	6 days	Robert Connor
395376	Stamp Deliveries (836)	23 Apr 2026	23 Apr 2026	0 days	Robert Connor
395248	Stamp Deliveries (836)	22 Apr 2026	22 Apr 2026	0 days	Robert Connor

Management Review

Viamed - Goods In

395137	Stamp Deliveries (836)	21 Apr 2026	22 Apr 2026	1 day	Robert Connor
395004	Stamp Deliveries (836)	20 Apr 2026	22 Apr 2026	2 days	Robert Connor
394893	Stamp Deliveries (836)	17 Apr 2026	22 Apr 2026	5 days	Robert Connor

Process ID #8004 — Verification Of Non Conforming Products

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (6 of 6 - 100%)

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	QA and Goods in shelves Stock and parts coming in to the building Hold labels	Helen Lamb 04 May 2022
Outputs to the Process	Correctly labelled stock and parts. so nothing is unidentified.	Helen Lamb 04 May 2022
Risks to the Process	That something will be missed and left unidentified.	Helen Lamb 04 May 2022
Steps to Minimise Process Risks	regular reviews and walk rounds to check nothing is missed. Issues to remind people to label things without bar codes.	Helen Lamb 04 May 2022
Scope / Definition of Process / Objective	Verify non conformaing parts and products and segregated identified, with a hold label with an issue number, date and initials on them.	Derek Lamb 17 Feb 2022
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 04 May 2022
Severity of Risk (1-5)	2.Minor	Helen Lamb 04 May 2022
Measurable Objective	Check the QA Shelf and goods in for any non conforming parts, those with queries, incorrect parts or awaiting action. Check for hold labels on everything not bar coded	Helen Lamb 04 May 2022
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 04 May 2022
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 04 May 2022
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 04 May 2022
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=2)	

Interested Parties

- Internal Systems
- Customer
- Supplier

Management Review

Viamed - Goods In

- VST Supplier
- VST OEM Customers

Linked Companies

- Vandagraph
- Viamed
- VST

Trained Staff (3)

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

Associated Documents

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

Rolling Task #1153

Subject: Verification Of Non Conforming Products

Target User: Michael Lamb

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

Notes:

System GeneratedTask To be Completed

Check the QA Shelf and goods in for any non conforming parts, those with queries, incorrect parts or awaiting action. These items must have a hold label with an issue number, date and initials on them.

List any found that are missing these hold labels.

Rolling Audit #1154

Subject: Verification Of Non Conforming Products

Target User: Helen Lamb

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

Notes:

System GeneratedTask To be Completed Verifiy non conformaimg parts and products and segregated identified, with a hold label with an issue number, date and initials on them.

Check task has been done and no issues arising

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
396905	Verification Of Non Conforming Products (1154)	11 May 2026		Outstanding (3 days)	Helen Lamb
389728	Verification Of Non Conforming Products (1153)	23 Feb 2026	09 Apr 2026	45 days	Michael Lamb
363991	Verification Of Non Conforming Products (1154)	12 May 2025	19 May 2025	7 days	Helen Lamb
356234	Verification Of Non Conforming Products (1153)	21 Feb 2025	07 Mar 2025	14 days	Michael Lamb

Management Review

Viamed - Goods In

Process ID #7991 — Verification Purchasing Documentation

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Deliveries pagePurchase order pageSupplier invoiceSupplier Delivery note	Helen Lamb 04 May 2022
Outputs to the Process	A up to date system that can be used to access all the information related to a purchase order. Stock that can be sold	Helen Lamb 04 May 2022
Risks to the Process	That a step will be missed or done incorrectly	Helen Lamb 04 May 2022
Steps to Minimise Process Risks	regular reviews and checks.Bar code system that prevents stock being sold or moved with out a valid barcode and QA record	Helen Lamb 04 May 2022
Scope / Definition of Process / Objective	Verification of our purchasing documents.	Derek Lamb 07 Feb 2022
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 04 May 2022
Severity of Risk (1-5)	2.Minor	Helen Lamb 04 May 2022
Measurable Objective	Purchase order on the deliveries page from previous month.Purchase order to Delivery note.Purchase order to supplier invoice.Qty Price description,barcodes for Serial numbers Dates and lot numbersIs correct number barcodes booked in	Helen Lamb 04 May 2022
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 04 May 2022
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 04 May 2022
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 04 May 2022
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=2)	

Interested Parties

- Supplier
- Internal Systems
- VST Supplier

Linked Companies

- VST
- Viamed
- Vandagraph

Trained Staff (2)

Management Review

Viamed - Goods In

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

Associated Documents

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

Rolling Task #1128

Subject: Verification Purchasing Documentation

Target User: Helen Lamb

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

Notes:

System Generated Task To be Completed Verification of our purchasing documents.

Find 5 Purchase order on the deliveries page from previous month.

Check Purchase order to Delivery note.

Check Purchase order to supplier invoice.

Check Qty Price description,

Check barcodes for Serialnumbers Dates and lot numbers

Is correct number barcodes booked in

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
395016	Verification Purchasing Documentation (1128)	20 Apr 2026	30 Apr 2026	10 days	Helen Lamb
362029	Verification Purchasing Documentation (1128)	18 Apr 2025	04 Sep 2025	139 days	Helen Lamb

Process ID #8003 — Verification Supplier Delivery Notes

Last Reviewed: 28 Aug 2025 by Michael Lamb

Process Maturity (6 of 6 - 100%)

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Supplier deliveryDeliveries systemPurchasing system	Helen Lamb 04 May 2022
Outputs to the Process	correctly booked in stock barcoded stock completed deliveries systemPurchase order system filled in	Helen Lamb 04 May 2022
Risks to the Process	That something will be booked in wrong	Helen Lamb 04 May 2022

Management Review

Viamed - Goods In

Steps to Minimise Process Risks	or missed. Regular checks and reviews barcode system that will not let goods be moved or shipped with out a barcode	Helen Lamb 04 May 2022
Scope / Definition of Process / Objective	Verify the supplier delivery notes to the ordering documents and goods in deliveries is being done correctly	Derek Lamb 17 Feb 2022
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 04 May 2022
Severity of Risk (1-5)	2.Minor	Helen Lamb 04 May 2022
Measurable Objective	Deliveries system filled in Supplier delivery notes checked and ticked to the purchase order	Helen Lamb 04 May 2022
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 04 May 2022
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 04 May 2022
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 04 May 2022
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=2)	

Interested Parties

- VST Supplier
- Supplier
- Internal Systems

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (4)

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

Associated Documents

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

Rolling Task #1151

Subject: Verification Supplier Delivery Notes

Target User: Michael Lamb

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

Notes:

System Generated Task To be Completed

Verify the supplier delivery notes to the ordering documents and goods in deliveries is being done correctly

Pick/List 5 Delivery notes from the delivery note file. 3 from viamed 2 from VST

Check they are checked, Stamped, ticked and initialed against the original purchase order.

check the deliveries in intrastats match.

Management Review

Viamed - Goods In

check barcode generated match the purchase order.

check the stocks location is as per intrastats.

Rolling Audit #1152

Subject: Verification Supplier Delivery Notes

Target User: Helen Lamb

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

Notes:

System Generated

Task To be Completed

AUDIT ONLY

Verify the supplier delivery notes to the ordering documents and goods in deliveries is being done correctly

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
390500	Verification Supplier Delivery Notes (1151)	02 Mar 2026	07 May 2026	66 days	Michael Lamb
365855	Verification Supplier Delivery Notes (1152)	02 Jun 2025	12 Jun 2025	10 days	Helen Lamb
357162	Verification Supplier Delivery Notes (1151)	03 Mar 2025	04 Sep 2025	185 days	Michael Lamb
331268	Verification Supplier Delivery Notes (1152)	03 Jun 2024	06 Jun 2024	3 days	Helen Lamb

Process ID #8002 — Verification Todays Goods In

Last Reviewed: 14 Apr 2026 by Helen Lamb

Process Maturity (6 of 6 - 100%)

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Stock coming in from supplierProcedures	Helen Lamb 04 May 2022
Outputs to the Process	completed correct stock ready for sale	Helen Lamb 04 May 2022
Risks to the Process	that the wrong goods may come in	Helen Lamb 04 May 2022
Steps to Minimise Process Risks	proceduresupplier paperworkmemosdescriptions on the	Helen Lamb 04 May 2022

Management Review

Viamed - Goods In

Scope / Definition of Process / Objective	purchase order Verification goods in products correctly identified	Derek Lamb 17 Feb 2022
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 04 May 2022
Severity of Risk (1-5)	3.Serious	Helen Lamb 04 May 2022
Measurable Objective	Visually check goods inDelivery paperwork Supplier order	Helen Lamb 04 May 2022
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 04 May 2022
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 04 May 2022
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 04 May 2022
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=3)	

Interested Parties

- Supplier

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (3)

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

Associated Documents

- Audit 07 Handling and Storage Viamed (Doc ID: 184932)
- Audit 07 Handling and Storage VST (Doc ID: 159441)
- VOP 05 Supplier Control, Supplier Review, Purchase Orders, Supplier Returns and Rejection (Doc ID: 200924)
- VOP 07 Stock Control, Handling, Control of Labelling, Storage, Movement (Doc ID: 137933)

Rolling Task #1149

Subject: Verification Todays Goods In

Target User: Michael Lamb

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

Notes:

System GeneratedTask To be Completed

Verification goods in products correctly identified

All stock opened should have a barcode or a hold label with an issue number.

check items on the to be qa shelf

list any not identified

Rolling Audit #1150

Subject: Verification Todays Goods In

Target User: Helen Lamb

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

Management Review

Viamed - Goods In

Notes:

System Generated Task To be Completed

Verification goods in products correctly identified

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
393326	Verification Today's Goods In (1150)	01 Apr 2026	16 Apr 2026	15 days	Helen Lamb
389727	Verification Today's Goods In (1149)	23 Feb 2026	09 Apr 2026	45 days	Michael Lamb
360208	Verification Today's Goods In (1150)	01 Apr 2025	14 Apr 2025	13 days	Helen Lamb
356233	Verification Today's Goods In (1149)	21 Feb 2025	07 Mar 2025	14 days	Michael Lamb

Responsibility-Only Processes (2)

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

- **#5938:** Receive Goods (last reviewed: 28 Oct 2017)
- **#6969:** VIAMED Stock Meeting `Goods In` Review (last reviewed: Never)

Conclusion / Executive Summary

Auto-calculated summary of findings across the report.

Coverage

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

Key Risks

- No critical risks detected.

Overdue Reviews

- All processes reviewed within last 24 months

Dependency Warnings

- [Goods In] Derek Lamb linked to 88% (7 of 8) of role processes - single point of failure risk

Missing Audits

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

Missing Measurable Objectives

- 1 process(es) missing measurable objective

Trained Staff Coverage

Management Review

Viamed - Goods In

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

Process Maturity Overview

- 1 of 8 processes (13%) scored below 4 of 6 maturity checks

Per-Role Risk Indicator Summary

Role	Processes	Overdue	>24mo Review	Solo Trained	No Trained	Missing Obj	No Audit
Goods In	8	0	0	1	0	1	4

End of Management Review Report - Viamed