

Management Review Report

Viamed

Role: Human Resources

Report Date: 14 May 2026

Index

- 1. Human Resources (ID #6)
- 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: Human Resources (ID #6)

Reports To: Director 2 (Helen) ? Managing Director ? Share Holder

Assigned Employees: Helen Lamb, Helen Lamb, Helen Lamb, Helen Lamb

Processes Assigned: 28 (22 active, 6 responsibility-only)

Role Risk Indicators - Human Resources

- **22** linked processes
- No overdue rolling tasks
- **2** processes not reviewed >24 months
- **5** processes with only one trained user
- **1** processes missing measurable objective
- **10** processes with no audit configured

Dependency / Single-Point-of-Failure Risk

- Helen Lamb linked to 82% (18 of 22) of role processes - single point of failure risk
- 5 process(es) have only 1 trained employee - no backup coverage

Process ID #8099 — Add Bank Holidays To The New Years Holidays

Last Reviewed: 20 Apr 2026 by Helen Lamb

Process Maturity (5 of 6 - 83%)

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Viamed - Human Resources

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	HMRC or other website to give next years bank holidaysIntrastats holiday system. Ticking all staff and the bank holiday for correct days. those who do not work on those days will not have time lessened off.	Helen Lamb 15 Jan 2026
Outputs to the Process	bank holidays in the staff holiday system	Helen Lamb 15 Jan 2026
Risks to the Process	we might miss putting them in and staff may book holidays in these systems.	Helen Lamb 15 Jan 2026
Steps to Minimise Process Risks	rolling issues	Helen Lamb 15 Jan 2026
Scope / Definition of Process / Objective	To add the bank holidays to the holiday system before the beginning of the new year. As per the HMRC bank holidays in England	Helen Lamb 15 Jan 2026
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 15 Jan 2026
Severity of Risk (1-5)	1.Negligible	Helen Lamb 15 Jan 2026
Measurable Objective	holiday system updated with currents years bank holidays.	Helen Lamb 15 Jan 2026
Training Method Required	Hands on with experienced members of staff	Helen Lamb 15 Jan 2026
Verification / Effectiveness	this is done by the staff when they review their holidays and by the person adding the bank holidays to the system.	Helen Lamb 15 Jan 2026
Covid / Pandemic Notes	This is not affected by Covid or other national or internal problem or crisis.	Helen Lamb 15 Jan 2026
Risk / Benefit Report	No Action Required	Helen Lamb 15 Jan 2026
HSE Implications	H.S.E. implications relating to this process being carried out, to either staff guests or the public	Helen Lamb 15 Jan 2026
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 5.1
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 4.4.1

Interested Parties

- Internal Systems
- Staff

Linked Companies

- Viamed
- VST
- Vandagraph
- Viamed Properties

Trained Staff (3)

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

Management Review

Viamed - Human Resources

Associated Documents

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks (Doc ID: 151817)

Rolling Task #1311

Subject: Add Bank Holidays To The New Years Holidays

Target User: Helen Lamb

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

Notes:

System GeneratedTask To be Completed

To add the bank holidays to the holiday system before the beginning of the new year. As per the HMRC bank holidays in England HMRC or other website to give next years bank holidays

Intrastats holiday system. Ticking all staff and the bank holiday for correct days. those who do not work on those days will not have time lessened off.

Rolling Audit #1312

Subject: Add Bank Holidays To The New Years Holidays

Target User: Michael Lamb

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

Notes:

System GeneratedAudit check task has been done so bank holidays are in the system for the year

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

No completed tasks in the last 2 years.

Process ID #8081 — Anti Harassment Awareness And Prevention

Last Reviewed: 24 Nov 2025 by Derek Lamb

Process Maturity (6 of 6 - 100%)

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	IntrastatsDocumentationTraining course documentsAll staff, customers, suppliers, third parties.Government regulations and policies	Helen Lamb 18 Oct 2024
Outputs to the Process	Robust documentation and policies.Happy and un-harassed staffRegular monitoring and findingsany investigation reports	Helen Lamb 18 Oct 2024
Risks to the Process	That an incident may occur and it is not handle correctlyThat documents regarding this is out of date or not fit for purpose	Helen Lamb 18 Oct 2024

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Steps to Minimise Process Risks	regular checks on documents and regulations. Regular monitoring and reviews.	Helen Lamb 18 Oct 2024
Scope / Definition of Process / Objective	To provide awareness of Anti Harassment Awareness and Prevention. Training and monitoring. For us to providing a safe, respectful, and inclusive working environment, free from all forms of harassment.	Helen Lamb 18 Oct 2024
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 18 Oct 2024
Severity of Risk (1-5)	3.Serious	Helen Lamb 18 Oct 2024
Measurable Objective	Check with HR to see if there have been any reports of Harassment. Look at incidents, time taken to investigate and further action taken.	Helen Lamb 18 Oct 2024
Training Method Required	Equality and Human Rights Commission (EHRC) documentation and government advice. Information from relevant companies and government departments. Hands on from other staff who have experience.	Helen Lamb 18 Oct 2024
Verification / Effectiveness	We can verify this by looking at any reporting that has happened and how, if there was any, they were dealt with. This is the best way to check for effectiveness. If no report have been made then we can review our documentation and the advisories from the relevant government departments and the Equality and Human Rights Commission (EHRC). Annual reviews of all documents and training documents.	Helen Lamb 18 Oct 2024
Covid / Pandemic Notes	This process is not affected by Covid or other national and international emergency or issue.	Helen Lamb 18 Oct 2024
Risk / Benefit Report	Risk assessment in Intrastats	Helen Lamb 18 Oct 2024
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=3)	

Interested Parties

- Staff
- Physical Sites
- Internal Systems
- Supplier
- VST OEM Customers
- External Partners
- VST Supplier
- Customer

Linked Companies

- Vandagraph
- Viamed
- VST

Trained Staff (2)

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

Associated Documents

Management Review

Viamed - Human Resources

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Sexual Harassment Risk Assessment (Doc ID: 202377)
- VOP 16 Health and Safety, Company Personnel Manual (Doc ID: 31032)

Rolling Task #1253

Subject: Anti Harassment Awareness And Prevention

Target User: Helen Lamb

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

Notes:

System Generated

Task To be Completed

Review all documents related to Anti Harassment Awareness and Prevention including the training and risk assessments. Carry out the risk assessment. - Step-by-step risk assessment to address harassment and ensure a safe workplace

Review any reports and make sure they are investigated in a timely manner and completed satisfactorily

To provide awareness of Anti Harassment Awareness and Prevention. Training and monitoring. For us to providing a safe, respectful, and inclusive working environment, free from all forms of harassment.

Intrastats Documentation, Training course documents.

All staff, customers, suppliers, third parties. Government regulations and policies

Rolling Audit #1254

Subject: Anti Harassment Awareness And Prevention

Target User: Derek Lamb

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

Notes:

System Generated Audit check the task is being carried out

Task To be Completed To provide awareness of Anti Harassment Awareness and Prevention. Training and monitoring. For us to providing a safe, respectful, and inclusive working environment, free from all forms of harassment.

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
381596	Anti Harassment Awareness And Prevention (1254)	24 Nov 2025	09 Apr 2026	136 days	Derek Lamb
378986	Anti Harassment Awareness And Prevention (1253)	24 Oct 2025	14 Nov 2025	21 days	Helen Lamb
347810	Anti Harassment Awareness And Prevention (1254)	25 Nov 2024	31 Mar 2025	126 days	Derek Lamb
344841	Anti Harassment Awareness And Prevention (1253)	24 Oct 2024	08 Nov 2024	15 days	Helen Lamb

Process ID #7883 — Appraisal

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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	staff, reports from supervisors, intrastats date	Helen Lamb 23 Oct 2017
Outputs to the Process	staff that are happy and doing their jobs	Helen Lamb 23 Oct 2017
Risks to the Process	that targets are missed or discussions not had	Helen Lamb 23 Oct 2017
Steps to Minimise Process Risks	be thorough and speak to all supervisors	Helen Lamb 23 Oct 2017
Scope / Definition of Process / Objective	to review the staff, give feedback and discuss issues	Helen Lamb 23 Oct 2017
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 23 Oct 2017
Severity of Risk (1-5)	1.Negligible	Helen Lamb 23 Oct 2017
Measurable Objective	Check rolling issues are completed within terms.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is 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
- Staff

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (3)

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

Associated Documents

Management Review

Viamed - Human Resources

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- VOP 12 Training (Doc ID: 166222)

Rolling Task #813

Subject: Appraisal

Target User: Helen Lamb

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

Notes:

System Generated Task To be Completed
Carry out appraisals

Rolling Audit #814

Subject: Appraisal

Target User: Derek Lamb

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

Notes:

System Generated Audit To be Completed to review the staff, give feedback and discuss issues staff, reports from supervisors, intrastats date

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
389571	Appraisal (813)	20 Feb 2026	14 Apr 2026	53 days	Helen Lamb
356095	Appraisal (813)	20 Feb 2025	12 Aug 2025	173 days	Helen Lamb
332329	Appraisal (814)	13 Jun 2024	20 Jun 2024	7 days	Derek Lamb

Process ID #7964 — Check Roles And Tasks For Incomplete Data

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	The Audit Roles Titles and Processes list in intrastats.	Helen Lamb 05 Nov 2020
Outputs to the Process	completed list and information.	Helen Lamb 05 Nov 2020
Risks to the Process	That things will be missed and important information not present.	Helen Lamb 05 Nov 2020
Steps to Minimise Process Risks	Regular issues and review	Helen Lamb 05 Nov 2020
Scope / Definition of Process / Objective	To check the Roles and tasks tables for any gaps /red crosses Fill in the missing information where needed.	Helen Lamb 05 Nov 2020
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 05 Nov 2020
Severity of Risk (1-5)	2.Minor	Helen Lamb 05 Nov 2020
Measurable Objective	That on the list there are no red tick that indicate information is missing.	Helen Lamb 05 Nov 2020

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Training Method Required	Basic intrastats hands on	Helen Lamb 05 Nov 2020
Verification / Effectiveness	This can be verified for effectiveness by checking the list is completed. This issue is verified by the rolling mini audit linked to it.	Helen Lamb 05 Nov 2020
Covid / Pandemic Notes	This can be done out of the office so not affected by Covid 19	Helen Lamb 05 Nov 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=2)	

Interested Parties

- Internal Systems

Linked Companies

- Vandagraph
- Viamed
- VST

Trained Staff (2)

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

Associated Documents

- Audit 18 Management Review Viamed (Doc ID: 159471)
- Audit 18 Management Review VST (Doc ID: 159473)
- VOP 13 Process Monitoring, System Reviews, Audits, Management Reviews Analysis Data PMS Post Market (Doc ID: 210961)

Rolling Task #1065

Subject: Check Roles And Tasks For Incomplete Data

Target User: Helen Lamb

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

Notes:

System Generated

Task To be Completed

Check for Red Crosses

Rolling Audit #1066

Subject: Check Roles And Tasks For Incomplete Data

Target User: Derek Lamb

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

Notes:

System Generated Task To be Completed

Check tasks it upto date

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
396038	Check Roles And Tasks For Incomplete Data (1065)	30 Apr 2026	07 May 2026	7 days	Helen Lamb
387356	Check Roles And	30 Jan 2026	05 Feb 2026	6 days	Helen Lamb

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ID	Description	Start Date	End Date	Duration	Owner
379438	Tasks For Incomplete Data (1065) Check Roles And Tasks For Incomplete Data (1065)	30 Oct 2025	06 Nov 2025	7 days	Helen Lamb
371207	Check Roles And Tasks For Incomplete Data (1065)	30 Jul 2025	07 Aug 2025	8 days	Helen Lamb
368503	Check Roles And Tasks For Incomplete Data (1066)	01 Jul 2025	03 Jul 2025	2 days	Derek Lamb
362892	Check Roles And Tasks For Incomplete Data (1065)	30 Apr 2025	15 May 2025	15 days	Helen Lamb
354090	Check Roles And Tasks For Incomplete Data (1065)	30 Jan 2025	06 Feb 2025	7 days	Derek Lamb
345333	Check Roles And Tasks For Incomplete Data (1065)	30 Oct 2024	11 Nov 2024	12 days	Helen Lamb
336611	Check Roles And Tasks For Incomplete Data (1065)	30 Jul 2024	01 Aug 2024	2 days	Helen Lamb
333828	Check Roles And Tasks For Incomplete Data (1066)	01 Jul 2024	05 Sep 2024	66 days	Derek Lamb

Process ID #7982 — Check There Are No Changes To Employment Law

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	HR and Gov websites online	Helen Lamb 04 Feb 2022
Outputs to the Process	Intrastats updated and current documents	Helen Lamb 04 Feb 2022
Risks to the Process	Happy staff and happy accountants that we may miss an update that affects the staff and accountants	Helen Lamb 04 Feb 2022
Steps to Minimise Process Risks	regular reviews and checks	Helen Lamb 04 Feb 2022
Scope / Definition of Process / Objective	To Check online and see if there have been any changes to Minimum wage or	Helen Lamb 30 Dec 2021

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	employment law we need to be aware of.	
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 21 Nov 2021
Severity of Risk (1-5)	1.Negligible	Helen Lamb 21 Nov 2021
Measurable Objective	that it has been reviewed annually	Helen Lamb 04 Feb 2022
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 04 Feb 2022
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.Accountant oversee our payroll so they also verify certain areas of employment.	Helen Lamb 04 Feb 2022
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 04 Feb 2022
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Government E.G. HMRC
- Staff

Linked Companies

- Viamed
- VST
- Vandagraph

Trained Staff (2)

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

Associated Documents

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks (Doc ID: 151817)

Rolling Task #1107

Subject: Check There Are No Changes To Employment Law

Target User: Helen Lamb

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

Notes:

System GeneratedTask To be Completed

To Check on line and see if there have been any changes to Minimum wage or employment law we need to be aware of.

Rolling Audit #1109

Subject: Check There Are No Changes To Employment Law

Target User: Derek Lamb

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

Notes:

System GeneratedTask To be Completed

Audit to check being done

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
389725	Check There Are No Changes To Employment Law (1107)	23 Feb 2026	25 Feb 2026	2 days	Helen Lamb
357981	Check There Are No Changes To Employment Law (1109)	10 Mar 2025	13 Mar 2025	3 days	Derek Lamb
356385	Check There Are No Changes To Employment Law (1107)	24 Feb 2025	28 Feb 2025	4 days	Helen Lamb

Process ID #8025 — Check We Do Not Require A EU European Representatives

Last Reviewed: 26 Mar 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	ICO GDPR EU and UKOur Document system	Helen Lamb 09 Mar 2023
Outputs to the Process	Valid documents	Helen Lamb 09 Mar 2023
Risks to the Process	that we may miss something or find we have made a wrong decision	Helen Lamb 09 Mar 2023
Steps to Minimise Process Risks	regular reviews monitoring the ICO website regularly to make sure there are no changes.	Helen Lamb 09 Mar 2023
Scope / Definition of Process / Objective	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 offence data. We also only occasionally process low risk data of individuals in the EU. We do not need to appoint a EU European representatives.`With this in mind we have reasoned we are not required to appoint any EU European representatives in EU member states.	Helen Lamb 09 Mar 2023
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 09 Mar 2023
Severity of Risk (1-5)	3.Serious	Helen Lamb 09 Mar 2023
Measurable Objective	Check the Review issues to make sure we have reviewed this	Helen Lamb 09 Mar 2023
Training Method Required	Hands on from Experienced staff, use of the ICO website and internal documents	Helen Lamb 09 Mar 2023
Verification / Effectiveness	This task is verified for effectiveness during internal rolling Issues and audit issues.	Helen Lamb 09 Mar 2023

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Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 09 Mar 2023
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=3)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 4.1.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 4.1.3
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 4.1.4
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 4.1.5
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 4.2

Interested Parties

- Supplier
- VST Supplier
- VST OEM Customers
- Customer
- Internal Systems
- Staff
- External Partners
- Government E.G. HMRC

Linked Companies

- VST
- Viamed Properties
- Viamed
- Vandagraph

Trained Staff (2)

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

Associated Documents

- Audit 18 Management Review Viamed (Doc ID: 159471)
- Audit 18 Management Review VST (Doc ID: 159473)
- VOP 24 Needs, Risks and Expectations of External Parties (Doc ID: 99512)

Rolling Task #1208

Subject: Check We Do Not Require A EU European Representatives

Target User: Helen Lamb

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

Notes:

System Generated Task To be Completed

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 offence data. We also only occasionally process low risk data of individuals in the EU. We do not need to appoint a EU European representatives.

With this in mind we have reasoned we are not required to appoint any EU European representatives in EU member states.

Is this still correct

Rolling Audit #1209

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Subject: Check We Do Not Require A EU European Representatives
Target User: Derek Lamb
Recurrence: 12 Month(s) 0 Week(s) 0 Day(s)

Notes:
System Generated
Task To be Completed

Check the task has been carried out and that anything new regarding GDPR EU or UK does not affect or need to be added to our regulatory requirements issues.

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
395650	Check We Do Not Require A EU European Representatives (1209)	27 Apr 2026		Outstanding (17 days)	Derek Lamb
391292	Check We Do Not Require A EU European Representatives (1208)	10 Mar 2026	26 Mar 2026	16 days	Helen Lamb
362669	Check We Do Not Require A EU European Representatives (1209)	28 Apr 2025	23 May 2025	25 days	Derek Lamb
357989	Check We Do Not Require A EU European Representatives (1208)	10 Mar 2025	23 May 2025	74 days	Derek Lamb

Process ID #8055 — Christmas/Team Building Event - December

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (4 of 6 - 67%)

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	request by directors that team building should be undertaken	Helen Lamb 29 Dec 2023

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Outputs to the Process	completed task possibly an event organised	Helen Lamb 29 Dec 2023
Risks to the Process	no risk as this is an event for staff	Helen Lamb 29 Dec 2023
Steps to Minimise Process Risks	regular issues to check if we want this	Helen Lamb 29 Dec 2023
Scope / Definition of Process / Objective	Christmas/Team Building Event - December	Helen Lamb 29 Dec 2023
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 29 Dec 2023
Severity of Risk (1-5)	1.Negligible	Helen Lamb 29 Dec 2023
Measurable Objective	issue to check if this should be carried out	Helen Lamb 29 Dec 2023
Training Method Required	hands on	Helen Lamb 29 Dec 2023
Verification / Effectiveness	regular review	Helen Lamb 29 Dec 2023
Covid / Pandemic Notes	This is affected by covid or national or international issue	Helen Lamb 29 Dec 2023
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Staff

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (1)

- Catrin Hird (trained by Helen Lamb)

Associated Documents

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks (Doc ID: 151817)

Rolling Task #336

Subject: Christmas Event - December

Target User: Catrin Hird

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

Notes:

System Generated
Christmas do

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
375715	Christmas Event - December (336)	19 Sep 2025	25 Sep 2025	6 days	Catrin Hird
341386	Christmas/Team Building Event - December (336)	19 Sep 2024	10 Oct 2024	21 days	Catrin Hird

Process ID #7937 — Diversity Impact Assessment

Last Reviewed: 28 Jul 2025 by Helen Lamb

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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	DIVERSITY IMPACT ASSESSMENT Viamed Group of Companies (Viamed Ltd, Vandagraph Ltd, VST Ltd) Document	Derek Lamb 27 Jun 2019
Outputs to the Process	Update date review	Derek Lamb 27 Jun 2019
Risks to the Process	this is out of date	Helen Lamb 02 Nov 2021
Steps to Minimise Process Risks	regular review of tasks	Helen Lamb 02 Nov 2021
Scope / Definition of Process / Objective	Diversity Impact Assessment	Derek Lamb 27 Jun 2019
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 27 Jun 2019
Severity of Risk (1-5)	1.Negligible	Derek Lamb 27 Jun 2019
Measurable Objective	File is reviewed once per year	Derek Lamb 27 Jun 2019
Training Method Required	Procedural , Required Reading and Hands on	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Government E.G. HMRC

Linked Companies

- Vandagraph
- Viamed
- Viamed Properties
- VST

Trained Staff (2)

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

Associated Documents

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)

Management Review

Viamed - Human Resources

- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- DIVERSITY IMPACT ASSESSMENT Viamed Group of Companies (Viamed Ltd, Vandagraph Ltd, VST Ltd) (Doc ID: 64148)
- VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks (Doc ID: 151817)

Rolling Task #992

Subject: Diversity Impact Assessment

Target User: Derek Lamb

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

Notes:

System Generated Task To be Completed

Review the DIVERSITY IMPACT ASSESSMENT Viamed Group of Companies (Viamed Ltd, Vandagraph Ltd, VST Ltd) Document

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
368361	Diversity Impact Assessment (992)	30 Jun 2025	23 Jul 2025	23 days	Helen Lamb
333687	Diversity Impact Assessment (992)	28 Jun 2024	31 Jul 2024	33 days	Helen Lamb

Process ID #7847 — Health And Safety Review

Last Reviewed: 19 Mar 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	HSE Site Review in intrastatsIssue SystemLocal Community Risk Register	Derek Lamb 26 Sep 2017
Outputs to the Process	Issues to Staff with questionnaire,Updated Site HSE review	Derek Lamb 26 Sep 2017
Risks to the Process	HSE Risks to Staff and business	Derek Lamb 26 Sep 2017
Steps to Minimise Process Risks	Rolling Issue to Review	Derek Lamb 26 Sep 2017
Scope / Definition of Process / Objective	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.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	Derek Lamb 03 Aug 2022
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 26 Sep 2017

Management Review

Viamed - Human Resources

Severity of Risk (1-5)	1.Negligible	Derek Lamb 26 Sep 2017
Measurable Objective	That the issue or message of the day has been carried out. Check no issues have been raised to tell us off issuescheck the forms returned for areas of concern	Helen Lamb 05 Nov 2020
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

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

Interested Parties

- Staff
- ISO Auditing Bodies
- Internal Systems
- Physical Sites

Linked Companies

- Vandagraph
- Viamed
- Viamed Properties
- VST

Trained Staff (2)

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

Associated Documents

- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues Viamed (Doc ID: 159483)
- Audit 19 Health and Safety, Working Conditions and Building Fabric Issues VST (Doc ID: 159481)
- VOP 16 Health and Safety, Company Personnel Manual (Doc ID: 31032)

Rolling Task #12

Subject: HSE Risk Assessment

Target User: Helen Lamb

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

Management Review

Viamed - Human Resources

Notes:

System Generated
Perform HSE Risk Assessment,

Send an issue to all staff to remind Employees to be aware of Health and Safety documentation and HSE policy in Intrastats and how to find it. Also the location of Fire Exits, First Aid Kits and Manual Call Points (MPC)

Send an Issue out to all staff to remind them risk assesments need to be carried out when any changes or update occur within the companies.

e.g. moving offices, updating procedures, changes to anything

Review Online the Local Community Risk Register.

Check the Viamed Overall Risk Analysis Program Document in the Index its still current.

Check the health and safety signage

Rolling Audit #1071

Subject: Health And Safety Review

Target User: Derek Lamb

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

Notes:

System Generated

Task To be Completed Perform HSE Risk Assessment,Relssue Meesage of the Day with regard to Employees being aware of HSE documentation / policy.and Location of Fire Exits and First Aid Kits..Send new Issue to Projects Asking if New HSE implications have arisen from new products.Review Online the Local Community Risk Register.Check the Viamed Overall Risk Analysis Program Document in the Index to check its still current. HSE Site Review in intrastatsIssue SystemLocal Community Risk Register

Check the health and safety signage

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
384703	Health And Safety Review (1071)	01 Jan 2026	08 Jan 2026	7 days	Derek Lamb
379304	HSE Risk Assessment (12)	29 Oct 2025	20 Nov 2025	22 days	Helen Lamb
350956	Health And Safety Review (1071)	01 Jan 2025	08 Jan 2025	7 days	Derek Lamb
345180	HSE Risk Assessment (12)	29 Oct 2024	27 Dec 2024	59 days	Helen Lamb

Process ID #7759 — Health Declaration Sheet

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (4 of 6 - 67%)

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Form sent out and returned by all staff	Derek Lamb 30 Aug 2017

Management Review

Viamed - Human Resources

Outputs to the Process	Up to date health, allergy and next of kin information available on the personnel file for use in case of an emergency.	Derek Lamb 30 Aug 2017
Risks to the Process	That information is not up to date or received.	Derek Lamb 30 Aug 2017
Steps to Minimise Process Risks	Regular issue and review of forms not returned.	Derek Lamb 30 Aug 2017
Scope / Definition of Process / Objective	Information from the staff that would be used in case of emergency health issue. These are filled in by staff and filled securely.	Derek Lamb 30 Aug 2017
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 30 Aug 2017
Severity of Risk (1-5)	3.Serious	Derek Lamb 30 Aug 2017
Measurable Objective	Check rolling issues are completed within terms.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	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=1, Severity=3)	

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 7.1.2
- Quality Management System Route Map to Documents and Procedures VST Ltd ISO9001:2015+A1: 7.1.2

Interested Parties

- Internal Systems
- Staff

Linked Companies

- Viamed

Trained Staff (1)

- Helen Lamb (trained by Derek Lamb)

Management Review

Viamed - Human Resources

Associated Documents

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- VOP 16 Health and Safety, Company Personnel Manual (Doc ID: 31032)

Rolling Task #606

Subject: Health Declaration Sheet

Target User: Helen Lamb

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

Notes:

System Generated Task To be Completed

Ensure all sheets are upto date

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
386851	Health Declaration Sheet (606)	26 Jan 2026	19 Feb 2026	24 days	Helen Lamb
353551	Health Declaration Sheet (606)	24 Jan 2025	30 Jan 2025	6 days	Helen Lamb

Process ID #8082 — HSE Workplace Safety Environment And Harassment Risk Assessment Questionnaire

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	HSE Workplace Safety, Environment, and Harassment Risk Assessment Questionnaire Staff feedback issues Audit 19	Helen Lamb 23 Oct 2024
Outputs to the Process	Issues completed Questionnaire Reviews where needed risk assessment for harassment in the workplace low staff turnover and happy staff	Helen Lamb 23 Oct 2024
Risks to the Process	that we may miss something the puts staff at risk of harm or harassment	Helen Lamb 23 Oct 2024
Steps to Minimise Process Risks	regular reviews and assessments risk assessments	Helen Lamb 23 Oct 2024
Scope / Definition of Process / Objective	This is a process to send out HSE Workplace Safety, Environment, and Harassment Risk Assessment Questionnaire for staff to fill in annually	Helen Lamb 23 Oct 2024
Likelihood of Risk (1-5)	1. Improbable	Helen Lamb 23 Oct 2024
Severity of Risk (1-5)	2. Minor	Helen Lamb 23 Oct 2024
Measurable Objective	check issues to see if Questionnaire has been sent out to all staff. Then has it	Helen Lamb 23 Oct 2024

Management Review

Viamed - Human Resources

	been reviewed and the issue completed. Either in the Audit 19 Health and Safety or on the direct issue.	
Training Method Required	Hands on by experienced members of staff	Helen Lamb 23 Oct 2024
Verification / Effectiveness	Regular reviews of the issues and paperwork. Then reviews of the questionnaire.	Helen Lamb 23 Oct 2024
Covid / Pandemic Notes	This is not affected by any national or international emergency or pandemic.	Helen Lamb 23 Oct 2024
Risk / Benefit Report	This is a risk assessment in itself. Results are being reviewed upon completion	Helen Lamb 23 Oct 2024
HSE Implications Calculated Risk Code	No health and safety implications No Action (Frequency=1, Severity=2)	Helen Lamb 28 Jul 2025

Interested Parties

- Staff
- Physical Sites
- Regulations

Linked Companies

- Viamed
- Vandagraph
- VST
- Viamed Properties

Trained Staff (3)

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

Associated Documents

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- HSE Workplace Safety Environment and Harassment Risk Assessment Questionnaire (Doc ID: 165826)
- VOP 16 Health and Safety, Company Personnel Manual (Doc ID: 31032)

Rolling Task #1255

Subject: HSE Workplace Safety Environment And Harassment Risk Assessment Questionnaire

Target User: Helen Lamb

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

Notes:

System GeneratedTask To be Completed

Send document - HSE Workplace Safety, Environment, and Harassment Risk Assessment Questionnaire - to all staff. With a note saying they must fill this in and return.

This relates to the Health and Safety Audit 19 (rolling tack 13).

Rolling Audit #1256

Subject: HSE Workplace Safety Environment And Harassment Risk Assessment Questionnaire

Target User: Michael Lamb

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

Notes:

System GeneratedTask To be Completed

Management Review

Viamed - Human Resources

Audit check task completed

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
379443	HSE Workplace Safety Environment And Harassment Risk Assessment Questionnaire (1256)	30 Oct 2025	21 Nov 2025	22 days	Michael Lamb
371500	HSE Workplace Safety Environment And Harassment Risk Assessment Questionnaire (1255)	01 Aug 2025	20 Aug 2025	19 days	Helen Lamb

Process ID #8119 — Human Resources Review

Last Reviewed: 14 May 2026 by Derek Lamb

Process Maturity (3 of 6 - 50%)

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

Risk Assessment

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

Linked ISO Sections

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

Management Review

Viamed - Human Resources

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 #1339

Subject: Human Resources Review

Target User: Derek Lamb

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

Notes:

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

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
397374	Human Resources Review (1339)	14 May 2026		Outstanding (0 days)	Derek Lamb

Process ID #7884 — Pay Review

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	staff work review, government guidelines and turnover	Helen Lamb 23 Oct 2017
Outputs to the Process	reviewed wages	Helen Lamb 23 Oct 2017
Risks to the Process	that staff are not paid what they are worth or paid too much	Helen Lamb 23 Oct 2017
Steps to Minimise Process Risks	review and carry out appraisals	Helen Lamb 23 Oct 2017
Scope / Definition of Process / Objective	Review the staff pay, ensure its above minimum living wage and at a level appropriate to the work	Helen Lamb 23 Oct 2017
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 23 Oct 2017

Management Review

Viamed - Human Resources

Severity of Risk (1-5)	1.Negligible	Helen Lamb 23 Oct 2017
Measurable Objective	Ensure the review took place	Derek Lamb 16 Aug 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis and this will flag up when the person responsible for the job completes the issue, it will then be reviewed at the final completion of this task. It will be the job of the person who finally completes the task, to implement a new task, update the task should any problems occur or make the decision that the task can be put on hold while the crisis is occurring.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Finance Banks
- Staff
- Internal Systems
- Accountants

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (5)

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

Associated Documents

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- VOP 04 Accounts, Bank, Loans, Debtors, Creditors, Accountant Processes (Doc ID: 31088)

Rolling Task #815

Subject: Pay Review

Target User: Helen Lamb

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

Notes:

System Generated Task To be Completed

Review after appraisals and check government minimum wage / living wage

Rolling Audit #816

Subject: Pay Review

Management Review

Viamed - Human Resources

Target User: Derek Lamb

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

Notes:

System Generated audit To be Completed

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
366367	Pay Review (815)	06 Jun 2025	10 Jun 2025	4 days	Helen Lamb
338242	Pay Review (816)	15 Aug 2024	22 Nov 2024	99 days	Derek Lamb
331655	Pay Review (815)	06 Jun 2024	13 Jun 2024	7 days	Helen Lamb

Process ID #6837 — Personnel Requirements and Training

Last Reviewed: 04 Mar 2024 by Helen Lamb

Process Maturity (4 of 6 - 67%)

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Various Training	Derek Lamb 29 Oct 2021
Outputs to the Process	Updated Records	Derek Lamb 29 Oct 2021
Risks to the Process	Keep enough trained staff to perform our tasks	Derek Lamb 29 Oct 2021
Steps to Minimise Process Risks	Training records, roles and titles	Derek Lamb 29 Oct 2021
Scope / Definition of Process / Objective	Keep Staff Training records upto date	Derek Lamb 29 Oct 2021
Likelihood of Risk (1-5)	2.Remote	Derek Lamb 29 Oct 2021
Severity of Risk (1-5)	1.Negligible	Derek Lamb 29 Oct 2021
Measurable Objective	Check training log in Intrastats and staff training records.	Derek Lamb 29 Oct 2021
Training Method Required	Hands on Learning from experienced staff	Derek Lamb 29 Oct 2021
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	Helen Lamb 23 Oct 2020

Management Review

Viamed - Human Resources

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

Risk / Benefit Report

HSE Implications

Calculated Risk Code

No Action (Frequency=2, Severity=1)

Linked ISO Sections

- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO13485:2016: 5.5.1
- Quality Management System Route Map to Documents and Procedures Viamed Ltd ISO9001:2015: 4.4.1

Interested Parties

- Staff
- Physical Sites
- Government E.G. HMRC

Linked Companies

- Viamed
- VST
- Vandagraph

Trained Staff (6)

- Angela Hawthorne (trained by Derek Lamb)
- Catrin Hird (trained by Derek Lamb)
- Jean Lamb (trained by Derek Lamb)
- John Lamb (trained by Derek Lamb)
- Jonathan Connor (trained by Derek Lamb)
- Helen Lamb (trained by Derek Lamb)

Associated Documents

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks (Doc ID: 151817)

Rolling Task #314

Subject: Training Records

Target User: Helen Lamb

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

Notes:

System Generated

Send reminders to all staff to -

Can you please carry out your Training Record Review, in IntraStats Click Employee -> My Training Records -> Review / Update

Please check the - MY Roles - in Intrastats. Please respond to this issue to confirm acceptance of your roles and responsibilities.

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
390230	Training Records (314)	27 Feb 2026	02 Mar 2026	3 days	Helen Lamb

Management Review

Viamed - Human Resources

373629	Training Records (314)	27 Aug 2025	28 Aug 2025	1 day	Helen Lamb
356812	Training Records (314)	27 Feb 2025	28 Feb 2025	1 day	Helen Lamb
339090	Training Records (314)	27 Aug 2024	05 Sep 2024	9 days	Helen Lamb

Process ID #7908 — Private Information Data

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	Rolling Task to send Issue	Derek Lamb 27 Jul 2018
Outputs to the Process	Reminder issue is sent out	Derek Lamb 27 Jul 2018
Risks to the Process	that we break GDPR	Helen Lamb 02 Nov 2021
Steps to Minimise Process Risks	regular review of tasks, issues and data.	Helen Lamb 02 Nov 2021
Scope / Definition of Process / Objective	remind staff about private information data and that it needs to be looked after and securely.	Derek Lamb 27 Jul 2018
Likelihood of Risk (1-5)	1.Improbable	Derek Lamb 27 Jul 2018
Severity of Risk (1-5)	1.Negligible	Derek Lamb 27 Jul 2018
Measurable Objective	check Reminder issue is sent out	Derek Lamb 27 Jul 2018
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	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

- Staff

Linked Companies

- VST
- Viamed Properties
- Viamed
- Vandagraph

Trained Staff (2)

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

Associated Documents

Management Review

Viamed - Human Resources

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks (Doc ID: 151817)

Rolling Task #889

Subject: Private Information Data

Target User: Helen Lamb

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

Notes:

System Generated Task To be Completed remind staff about private information data and that it needs to be looked after and securely. Rolling Task to send Issue

Rolling Audit #890

Subject: Private Information Data

Target User: Michael Lamb

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

Notes:

System Generated

Task To be Completed remind staff about private information data and that it needs to be looked after and securely. Rolling Task to send Issue

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
375230	Private Information Data (890)	12 Sep 2025	16 Oct 2025	34 days	Michael Lamb
370971	Private Information Data (889)	28 Jul 2025	31 Jul 2025	3 days	Helen Lamb
340750	Private Information Data (890)	12 Sep 2024	19 Sep 2024	7 days	Michael Lamb
336464	Private Information Data (889)	29 Jul 2024	01 Aug 2024	3 days	Helen Lamb

Process ID #6851 — Review Accident Book

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	Accident book on Intrastats. First aider.	Derek Lamb 30 Aug 2017
Outputs to the Process	A list that has been check for risks.	Derek Lamb 30 Aug 2017
Risks to the Process	That additions to the accident book have not been reported when serious.	Derek Lamb 30 Aug 2017
Steps to Minimise Process Risks	Review of this and regular issues.	Derek Lamb 30 Aug 2017
Scope / Definition of Process / Objective	To look through the accident book and make sure there were no breaches of	Derek Lamb 30 Aug 2017

Management Review

Viamed - Human Resources

	Health and Safety that were not reported.	
Likelihood of Risk (1-5)	2.Remote	Derek Lamb 30 Aug 2017
Severity of Risk (1-5)	2.Minor	Derek Lamb 30 Aug 2017
Measurable Objective	Check rolling issues are completed within terms.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	We assess the previous issues for any problems or anomalies. Upon final completion of this task any trends, problems or anomalies will be picked up and if needed a separate issue generate so an investigation can be carried out. The final completion of any issue, resulting in a query over the effectiveness,of any task or mini audit, will also be reported on in an issue upon final completion of that task or mini audit.	Helen Lamb 26 Oct 2020
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=2)	

Linked ISO Sections

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

Interested Parties

- Internal Systems
- Staff
- Physical Sites
- Government E.G. HMRC

Linked Companies

- Viamed

Trained Staff (2)

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

Associated Documents

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- VOP 16 Health and Safety, Company Personnel Manual (Doc ID: 31032)

Rolling Task #287

Subject: Review Accident Book

Target User: Derek Lamb

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

Notes:

System Generated Review Accident Book

Management Review

Viamed - Human Resources

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
386090	Review Accident Book (287)	16 Jan 2026	19 Jan 2026	3 days	Derek Lamb
369928	Review Accident Book (287)	16 Jul 2025	18 Jul 2025	2 days	Derek Lamb
352696	Review Accident Book (287)	16 Jan 2025	17 Jan 2025	1 day	Derek Lamb
335344	Review Accident Book (287)	16 Jul 2024	18 Jul 2024	2 days	Derek Lamb

Process ID #5904 — Taking On New Staff

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	new staff induction by superior	Helen Lamb 23 Feb 2022
Outputs to the Process	filled in form	Helen Lamb 23 Feb 2022
Risks to the Process	that induction has not been done the induction not added to the system.	Helen Lamb 23 Feb 2022
Steps to Minimise Process Risks	regular issues and procedures	Helen Lamb 23 Feb 2022
Scope / Definition of Process / Objective	Check all new staff in the last 12 months have an Induction form filled in	Derek Lamb 03 Feb 2022
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 23 Feb 2022
Severity of Risk (1-5)	1.Negligible	Helen Lamb 23 Feb 2022
Measurable Objective	check staff files have an induction form linked to it	Helen Lamb 23 Feb 2022
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 23 Feb 2022
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 23 Feb 2022
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Feb 2022
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Linked ISO Sections

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

Interested Parties

- Staff

Linked Companies

- Viamed

Management Review

Viamed - Human Resources

- VST
- Vandagraph

Trained Staff (2)

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

Associated Documents

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks (Doc ID: 151817)

Rolling Task #1117

Subject: Taking On New Staff

Target User: Derek Lamb

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

Notes:

System Generated Task To be Completed

Check all new staff in the last 12 months have an Induction form filled in

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
390497	Taking On New Staff (1117)	02 Mar 2026	05 Mar 2026	3 days	Derek Lamb
357159	Taking On New Staff (1117)	03 Mar 2025	07 Mar 2025	4 days	Derek Lamb

Process ID #8054 — Team Building Event - June

Last Reviewed: 29 Dec 2023 by Helen Lamb

Process Maturity (2 of 6 - 33%)

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	request by directors that team building should be undertaken	Helen Lamb 29 Dec 2023
Outputs to the Process	completed task possibly an event organised	Helen Lamb 29 Dec 2023
Risks to the Process	no risk as this is an event for staff	Helen Lamb 29 Dec 2023
Steps to Minimise Process Risks	regular issues to check if we want this	Helen Lamb 29 Dec 2023
Scope / Definition of Process / Objective	Team Building Event - June	Helen Lamb 29 Dec 2023
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 29 Dec 2023
Severity of Risk (1-5)	1.Negligible	Helen Lamb 29 Dec 2023
Measurable Objective	issue to check if this should be carried out	Helen Lamb 29 Dec 2023

Management Review

Viamed - Human Resources

Training Method Required	hands on	Helen Lamb 29 Dec 2023
Verification / Effectiveness	regular review	Helen Lamb 29 Dec 2023
Covid / Pandemic Notes	This is affected by covid or national or international issue	Helen Lamb 29 Dec 2023
Risk / Benefit Report	hands on	Helen Lamb 29 Dec 2023
HSE Implications		
Calculated Risk Code	No Action (Frequency=1, Severity=1)	

Interested Parties

- Staff

Linked Companies

- Viamed
- Vandagraph
- VST

Trained Staff (1)

- Catrin Hird (trained by Helen Lamb)

Associated Documents

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks (Doc ID: 151817)

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

No completed tasks in the last 2 years.

Process ID #7983 — To Check On Line And See If There Have Been Any Changes To Gdpr We Need To Be Aware Of.

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	the GDPR websiteIntrastats	Helen Lamb 04 Feb 2022
Outputs to the Process	up to date document	Helen Lamb 04 Feb 2022
Risks to the Process	that a update will be missed	Helen Lamb 04 Feb 2022
Steps to Minimise Process Risks	regular checks and issues	Helen Lamb 04 Feb 2022
Scope / Definition of Process / Objective	To Check online and see if there have been any changes to GDPR we need to be aware of. Check web site for GDPRhttps://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/whats-new/	Helen Lamb 04 Feb 2022
Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 21 Nov 2021
Severity of Risk (1-5)	2.Minor	Helen Lamb 21 Nov 2021

Management Review

Viamed - Human Resources

Measurable Objective	that it has been reviewed annually	Helen Lamb 04 Feb 2022
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 04 Feb 2022
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 04 Feb 2022
Covid / Pandemic Notes	This process is not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 04 Feb 2022
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=1, Severity=2)	

Interested Parties

- Government E.G. HMRC
- Staff
- Supplier
- Customer
- Internal Systems

Linked Companies

- Viamed
- Vandagraph
- Viamed Properties
- VST

Trained Staff (2)

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

Associated Documents

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks (Doc ID: 151817)

Rolling Task #1110

Subject: To Check On Line And See If There Have Been Any Changes To Gdpr We Need To Be Aware Of.

Target User: Helen Lamb

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

Notes:

System GeneratedTask To be Completed

To Check on line and see if there have been any changes to gdpr we need to be aware of.

Rolling Audit #1111

Subject: To Check On Line And See If There Have Been Any Changes To Gdpr We Need To Be Aware Of.

Target User: Michael Lamb

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

Notes:

System GeneratedTask To be Completed

Audit to make sure issue being done

To Check on line and see if there have been any changes to gdpr we need to be aware of.

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
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Management Review

Viamed - Human Resources

391156	To Check On Line And See If There Have Been Any Changes To Gdpr We Need To Be Aware Of. (1110)	09 Mar 2026	05 May 2026	57 days	Helen Lamb
361427	To Check On Line And See If There Have Been Any Changes To Gdpr We Need To Be Aware Of. (1111)	14 Apr 2025	23 May 2025	39 days	Michael Lamb
357982	To Check On Line And See If There Have Been Any Changes To Gdpr We Need To Be Aware Of. (1110)	10 Mar 2025	27 Mar 2025	17 days	Helen Lamb

Process ID #5881 — Training Records Review

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	Various Training	Derek Lamb 14 Jun 2017
Outputs to the Process	Updated Records	Derek Lamb 26 May 2017
Risks to the Process	Keep enough trained staff to perform our tasks	Derek Lamb 26 May 2017
Steps to Minimise Process Risks	Training records, roles and titles	Derek Lamb 29 Oct 2021
Scope / Definition of Process / Objective	Keep Staff Training records upto date See if any records need updating,also see if any records need signing off	Helen Lamb 29 Dec 2023
Likelihood of Risk (1-5)	2.Remote	Derek Lamb 26 May 2017
Severity of Risk (1-5)	1.Negligible	Derek Lamb 26 May 2017
Measurable Objective	Check training log in Intrastats and staff training records.	Helen Lamb 22 Jul 2019
Training Method Required	Hands on Learning from experienced staff	Helen Lamb 01 Oct 2019
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Derek Lamb 23 Oct 2020
Covid / Pandemic Notes	This process is 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	Helen Lamb 04 Mar 2024

Management Review

Viamed - Human Resources

Risk / Benefit Report HSE Implications Calculated Risk Code

problems occur or make the decision that the task can be put on hold while the crisis is occurring.

No Action

No health and safety implications

No Action (Frequency=2, Severity=1)

Helen Lamb 28 Jul 2025

Helen Lamb 28 Jul 2025

Linked ISO Sections

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

Interested Parties

- Staff
- Internal Systems
- VST OEM Customers

Linked Companies

- Vandagraph
- Viamed
- Viamed Properties
- VST

Trained Staff (2)

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

Associated Documents

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks (Doc ID: 151817)

Rolling Task #314

Subject: Training Records

Target User: Helen Lamb

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

Notes:

System Generated

Send reminders to all staff to -

Can you please carry out your Training Record Review, in IntraStats Click Employee -> My Training Records -> Review / Update

Please check the - MY Roles - in Intrastats. Please respond to this issue to confirm acceptance of your roles and responsibilities.

Rolling Audit #380

Subject: Training Records updated

Target User: Derek Lamb

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

Notes:

System Generated

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

Management Review

Viamed - Human Resources

Check all Personnel training records are being signed off.

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
390733	Training Records updated (380)	04 Mar 2026	05 Mar 2026	1 day	Derek Lamb
390230	Training Records (314)	27 Feb 2026	02 Mar 2026	3 days	Helen Lamb
373629	Training Records (314)	27 Aug 2025	28 Aug 2025	1 day	Helen Lamb
357300	Training Records updated (380)	04 Mar 2025	13 Mar 2025	9 days	Derek Lamb
356812	Training Records (314)	27 Feb 2025	28 Feb 2025	1 day	Helen Lamb
339090	Training Records (314)	27 Aug 2024	05 Sep 2024	9 days	Helen Lamb

Process ID #8067 — Training Refresh Issues To Send / Questions To Write

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (4 of 6 - 67%)

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Issue training material on 1. Temperature Probes 2. TOF 3D3. Phototherapy 4. Posey/Tidi 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	Helen Lamb 03 Jan 2024
Outputs to the Process	better educated staff	Helen Lamb 03 Jan 2024
Risks to the Process	that staff are not well trained	Helen Lamb 03 Jan 2024
Steps to Minimise Process Risks	regular training and reviews a means to ask for further training if staff do not feel fully happy with products	Helen Lamb 03 Jan 2024
Scope / Definition of Process / Objective	Training Refresh Issues to Send / Questions to Write Send issue to staff to re-read training material for the following - month dependant (if nothing has changed) and CH to issue new questions for completion. 1. Temperature Probes 2. TOF 3D3. Phototherapy 4.	Helen Lamb 03 Jan 2024

Management Review

Viamed - Human Resources

Posey/Tidi5. 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

Likelihood of Risk (1-5)	1.Improbable	Helen Lamb 03 Jan 2024
Severity of Risk (1-5)	1.Negligible	Helen Lamb 03 Jan 2024
Measurable Objective	review of issues and questions sent	Helen Lamb 03 Jan 2024
Training Method Required	Hand on	Helen Lamb 03 Jan 2024
Verification / Effectiveness	This task is verified for effectiveness during internal rolling audit issues.	Helen Lamb 03 Jan 2024
Covid / Pandemic Notes	This process is affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 03 Jan 2024
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

- Staff
- Internal Systems

Linked Companies

- Viamed

Trained Staff (1)

- Catrin Hird (trained by Helen Lamb)

Associated Documents

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training, Roles and Tasks (Doc ID: 151817)

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
396198	Training Refresh Issues to Send / Questions to Write (1225)	01 May 2026	Completed	Outstanding (13 days)	Derek Lamb
393331	Training Refresh Issues to Send / Questions to Write (1225)	01 Apr 2026	02 Apr 2026	1 day	Robert Connor
390512	Training Refresh Issues to Send / Questions to Write (1225)	02 Mar 2026	04 Mar 2026	2 days	Catrin Hird
387514	Training Refresh Issues to Send / Questions to Write (1225)	02 Feb 2026	12 Feb 2026	10 days	Catrin Hird
384710	Training Refresh Issues to Send / Questions to Write (1225)	01 Jan 2026	06 Jan 2026	5 days	Catrin Hird

Management Review

Viamed - Human Resources

382209	Training Refresh Issues to Send / Questions to Write (1225)	01 Dec 2025	02 Dec 2025	1 day	Catrin Hird
379724	Training Refresh Issues to Send / Questions to Write (1225)	03 Nov 2025	05 Nov 2025	2 days	Catrin Hird
376762	Training Refresh Issues to Send / Questions to Write (1225)	01 Oct 2025	08 Oct 2025	7 days	Catrin Hird
374063	Training Refresh Issues to Send / Questions to Write (1225)	01 Sep 2025	11 Sep 2025	10 days	Catrin Hird
371496	Training Refresh Issues to Send / Questions to Write (1225)	01 Aug 2025	06 Aug 2025	5 days	Catrin Hird
368511	Training Refresh Issues to Send / Questions to Write (1225)	01 Jul 2025	02 Jul 2025	1 day	Catrin Hird
365865	Training Refresh Issues to Send / Questions to Write (1225)	02 Jun 2025	17 Jun 2025	15 days	Catrin Hird
363016	Training Refresh Issues to Send / Questions to Write (1225)	01 May 2025	07 May 2025	6 days	Steve Hardaker
360214	Training Refresh Issues to Send / Questions to Write (1225)	01 Apr 2025	08 Apr 2025	7 days	Catrin Hird
357174	Training Refresh Issues to Send / Questions to Write (1225)	03 Mar 2025	04 Mar 2025	1 day	Catrin Hird
354395	Training Refresh Issues to Send / Questions to Write (1225)	03 Feb 2025	11 Feb 2025	8 days	Catrin Hird
350962	Training Refresh Issues to Send / Questions to Write (1225)	01 Jan 2025	02 Jan 2025	1 day	Catrin Hird
348467	Training Refresh Issues to Send / Questions to Write (1225)	02 Dec 2024	04 Dec 2024	2 days	Catrin Hird
345638	Training Refresh Issues to Send / Questions to Write (1225)	01 Nov 2024	04 Nov 2024	3 days	Steve Hardaker
342468	Training Refresh Issues to Send / Questions to Write (1225)	01 Oct 2024	08 Oct 2024	7 days	Steve Hardaker

Management Review

Viamed - Human Resources

Process ID #5936 — Wages Calculations

Last Reviewed: 28 Jul 2025 by Helen Lamb

Process Maturity (5 of 6 - 83%)

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

Risk Assessment

Risk Item	Notes / Value	Last Updated
Input to the Process	Intrastats Timesheets and Issues.	Derek Lamb 30 Aug 2017
Outputs to the Process	A complete list of when people worked over the month. With any extras, overtime, sick days, or commissions, noted on them.	Derek Lamb 30 Aug 2017
Risks to the Process	That items will be missed.	Derek Lamb 30 Aug 2017
Steps to Minimise Process Risks	This is reviewed before submitting to the accountants. All information is from intrastats or individual members of staff.	Derek Lamb 30 Aug 2017
Scope / Definition of Process / Objective	To print the time sheets and add any extras, overtime, sick days, or commissions.	Derek Lamb 30 Aug 2017
Likelihood of Risk (1-5)	2.Remote	Helen Lamb 13 Nov 2021
Severity of Risk (1-5)	2.Minor	Helen Lamb 13 Nov 2021
Measurable Objective	Ensure the task is being carried out	Derek Lamb 23 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 not affected by Covid 19 or other extreme national or international circumstance / crisis.	Helen Lamb 23 Oct 2020
Risk / Benefit Report	No Action	Helen Lamb 28 Jul 2025
HSE Implications	No health and safety implications	Helen Lamb 28 Jul 2025
Calculated Risk Code	No Action (Frequency=2, Severity=2)	

Linked ISO Sections

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

Interested Parties

- Internal Systems
- Staff
- Accountants

Linked Companies

- Viamed

Trained Staff (2)

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

Associated Documents

Management Review

Viamed - Human Resources

- Audit 08 Training, Competence and Human Resources Viamed (Doc ID: 162725)
- Audit 08 Training, Competence and Human Resources VST (Doc ID: 162731)
- VOP 04 Accounts, Bank, Loans, Debtors, Creditors, Accountant Processes (Doc ID: 31088)

Rolling Task #448

Subject: Wages Calculations

Target User: Helen Lamb

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

Notes:

System Generated Task To be Completed

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

ID	Subject	Created	Completed	Days to Complete	Investigated By
394859	Wages Calculations (448)	17 Apr 2026	22 Apr 2026	5 days	Helen Lamb
391863	Wages Calculations (448)	17 Mar 2026	19 Mar 2026	2 days	Helen Lamb
389125	Wages Calculations (448)	17 Feb 2026	19 Feb 2026	2 days	Helen Lamb
386215	Wages Calculations (448)	19 Jan 2026	23 Jan 2026	4 days	Helen Lamb
383707	Wages Calculations (448)	17 Dec 2025	22 Dec 2025	5 days	Helen Lamb
380964	Wages Calculations (448)	17 Nov 2025	20 Nov 2025	3 days	Helen Lamb
378356	Wages Calculations (448)	17 Oct 2025	24 Oct 2025	7 days	Helen Lamb
375513	Wages Calculations (448)	17 Sep 2025	22 Sep 2025	5 days	Helen Lamb
372891	Wages Calculations (448)	18 Aug 2025	21 Aug 2025	3 days	Helen Lamb
370036	Wages Calculations (448)	17 Jul 2025	18 Jul 2025	1 day	Helen Lamb
367255	Wages Calculations (448)	17 Jun 2025	19 Jun 2025	2 days	Helen Lamb
364612	Wages Calculations (448)	19 May 2025	22 May 2025	3 days	Helen Lamb
361865	Wages Calculations (448)	17 Apr 2025	24 Apr 2025	7 days	Helen Lamb
358663	Wages Calculations (448)	17 Mar 2025	25 Mar 2025	8 days	Helen Lamb
355693	Wages Calculations (448)	17 Feb 2025	20 Feb 2025	3 days	Helen Lamb
352854	Wages Calculations (448)	17 Jan 2025	17 Jan 2025	0 days	Helen Lamb
349870	Wages Calculations (448)	17 Dec 2024	27 Dec 2024	10 days	Helen Lamb
347145	Wages Calculations (448)	18 Nov 2024	21 Nov 2024	3 days	Helen Lamb
344181	Wages Calculations (448)	17 Oct 2024	24 Oct 2024	7 days	Helen Lamb
341127	Wages Calculations (448)	17 Sep 2024	19 Sep 2024	2 days	Helen Lamb

Responsibility-Only Processes (6)

Management Review

Viamed - Human Resources

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

- **#7042:** Work Environment (last reviewed: Never)
- **#6877:** Alarm Key Holders (last reviewed: 28 Jul 2025)
- **#6928:** Eye Tests (last reviewed: 01 Sep 2025)
- **#6839:** Personnel Holidays and Time Adjustments (last reviewed: 09 Sep 2019)
- **#5934:** Staff Training (last reviewed: 02 Dec 2025)
- **#6906:** Time Working Away (last reviewed: Never)

Conclusion / Executive Summary

Auto-calculated summary of findings across the report.

Coverage

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

Key Risks

- No critical risks detected.

Overdue Reviews

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

Dependency Warnings

- [Human Resources] Helen Lamb linked to 82% (18 of 22) of role processes - single point of failure risk

Missing Audits

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

Missing Measurable Objectives

- 1 process(es) missing measurable objective

Trained Staff Coverage

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

Process Maturity Overview

- 2 of 22 processes (9%) 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
Human Resources	22	0	2	5	0	1	10

End of Management Review Report - Viamed