

#VUI	Picture	Name	Active	Security	Proto	Details	Access	Allocated Roles	Roles Stats	HSE	Training	Required Reading	Wage	Breaks
3		Helen Lamb viamed.helen.lamb@googlemail.com helen.lamb@viamed.co.uk Direct Email helen.lamb@vmsecure.me.uk	1	8	0									

2026i0di23

Date From (Inclusive)	w23 / 03 w / wf
Date To (E5cluded)	w23 / 03 w / wx
Auto Issues Completed	User Issues Completed

From 2025i0di23 To 2026i0di23

1623

<https://mserver10.thevault.me.uk/intranet/databases/employee-reports/activity>

83d	Region Checker	12	2
3d3	Vacuuming of the Office, Hall and meeting room	12	1
422	Check purchasing jnls to see if VAT handled correctly Previous Month	»	1d
438	Expenses	12	1
650	Orders And Items Shipped Per Month	4	1
56»	Thorough Checking Of Awaiting Action Tray And Board	12	2
434	Credit Cards	12	1
441	HMRC Intrastats Data	12	1
563	Weights Per Region Needed To Submit EC Sales List	12	3
646	Review Franking Label Errors	4	1
651	Opera Purchase Ledger Close	12	1
652	Opera Nominal Ledger Close	12	1
63	Debtors and Creditors Figures	12	1
8d	PA E needs paying URGENT	12	1
403	Processing Of Mail Shots	12	1
448	Wages Calculations	12	1
805	Maintain Update Of ISO Route Maps	11	1
1266	Stock Figure i Correct Xero To Intrastats	4	13
405	Link Call Log Contacts To The CRM	12	1
36»	Check for Duplicate Documents	2	3
d12	First Aid	1	3
314	Training Records	2	0
38	E E TESTS	1	4
453	Off Site Backup	4	1
1115	OverDue Servicing	2	0
1161	Verification Credit Notes	1	1
3d2	Documentation out of date	2	1
1118	Check Creditors	»	1
52	Fire Alarm Test	2	2
283	Non conformance review history Viamed	3	8
285	Non conformance review history VST	2	4
321	Check the Whos Who	2	4
46	Enviromental Policy Document Review	1	4
4d	Review Ethical Policy	1	4
431	Check Out Side Drain	4	2
442	VAT Return Viamed	4	24
82»	Tree In Car Park	4	1
»10	Review CCTV Warning Signs	1	1
416	Guest Access Wifi	4	2
d48	ISO14001 Environmental management systems	1	4
55d	Production In Production List	4	2
»11	Review Security Of The Special Category Personal Data (Sensitive Data)	1	12
552	Production Statistics	4	3
43»	Accounts Filing	2	1
dd1	Alarm Key Holders	2	1
602	General Maintenance Requirements	4	3
561	Review Company Data	1	1
»13	Review Personnel Files	4	1
dd5	Management Reviews And Quality Audits	2	6
d»4	Embargo Countries NOT Allowed To Sell To	2	4
800	On Site Environment Review	4	2
d»6	Non Conformance Issues Any New QC21 Forms	1	d
12	HSE Risk Assessment	1	14
102	The outside tap has a stop tap in the old kitchen at Viamed Warehouse.	1	0
d01	Controlled Waste Description And Transfer	1	22
dd4	Customer Complaints	2	0
d84	Review External Parties Influencing The QMS VST / Viamed	1	0
803	Software Validation Document Control	1	0
1105	Review Process Updates For Risk To Systems	1	1
1121	Sync External Telephone Logs	2	0
1258	Software Validation SRS To Nonconformance	1	d
1261	Control of monitoring and measuring devices	2	0
1012	Sealant, Glues, Greases, Sprays, Gases And Tapes ou Use In Production, Service And Repairs For Viamed And VST	1	0
81»	Review Processes Linked To VOPs And Audits	1	2d
»61	Check Debtors Report	3	2
42»	End Of eah Reports For Accountants	1	63
12d»	Check And Allocate Debtors. Ready For Accountants.	1	14
11d	Carbon Monoxide alarm	2	2
62»	Petty Cash Reconciliation	1	38
606	Health Declaration Sheet	1	1»

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