



| #VUI | Picture | Name                                                                                                                       | Active | Security | Proto | Details | Access | Allocated Roles | Roles Stats | HSE | Training | Required Reading | Wage | Breaks | Holidays |
|------|---------|----------------------------------------------------------------------------------------------------------------------------|--------|----------|-------|---------|--------|-----------------|-------------|-----|----------|------------------|------|--------|----------|
| 6    |         | Catherine Spence<br>viamed.cathy.green@gmail.com<br>cathy.green@viamed.co.uk<br>Direct Email<br>cathy.green@vmsecure.me.uk | 1      | 3        | 0     |         |        |                 |             |     |          |                  |      |        |          |

## Catherine Spence Areas of Responsibility and Supervisor

[VM3COP02 Organisation chart](#)  
[VM3COP02 Organisation Complete Overview](#)

| Main Catagory         | Supervisor                                                                                                  | Responsibilities Members                                                                                                                                                             |
|-----------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Warehouse Team Leader |                                                                                                             | <a href="#">Emma Clark</a> <a href="#">Catherine Spence</a> <a href="#">Emma Clark</a> <a href="#">Emma</a>                                                                          |
| Goods Out             | <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a> <a href="#">Derek Lamb</a> | <a href="#">Responsibilities</a> <a href="#">Clark</a> <a href="#">Emma Clark</a> <a href="#">Catherine Spence</a> <a href="#">Catherine Spence</a> <a href="#">Catherine Spence</a> |

## Tasks Catherine Spence Directly Allocated

| #                   | Task Subject                                   | Time Scale      | On behalf of                 | Outstanding | Next Due    | Create Issue |
|---------------------|------------------------------------------------|-----------------|------------------------------|-------------|-------------|--------------|
| <a href="#">752</a> | Scan Incorrect Product - Software Validation   | Every 9 Months  | IT Controller                |             | 01 Mar 2027 |              |
| <a href="#">754</a> | Software Validation Scan UnQA Product To Order | Every 6 Months  | IT Controller                |             | 12 Dec 2026 |              |
| <a href="#">756</a> | Software Validation Expired Stock              | Every 12 Months | IT Controller                |             | 12 Oct 2026 |              |
| <a href="#">759</a> | Software Validation Non Sell Able Shelf        | Every 12 Months | IT Controller                |             | 01 Sep 2026 |              |
| <a href="#">72</a>  | Defrost Fridge / Freezer                       | Every 3 Months  | Maintenance Controller       | 1           | 05 Sep 2026 |              |
| <a href="#">609</a> | Fire Alarm checking - MCPs                     | Every 1 Months  | Health And Safety Controller |             | 01 Aug 2026 |              |
| <a href="#">954</a> | Emergency Lighting And Fire Extinguishers      | Every 1 Months  | Health And Safety Controller |             | 15 Aug 2026 |              |
| <a href="#">66</a>  | Request RMAs                                   | Every 1 Weeks   | Warehouse Team Leader        | 1           | 24 Jul 2026 |              |
| <a href="#">614</a> | Current Repairs                                | Every 1 Weeks   | Warehouse Team Leader        |             | 28 Jul 2026 |              |
| <a href="#">468</a> | Check Repairs Ready For Invoice                | Every 2 Weeks   | Warehouse Team Leader        |             | 03 Aug 2026 |              |
| <a href="#">486</a> | Repairs Ready For Quote                        | Every 1 Days    | Warehouse Team Leader        |             | 24 Jul 2026 |              |
| <a href="#">485</a> | Repairs Ready For Invoice                      | Every 2 Days    | Warehouse Team Leader        |             | 24 Jul 2026 |              |
| <a href="#">645</a> | Review Franking Label Errors                   | Every 3 Months  | Warehouse Team Leader        |             | 08 Aug 2026 |              |
| <a href="#">915</a> | Goods In Processes                             | Every 1 Months  | Warehouse Team Leader        |             | 26 Jul 2026 |              |
| <a href="#">935</a> | Review Of Credits Received From Suppliers      | Every 2 Weeks   | Warehouse Team Leader        |             | 29 Jul 2026 |              |
| <a href="#">272</a> | Check Supplier Returns                         | Every 1 Months  | Warehouse Team Leader        |             | 17 Aug 2026 |              |
| <a href="#">564</a> | Franking Mail                                  | Every 1 Days    | Office Processes             |             | 24 Jul 2026 |              |
| <a href="#">107</a> | PUT OUT BLUE BINS                              | Every 2 Weeks   | Office Processes             |             | 28 Jul 2026 |              |
| <a href="#">506</a> | Collect Repair Filing                          | Every 1 Weeks   | Office Processes             |             | 24 Jul 2026 |              |
| <a href="#">859</a> | UPS Exceptions Checkup                         | Every 1 Days    | Office Processes             |             | 24 Jul 2026 |              |
| <a href="#">105</a> | Goods Out Review                               | Every 1 Weeks   | Goods Out                    |             | 28 Jul 2026 |              |
| <a href="#">905</a> | Back Orders Review - By Customer               | Every 1 Weeks   | Goods Out                    | 1           | 30 Jul 2026 |              |

|             |                                                    |                |                      |   |             |
|-------------|----------------------------------------------------|----------------|----------------------|---|-------------|
| <u>492</u>  | Ship Repairs                                       | Every 1 Days   | Goods Out            | 4 | 24 Jul 2026 |
| <u>491</u>  | Ship Sale Or Returns                               | Every 1 Days   | Goods Out            |   | 24 Jul 2026 |
| <u>575</u>  | Check Repair orders against the customer paperwork | Every 7 Days   | Goods Out            |   | 30 Jul 2026 |
| <u>576</u>  | Check Repair Quotes                                | Every 1 Days   | Goods Out            |   | 24 Jul 2026 |
| <u>884</u>  | Request RMA Based On The RMA Boxes                 | Every 1 Weeks  | Goods Out            | 1 | 27 Jul 2026 |
| <u>553</u>  | Production Start Job List                          | Every 1 Months | Production Processes |   | 05 Aug 2026 |
| <u>1199</u> | Production of JJCCR Cables                         | Every 2 Weeks  | Production Processes |   | 27 Jul 2026 |

## Audits Catherine Spence Directly Allocated

| #          | Task Subject               | Time Scale     | On Behalf of     | Outstanding | Next Due    | Create Issue |
|------------|----------------------------|----------------|------------------|-------------|-------------|--------------|
| <u>539</u> | Maintaining Leaflet Stocks | Every 1 Months | Office Processes |             | 01 Aug 2026 |              |