VIAMED Board ISO Review Directors Meeting Agenda As At 03 Aug 2023 Meeting ID:336

Section Heading

(**0**.0)   VIAMED Board ISO Review
           Directors Meeting

           Objective   Should be held at least yearly or as required

           Report References

           Notes

           Follow on Issues

           Conclusion

(**1**.0)   Minutes of Last Meeting

           Objective   Produce minutes of previous meeting, is everyone happy with them.

           Report References

           Notes

           Follow on Issues

           Conclusion

(**2**.0)   Matters Arising

           Objective   To ensure actions of previous meeting have been actioned

           Report References

           Notes

           Follow on Issues

           Conclusion

(**2**.1)   Follow-up actions from previous
           reviews

           Report References

           Notes

Follow on Issues

Conclusion

(**3**.0) Turnover and Predicted for Year
Objective   2.5 Million

Report References

Notes

Follow on Issues

Conclusion

(**4**.0) Profiability
Objective   5 Percent Net of Turnover

Report References

Notes

Follow on Issues

Conclusion

(**6**.0) Target for Year
Objective   Really need to be Aiming for 2.6-2.7M. To be sure to be profitable.

Report References

Notes

Follow on Issues

Conclusion

(**9**.0) Overdraft
Objective   Target staying out of using the overdraft

Report References

Notes

Follow on Issues

Conclusion

(**10**.0) Debtors
Objective   To be below 15 Percent of turnover

Report References

Notes

Follow on Issues

Conclusion

(**10**.1) Contract review , Picking, Packing
and Despatch
Objective   Review Contract review , Picking, Packing and Despatch

Report References

Notes

Follow on Issues

Conclusion

(**11**.0) Creditors
Objective   To have no overdue Creditors

Report References

Notes

Follow on Issues

Conclusion

(**11**.1) Purchasing controls
Objective   Review Purchasing controls, is everyone happy with this.

Report References

Notes

Follow on Issues

Conclusion

(**12**.0) Loans
Objective   Reduce Vandagraph loan 5K per month
                                    Reduce the Barclays loan by 3K per month

Report References

Notes

Follow on Issues

Conclusion

(**13**.0) Stock Levels and product performance
Objective   Should not Exceed 25 Percent of Turnover

Report References

Notes

Follow on Issues

Conclusion

(**13**.1) Storage and Stock Control
Objective   Suitable levels of Stock and Storage space. Check no issues have been brought up.

Report References

Notes

Follow on Issues

Conclusion

(**13**.2) Calibration Index Review
          Objective   Calibration Index up to date

          Report References

          Notes

          Follow on Issues

          Conclusion

(**13**.3) Process performance
          Objective   Review Process performance, is everyone happy with this.

          Report References

          Notes

          Follow on Issues

          Conclusion

(**14**.0) Back Orders
          Objective   Time to push customer order through building. Review current back orders.

          Report References

          Notes

          Follow on Issues

          Conclusion

(15.0) Customer Complaints   -> Submeeting (231)

Objective

To review / close any customer complaints within 30 Days. Review all customer complaint from the last 12 months.

Report References

Notes

Follow on Issues

Conclusion

(15.1) VANDAGRAPH Customer and product feedback

Objective

Review Customer feedback over the last 12 month. Check none should have been a Complaint.
Review Product Feedback from customers

Report References

Notes

Follow on Issues

Conclusion

(15.2) Non Conformities Review   -> Submeeting (238)

Objective

To review and action on any non conformances within 15 days. Check for new qc 21 forms.

Report References

Notes

Follow on Issues

Conclusion

(15.3) Vigilance System

Objective

Assess whether any reporting needs to be made that has not already been reported over the last 12 month. Ensure the board is happy with existing vigilance issue for the last 12 months.

Report References

Notes

Follow on Issues

Conclusion

(**15**.4) Preventive and corrective actions

Objective   Review Risk Benefit Processes Report. Check any corrective action required. Are there any new risk identified.

Report References

Notes

Follow on Issues

Conclusion

(**16**.0) ISO Issues

Objective   Review Notifications, Recalls. Ensure all Regulatory requirements are up to date.

Report References

Notes

Follow on Issues

Conclusion

(**16**.1) Regulatory Changes

Objective   To review any standards we hold, for regulatory changes.

Report References

Notes

Follow on Issues

Conclusion

(**16**.2) Documentation and records

    Objective   Check everyone is happy with current Document Index. Verify new Risk is being assessed in the document update process.

    Report References

    Notes

    Follow on Issues

    Conclusion

(**16**.3) Quality planning

    Objective   Review Quality planning and ensure everyone is happy to continue with current Quality policy.

    Report References

    Notes

    Follow on Issues

    Conclusion

(**16**.4) Achievement of Quality Policy and Objectives. Confirm still suitable

    Objective   Achievement of Quality Policy and Objectives. Confirm still suitable and happy to continue with current.

    Report References

    Notes

    Follow on Issues

    Conclusion

(**16**.5) Changes to the Management system

    Objective   Review any Changes to the Management system. Ensure everyone is happy with current system. Assess the effectiveness of the system.

    Report References

    Notes

Follow on Issues

Conclusion

(**16**.6) Changes to CE marked products
Objective   Review any Changes to CE marked products, current or those in their lifespan.

Report References

Notes

Follow on Issues

Conclusion

(**16**.7) External Parties risks and
opportunities review
Objective   Review External Parties risks and opportunities. Confirm all happy with current.

Report References

Notes

Follow on Issues

Conclusion

(**16**.8) New products
Objective   Discuss any possible new products.

Report References

Notes

Follow on Issues

Conclusion

(**16**.9) Advisory notices & recalls

Objective   Review any Advisory notices or recalls of our products.

Report References

Notes

Follow on Issues

Conclusion

(**16**.10) Possible system changes
Objective   Review any system changes.

Report References

Notes

Follow on Issues

Conclusion

(**16**.11) Recommendations or improvement
Objective   Review and discuss any Recommendations or improvement

Report References

Notes

Follow on Issues

Conclusion

(**16**.12) Results of internal audits / Mini Audits

Objective   Review the results of internal audits / Mini Audits over the last 12 months. Check everyone is happy with the status of the current years Audits. Reviewed Audit scheduled for next year.

Report References

Notes

Follow on Issues

Conclusion

(**16**.13) Audits Meeting Closure
Objective   To agree the current schedule of Top Level audits

Report References

Notes

Follow on Issues

Conclusion

(**17**.0) Company Issues
Objective   Review Company Issues.

Report References

Notes

Follow on Issues

Conclusion

(**17**.1) GDPR
Objective   Review GDPR and ensure it is current.

Report References

Notes

Follow on Issues

Conclusion

(**17**.2) Review of responsibilities
Objective   Review the organisation chart. Check everyone is happy with current responsibilities.

Report References

Notes

Follow on Issues

Conclusion

(17.3) Resources required

Objective   Do we need to change any resources, discuss all areas do they need any further
                                           resources. Review Equipment, Training, Staffing, Standards, Systems, Building fabric.

Report References

Notes

Follow on Issues

Conclusion

(18.0) Building fabric Issues

Objective   Review Building fabric Issues.

Report References

Notes

Follow on Issues

Conclusion

(19.0) Responsibilities, Staff , Training
Issues

Objective   check organisation chart is up to date. Discuss any possible training requirements.
                                           Discuss the effectiveness of training is it effective, are the staff competant. Is any
                                           further training planned.

Report References

Notes

Follow on Issues

Conclusion

(**19**.1)   Staff Appraisals
Objective   All staff appraisals to be carried out within 18 Months of Last appraisal or first Hiring

Report References

Notes

Follow on Issues

Conclusion

(**20**.0)   Distributor Issues
Objective   Review Distributor Issues.

Report References

Notes

Follow on Issues

Conclusion

(**21**.0)   Supplier Issues and review
Objective   supplier reviews up to date

Report References

Notes

Follow on Issues

Conclusion

(**21**.1)   Supplier / subcontractor performance
Objective   Review any Supplier / subcontractor performance.

Report References

Notes

Follow on Issues

Conclusion

(**22**.0) Any other Business

Report References

Notes

Follow on Issues

Conclusion

(**22**.1) Review Management Meeting
Headers
Objective   To make sure no areas have been missed. Is the agenda suitable and up to date

Report References

Notes

Follow on Issues

Conclusion