

VIAMED Management Meeting Agenda As At 05 May 2017 Meeting ID:1

Section Heading

(0.0) VIAMED Management Meeting

(1.1) Any Changes in Agenda

Objective Ensure the Agenda on the right is Suitable for purpose

(1.2) Company Objectives

Objective Are Objectives suitable for purpose

(2.1) Turnover Report

Objective Target : 2.5 Million in Sales

(3.1) Back Order Report

Objective Target To full fill all customer orders

(4.1) Forward Sales Order Report

(4.2) UK Sales

Objective 1.2Million

(4.3) Export Sales

Objective 1 Million

(4.5) Debtors

Objective Target debtors to be less 15% of Turnover

(5.1) Production

-> Submeeting ([280](#))

Objective All Jobs Completed within 1 Week of being Started

(6.1) Requested Supplier Payments

Objective All payments to supplier to be done within Terms

(7.1) Additional Sales Orders

(8.1) Supplier Review

Objective All Supplier reviewed at least once per year
All Supplier certification(s) to be kept up-to date

(8.2) Banking Issues

(8.3) Credit Cards

(9.1) Customer Complaints

-> Submeeting ([231](#))

Objective no outstanding Customer Complaints lasting longer than 30Days

(10.1) Customer or Product Feedback

-> Submeeting ([289](#))

- (11.1) Non Conformance Issues -> Submeeting ([238](#))
- (12.1) MDA Recalls
 - Objective Any Recalls to inform customer within 3 Working days
- (13.1) Projects -> Submeeting ([103](#))
- (13.2) Research and Development rnd
- (14.0) Personnel Requirements and Training
 - Objective Ensure all personnel are adequately trained
- (14.1) Personnel Holidays and Time Adjustments
 - Objective Target to always have enough staff on site to deal with customer requests
- (15.1) Grants
- (16.1) Future Reviews - Waste
- (17.2) Future Reviews - First Aid
 - Objective Target to always have at least 1 member of staff with upto date first aid training
- (18.3) Review Accident Book
 - Objective Target to have No employee accidents
- (19.4) Future Reviews - Internal Audits
 - Objective To have no outstanding Audits over 30 days
- (20.5) Future Reviews - Risk Assessment HSE
- (20.6) Fire Alarms
 - Objective Should be tested once every 6 Months
- (21.6) Review Weekly Meeting
 - Objective Hold weekly review at least once per month
- (22.1) Calibration / P.A.T. -> Submeeting ([174](#))
- (23.0) BSI Audits -> Submeeting ([176](#))
- (24.1) Internal Process Verification
- (25.1) Other
- (26.1) CE Files Review
- (27.1) EN Standards up todate
- (28.1) BSI Standards up todate
- (28.2) ISO14001 Environmental management systems
- (28.3) CMDCAS Standards up todate
- (29.1) General Issues -> Submeeting ([172](#))

- (30.1) General Maintenance Requirements -> Submeeting ([209](#))
- (31.1) Passwords Codes other Private information
- (32.1) Issues for Accountants
- (33.1) Alarm Key Holders
- (34.0) Minutes From Various Meetings
- (35.1) Members Objections To Meeting