

VST ISO Review Board Directors Meeting Agenda As At 30 Mar 2026 Meeting ID:643

Section Heading

(0.0) VST ISO Review Board 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

Objective To ensure previous reviews are addressed and resolved

Report References

Notes

Follow on Issues

Conclusion

(3.0) Turnover and Predicted for Year

Objective To aim for 1,000,000 turnover

Report References

Notes

Follow on Issues

Conclusion

(4.0) Profitability Objective 25 Percent Net of Turnover

Report References

Notes

Follow on Issues

Conclusion

(6.0) Target for Year Objective Current projection is 1 million

Report References

Notes

Follow on Issues

Conclusion

(9.0) Overdraft Objective To not require an overdraft

Report References

Notes

Follow on Issues

Conclusion

(10.0) Debtors Objective To limit debtors to approx 15% of turnover maximum

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 be upto date with our 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 To not require any loans

Report References

Notes

Follow on Issues

Conclusion

(13.0) Stock Levels and product performance
Objective To hold in the region 2400 cables on hand ready to ship.
To have a failure rate of less 5 Percent on all products.

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

To have no back orders

Report References

Notes

Follow on Issues

Conclusion

(15.0) Customer Complaints
Objective

-> Submeeting ([637](#))
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) Customer and product feedback Objective	Review Customer feedback over the last 12 month. Check none should have been a Complaint.
Report References	
Notes	
Follow on Issues	
Conclusion	
(15.2) Non Conformities Review 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) Design review, Projects and Existing
Objective

Review the Design review for projects and existing.

Report References

Notes

Follow on Issues

Conclusion

(16.7) External Parties risks and opportunitys 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 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	
(17.4) Net Zero Carbon reduction and climate change	
Objective	To work towards Net zero in the company. To be aware of the steps needed to reach net zero. To look at what our external parties need from us.
Report References	
Notes	
Follow on Issues	
Conclusion	
(17.5) Environmental and Waste Management	
Objective	To become more aware of the requirements of external parties and our internal requirements. To review this regularly
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 competent. 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 or OEM Issues
Objective

Review Distributor or OEM 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

(21.5) Health and Safety
Objective

Sign off the yearly Health and aftey Reports

Report References

Notes

Follow on Issues

Conclusion

(22.0) Any other Business
Objective

Make sure everything is covered and reviewed, ask all present to consider if any thing has been missed

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

(99.4) Net Zero Carbon Reduction
Report References

Notes

Follow on Issues

Conclusion