

## **Viamed Top Level Objectives**

VIAMED Management Meeting Back Order Report

**Target To full fill all customer orders**

VIAMED Management Meeting Any Changes in Agenda

**Ensure the Agenda on the right is Suitable for purpose**

VIAMED Management Meeting Production

**All Jobs Completed within 1 Week of being Started**

VIAMED Management Meeting Customer Complaints

**no outstanding Customer Complaints lasting longer than 30Days**

VIAMED Management Meeting MDA Recalls

**Any Recalls to inform customer within 3 Working days**

VIAMED Management Meeting Future Reviews - First Aid

**Target to always have at least 1 member of staff with upto date first aid training**

VIAMED Management Meeting Future Reviews - Internal Audits

**To have no outstanding Audits over 90 days**

VIAMED Management Meeting Review Weekly Meeting

**Hold weekly review at least once per month**

VIAMED Management Meeting Turnover Report

**Target : 2.5 Million in Sales**

VIAMED Management Meeting CE Files Review

**Keep the Files upto date at least once per year**

VIAMED Management Meeting EN Standards up todate

**check Applied Standards are upto date**

VIAMED Management Meeting Standards up todate

**check Applied Standards are upto date**

VIAMED Management Meeting Supplier Review

**All Supplier reviewed at least once per year**

**All Supplier certification(s) to be kept up-to date**

VIAMED Management Meeting Review Accident Book

**Target to have No employee accidents**

VIAMED Management Meeting Internal Process Verification

**To review all processes once per year**

VIAMED Management Meeting Personnel Requirements and Training

**Ensure all personnel are adequately trained**

VIAMED Management Meeting Requested Supplier Payments

**All payments to supplier to be done within Terms**

VIAMED Management Meeting CMDCAS Standards up todate

**check Applied Standards are upto date**

VIAMED Management Meeting Personnel Holidays and Time Adjustments  
**Target to always have enough staff on site to deal with customer requests**

VIAMED Management Meeting Fire Alarms  
**Should be tested once every 6 Months**

VIAMED Management Meeting UK Sales  
**1.2Million**

VIAMED Management Meeting Export Sales  
**1 Million**

VIAMED Management Meeting Company Objectives  
**Are Objectives suitable for purpose**

VIAMED Management Meeting Debtors  
**Target debtors to be less 15% of Turnover**

VIAMED Management Meeting Software Validation  
**Ensure Intrastats Main functions are Validated at Least once Per year**

VIAMED Sales And Marketing Calendar Progress  
**Started September**  
**Calenders Shipped between Xmas and New year**

VIAMED Sales And Marketing Sales Viamed Medical UK  
**Target : 1.2Million**

VIAMED Sales And Marketing Sales Viamed Medical Export  
**Target 1 Million**

VIAMED Sales And Marketing Viamed Turnover  
**Target : 2.5 Million in Sales**

VIAMED Sales And Marketing Sales Viamed Automotive Export  
**Target 110,000 Combined UK/Export**

VIAMED Sales And Marketing Mailshots UK  
**1 Mailshot Per Month**

VIAMED Sales And Marketing Sales Viamed Automotive UK  
**Target 110,000 Combined UK/Export**

VIAMED Sales And Marketing Price Lists UK  
**To be reviewed once per year before the End June**

VIAMED Sales And Marketing Monthly Sales Activities and Reports  
**To have Sales reports updated monthly from Sales people**

VIAMED Stock Meeting Production Requirements  
**To be able to satisfy customer requirements on time**

VIAMED Stock Meeting Missing Stock or Adjustments  
**To have Zero Missing Stock**

VIAMED Calibration VIAMED Calibration  
**Target to have no out of calibration test equipment**

VIAMED Customer Complaints VIAMED Customer Complaints  
**No outstanding Customer Complaints lasting longer than 30Days**

Non Conformance Issues Any New QC21 Forms  
**Non conformance issues to be addressed within 90 Days**

Non Conformance Issues BSI Minor Non conformances  
**Target to address any Minor BSI non conformances within 30 Days**

Non Conformance Issues BSI Major Non Conformances  
**Target to have Zero Major Non Conformances**

Production Production  
**Target All Jobs Completed within 1 Week of being Started**

VIAMED Board Directors Meeting Creditors  
**To have no overdue Creditors**

VIAMED Board Directors Meeting Target for following year  
**3 Million**

VIAMED Board Directors Meeting Turnover and Predicted for Year  
**2.5 Million**

VIAMED Board Directors Meeting VIAMED Board Directors Meeting  
**Should be held at least yearly or as required**

VIAMED Board Directors Meeting Minutes of Last Meeting  
**produce minutes of previous meeting**

VIAMED Board Directors Meeting Matters Arising  
**To ensure actions of previous meeting have been actioned**

VIAMED Board Directors Meeting Profitability  
**5 Percent Net of Turnover**

VIAMED Board Directors Meeting Back Orders  
**Time to push customer order through building**

VIAMED Board Directors Meeting Overdraft  
**Target staying out of using the overdraft**

VIAMED Board Directors Meeting Debtors  
**To be below 15 Percent of turnover**

VIAMED Board Directors Meeting Loans  
**Reduce Vandagraph loan 5K per month**  
**Reduce the Barclays loan by 3K per month**

VIAMED Board Directors Meeting Stock Levels  
**Should not Exceed 25 Percent of Turnover**

Complaints  
**All complaints to be logged and All complaints to be satisfactorily resolved in 6 months**