



Top Level Objectives

VST Management Meeting Any Changes in Agenda

Ensure the Agenda on the right is Suitable for purpose
Objective Ensure the Agenda on the right is Suitable for purpose
02 May 2019 Derek Lamb
agenda still ok

Objective Ensure the Agenda on the right is Suitable for purpose
18 Oct 2017 Derek Lamb

agenda suitable - possibly over kill for vst

Objective Ensure the Agenda on the right is Suitable for purpose
16 Nov 2016 Derek Lamb

VST Management Meeting Turnover Report

Target : 0.5 Million in Sales
Objective Target : 0.5 Million in Sales
17 Jun 2020 Derek Lamb
Sales dropped off a cliff due to Covid19
no return anytime soon.

Objective Target : 0.5 Million in Sales
02 May 2019 Derek Lamb
2018 hit 497K. pretty much to the target

2019 projected 623k

Objective Target : 0.5 Million in Sales
03 Aug 2018 Derek Lamb

Current year Estimate 496,435

Objective Target : 0.5 Million in Sales
18 Oct 2017 Derek Lamb

still on target

Objective Target : 0.5 Million in Sales
19 Sep 2017 Derek Lamb

Current year Estimate 540,845

Objective Target : 0.5 Million in Sales
25 May 2017 Derek Lamb

Current estimate 510K

Objective Target : 0.5 Million in Sales
16 Nov 2016 Derek Lamb

currently projected for 490K

VST Management Meeting Back Order Report

Target To full fill all customer orders
Objective Target To full fill all customer orders
17 Jun 2020 Derek Lamb
Unable to achive due to Covid19

Objective Target To full fill all customer orders
02 May 2019 Derek Lamb
currently customer orders are being done on schedual

Objective Target To full fill all customer orders
03 Aug 2018 Derek Lamb

customer orders have been going out on time, with no delays reported recently

Objective Target To full fill all customer orders
18 Oct 2017 Derek Lamb

no curreent back orders

Objective Target To full fill all customer orders
16 Nov 2016 Derek Lamb

we are currently fulling the orders on time

VST Management Meeting Production

All Jobs Completed within 1 Week of being Started
Objective All Jobs Completed within 1 Week of being Started
17 Jun 2020 Derek Lamb
No jobs been going through
Objective All Jobs Completed within 1 Week of being Started
02 May 2019 Derek Lamb
cable take longer than a week,
believe this objective is a derivative of viamed

Objective All Jobs Completed within 1 Week of being Started
03 Aug 2018 Derek Lamb
not quite there yet, but we are ahead of schedual for the cables, and the orders put on were fillers for mg when he got spare time , so trying to measure this against 1 week is not fair on mg

VST Management Meeting Requested Supplier Payments

All payments to supplier to be done within Terms
Objective All payments to supplier to be done within Terms
17 Jun 2020 Derek Lamb
Uptodate
Objective All payments to supplier to be done within Terms
02 May 2019 Derek Lamb
upto date with suppliers
Objective All payments to supplier to be done within Terms
03 Aug 2018 Derek Lamb
payments kept upto date,
only have a couple suppleirs, and envitec have commented about our prompt payment and not needing chasing for payment.
as a result we get very good service from envitec
Objective All payments to supplier to be done within Terms
16 Nov 2016 Derek Lamb
all payments made within terms

VST Management Meeting Supplier Review

All Supplier reviewed at least once per year
All Supplier certification(s) to be kept up-to date
Objective All Supplier reviewed at least once per year
All Supplier certification(s) to be kept up-to date
17 Jun 2020 Derek Lamb
Envitec only VST supplier of note is upto date,
general supplier review is Due
Objective All Supplier reviewed at least once per year
All Supplier certification(s) to be kept up-to date
02 May 2019 Derek Lamb
all upto date,
however review is due in 2 weeks
Objective All Supplier reviewed at least once per year
All Supplier certification(s) to be kept up-to date
03 Aug 2018 Derek Lamb
via the viamed system the supplier review is upto date
Objective All Supplier reviewed at least once per year
All Supplier certification(s) to be kept up-to date
18 Oct 2017 Derek Lamb
Envitec is upto date
also regular meetings at the supplier
Objective All Supplier reviewed at least once per year
All Supplier certification(s) to be kept up-to date
16 Nov 2016 Derek Lamb
supplier review upto date
done with the viamed suppliers

VST Management Meeting Customer Complaints

no outstanding Customer Complaints lasting longer than 30Days

VST Management Meeting Personnel Requirements and Training

Ensure all personnel are adequately trainedObjective Ensure all personnel are adequately trained
02 May 2019 Derek Lamb
training upto date
Objective Ensure all personnel are adequately trained
03 Aug 2018 Derek Lamb
training upto date
Objective Ensure all personnel are adequately trained
19 Sep 2017 Derek Lamb
Currently we only received orders and repackage and ship to end customers.

VST Management Meeting Personnel Holidays and Time Adjustments

Target to always have enough staff on site to deal with customer requestsObjective Target to always have enough staff on site to deal with customer requests
02 May 2019 Derek Lamb
viamed covers staff
Objective Target to always have enough staff on site to deal with customer requests
03 Aug 2018 Derek Lamb
VST have no staff - See Viamed
Objective Target to always have enough staff on site to deal with customer requests
16 Nov 2016 Derek Lamb
currently dealing with the customer requests however some of the background jobs are not getting completed

VST Management Meeting Future Reviews - Waste

Target to always have at least 1 member of staff with upto date first aid trainingObjective Target to always have at least 1 member of staff with upto date first aid training
17 Jun 2020 Derek Lamb
Cathy Green
Objective Target to always have at least 1 member of staff with upto date first aid training
02 May 2019 Derek Lamb
cathy
Objective Target to always have at least 1 member of staff with upto date first aid training
03 Aug 2018 Derek Lamb
See Viamed
Objective Target to always have at least 1 member of staff with upto date first aid training
18 Oct 2017 Derek Lamb
viamed has cathy

VST Management Meeting Future Reviews - First Aid

Target to always have at least 1 member of staff with upto date first aid trainingObjective Target to always have at least 1 member of staff with upto date first aid training
17 Jun 2020 Derek Lamb
Cathy Green
Objective Target to always have at least 1 member of staff with upto date first aid training
02 May 2019 Derek Lamb
cathy
Objective Target to always have at least 1 member of staff with upto date first aid training
18 Oct 2017 Derek Lamb
Viamed cathy

VST Management Meeting Review Accident Book

Target to have No employee accidentsObjective Target to have No employee accidents
17 Jun 2020 Derek Lamb
No employee accidents
Objective Target to have No employee accidents
02 May 2019 Derek Lamb
Catherine Spence 25/07/18 UPS Driver Not on our site Dog Bite First Aid Box Used saline, and wound cover and micropore
UPS Driver was bitten by a dog on one of his previous jobs No
Catherine Spence 25/07/18 Sarah Walton Ghyll House - Garden slipping/tripping hazards First Aid Box Ice Pack Fell off step, and jarred hand and finger, painful, gave ice pack to reduce any swelling. Patient had full use of hand and fingers
Objective Target to have No employee accidents
03 Aug 2018 Derek Lamb
See Viamed Accedent Book,
but no staff injurys due to VST

Objective Target to have No employee accidents
18 Oct 2017 Derek Lamb
as per Viamed

Catherine Spence 15/09/17 Jonathan Connor Main Warehouse Goods Inward Large Boxes Minor None Getting large cut down boxes off racking with the help of Ryan Swaine. As Ryan was about to take the weight of the boxes below Jonathan, the strapping holding the cut downs snapped causing Jonathan's hand to hit him in the nose, Internal light nose bleed for a few seconds, in shock, nose looked at, Jonathan confirmed that there was no damage to his nose, and needed no treatment, sat still for a few mins to let the shock wear off and had a sip of water, and has gone back to work, I have advised that he does no heavy lifting for the rest of the day.
Objective Target to have No employee accidents
16 Nov 2016 Derek Lamb
Helen Lamb 30/09/16 Sarah Walton Ghyll House - Hall External Hazards First Aid Box One plaster Sarah bumped in to the door on her way in to work this morning, 30th Sept 16. She got a scratched tummy, which was catching on her top so a plaster was given.

VST Management Meeting Future Reviews - Internal Audits

Ensure the Audits are performed within a timely manner
Review the Tasks and Audits for the Audits Should be no more than 1 outstanding issue for each section
Objective Ensure the Audits are performed within a timely manner
Review the Tasks and Audits for the Audits Should be no more than 1 outstanding issue for each section
17 Jun 2020 Derek Lamb
quite a few tasks backing up due to covid,
internal audit I have postponed for 3 months during the covid19 outbreak, to be reevaluated in August
Objective Ensure the Audits are performed within a timely manner
Review the Tasks and Audits for the Audits Should be no more than 1 outstanding issue for each section
02 May 2019 Derek Lamb
as per Viamed task review up to date
low number outstanding
Objective Ensure the Audits are performed within a timely manner
Review the Tasks and Audits for the Audits Should be no more than 1 outstanding issue for each section
18 Oct 2017 Derek Lamb
no outstanding issue for VST
Objective Ensure the Audits are performed within a timely manner
Review the Tasks and Audits for the Audits Should be no more than 1 outstanding issue for each section
19 Sep 2017 Derek Lamb
Audits are currently over due as we are upgrading them to be inline with the new standards

VST Management Meeting Future Reviews - Risk Assessment HSE

Ensure the HSE tasks are performed within a timely manner
Review the Tasks and Audits for the Health and safety Controller Should be no more than 1 outstanding issue for each section
Objective Ensure the HSE tasks are performed within a timely manner
Review the Tasks and Audits for the Health and safety Controller Should be no more than 1 outstanding issue for each section
17 Jun 2020 Derek Lamb
Up to date
Objective Ensure the HSE tasks are performed within a timely manner
Review the Tasks and Audits for the Health and safety Controller Should be no more than 1 outstanding issue for each section
02 May 2019 Derek Lamb
fire alarm test over due,
everything else ok
will nudge Cathy to do the test
Objective Ensure the HSE tasks are performed within a timely manner
Review the Tasks and Audits for the Health and safety Controller Should be no more than 1 outstanding issue for each section
18 Oct 2017 Derek Lamb
as per Viamed
Objective Ensure the HSE tasks are performed within a timely manner
Review the Tasks and Audits for the Health and safety Controller Should be no more than 1 outstanding issue for each section
19 Sep 2017 Derek Lamb
No high outstanding tasks in HSE

VST Sales And Marketing VST Turnover

To be reviewed at Board meeting
Objective To be reviewed at Board meeting
02 May 2019 Derek Lamb
ahead of target this year
last year pretty much hit the target, just short on 3k

VST Sales And Marketing Not used

Increases & reductions in sales figures to be explainedObjective Increases & reductions in sales figures to be explained
17 Jun 2020 Derek Lamb
Covid19!

VST Calibration VST Calibration

All test equipment in Calibration or no more than 6 months lateObjective All test equipment in Calibration or no more than 6 months late
17 Jun 2020 Derek Lamb
No VST equipment,
Viamed Calibration index behind due to covid,

Objective All test equipment in Calibration or no more than 6 months late
16 Aug 2018 Derek Lamb
see viamed header,
Objective All test equipment in Calibration or no more than 6 months late
05 Apr 2018 Derek Lamb
upto date
Objective All test equipment in Calibration or no more than 6 months late
09 May 2017 Derek Lamb
Calibration Index UPTO DAt

VST Calibration P.A.T. Testing

All equipment tested as per Viamed`s schedhuleObjective All equipment tested as per Viamed`s schedhule
17 Jun 2020 Derek Lamb
Phil completed last year
Objective All equipment tested as per Viamed`s schedhule
16 Aug 2018 Derek Lamb
over due,
getting phil to carry out
Objective All equipment tested as per Viamed`s schedhule
09 May 2017 Derek Lamb
Pat Testing now Due

Complaints

All complaints to be logged and All complaints to be satisfactorily resolved in 6 monthsObjective All complaints to be logged and All complaints to be satisfactorily resolved in 6 months
03 Aug 2018 Derek Lamb
all complaints in intrastats, and if severe make the paper file,
all current complaints closed and dealt with within 6 months

VST Board Directors Meeting VST Board Directors Meeting

To be held once a YearObjective To be held once a Year
28 Oct 2020 Derek Lamb
Slightly late due to covid
Objective To be held once a Year
26 Oct 2020 Derek Lamb
Meeting Delayed due to Covid, and the Vlamed side of the businesses

Objective To be held once a Year
03 Sep 2019 Derek Lamb
was held inconjunction with viamed meeting last year.
did not sit well with ISO so holding independent meeting this year
Objective To be held once a Year
04 May 2017 Derek Lamb
last held november 2016

VST Board Directors Meeting Turnover and Predicted for Year

To aim for 500,000 turnoverObjective To aim for 500,000 turnover
28 Oct 2020 Derek Lamb
Looking to hit 415K down on last year due to Covid situtation

Objective To aim for 500,000 turnover
26 Oct 2020 Derek Lamb
411,506

down on estimates due to covid
Objective To aim for 500,000 turnover
03 Sep 2019 Derek Lamb
£632,549
predicted

VST Board Directors Meeting Overdraft

To not require an overdraftObjective To not require an overdraft
28 Oct 2020 Derek Lamb
Still no need for an overdraft
Objective To not require an overdraft
26 Oct 2020 Derek Lamb
No overdraft required
Objective To not require an overdraft
03 Sep 2019 Derek Lamb
Still no requirement for an overdraft
Objective To not require an overdraft
18 Oct 2017 Derek Lamb
no overdraft

VST Board Directors Meeting Debtors

to limit debtors to approx 15% of turn over maximumObjective to limit debtors to approx 15% of turn over maximum
28 Oct 2020 Derek Lamb
Need to be careful with the diving companies and them staying in bussiness due to covid,

e.g. megalodon and innerspace.

Innerspace only orders 12 sensors last time which is really low,

Debtors currently on 57K,
Turnover currently 340K

16% so pretty much on target
Objective to limit debtors to approx 15% of turn over maximum
26 Oct 2020 Derek Lamb
DEbtors @ 75k,

Turnover currently 415K

18%

Objective to limit debtors to approx 15% of turn over maximum
03 Sep 2019 Derek Lamb
42058.11
well below 15%

Objective to limit debtors to approx 15% of turn over maximum
18 Oct 2017 Derek Lamb
Less 8%

VST Board Directors Meeting Creditors

To be upto date with our creditorsObjective To be upto date with our creditors
28 Oct 2020 Derek Lamb
Only Envitec to speak of,
we are up to date with our creditors.

Objective To be upto date with our creditors
26 Oct 2020 Derek Lamb
currently upto date with creditors
#Oweing 19k
Objective To be upto date with our creditors
03 Sep 2019 Derek Lamb
supplier review mixed with Viamed

reviews are upto date

creditors on: Zero
Objective To be upto date with our creditors
18 Oct 2017 Derek Lamb
currently upto date with creditors

VST Board Directors Meeting Loans

To not require any loansObjective To not require any loans
28 Oct 2020 Derek Lamb
No loans required,

No loans in place.
Objective To not require any loans
26 Oct 2020 Derek Lamb
No loans in place
Objective To not require any loans
18 Oct 2017 Derek Lamb
No loans at this time

VST Board Directors Meeting Stock Levels

To hold virtually zero stock for any period of timeObjective To hold virtually zero stock for any period of time
28 Oct 2020 Derek Lamb
(sn) Forward orders on a few customers, but generally back to back orders.

Trying to pre-empt Innerspace and megalodon.

Objective To hold virtually zero stock for any period of time
26 Oct 2020 Derek Lamb
Just in Time system.
no stock holding where possible
Objective To hold virtually zero stock for any period of time
03 Sep 2019 Derek Lamb
Just in Time system.
no stock holding where possible
Objective To hold virtually zero stock for any period of time
18 Oct 2017 Derek Lamb
minimum emergency stock only

VST Board Directors Meeting Back Orders

To have no back ordersObjective To have no back orders
28 Oct 2020 Derek Lamb
still got a few from the covid back log,
JJ / Revo .

but generally we have caught up and the orders are now forward orders,
Objective To have no back orders
26 Oct 2020 Derek Lamb
almost caught up on covid backlog,
back to normal forward orders
Objective To have no back orders
03 Sep 2019 Derek Lamb
Have forward orders in the system, no backorders

Objective To have no back orders
18 Oct 2017 Derek Lamb
all on forward orders

VST Board Directors Meeting Customer Complaints

To review / close any customer complaints within 30 Days

VST Board Directors Meeting Non Conformities Review

To review and action on any non conformances within 30 daysObjective To review and action on any non conformances within 30 days
28 Oct 2020 Derek Lamb
1 from march 2020,
error with putting the order into the system, incorrect delivery date entered

Objective To review and action on any non conformances within 30 days
26 Oct 2020 Derek Lamb
reviews upto date
Objective To review and action on any non conformances within 30 days
03 Sep 2019 Derek Lamb
reviewed under viamed banner for most non conformances

VST Board Directors Meeting Staff Issues and Training

Are we happy with current levels of trainingObjective Are we happy with current levels of training
28 Oct 2020 Derek Lamb
Currently we only have Sarah putting VST orders into the system.
may be time to open up to others to put into the system.
No reason why not as its the same system as Viamed.