

# COMPANY OPERATING PROCEDURES

## Post Market surveillance

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### 1. Post Market Surveillance

- (a) This is obtained and monitored by many methods and is a continuous process.
- (b) There will be a meeting at least monthly at which the following departments:-
  - (a) Production
  - (b) Repair
  - (c) Stock control
  - (d) UK & Export sales administration

will be represented and the following subjects discussed and progress monitored.  
Minutes will be taken and filed.

Item No	Subject	Meeting	Meeting No
1	Quality	Management Meeting	23.2
2	Production	Stock Meeting	2.3
3	Supplier problems	Management Meeting	11.1
4	Review of Stock to order	Stock Meeting	2.1
5	Review of supplier orders	Stock Meeting	2.1
6	Review of customers orders	Stock Meeting	2.2
7	Complaints File monitoring	Stock Meeting Management Meeting	23.110.1
8	Repair File monitoring	Stock Meeting	11.2
9	Goods returned File	Stock Meeting	8.1
10	Goods returns to customers	Stock Meeting	9.1
11	Goods returns to suppliers	Stock Meeting	8.1
12	Staff resources and requirements	Management Meeting	26.0
13	Physical resources space, equipment, procedures	Stock Meeting	2.3
14	Post surveillance enquiry cards	Sales & marketing Meeting	1.6
15	Sales Warnings	Automatic Issues to review Sales Warnings	