

## VIAMED Board Directors Meeting Agenda As At 10 Sep 2019 Meeting ID:336

### Section Heading

- (0.0) VIAMED Board Directors Meeting
  - Objective
- (1.0) Minutes of Last Meeting
  - Objective
- (2.0) Matters Arising
  - Objective
- (2.1) Follow-up actions from previous reviews
- (3.0) Turnover and Predicted for Year
  - Objective
- (4.0) Profitability
  - Objective
- (6.0) Target for Year
- (9.0) Overdraft
  - Objective
- (10.0) Debtors
  - Objective
- (10.1) Contract review , Picking, Packing and Despatch
- (11.0) Creditors
  - Objective
- (11.1) Purchasing controls
- (12.0) Loans
  - Objective
- (13.0) Stock Levels and product performance
  - Objective
- (13.1) Storage and Stock Control
  - Objective
- (13.2) Calibration Index Review
  - Objective
- (13.3) Process and product performance
- (14.0) Back Orders
  - Objective
- (15.0) Customer Complaints
  - (15.1) Customer feedback
  - (15.2) Non Conformities Review
  - (15.3) Vigilance System – Feedback
  - (15.4) Preventive and corrective actions
- (16.0) ISO Issues
  - Objective
- (16.2) Documentation and records
- (16.3) Quality planning
- (16.4) Achievement of Quality Policy and Objectives. Confirm still suitable
- (16.5) Changes to the Management system
- (16.6) Changes to CE marked products
- (16.7) External Parties risks and opportunitys review
- (16.8) New products
- (16.9) Advisory notices & recalls
- (16.10) Possible system changes
- (16.11) Recommendations or improvement
- (16.12) Results of internal audits / Mini Audits
- (16.13) Audits Meeting Closure
- (17.0) Company Issues
  - (17.1) GDPR
  - (17.2) Review of responsibilities
  - (17.3) Resources required
- (18.0) Building fabric Issues
  - Objective
- (19.0) Responsibilities, Staff , Training Issues
  - Objective
- (20.0) Distributor Issues
- (21.0) Supplier Issues and review
  - Objective
- (21.1) Supplier / subcontractor performance
- (22.0) Any other Business