

Showing minutes for :

Held on 28 Oct 2020 09:10:15

**(0.0) VST Board Directors Meeting** Actions Created / Updated:

Subject	Objective To be	Notes	Completion Notes
held once a Year		28 Oct 2020 Derek Lamb	
<b>Issued To:</b> General		Slightly late due to covid	
<b>Created:</b> 28 Oct 2020			
<b>Completed</b> 28 Oct 2020			
<b>Stock Ref:</b>			
<b>Opera A/c:</b>			
<b>Order #</b>			

**(0.0) VST Board Directors Meeting** Agenda Section Reviewed All Outstanding Issues Read

**(0.0) VST Board Directors Meeting** Actions Created / Updated:

Subject	Notes	Completion Notes
Directors Meeting		
28/10/2020	Added by Derek Lamb sent to Derek Lamb	
<b>Issued To:</b> Derek Lamb		
<b>Created:</b> 28 Oct 2020		
<b>Completed</b> 01 Jan 1970		
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(17.0) Company Issues** Agenda Section Reviewed All Outstanding Issues Read

**(17.0) Company Issues** Agenda Section Reviewed All Outstanding Issues Read

**(11.0) Creditors** Actions Created / Updated:

Subject	Notes	Completion Notes
Objective To be upto date with our creditors	28 Oct 2020 Derek Lamb	
<b>Issued To:</b> General	Only Envitec to speak of,	
<b>Created:</b> 28 Oct 2020	we are up to date with our creditors.	
<b>Completed</b> 28 Oct 2020		
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(11.0) Creditors** Agenda Section Reviewed All Outstanding Issues Read

**(3.0) Turnover and Predicted for Year** Actions Created / Updated:

Subject	Notes	Completion Notes
Objective To aim for 500,000 turnover	28 Oct 2020 Derek Lamb	
<b>Issued To:</b> General	Looking to hit 415K down on last year due to Covid	
<b>Created:</b> 28 Oct 2020	situation	
<b>Completed</b> 28 Oct 2020		
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(3.0) Turnover and Predicted for Year** Agenda Section Reviewed All Outstanding Issues Read

**(1.0) Minutes of Last Meeting** Agenda Section Reviewed All Outstanding Issues Read

**(2.0) Matters Arising** Agenda Section Reviewed All Outstanding Issues Read

**(4.0) Profitability** Actions Created / Updated:

Subject	Notes	Completion Notes
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	Still a profitable business	
<b>Completed</b> 28 Oct 2020		
<b>Stock Ref:</b>	45-55% gross profit per unit	
<b>Opera A/c:</b>		
<b>Order #</b>		

**(4.0) Profitability** Agenda Section Reviewed All Outstanding Issues Read

**(6.0) Target for Year** Actions Created / Updated:

Subject	Notes	Completion Notes
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	415K	
<b>Completed</b> 28 Oct 2020		
<b>Stock Ref:</b>		

**(6.0) Target for Year** Agenda Section Reviewed All Outstanding Issues Read

**(14.0) Back Orders** Actions Created / Updated:

202766 Subject	Objective To have	Notes	Completion Notes
no back orders		28 Oct 2020 Derek Lamb	
<b>Issued To:</b> General		still got a few from the covid back log,	
<b>Created:</b> 28 Oct 2020		JJ / Revo .	
<b>Completed</b> 28 Oct 2020			
<b>Stock Ref:</b>			
<b>Opera A/c:</b>		but generally we have caught up and the orders are	
<b>Order #</b>		now forward orders,	

**(14.0) Back Orders** Agenda Section Reviewed All Outstanding Issues Read

**(9.0) Overdraft** Actions Created / Updated:

202743 Subject	Objective To not	Notes	Completion Notes
require an overdraft		28 Oct 2020 Derek Lamb	
<b>Issued To:</b> General		Still no need for an overdraft	
<b>Created:</b> 28 Oct 2020			
<b>Completed</b> 28 Oct 2020			
<b>Stock Ref:</b>			
<b>Opera A/c:</b>			
<b>Order #</b>			

**(9.0) Overdraft** Agenda Section Reviewed All Outstanding Issues Read

**(10.0) Debtors** Actions Created / Updated:

202745 Subject	Objective to limit	Notes	Completion Notes
debtors to approx 15% of turn over		28 Oct 2020 Derek Lamb	
maximum		Need to be careful with the diving companies and them	
<b>Issued To:</b> General		staying in business due to covid,	
<b>Created:</b> 28 Oct 2020			
<b>Completed</b> 28 Oct 2020		e.g. megalodon and innerspace.	
<b>Stock Ref:</b>			
<b>Opera A/c:</b>		Innerspace only orders 12 sensors last time which is	
<b>Order #</b>		really low,	
		Debtors currently on 57K,	
		Turnover currently 340K	
		16% so pretty much on target	

**(10.0) Debtors** Agenda Section Reviewed All Outstanding Issues Read

**(12.0) Loans** Actions Created / Updated:

202755 Subject	Objective To not	Notes	Completion Notes
require any loans		28 Oct 2020 Derek Lamb	
<b>Issued To:</b> General		No loans required,	
<b>Created:</b> 28 Oct 2020			
<b>Completed</b> 28 Oct 2020		No loans in place.	
<b>Stock Ref:</b>			
<b>Opera A/c:</b>			
<b>Order #</b>			

**(12.0) Loans** Agenda Section Reviewed All Outstanding Issues Read

**(13.0) Stock Levels** Actions Created / Updated:

202757 Subject	Objective To hold	Notes	Completion Notes
virtually zero stock for any period of time		28 Oct 2020 Derek Lamb	
<b>Issued To:</b> General		(sn) Forward orders on a few customers, but generally	
<b>Created:</b> 28 Oct 2020		back to back orders.	
<b>Completed</b> 28 Oct 2020		Trying to pre-empt Innerspace and megalodon.	
<b>Stock Ref:</b>			
<b>Opera A/c:</b>			
<b>Order #</b>			

**(13.0) Stock Levels** Agenda Section Reviewed All Outstanding Issues Read

**(15.0) Customer Complaints** Agenda Section Reviewed All Outstanding Issues Read

**(16.0) ISO Issues** Actions Created / Updated:

202779 <b>Subject</b>	<b>Notes</b>	<b>Completion Notes</b>
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	No Iso Issues currently going on for VST.	
<b>Completed</b> 28 Oct 2020		
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(16.0) ISO Issues** Agenda Section Reviewed All Outstanding Issues Read

**(22.0) Any other Business** Actions Created / Updated:

202832 <b>Subject</b>	<b>Notes</b>	<b>Completion Notes</b>
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	Brexit,	
<b>Completed</b> 28 Oct 2020		
<b>Stock Ref:</b>	no system changes required,	
<b>Opera A/c:</b>	may have to pay duty.	
<b>Order #</b>		
	Need to start to look at lead free solutions,	
	2024 deadline.	

**(22.0) Any other Business** Actions Created / Updated:

202833 <b>Subject</b> Dema Digital exhibition	<b>Notes</b>	<b>Completion Notes</b>
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	Worth finding out the costs, from a vandagraph pov not	
<b>Completed</b> 28 Oct 2020	vst,	
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(22.0) Any other Business** Actions Created / Updated:

202834 <b>Subject</b>	<b>Notes</b>	<b>Completion Notes</b>
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	AST need to keep eye on,	
<b>Completed</b> 28 Oct 2020	new sensors.	
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(22.0) Any other Business** Actions Created / Updated:

202835 <b>Subject</b>	<b>Notes</b>	<b>Completion Notes</b>
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	AST appear to be failing fairly quickly,	
<b>Completed</b> 28 Oct 2020	so could in fact work to our favour,	
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(22.0) Any other Business** Agenda Section Reviewed All Outstanding Issues Read

**(18.0) Building fabric Issues** Actions Created / Updated:

202816 <b>Subject</b>	<b>Notes</b>	<b>Completion Notes</b>
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	Viamed Buildings	
<b>Completed</b> 28 Oct 2020		
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(18.0) Building fabric Issues** Agenda Section Reviewed All Outstanding Issues Read

**(18.0) Building fabric Issues** Agenda Section Reviewed All Outstanding Issues Read

**(19.0) Staff Issues and Training** Actions Created / Updated:

202819 <b>Subject</b> Objective Are we happy with current levels of training	<b>Notes</b>	<b>Completion Notes</b>
	28 Oct 2020 Derek Lamb	
<b>Issued To:</b> General	Currently we only have Sarah putting VST orders into the system.	
<b>Created:</b> 28 Oct 2020	may be time to open up to others to put into the system.	
<b>Completed</b> 28 Oct 2020	No reason why not as its the same system as Viamed.	
<b>Stock Ref:</b>		

**(19.0) Staff Issues and Training** Agenda Section Reviewed All Outstanding Issues Read

**(20.0) Distributor or OEM Issues** Actions Created / Updated:

202821 Subject	Notes	Completion Notes
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	We don't have distributors, VST deals direct with	
<b>Completed</b> 28 Oct 2020	OEM only at this time.	
<b>Stock Ref:</b>		
<b>Opera A/c:</b>	Will change header to include OEMS,	
<b>Order #</b>	We should start to think about raising the prices as we have never done so for 10 years,	
	Everyone on strict price list and price breaks.	
	APD, oem of concern with regard pricing as they not hitting the agreed qtys.	
	Time to bring them inot line with other oems,	

**(20.0) Distributor or OEM Issues** Actions Created / Updated:

202822 Subject	Notes	Completion Notes
<b>Issued To:</b> Steve Nixon	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	APD, oem of concern with regard pricing as they not hitting the agreed qtys.	
<b>Completed</b> 28 Oct 2020	Time to bring them in line with other oems,	
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(20.0) Distributor or OEM Issues** Actions Created / Updated:

202823 Subject	Notes	Completion Notes
Price Increase agreed for end of the VST tax year	28 Oct 2020 Derek Lamb	
<b>Issued To:</b> Steve Nixon	April 2021 VST Price Increase agreed	
<b>Created:</b> 28 Oct 2020		
<b>Completed</b> 28 Oct 2020		
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(20.0) Distributor or OEM Issues** Actions Created / Updated:

202824 Subject	Notes	Completion Notes
Price Increase agreed for end of the VST tax year	28 Oct 2020 Derek Lamb	
<b>Issued To:</b> Steve Nixon	April 2021 VST Price Increase agreed	
<b>Created:</b> 28 Oct 2020		
<b>Completed</b> 01 Jan 1970		
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(20.0) Distributor or OEM Issues** Agenda Section Reviewed All Outstanding Issues Read

**(21.0) Supplier Issues** Actions Created / Updated:

202826 Subject	Notes	Completion Notes
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	No issues with suppliers,	
<b>Completed</b> 28 Oct 2020	only viamed and Envitec.	
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(21.0) Supplier Issues** Actions Created / Updated:

202827 Subject	Notes	Completion Notes
Break down process of making cables	28 Oct 2020 Derek Lamb	
<b>Issued To:</b> Steve Nixon	See if any of the processes can be carried out by Jean.	
<b>Created:</b> 28 Oct 2020		
<b>Completed</b> 28 Oct 2020		
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(21.0) Supplier Issues** Actions Created / Updated:

**202828 Subject** Break down

**Notes**

**Completion Notes**

process of making cables

28 Oct 2020 Derek Lamb

**Issued To:**Steve Nixon

See if any of the processes can be carried out by Jean.

**Created:** 28 Oct 2020

**Completed** 01 Jan 1970

**Stock Ref:**

**Opera A/c:**

**Order #**

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**(21.0) Supplier Issues** Agenda Section Reviewed All Outstanding Issues Read

**(15.2) Non Conformities Review** Actions Created / Updated:

**202774 Subject** Objective To

**Notes**

**Completion Notes**

review and action on any non conformance's within 30 days

28 Oct 2020 Derek Lamb

**Issued To:**General

1 from march 2020,

**Created:** 28 Oct 2020

error with putting the order into the system, incorrect

**Completed** 28 Oct 2020

delivery date entered

**Stock Ref:**

**Opera A/c:**

**Order #**

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**(15.2) Non Conformities Review** Agenda Section Reviewed All Outstanding Issues Read

**(16.1) Audits Closure** Actions Created / Updated:

**202783 Subject** Objective To agree

**Notes**

**Completion Notes**

the current schedule of Top Level

28 Oct 2020 Derek Lamb

audits

Agreed

**Issued To:**General

**Created:** 28 Oct 2020

**Completed** 28 Oct 2020

**Stock Ref:**

**Opera A/c:**

**Order #**

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**(16.1) Audits Closure** Agenda Section Reviewed All Outstanding Issues Read

**(2.1) Follow-up actions from previous reviews** Agenda Section Reviewed All Outstanding Issues Read

**(10.1) Contract review , Picking, Packing and Despatch** Actions Created / Updated:

**202747 Subject**

**Notes**

**Completion Notes**

**Issued To:**General

28 Oct 2020 Derek Lamb

**Created:** 28 Oct 2020

using same size box's so pick packaging is efficient

**Completed** 28 Oct 2020

**Stock Ref:**

picking time currently limited to 3 days due to Robert

**Opera A/c:**

using up holiday accrued during lock down.

**Order #**

No non conformance's occurred during Picking  
packing and despatch.

1. Error on our suppliers side with incorrect date codes  
used.

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**(10.1) Contract review , Picking, Packing and Despatch** Agenda Section Reviewed All Outstanding Issues Read

**(11.1) Purchasing controls** Actions Created / Updated:

**202752 Subject** supplier review up

**Notes**

**Completion Notes**

to date

28 Oct 2020 Derek Lamb

**Issued To:**General

supplier review up to date,

**Created:** 28 Oct 2020

Stock control is using JIT,

**Completed** 28 Oct 2020

**Stock Ref:**

**Opera A/c:**

**Order #**

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**(11.1) Purchasing controls** Actions Created / Updated:

**202753 Subject** Po Log

**Notes**

**Completion Notes**

**Issued To:**Derek Lamb

28 Oct 2020 Derek Lamb

**Created:** 28 Oct 2020

Need to add a new button, to the po log,

**Completed** 01 Jan 1970

for uploading the qa results

**Stock Ref:**

**Opera A/c:**

**Order #**

Next Action Changed From General To Derek Lamb  
also requires new process, and rolling tasks and audits

**(11.1) Purchasing controls** Agenda Section Reviewed All Outstanding Issues Read**(13.1) Storage and Stock control** Actions Created / Updated:

202759 Subject	Notes	Completion Notes
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	no issues with storage, or stock control,	
<b>Completed</b> 28 Oct 2020		
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(13.1) Storage and Stock control** Agenda Section Reviewed All Outstanding Issues Read**(13.2) Calibration** Actions Created / Updated:

202761 Subject Calibration Index	Notes	Completion Notes
upto date	28 Oct 2020 Derek Lamb	
<b>Issued To:</b> Derek Lamb	Its controlled by Viamed,	
<b>Created:</b> 28 Oct 2020		
<b>Completed</b> 01 Jan 1970	Narked at 90, pressure tester, needs adding to the calibration index, as indication only.	
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(13.2) Calibration** Agenda Section Reviewed All Outstanding Issues Read**(13.3) Process and product performance** Actions Created / Updated:

202763 Subject JFD	Notes	Completion Notes
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	No control over the no magnetic side of the sensors,	
<b>Completed</b> 28 Oct 2020		
<b>Stock Ref:</b>	8010050 only sensors standing out with 10% returns,	
<b>Opera A/c:</b>		
<b>Order #</b>	See SRS67494 casing size, was reworked by Envitec.	

**(13.3) Process and product performance** Actions Created / Updated:

202764 Subject JFD	Notes	Completion Notes
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	No control over the no magnetic side of the sensors,	
<b>Completed</b> 28 Oct 2020		
<b>Stock Ref:</b>	8010050 only sensors standing out with 10% returns,	
<b>Opera A/c:</b>		
<b>Order #</b>	See SRS67494 casing size, was reworked by Envitec.	

**(13.3) Process and product performance** Agenda Section Reviewed All Outstanding Issues Read**(15.1) Customer feedback** Actions Created / Updated:

202772 Subject	Notes	Completion Notes
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	Mention to SN its worth loggin more feedback from	
<b>Completed</b> 28 Oct 2020	phone calls into the system	
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

**(15.1) Customer feedback** Agenda Section Reviewed All Outstanding Issues Read**(15.3) Vigilance system** Actions Created / Updated:

202776 Subject	Notes	Completion Notes
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	We ask JJCCR to return the sensors with the incorrect	
<b>Completed</b> 28 Oct 2020	date code label,	
<b>Stock Ref:</b>	Envitec supplied us the correct labels, and we changed	
<b>Opera A/c:</b>	the labels and returned to JJCCR,	
<b>Order #</b>	Did not require a bigger recall, was single batch.	

[\(15.4\) Preventive and corrective actions](#) Agenda Section Reviewed All Outstanding Issues Read

[\(16.1\) Results of internal audits / Mini Audits](#) Actions Created / Updated:

Subject	Notes	Completion Notes
Agreed to continue with audits as they are	28 Oct 2020 Derek Lamb	
<b>Issued To:</b> General	Only 3 VST followup issue from last years audits,	
<b>Created:</b> 28 Oct 2020		
<b>Completed</b> 28 Oct 2020	198958 198959, 196533	
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

[\(16.1\) Results of internal audits / Mini Audits](#) Agenda Section Reviewed All Outstanding Issues Read

[\(16.2\) Documentation and records](#) Agenda Section Reviewed All Outstanding Issues Read

[\(16.3\) Quality planning](#) Agenda Section Reviewed All Outstanding Issues Read

[\(16.3\) Quality planning](#) Agenda Section Reviewed All Outstanding Issues Read

[\(16.4\) Achievement of Quality Policy and Objectives. Confirm still suitable](#) Actions Created / Updated:

Subject	Notes	Completion Notes
Achievement of Quality Policy and Objectives. Confirm still suitable	28 Oct 2020 Derek Lamb	
	Quality Policy and Objects still suitable	
<b>Issued To:</b> General		
<b>Created:</b> 28 Oct 2020		
<b>Completed</b> 28 Oct 2020		
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

[\(16.4\) Achievement of Quality Policy and Objectives. Confirm still suitable](#) Agenda Section Reviewed All Outstanding Issues Read

[\(16.5\) Changes to the Management system](#) Actions Created / Updated:

Subject	Notes	Completion Notes
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	old accounts package has gone, we have moved to	
<b>Completed</b> 28 Oct 2020	Xero,	
<b>Stock Ref:</b>		
<b>Opera A/c:</b>	no changes to the ISO level of the company,	
<b>Order #</b>		
		Some procedures may need updating to removed the word Opera and replace with Accounts package.
		And some screens are being updated that looked at opera data.

[\(16.5\) Changes to the Management system](#) Agenda Section Reviewed All Outstanding Issues Read

[\(16.6\) Design review, Projects and Existing](#) Actions Created / Updated:

Subject	Notes	Completion Notes
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	Nothing going on at the Moment,	
<b>Completed</b> 28 Oct 2020	No reason from quality perspective to make any changes.	
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		
	Witt Branded labels, based on our standard VST sensor. so just a new label.	

[\(16.6\) Design review, Projects and Existing](#) Agenda Section Reviewed All Outstanding Issues Read

[\(16.6\) Design review, Projects and Existing](#) Agenda Section Reviewed All Outstanding Issues Read

[\(16.7\) External Parties risks and opportunitys review](#) Actions Created / Updated:

Subject	Notes	Completion Notes
Objective Need to confirm still happy with current document	28 Oct 2020 Derek Lamb	
<b>Issued To:</b> General	Happy with current documents,	

**Created:** 28 Oct 2020  
**Completed:** 28 Oct 2020  
**Stock Ref:**  
**Opera A/c:**  
**Order #**

some minor changes to wording relating to new software names

[\*\*\(16.7\) External Parties risks and opportunitys review\*\*](#) Agenda Section Reviewed All Outstanding Issues Read

[\*\*\(16.8\) New products\*\*](#) Actions Created / Updated:

202797 Subject	No new products	Notes	Completion Notes
<b>Issued To:</b> General		28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020		No new products	
<b>Completed</b> 28 Oct 2020			
<b>Stock Ref:</b>			
<b>Opera A/c:</b>			
<b>Order #</b>			

[\*\*\(16.8\) New products\*\*](#) Agenda Section Reviewed All Outstanding Issues Read

[\*\*\(16.9\) Advisory notices & recalls\*\*](#) Actions Created / Updated:

202799 Subject	Advisory notices or recalls	Notes	Completion Notes
<b>Issued To:</b> General		28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020		No Advisory notices or recalls	
<b>Completed</b> 28 Oct 2020			
<b>Stock Ref:</b>			
<b>Opera A/c:</b>			
<b>Order #</b>			

[\*\*\(16.9\) Advisory notices & recalls\*\*](#) Agenda Section Reviewed All Outstanding Issues Read

[\*\*\(16.10\) Possible system changes\*\*](#) Agenda Section Reviewed All Outstanding Issues Read

[\*\*\(16.11\) Recommendations or improvement\*\*](#) Actions Created / Updated:

202802 Subject	Couple of recommendations	Notes	Completion Notes
<b>Issued To:</b> General		28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020		Couple of recommendations from the audits as discussed earlier,	
<b>Completed</b> 28 Oct 2020			
<b>Stock Ref:</b>		Trying to get supplier to provide weekly reports from there backorders,	
<b>Opera A/c:</b>		as we have had some issue with covid and getting information out of envitec.	
<b>Order #</b>			

[\*\*\(16.11\) Recommendations or improvement\*\*](#) Agenda Section Reviewed All Outstanding Issues Read

[\*\*\(17.1\) GDPR\*\*](#) Actions Created / Updated:

202806 Subject	Objective Are we happy with our compliance	Notes	Completion Notes
<b>Issued To:</b> General		28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020		Few tasks are behind due to Covid,	
<b>Completed</b> 28 Oct 2020		but overall we happy with our compliance	
<b>Stock Ref:</b>			
<b>Opera A/c:</b>			
<b>Order #</b>			

[\*\*\(17.1\) GDPR\*\*](#) Agenda Section Reviewed All Outstanding Issues Read

[\*\*\(17.2\) Review of responsibilities\*\*](#) Actions Created / Updated:

202808 Subject	Managing Director Status	Notes	Completion Notes
<b>Issued To:</b> Derek Lamb		28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020		Need to double check DL is the official MD	
<b>Completed</b> 01 Jan 1970			
<b>Stock Ref:</b>			
<b>Opera A/c:</b>			
<b>Order #</b>			

[\*\*\(17.2\) Review of responsibilities\*\*](#) Actions Created / Updated:

202810 Subject	Responsibilities	Notes	Completion Notes
<b>Issued To:</b> Derek Lamb		28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020		Need to separate the tree from Viamed and produce a vst specific version	
<b>Completed</b> 01 Jan 1970			
<b>Stock Ref:</b>			

**Opera A/c:**  
**Order #**

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**(17.2) Review of responsibilities** Agenda Section Reviewed All Outstanding Issues Read

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**(17.2) Review of responsibilities** Agenda Section Reviewed All Outstanding Issues Read

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**(17.2) Review of responsibilities** Agenda Section Reviewed All Outstanding Issues Read

**(17.3) Resources required** Actions Created / Updated:

202814 Subject	Objective Do we need to change any resources	Notes	Completion Notes
<b>Issued To:</b> General		28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020		happy with current resources	
<b>Completed</b> 28 Oct 2020			
<b>Stock Ref:</b>			
<b>Opera A/c:</b>			
<b>Order #</b>			

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**(17.3) Resources required** Agenda Section Reviewed All Outstanding Issues Read

**(21.1) Supplier / subcontractor performance** Actions Created / Updated:

202830 Subject	Notes	Completion Notes
<b>Issued To:</b> General	28 Oct 2020 Derek Lamb	
<b>Created:</b> 28 Oct 2020	No problems with suppliers Covid issues aside.	
<b>Completed</b> 28 Oct 2020		
<b>Stock Ref:</b>		
<b>Opera A/c:</b>		
<b>Order #</b>		

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**(21.1) Supplier / subcontractor performance** Agenda Section Reviewed All Outstanding Issues Read