

















Derek Lamb (1) Failed Login Attempts 172 Issues **19 Unread** 24 ISO

Tasks | [H/W](#): CH KG [Future](#)



Top Level Objectives

SELECT * FROM viamedagenda where companyid='1' and objective<>" order by meetingid,sectionid,subsectionid

VIAMED Management Meeting Any Changes in Agenda

Objective: Ensure the Agenda on the right is Suitable for purpose

Latest Review

04 May 2021 Derek Lamb

agenda is ok

VIAMED Management Meeting Company Objectives

Objective: Are Objectives suitable for purpose

Latest Review

04 May 2021 Derek Lamb

objectives are working,

VIAMED Management Meeting Turnover Report

Objective: Target : 2.5 Million in Sales

Latest Review

04 May 2021 Derek Lamb

2,927,582

not had to predicte due to recent covid sales, need to check iover next couple of months turnover does not drop off a cliff

VIAMED Management Meeting Back Order Report

Objective: Target To full fill all customer orders

Latest Review

04 May 2021 Derek Lamb

same / next day delivery still running between 60-80%

VIAMED Management Meeting UK Sales

Objective: 1.2Million
Latest Review
04 May 2021 Derek Lamb
1,609,161

VIAMED Management Meeting Export Sales

Objective: 1 Million
Latest Review
04 May 2021 Derek Lamb
1,188,585

VIAMED Management Meeting Debtors

Objective: Target debtors to be less 15% of Turnover
Latest Review
04 May 2021 Derek Lamb
xero needs more work this next qtr to get this function working correctly, or find a way to pull directly out of xero

VIAMED Management Meeting Production

Objective: All Jobs Completed within 1 Week of being Started

VIAMED Management Meeting Requested Supplier Payments

Objective: All payments to supplier to be done within Terms
Latest Review
04 May 2021 Derek Lamb
upto date

VIAMED Management Meeting Supplier Review

Objective: All Supplier reviewed at least once per year
All Supplier certification(s) to be kept up-to date
Latest Review
04 May 2021 Derek Lamb
Supplier certification(s) need chasing up, otherwise review are reasonably upto date

VIAMED Management Meeting Customer Complaints

Objective: no outstanding Customer Complaints lasting longer than 30Days

VIAMED Management Meeting MDA Recalls

Objective: Any Recalls to inform customer within 3 Working days
Latest Review

04 May 2021 Derek Lamb
none

VIAMED Management Meeting Personnel Requirements and Training

Objective: Ensure all personnel are adequately trained
Latest Review
04 May 2021 Derek Lamb
checked logs

VIAMED Management Meeting Personnel Holidays and Time Adjustments

Objective: Target to always have enough staff on site to deal with customer requests
Latest Review
04 May 2021 Derek Lamb
covid aside we have manage to keep enough staff in to keep the flow flowing

VIAMED Management Meeting Future Reviews - First Aid

Objective: Target to always have at least 1 member of staff with upto date first aid training
Latest Review
04 May 2021 Derek Lamb
cathy green

VIAMED Management Meeting Review Accident Book

Objective: Target to have No employee accidents
Latest Review
04 May 2021 Derek Lamb
nothing new in the file

VIAMED Management Meeting Future Reviews - Internal Audits

Objective: To have no outstanding Audits over 90 days
Latest Review
02 Feb 2021 Derek Lamb
accounts audit, down to dl

VIAMED Management Meeting Fire Alarms and Keybury Alarms

Objective: fire alarm Should be tested once every 6 Months

Latest Review

04 May 2021 Derek Lamb

upto date just current issue live

VIAMED Management Meeting Review Weekly Meeting

Objective: Hold weekly review at least once per month

Latest Review

04 May 2021 Derek Lamb

holding daily reviews due to lack face to face meetings

VIAMED Management Meeting Internal Process Verification

Objective: To review all processes once per year

Latest Review

04 May 2021 Derek Lamb

reviewed in audits

VIAMED Management Meeting Software Validation

Objective: Ensure Intrastats Main functions are Validated at Least once Per year

Latest Review

04 May 2021 Derek Lamb

rollings issue cause validation

VIAMED Management Meeting CE Files Review

Objective: Keep the Files upto date at least once per year

Latest Review

04 May 2021 Derek Lamb

technical files review still taking place, even tho we dont activly produce any end products

VIAMED Management Meeting EN Standards up todate

Objective: check Applied Standards are upto date

Latest Review

04 May 2021 Derek Lamb

No products

VIAMED Management Meeting Standards up todate

Objective: check Applied Standards are upto date
Latest Review
04 May 2021 Derek Lamb
no ec products

VIAMED Management Meeting CMDCAS Standards up todate

Objective: check Applied Standards are upto date
Latest Review
04 May 2021 Derek Lamb
no CMDCAS products

VIAMED Sales And Marketing Viamed Turnover

Objective: Target : 2.5 Million in Sales
Latest Review
07 Apr 2021 Derek Lamb
Current year Total £ 849,127
Current year Estimate £ 3,214,920

VIAMED Sales And Marketing Sales Viamed Medical UK

Objective: Target : 1.2Million
Latest Review
07 Apr 2021 Derek Lamb
Current year Total £ 473,871
Current year Estimate £ 1,794,141

VIAMED Sales And Marketing Sales Viamed Medical Export

Objective: Target 1 Million
Latest Review
07 Apr 2021 Derek Lamb
Current year Total £ 342,043
Current year Estimate £ 1,294,685

VIAMED Sales And Marketing Sales Viamed Automotive Export

Objective: Target 110,000 Combined UK/Export
Latest Review
07 Apr 2021 Derek Lamb
Current year Total £ 33,213
Current year Estimate £ 125,716

VIAMED Sales And Marketing Sales Viamed Automotive UK

Objective: Target 110,000 Combined UK/Export
Latest Review
15 Sep 2020 Derek Lamb
104,806

VIAMED Sales And Marketing Mailshots UK

Objective: 1 Mailshot Per Month
Latest Review
07 Apr 2021 Derek Lamb
unable to do for last few months due to covid, and would normal be apart of the office jobs listing

VIAMED Sales And Marketing Monthly Sales Activities and Reports

Objective: To have Sales reports updated monthly from Sales people
Latest Review
07 Apr 2021 Derek Lamb
new system going in for this,
should be operational in next few weeks

VIAMED Sales And Marketing Price Lists UK

Objective: To be reviewed once per year before the End June

VIAMED Sales And Marketing Calendar Progress

Objective: Started September
Calenders Shipped between Xmas and New year
Latest Review
24 Apr 2019 Derek Lamb
was done on time

VIAMED Stock Meeting Missing Stock or Adjustments

Objective: To have Zero Missing Stock
Latest Review
15 Sep 2020 Derek Lamb
tracking of stock has improved due to removal of opera,
now live feed stock count as opposed to daily.

doing a clean sweep of products and getting rid of old stock.

VIAMED Stock Meeting Production Requirements

Objective: To be able to satisfy customer requirements on time

VIAMED Calibration VIAMED Calibration

Objective: Target to have no out of calibration test equipment

Latest Review

17 Aug 2020 Derek Lamb

Lots appeared on the list in AUGust, so quite a few due now.

chase up issue to phil has not yet fired, so will be a big catch up month once it does

VIAMED Customer Complaints VIAMED Customer Complaints

Objective: No outstanding Customer Complaints lasting longer than 30Days

Latest Review

03 Aug 2021 Derek Lamb

no current complaints

Non Conformance Issues Any New QC21 Forms

Objective: Non conformance issues to be addressed within 90 Days

Latest Review

04 May 2021 Derek Lamb

upto date

Non Conformance Issues BSI Minor Non conformances

Objective: Target to address any Minor BSI non conformances within 30 Days

Latest Review

04 May 2021 Derek Lamb

upto date

Non Conformance Issues BSI Major Non Conformances

Objective: Target to have Zero Major Non Conformances

Latest Review

04 May 2021 Derek Lamb

still few order processing nc none major enough to escalated beyond typos etc.

Production Production

Objective: Target All Jobs Completed within 1 Week of being Started

Latest Review

04 May 2021 Derek Lamb

uptodate

VIAMED Board Directors Meeting VIAMED Board Directors Meeting

Objective: Should be held at least yearly or as required

Latest Review

03 Aug 2021 Derek Lamb

last meeting 17th september

VIAMED Board Directors Meeting Minutes of Last Meeting

Objective: produce minutes of previous meeting

Latest Review

03 Aug 2021 Derek Lamb

meeting minutes available, printed out for meeting

VIAMED Board Directors Meeting Matters Arising

Objective: To ensure actions of previous meeting have been actioned

Latest Review

03 Aug 2021 Derek Lamb

will address as we go through meeting

VIAMED Board Directors Meeting Turnover and Predicted for Year

Objective: 2.5 Million

Latest Review

03 Aug 2021 Derek Lamb

current, still projecting 2.7

VIAMED Board Directors Meeting Profiability

Objective: 5 Percent Net of Turnover

Latest Review

03 Aug 2021 Derek Lamb

2020 9%

VIAMED Board Directors Meeting Overdraft

Objective: Target staying out of using the overdraft

Latest Review

03 Aug 2021 Derek Lamb

no overdraft, only 2 intercompany loans

VIAMED Board Directors Meeting Debtors

Objective: To be below 15 Percent of turnover

Latest Review

03 Aug 2021 Derek Lamb
approx 300,000 currently around 12%

VIAMED Board Directors Meeting Creditors

Objective: To have no overdue Creditors

Latest Review

03 Aug 2021 Derek Lamb
117571.16,

11k overdue. however these are rates etc.
so not really any overdue

VIAMED Board Directors Meeting Loans

Objective: Reduce Vandagraph loan 5K per month

Reduce the Barclays loan by 3K per month

Latest Review

03 Aug 2021 Derek Lamb
Barclays loan by 3K per month has been cleared in 2020

intercompany loans still present no change for the time being

VIAMED Board Directors Meeting Stock Levels and product performance

Objective: Should not Exceed 25 Percent of Turnover

Latest Review

03 Aug 2021 Derek Lamb
approx 629k,
still under 25% of turnover

VIAMED Board Directors Meeting Storage and Stock Control

Objective: Suitable levels of Stock and Storage space

Latest Review

03 Aug 2021 Derek Lamb
currently we have storage space with dropping our manufactured products,

we have suitable level of stock,

no extreme temperatures that would affect stock.

VIAMED Board Directors Meeting Calibration Index Review

Objective: Calibration Index up to date

Latest Review

03 Aug 2021 Derek Lamb
upto date,

**3 Items on list - all due for August so have only just flagged as due.
no problems with Calibration index**

VIAMED Board Directors Meeting Back Orders

Objective: Time to push customer order through building

Latest Review

03 Aug 2021 Derek Lamb

**already reviewed under contract review,
see picking stats.**

VIAMED Board Directors Meeting ISO Issues

Objective: Review Notifications, Recalls

Latest Review

17 Sep 2020 Derek Lamb

**No actually recalls,
5 bsi minors still to be signed off**

VIAMED Board Directors Meeting Building fabric Issues

Objective: Do we have resources for current requirements

VIAMED Board Directors Meeting Responsibilities, Staff , Training Issues

Objective: check organisation chart is up to date

Latest Review

17 Sep 2020 Derek Lamb

**chart is upto date,
move resp and staff to 17.1 this is just trainging**

VIAMED Board Directors Meeting Supplier Issues and review

Objective: supplier reviews up to date

Latest Review

17 Sep 2020 Derek Lamb

upto date