

VIAMED Board ISO Review Directors Meeting Agenda As At 03 Nov 2022 Meeting ID:336

Section Heading

(0.0) VIAMED Board ISO Review
Directors Meeting

Objective Should be held at least yearly or as required

Report References

Notes

Follow on Issues

Conclusion

(1.0) Minutes of Last Meeting

Objective Produce minutes of previous meeting, is everyone happy with them.

Report References

Notes

Follow on Issues

Conclusion

(2.0) Matters Arising

Objective To ensure actions of previous meeting have been actioned

Report References

Notes

Follow on Issues

Conclusion

(2.1) Follow-up actions from previous
reviews

Report References

Notes

Follow on Issues

Conclusion

(3.0) Turnover and Predicted for Year
Objective 2.5 Million

Report References

Notes

Follow on Issues

Conclusion

(4.0) Profiability
Objective 5 Percent Net of Turnover

Report References

Notes

Follow on Issues

Conclusion

(6.0) Target for Year

Report References

Notes

Follow on Issues

Conclusion

(9.0) Overdraft
Objective Target staying out of using the overdraft
Report References

Notes

Follow on Issues

Conclusion

(10.0) Debtors
Objective To be below 15 Percent of turnover

Report References

Notes

Follow on Issues

Conclusion

(10.1) Contract review , Picking,
Packing and Despatch
Objective Review Contract review , Picking, Packing and Despatch

Report References

Notes

Follow on Issues

Conclusion

(11.0) Creditors
Objective To have no overdue Creditors

Report References

Notes

Follow on Issues

Conclusion

(11.1) Purchasing controls

Objective

Review Purchasing controls, is everyone happy with this.

Report References

Notes

Follow on Issues

Conclusion

(12.0) Loans

Objective

Reduce Vandagraph loan 5K per month
Reduce the Barclays loan by 3K per month

Report References

Notes

Follow on Issues

Conclusion

(13.0) Stock Levels and product performance

Objective

Should not Exceed 25 Percent of Turnover

Report References

Notes

Follow on Issues

Conclusion

(13.1) Storage and Stock Control

Objective

Suitable levels of Stock and Storage space. Check no issues have been brought up.

Report References

Notes

Follow on Issues

Conclusion

(13.2) Calibration Index Review

Objective

Calibration Index up to date

Report References

Notes

Follow on Issues

Conclusion

(13.3) Process and product performance

Objective

Review Process and product performance, is everyone happy with this. To have a failure rate of less 5 Percent on all products.

Report References

Notes

Follow on Issues

Conclusion

(14.0) Back Orders

Objective

Time to push customer order through building. Review current back orders.

Report References

Notes

Follow on Issues

Conclusion

(15.0) Customer Complaints

-> Submeeting ([231](#))

Objective To review / close any customer complaints within 30 Days. Review all customer complaint from the last 12 months.

Report References

Notes

Follow on Issues

Conclusion

(15.1) Customer feedback

Objective Review Customer feedback over the last 12 month. Check none should have been a Complaint.

Report References

Notes

Follow on Issues

Conclusion

(15.2) Non Conformities Review

Objective -> Submeeting ([238](#))
To review and action on any non conformances within 15 days. Check for new qc 21 forms.

Report References

Notes

Follow on Issues

Conclusion

(15.3) Vigilance System

Objective Assess whether any reporting needs to be made that has not already been reported over the last 12 month. Ensure the board is happy with existing vigilance issue for the last 12 months.

Report References

Notes

Follow on Issues

Conclusion

(15.4) Preventive and corrective actions

Objective Review Risk Benefit Processes Report. Check any corrective action required. Are there any new risk identified.

Report References

Notes

Follow on Issues

Conclusion

(16.0) ISO Issues

Objective Review Notifications, Recalls. Ensure all Regulatory requirements are up to date.

Report References

Notes

Follow on Issues

Conclusion

(16.1) Regulatory Changes

Objective To review any standards we hold, for regulatory changes.

Report References

Notes

Follow on Issues

Conclusion

(16.2) Documentation and records

Objective Check everyone is happy with current Document Index. Verify new Risk is being assessed in the document update process.

Report References

Notes

Follow on Issues

Conclusion

(16.3) Quality planning

Objective

Review Quality planning and ensure everyone is happy to continue with current Quality policy.

Report References

Notes

Follow on Issues

Conclusion

(16.4) Achievement of Quality Policy and Objectives. Confirm still suitable

Objective

Achievement of Quality Policy and Objectives. Confirm still suitable and happy to continue with current.

Report References

Notes

Follow on Issues

Conclusion

(16.5) Changes to the Management system

Objective

Review any Changes to the Management system. Ensure everyone is happy with current system. Assess the effectiveness of the system.

Report References

Notes

Follow on Issues

Conclusion

(16.6) Changes to CE marked products

Objective Review any Changes to CE marked products, current or those in their lifespan.

Report References

Notes

Follow on Issues

Conclusion

(16.7) External Parties risks and opportunities review

Objective Review External Parties risks and opportunities. Confirm all happy with current.

Report References

Notes

Follow on Issues

Conclusion

(16.8) New products

Objective Discuss any possible new products.

Report References

Notes

Follow on Issues

Conclusion

(16.9) Advisory notices & recalls

Objective Review any Advisory notices or recalls of our products.

Report References

Notes

Follow on Issues

Conclusion

(16.10) Possible system changes

Objective Review any system changes.

Report References

Notes

Follow on Issues

Conclusion

(16.11) Recommendations or improvement

Objective Review and discuss any Recommendations or improvement

Report References

Notes

Follow on Issues

Conclusion

(16.12) Results of internal audits / Mini Audits

Objective Review the results of internal audits / Mini Audits over the last 12 months. Check everyone is happy with the status of the current years Audits. Reviewed Audit scheduled for next year.

Report References

Notes

Follow on Issues

Conclusion

(16.13) Audits Meeting Closure

Objective

To agree the current schedule of Top Level audits

Report References

Notes

Follow on Issues

Conclusion

(17.0) Company Issues

Objective

Review Company Issues.

Report References

Notes

Follow on Issues

Conclusion

(17.1) GDPR

Objective

Review GDPR and ensure it is current.

Report References

Notes

Follow on Issues

Conclusion

(17.2) Review of responsibilities

Objective

Review the organisation chart. Check everyone is happy with current responsibilities.

Report References

Notes

Follow on Issues

Conclusion

(17.3) Resources required

Objective

Do we need to change any resources, discuss all areas do they need any further resources.
Review Equipment, Training, Staffing, Standards, Systems, Building fabric.

Report References

Notes

Follow on Issues

Conclusion

(18.0) Building fabric Issues

Objective

Review Building fabric Issues.

Report References

Notes

Follow on Issues

Conclusion

(19.0) Responsibilities, Staff , Training Issues

Objective

check organisation chart is up to date. Discuss any possible training requirements. Discuss the effectiveness of training is it effective, are the staff competent. Is any further training planned.

Report References

Notes

Follow on Issues

Conclusion

(19.1) Staff Appraisals

Report References

Notes

Follow on Issues

Conclusion

(20.0) Distributor Issues

Objective Review Distributor Issues.

Report References

Notes

Follow on Issues

Conclusion

(21.0) Supplier Issues and review

Objective supplier reviews up to date

Report References

Notes

Follow on Issues

Conclusion

**(21.1) Supplier / subcontractor
performance**

Objective Review any Supplier / subcontractor performance.

Report References

Notes

Follow on Issues

Conclusion

(22.0) Any other Business

Report References

Notes

Follow on Issues

Conclusion

(22.1) Review Management Meeting Headers

Objective

To make sure no areas have been missed. Is the agenda suitable and up to date

Report References

Notes

Follow on Issues

Conclusion