

## VST ISO Review Board Directors Meeting Agenda As At 03 Nov 2022 Meeting ID:643

### Section Heading

(0.0) VST ISO Review Board  
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 To aim for 650,000 turnover

Report References

Notes

Follow on Issues

Conclusion

(4.0) Profitability  
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 To not require an overdraft  
Report References

Notes

Follow on Issues

Conclusion

**(10.0) Debtors**

Objective

to limit debtors to approx 15% of turn over maximum

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 be upto date with our 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

To not require any loans

Report References

Notes

Follow on Issues

Conclusion

**(13.0)** Stock Levels and product  
performance  
Objective

To hold in the region 800 - 1200 cables on hand ready to ship.

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

To have no back orders

Report References

Notes

Follow on Issues

Conclusion

**(15.0) Customer Complaints**

-> Submeeting ( [637](#))

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 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)** Design review, Projects and Existing  
Objective

Review the Design review for projects and existing.

Report References

Notes

Follow on Issues

Conclusion

**(16.7)** External Parties risks and opportunitys 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 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 or OEM Issues**

Objective                      Review Distributor or OEM 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