



Top Level Objectives

VIAMED Management Meeting Any Changes in Agenda

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

Latest Review #305487

01 Sep 2023 Derek Lamb

agenda ok, we add sections when the need arises

VIAMED Management Meeting Company Objectives

Objective: Are Objectives suitable for purpose

Latest Review #305489

01 Sep 2023 Derek Lamb

Objectives ok

VIAMED Management Meeting Turnover Report

Objective: Target : 2.5 Million in Sales

Latest Review #305491

01 Sep 2023 Derek Lamb

on target for 2.7M

VIAMED Management Meeting Back Order Report

Objective: Target To full fill all customer orders

Latest Review #305493

01 Sep 2023 Derek Lamb

stock now coming in, so back on target,

VIAMED Management Meeting UK Sales

Objective: 1.2Million

Latest Review #305496

01 Sep 2023 Derek Lamb

1,325,686

VIAMED Management Meeting Export Sales

Objective: 1 Million

Latest Review #305498

01 Sep 2023 Derek Lamb

1,220,926

VIAMED Management Meeting Debtors

Objective: Target debtors to be less 15% of Turnover

Latest Review #305500

01 Sep 2023 Derek Lamb

approx 11-15%

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 #305503
01 Sep 2023 Derek Lamb
reasonably up to 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 #305506
01 Sep 2023 Derek Lamb
new system forces a check once per year or orders cannot be placed

VIAMED Management Meeting Customer Complaints

Objective: no outstanding Customer Complaints lasting longer than 15 Days

VIAMED Management Meeting MHRA Recalls

Objective: Any Recalls to inform customer within 3 Working days
Latest Review #302588
01 Aug 2023 Derek Lamb
no recalls

VIAMED Management Meeting Personnel Requirements and Training

Objective: Ensure all personnel are adequately trained
Latest Review #263839
21 Jun 2022 Derek Lamb
reviewed training in appraisals,
all up to date

VIAMED Management Meeting Personnel Holidays and Time Adjustments

Objective: Target to always have enough staff on site to deal with customer requests
Latest Review #302593
01 Aug 2023 Derek Lamb
had a couple of Fridays with just one in the office, but other cover ok,
no major concerns,

VIAMED Management Meeting Future Reviews - First Aid

Objective: Target to always have at least 1 member of staff with up to date first aid training
Latest Review #302602
01 Aug 2023 Derek Lamb

cathy green

no accidents - on site

VIAMED Management Meeting Review Accident Book

Objective: Target to have No employee accidents

Latest Review #285373

01 Feb 2023 Derek Lamb

No accidents

VIAMED Management Meeting Future Reviews - Internal Audits

Objective: To have no outstanding Audits over 90 days

Latest Review #302610

01 Aug 2023 Derek Lamb

most audits upto date,

one vst one outstanding

VIAMED Management Meeting Fire Alarms and Keybury Alarms

Objective: fire alarm Should be tested once every 6 Months

Latest Review #285389

01 Feb 2023 Derek Lamb

upto date

VIAMED Management Meeting Review Weekly Meeting

Objective: Hold weekly review at least once per month

Latest Review #302690

01 Aug 2023 Derek Lamb

objective possibly needs clearing up,

the weekly meeting issue only required once per month, but being weekly it stacks up and shows when it was last held

VIAMED Management Meeting Internal Process Verification

Objective: To review all processes once per year

Latest Review #302697

01 Aug 2023 Derek Lamb

a;;reviewed

VIAMED Management Meeting Software Validation

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

Latest Review #263865

21 Jun 2022 Derek Lamb

software validations now run as rolling issues,

sections regularly being tested

VIAMED Management Meeting CE Files Review

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

Latest Review #285401

01 Feb 2023 Derek Lamb

reviewed ok for now

VIAMED Management Meeting EN Standards up to date

Objective: check Applied Standards are up to date

Latest Review #302703

01 Aug 2023 Derek Lamb

no products, only standards we require now ISO 13485

VIAMED Management Meeting Standards up to date

Objective: check Applied Standards are up to date

Latest Review #285405

01 Feb 2023 Derek Lamb

no CE products

VIAMED Management Meeting CMDCAS Standards up to date

Objective: check Applied Standards are up to date

Latest Review #302708

01 Aug 2023 Derek Lamb

no Cadmas products

VIAMED Sales And Marketing Viamed Turnover

Objective: Target : 2.5 Million in Sales

Latest Review #263702

21 Jun 2022 Derek Lamb

2,410,516

VIAMED Sales And Marketing Sales Viamed Medical UK

Objective: Target : 1.2 Million

Latest Review #300162

07 Jul 2023 Derek Lamb

£ 1,329,927

VIAMED Sales And Marketing Sales Viamed Medical Export

Objective: Target 1 Million

Latest Review #300165

07 Jul 2023 Derek Lamb

£ 1,185,337

VIAMED Sales And Marketing Sales Viamed Automotive Export

Objective: Target 110,000 Combined UK/Export

Latest Review #300167

07 Jul 2023 Derek Lamb

£ 156,580

VIAMED Sales And Marketing Sales Viamed Automotive UK

Objective: Target 110,000 Combined UK/Export
Latest Review #263711
21 Jun 2022 Derek Lamb
166,677

VIAMED Sales And Marketing Mailshots UK

Objective: 1 Mailshot Per Month
Latest Review #300174
07 Jul 2023 Derek Lamb
on target

VIAMED Sales And Marketing Monthly Sales Activities and Reports

Objective: To have Sales reports updated monthly from Sales people
Latest Review #300179
07 Jul 2023 Derek Lamb
holding weekly meeting currently

VIAMED Sales And Marketing Price Lists UK

Objective: To be reviewed once per year before the End June
Latest Review #300211
07 Jul 2023 Derek Lamb
all reviewed last month, last of changes going in now

VIAMED Sales And Marketing Calendar Progress

Objective: Started September
Calenders Shipped between Xmas and New year
Latest Review #300217
07 Jul 2023 Derek Lamb
issue not due yet

VIAMED Stock Meeting Missing Stock or Adjustments

Objective: To have Zero Missing Stock
Latest Review #308286
03 Oct 2023 Derek Lamb
belive we have no missing 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 #302691
01 Aug 2023 Derek Lamb
all flagging due this month, not out of date just due

VIAMED Customer Complaints VIAMED Customer Complaints

Objective: No outstanding Customer Complaints lasting longer than 30Days
Latest Review #237542

01 Oct 2021 Derek Lamb
no new complaints outstanding

Non Conformance Issues Any New QC21 Forms

Objective: Non conformance issues to be addressed within 90 Days
Latest Review #302633
01 Aug 2023 Derek Lamb
no new forms

Non Conformance Issues BSI Minor Non conformances

Objective: Target to address any Minor BSI non conformances within 30 Days
Latest Review #221456
04 May 2021 Derek Lamb
upto date

Non Conformance Issues BSI Major Non Conformances

Objective: Target to have Zero Major Non Conformances
Latest Review #302636
01 Aug 2023 Derek Lamb
no majors

Production Production

Objective: Target All Jobs Completed within 1 Week of being Started
Latest Review #302615
01 Aug 2023 Derek Lamb
up to date

VIAMED Board ISO Review Directors Meeting VIAMED Board ISO Review Directors Meeting

Objective: Should be held at least yearly or as required
Latest Review #231039
03 Aug 2021 Derek Lamb
last meeting 17th september

VIAMED Board ISO Review Directors Meeting Minutes of Last Meeting

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

VIAMED Board ISO Review Directors Meeting Matters Arising

Objective: To ensure actions of previous meeting have been actioned
Latest Review #231043
03 Aug 2021 Derek Lamb
will address as we go through meeting

VIAMED Board ISO Review Directors Meeting Turnover and Predicted for Year

Objective: 2.5 Million

Latest Review #231055
03 Aug 2021 Derek Lamb
current, still projecting 2.7

VIAMED Board ISO Review Directors Meeting Profitability

Objective: 5 Percent Net of Turnover
Latest Review #231057
03 Aug 2021 Derek Lamb
2020 9%

VIAMED Board ISO Review Directors Meeting Target for Year

Objective: Really need to be Aiming for 2.6-2.7M. To be sure to be profitable.

VIAMED Board ISO Review Directors Meeting Overdraft

Objective: Target staying out of using the overdraft
Latest Review #231077
03 Aug 2021 Derek Lamb
no overdraft, only 2 intercompany loans

VIAMED Board ISO Review Directors Meeting Debtors

Objective: To be below 15 Percent of turnover
Latest Review #231079
03 Aug 2021 Derek Lamb
approx 300,000 currently around 12%

VIAMED Board ISO Review Directors Meeting Creditors

Objective: To have no overdue Creditors
Latest Review #231085
03 Aug 2021 Derek Lamb
117571.16,

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

VIAMED Board ISO Review Directors Meeting Loans

Objective: Review any loans and check all agree happy with current

VIAMED Board ISO Review Directors Meeting Stock Levels and product performance

Objective: Should not Exceed 25 Percent of Turnover
Latest Review #231098
03 Aug 2021 Derek Lamb
approx 629k,
still under 25% of turnover

VIAMED Board ISO Review Directors Meeting Storage and Stock Control

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

VIAMED Board ISO Review Directors Meeting Calibration Index Review

Objective: Calibration Index up to date

Latest Review #231108

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 ISO Review Directors Meeting Back Orders

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

VIAMED Board ISO Review Directors Meeting Customer Complaints

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

VIAMED Board ISO Review Directors Meeting Non Conformities Review

Objective: To review and action on any non conformances within 15 days. Check for new qc 21 forms.

VIAMED Board ISO Review Directors Meeting ISO Issues

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

VIAMED Board ISO Review Directors Meeting Company Issues

Objective: Review Company Issues.

VIAMED Board ISO Review Directors Meeting Building fabric Issues

Objective: Review Building fabric Issues.

VIAMED Board ISO Review Directors Meeting 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.

VIAMED Board ISO Review Directors Meeting Distributor Issues

Objective: Review Distributor Issues.

VIAMED Board ISO Review Directors Meeting Supplier Issues and review

Objective: supplier reviews up to date

Latest Review #231209

03 Aug 2021 Derek Lamb

supplier review has been completed,

tanda needs doing as possible we will order in the future

VIAMED Board ISO Review Directors Meeting Any other Business

Objective: Make sure everything is covered and renewed, ask all present to consider if any thing has been missed