

## **VIAMED Board ISO Review Directors Meeting Agenda As At 09 Oct 2023 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  
Objective

To ensure previous reviews are addressed and resolved

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) Profitability  
Objective

5 Percent Net of Turnover

Report References

Notes

Follow on Issues

Conclusion

(6.0) Target for Year  
Objective

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

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

Review any loans and check all agree hasppy with current

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 performance  
Objective

Review Process performance, is everyone happy with this.

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 and product feedback

Objective

Review Customer feedback over the last 12 month. Check none should have been a Complaint.  
Review Product Feedback from customers

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

Objective

All staff appraisals to be carried out within 18 Months of Last appraisal or first Hiring

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  
Objective

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

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