

## QC 21 Non Conformance Report

Date	16/05/23
Viamed / VST* Issue id unique identifier <b>*delete as appropriate</b>	<b>295339</b>
BSI Ref (if applicable) unique identifier	2342435-202305-N4
Responsibility Person Overall responsible	Derek Lamb
Non-Conformance statement of the problem	The process for the control of suppliers is not fully effective as it was not observed that an agreement was in place to determine the controls applied to Viamed as a supplier.
Investigation By: Person responsible	Derek Lamb
Investigation Root Cause Analysis Issue id (if applicable)	<p>We have a very close relationship with Viamed Ltd as the owners, directors, computers, software, staff, building and infrastructure are all the same for both companies.</p> <p>As such a clearly defined set of responsibilities between Viamed Ltd and Vandagraph Sensor Technologies Ltd had not be put into a formal agreement.</p>
Corrective Action By: Person responsible	Derek Lamb
Corrective Action Issue ID (if applicable): Relevant Immediate Corrective action (if applicable)	No immediate corrective action as this requires more time to produced an effective inter company agreement between Viamed Ltd and Vandagraph Sensor Technologies Ltd.
Time Scale for Immediate Corrective Action Time for completion of all identified actions	Not applicable

<b>Corrective Action:</b> Relevant and Proportionate Corrective Action	<p>An agreement between Vandagraph Sensor Technologies Ltd and Viamed Ltd will be produced outlining the defined responsibilities and expectations of each party.</p> <p>It will include at a minimum the responsibilities and authorities, each company has to each other. The priorities, distribution of staff, training, resources, uses of the Intrastats ISO computer system and the obligations of each party.</p> <p>This will then be reviewed by all directors of both companies and signed off. Then added to the Document index for regular annual review.</p>
<b>Time Scale for Corrective Action</b> Time for completion of all identified actions	Corrective action will be carried out within one month, by 11 <sup>th</sup> June 23
<b>Risk Review</b> Confirm action does not have negative affects and/or risks to any other part of the ISO system	<p>There is minimal risk to the ISO systems, as it is going to be put in place to formalise the relationship of the companies.</p> <p>There is a small risk that we may miss a criteria that is required for ISO compliance. We will review this document initially and then annually to lessen any risk.</p>
<b>Follow-up future issue id (Effectiveness verification)</b>	
<b>Effectiveness verification</b>	
<b>Closed By:</b>	
<b>Closed on</b>	