



Derek Lamb

[Required Reading](#) 92 Issues **12 Unread** 19 ISO

Tasks [19.00 °C](#)

Search



AM Full, SN Full



Top Level Objectives

VST Management Meeting Any Changes in Agenda

Objective: Ensure the Agenda on the right is Suitable for purpose
Latest Review #308944
10 Oct 2023 Derek Lamb
yes

VST Management Meeting Turnover Report

Objective: Target : 0.5 Million in Sales
Latest Review #308946
10 Oct 2023 Derek Lamb
0.63 projected

VST Management Meeting Back Order Report

Objective: Target To full fill all customer orders
Latest Review #308948
10 Oct 2023 Derek Lamb
upto date

VST Management Meeting Debtors

Objective: Target debtors to be less 15% of Turnover
Latest Review #308951
10 Oct 2023 Derek Lamb
1-2%

VST Management Meeting Production

Objective: All Jobs Completed within 1 Week of being Started
Latest Review #308953
10 Oct 2023 Derek Lamb

upto date

VST Management Meeting Requested Supplier Payments

Objective: All payments to supplier to be done within Terms

Latest Review #308955

10 Oct 2023 Derek Lamb

upto date

VST 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 #308958

10 Oct 2023 Derek Lamb

supplier review upto date, unable to place orders if a supplier review out of date

VST Management Meeting Customer Complaints

Objective: no outstanding Customer Complaints lasting longer than 30Days

VST Management Meeting Personnel Requirements and Training

Objective: Ensure all personnel are adequately trained

Latest Review #308978

10 Oct 2023 Derek Lamb

happy with staff training

VST Management Meeting Personnel Holidays and Time Adjustments

Objective: Target to always have enough staff on site to deal with customer requests

Latest Review #276573

02 Nov 2022 Derek Lamb

happy with current level of staffing

VST Management Meeting Future Reviews - Waste

Objective: Target to always have at least 1 member of staff with upto date first aid training

Latest Review #276576

02 Nov 2022 Derek Lamb
cathy

VST Management Meeting Future Reviews - First Aid

Objective: Target to always have at least 1 member of staff with upto date first aid training
Latest Review #308983
10 Oct 2023 Derek Lamb
cathy

VST Management Meeting Review Accident Book

Objective: Target to have No employee accidents
Latest Review #308985
10 Oct 2023 Derek Lamb
No employee accidents

VST Management Meeting Future Reviews - Internal Audits

Objective: Ensure the Audits are performed within a timely manner
Review the Tasks and Audits for the Audits Should be no more than 1 outstanding issue for each section
Latest Review #308987
10 Oct 2023 Derek Lamb
on going

VST Management Meeting Future Reviews - Risk Assessment HSE

Objective: Ensure the HSE tasks are performed within a timely manner
Review the Tasks and Audits for the Health and safety Controller Should be no more than 1 outstanding issue for each section
Latest Review #308990
10 Oct 2023 Derek Lamb
upto date

VST Sales And Marketing VST Turnover

Objective: To be reviewed at Board meeting
Latest Review #300253
07 Jul 2023 Derek Lamb

done

VST Sales And Marketing Not used

Objective: Increases & reductions in sales figures to be explained

Latest Review #300255

07 Jul 2023 Derek Lamb

stock supplys

VST Calibration VST Calibration

Objective: All test equipment in Calibration or no more than 2 months late

Latest Review #302731

01 Aug 2023 Derek Lamb

due now still in date

VST Calibration P.A.T. Testing

Objective: All equipment tested as per Viamed`s schedhule

Latest Review #302737

01 Aug 2023 Derek Lamb

upto date

Complaints

Objective: All complaints to be logged, contained / risk controlled in 10 Days and All complaints to be satisfactorily resolved in 6 months

VST ISO Review Board Directors Meeting VST ISO Review Board Directors Meeting

Objective: Should be held at least yearly or as required

VST ISO Review Board Directors Meeting Minutes of Last Meeting

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

VST ISO Review Board Directors Meeting Matters Arising

Objective: To ensure actions of previous meeting have been actioned

Latest Review #239932

26 Oct 2021 Derek Lamb

**Jean Is receiving copies of QA reports,
pre barcopde instrusctions were added**

VST ISO Review Board Directors Meeting Turnover and Predicted for Year

Objective: To aim for 950,000 turnover

VST ISO Review Board Directors Meeting Profitability

Objective: 25 Percent Net of Turnover

VST ISO Review Board Directors Meeting Overdraft

**Objective: To not require an overdraft
Latest Review #239946
26 Oct 2021 Derek Lamb
No requirement for overdraft or loans**

VST ISO Review Board Directors Meeting Debtors

Objective: To limit debtors to approx 15% of turnover maximum

VST ISO Review Board Directors Meeting Creditors

**Objective: To be upto date with our creditors
Latest Review #239957
26 Oct 2021 Derek Lamb
Awaiting Payment (28)32,165.58
Overdue (6)238.83**

Overdue invocie is UPS. direct debit.

VST ISO Review Board Directors Meeting Loans

**Objective: To not require any loans
Latest Review #239963**

26 Oct 2021 Derek Lamb
No loans

VST ISO Review Board Directors Meeting Stock Levels and product performance

Objective: To hold in the region 800 - 1200 cables on hand ready to ship.
To have a failure rate of less 5 Percent on all products.

VST ISO Review Board Directors Meeting Back Orders

Objective: To have no back orders
Latest Review #239980
26 Oct 2021 Derek Lamb
Just forward orders on the system,

VST ISO Review Board Directors Meeting Customer Complaints

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

VST ISO Review Board Directors Meeting Non Conformities Review

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

VST ISO Review Board Directors Meeting ISO Issues

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

VST ISO Review Board Directors Meeting Achievement of Quality Policy and Objectives. Confirm still s

Objective: Achievement of Quality Policy and Objectives. Confirm still suitable and happy to

continue with current.

VST ISO Review Board Directors Meeting External Parties risks and opportunities review

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

VST ISO Review Board Directors Meeting Audits Closure

Objective: To agree the current schedule of Top Level audits.

VST ISO Review Board Directors Meeting Company Issues

Objective: Review Company Issues.

VST ISO Review Board Directors Meeting GDPR

Objective: Review GDPR and ensure it is current.

VST ISO Review Board Directors Meeting 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.

VST ISO Review Board Directors Meeting Building fabric Issues

Objective: Review Building fabric Issues.

VST ISO Review Board 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.

VST ISO Review Board Directors Meeting Distributor or OEM Issues

Objective: Review Distributor or OEM Issues.

VST ISO Review Board Directors Meeting Supplier Issues and review

Objective: supplier reviews up to date

Latest Review #240045

26 Oct 2021 Derek Lamb

supplier review upto date,

duplicate header?