

**Heading:** VIAMED Board ISO Review Directors Meeting

**Objective:** Should be held at least yearly or as required

**Latest Review #79920:** 26 Sep 2016 Derek Lamb  
was last held in July 2015, reason for delay illness of 2 major directors

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**Heading:** Minutes of Last Meeting

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

**Latest Review #138474:** 18 Feb 2019 Derek Lamb  
supplied,

no outstanding tasks from last year

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**Heading:** Matters Arising

**Objective:** To ensure actions of previous meeting have been actioned

**Latest Review #79926:** 26 Sep 2016 Derek Lamb  
not doing currently as we're producing the board meeting objectives

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**Heading:** Follow-up actions from previous reviews

**Objective:** To ensure previous reviews are addressed and resolved

*No review found for this objective.*

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**Heading:** Turnover and Predicted for Year

**Objective:** 3.0 Million

**Latest Review #309758:** 18 Oct 2023 Derek Lamb  
needs updating

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**21 Oct 2023 Derek Lamb**

updated to 3 mil Done

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**Heading:** Profitability

**Objective:** 5 Percent Net of Turnover

**Latest Review #79932:** 26 Sep 2016 Derek Lamb  
Need a report screen to give approximation of this

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**Heading:** Target for Year

**Objective:** Really need to be Aiming for 3M. To be sure to be profitable.

**Latest Review #309762:** 18 Oct 2023 Derek Lamb  
on target next years needs to be 3 mil

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**Heading:** Overdraft

**Objective:** Target staying out of using the overdraft

**Latest Review #79940:** 26 Sep 2016 Derek Lamb  
Currently not using the overdraft

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**Heading:** Debtors

**Objective:** To be below 15 Percent of turnover

**Latest Review #105071:** 11 Oct 2017 Derek Lamb  
running at around about 11% over all companys  
viamed at around 12%

vst 10%

Vandagraph around 15%

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**Heading:** Contract review , Picking, Packing and Despatch

**Objective:** Review Contract review , Picking, Packing and Despatch

*No review found for this objective.*

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**Heading:** Creditors

**Objective:** To have no overdue Creditors

**Latest Review #105073:** 11 Oct 2017 Derek Lamb  
we're up to date.

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**Heading:** Purchasing controls

**Objective:** Review Purchasing controls, is everyone happy with this.

**Latest Review #309774:** 18 Oct 2023 Derek Lamb  
all happy

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**Heading:** Loans

**Objective:** Review any loans and check all agree hasppy with current

**Latest Review #79950:** 26 Sep 2016 Derek Lamb  
Barclays loan on target  
vandagraph loan now being paid down again

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**Heading:** Stock Levels and product performance  
**Objective:** Should not Exceed 25 Percent of Turnover

**Latest Review #79953:** 26 Sep 2016 Derek Lamb  
approximately on target

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

**Latest Review #153230:** 03 Sep 2019 Derek Lamb  
reducing our products due to regulations going beyond control.

freeing up stock space.

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**Heading:** Calibration Index Review  
**Objective:** Calibration Index up to date

**Latest Review #138497:** 18 Feb 2019 Derek Lamb  
calibration equipment is upto date

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**Heading:** Process performance  
**Objective:** Review Process performance, is everyone happy with this.

**Latest Review #309786:** 18 Oct 2023 Derek Lamb

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**Heading:** Back Orders  
**Objective:** Time to push customer order through building. Review current back orders.

**Latest Review #79956:** 26 Sep 2016 Derek Lamb  
build a report so in future we can set a target

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**08 Feb 2017 Derek Lamb**

best can do for stats on this is the invoices credits page showing number order throughput per day cannot really time order through the building.

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**Heading:** Customer Complaints

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

*No review found for this objective.*

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**Heading:** 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

**Latest Review #309795:** 18 Oct 2023 Derek Lamb  
reviewed none are complaints

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**Heading:** Non Conformities Review

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

*No review found for this objective.*

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**Heading:** 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.

**Latest Review #309798:** 18 Oct 2023 Derek Lamb  
all happy

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**Heading:** Preventive and corrective actions

**Objective:** Review Risk Benefit Processes Report. Check any corrective action required. Are there any new risk identified.

*No review found for this objective.*

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**Heading:** ISO Issues

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

**Latest Review #105084:** 11 Oct 2017 Derek Lamb  
No Notifications or recalls

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**Heading:** Regulatory Changes

**Objective:** To review any standards we hold, for regulatory changes.

*No review found for this objective.*

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**Heading:** Documentation and records

**Objective:** Check everyone is happy with current Document Index. Verify new Risk is being assessed in the document update process.

**Latest Review #309808:** 18 Oct 2023 Derek Lamb  
all happy

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**Heading:** Quality planning

**Objective:** Review Quality planning and ensure everyone is happy to continue with current Quality policy.

**Latest Review #309810:** 18 Oct 2023 Derek Lamb  
reviewed

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**Heading:** 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.

**Latest Review #309813:** 18 Oct 2023 Derek Lamb  
all ok

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**Heading:** 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.

**Latest Review #309815:** 18 Oct 2023 Derek Lamb  
all happy

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**Heading:** Changes to CE marked products

**Objective:** Review any Changes to CE marked products, current or those in their lifespan.

**Latest Review #309817:** 18 Oct 2023 Derek Lamb  
no changes to any products within their lifespan,  
no current active ce products

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**Heading:** External Parties risks and opportunities review

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

with current.

**Latest Review #309819:** 18 Oct 2023 Derek Lamb  
happy with current report

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**Heading:** New products

**Objective:** Discuss any possible new products.

**Latest Review #309821:** 18 Oct 2023 Derek Lamb  
no new products of our own

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**Heading:** Advisory notices & recalls

**Objective:** Review any Advisory notices or recalls of our products.

**Latest Review #309823:** 18 Oct 2023 Derek Lamb  
no recalls or notices

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**Heading:** Possible system changes

**Objective:** Review any system changes.

**Latest Review #309825:** 18 Oct 2023 Derek Lamb  
new computers going in,  
no major system changes otherwise

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**Heading:** Recommendations or improvement

**Objective:** Review and discuss any Recommendations or improvement

**Latest Review #309827:** 18 Oct 2023 Derek Lamb  
none to review

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**Heading:** 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.

**Latest Review #309830:** 18 Oct 2023 Derek Lamb  
All agreed happy with last year and next years schedule

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**Heading:** Audits Meeting Closure

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

**Latest Review #309832:** 18 Oct 2023 Derek Lamb  
all agree to current schedule

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**Heading:** Company Issues

**Objective:** Review Company Issues.

**Latest Review #309837:** 18 Oct 2023 Derek Lamb  
workshop up stairs, needs to be cleaned and tidy, food needs to be stopped in there,  
tom thumb serving, v1000 , blenders servicing,

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**Heading:** GDPR

**Objective:** Review GDPR and ensure it is current.

**Latest Review #309839:** 18 Oct 2023 Derek Lamb  
all reviewed and oked

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**Heading:** Review of responsibilities

**Objective:** Review the organisation chart. Check everyone is happy with current responsibilities.

**Latest Review #309841:** 18 Oct 2023 Derek Lamb  
done and reviewde

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**Heading:** 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.

**Latest Review #309847:** 18 Oct 2023 Derek Lamb  
Review Equipment,  
servers  
client pcs,  
cc machine

Training,  
discussed phils work,

Staffing,  
discussed

Standards,  
ukca  
ukrp

Systems,  
new servers going in

Building fabric

we have enough space

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**Heading:** Net Zero Carbon reduction

**Objective:** Review current Plan and targets,  
report on current status

*No review found for this objective.*

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**Heading:** Building fabric Issues

**Objective:** Review Building fabric Issues.

**Latest Review #231200:** 03 Aug 2021 Derek Lamb  
currently getting the roofs sorted,

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**Heading:** 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.

**Latest Review #105114: Copy Issue Main Issue #105111**

Added by Derek Lamb sent to Helen Lamb

As discussed in the Board meeting, see attached to the main Issue, a pdf print of employees to  
responsibility, and then a list of areas, to processes. worth a look down to see if I have missed  
anything major out of the list, jobs that need doing, or task / audits that should be applied

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**29 Oct 2017 Steve Nixon**

Looks OK

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**Heading:** Staff Appraisals

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

**Latest Review #309856:** 18 Oct 2023 Derek Lamb  
all upto date

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**Heading:** Distributor Issues

**Objective:** Review Distributor Issues.

**Latest Review #309861:** 18 Oct 2023 Derek Lamb  
discussed

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**Heading:** Supplier Issues and review

**Objective:** supplier reviews up to date

**Latest Review #105094:** 11 Oct 2017 Derek Lamb  
all up to date

discussed teledyne issues

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**Heading:** Supplier / subcontractor performance

**Objective:** Review any Supplier / subcontractor performance.

**Latest Review #309868:** 18 Oct 2023 Derek Lamb  
dont have any

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**Heading:** Any other Business

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

**Latest Review #309870:** 18 Oct 2023 Derek Lamb  
all covered

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**Heading:** Review Management Meeting Headers

**Objective:** To make sure no areas have been missed. Is the agenda suitable and up to date

**Latest Review #309872:** 18 Oct 2023 Derek Lamb  
believe its upto date and no headers need adding

## VIAMED Management Meeting

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**Heading:** Any Changes in Agenda

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

**Latest Review #80762:** 05 Oct 2016 Derek Lamb  
agenda still suitable

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**Heading:** Company Objectives

**Objective:** Are Objectives suitable for purpose

**Latest Review #80765:** 05 Oct 2016 Derek Lamb  
only just applied the objective in the last month to the meetings, objectives will be added as the meetings continue

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**Heading:** Turnover Report

**Objective:** Target : 2.5 Million in Sales

**Latest Review #80767:** 05 Oct 2016 Derek Lamb  
2.4 projected

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**Heading:** Back Order Report

**Objective:** Target To full fill all customer orders

**Latest Review #80770:** 05 Oct 2016 Derek Lamb  
numbers are consistant,

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**Heading:** UK Sales

**Objective:** 1.2Million

**Latest Review #80773:** 05 Oct 2016 Derek Lamb  
projecting 1.2

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**Heading:** Export Sales

**Objective:** 1 Million

**Latest Review #79567:** 20 Sep 2016 Derek Lamb  
Currently estimating 950k

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**Heading:** Debtors

**Objective:** Target debtors to be less 15% of Turnover

**Latest Review #80777:** 05 Oct 2016 Derek Lamb  
currently 15.9 but debtors have not been updated in a week so will be just short 15%

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**Heading:** Production

**Objective:** All Jobs Completed within 1 Week of being Started

*No review found for this objective.*

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**Heading:** Requested Supplier Payments

**Objective:** All payments to supplier to be done within Terms

**Latest Review #79575:** 20 Sep 2016 Derek Lamb

No report for this yet

will add a next action when this next pops up as meeting will be due before i can look at importing this data

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**Heading:** Supplier Review

**Objective:** All Supplier reviewed at least once per year

All Supplier certification(s) to be kept up-to date

**Latest Review #79579:** 20 Sep 2016 Derek Lamb

Marshall certificate is out of date however new versions have been requested

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**Heading:** Customer Complaints

**Objective:** no outstanding Customer Complaints lasting longer than 15Days

*No review found for this objective.*

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**Heading:** MHRA Recalls

**Objective:** Any Recalls to inform customer within 3 Working days

**Latest Review #79610:** 20 Sep 2016 Derek Lamb

No recalls

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**Heading:** Personnel Requirements and Training

**Objective:** Ensure all personnel are adequately trained

**Latest Review #79615:** 20 Sep 2016 Derek Lamb

As per bsi minor non conformance ,  
the computer training records have been extended to include stock references to the training.

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**Heading:** Personnel Holidays and Time Adjustments

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

**Latest Review #79618:** 20 Sep 2016 Derek Lamb

Currently SN is long term ill

we also have 2 people pregnant

currently we have staff coverage

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**Heading:** Future Reviews - First Aid

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

**Latest Review #79623:** 20 Sep 2016 Derek Lamb  
Cathy Green  
trained in first aid september 2014,

do we need to review this?

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**Heading:** Review Accident Book

**Objective:** Target to have No employee accidents

**Latest Review #79626:** 20 Sep 2016 Derek Lamb  
Cardboard cut june 2016  
no other accidents

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**Heading:** Future Reviews - Internal Audits

**Objective:** To have no outstanding Audits over 90 days

**Latest Review #89045:** 14 Feb 2017 Derek Lamb  
New audit system pretty much in place,  
the yearly audits may go over 30 Days, but the rolling audits are being kept upto date.

Will wait until the next management meeting to see if we need to seperated the objective into both types of audit

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**Heading:** Fire Alarms and Keybury Alarms

**Objective:** fire alarm Should be tested once every 6 Months

**Latest Review #79633:** 20 Sep 2016 Derek Lamb  
Overdue since 5th september  
otherwise done every 6 months

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**Heading:** Review Weekly Meeting

**Objective:** Hold weekly review at least once per month

**Latest Review #79637:** 20 Sep 2016 Derek Lamb  
having trouble holding weekly review due to SN being off ill

however was last held 22nd August

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**Heading:** Internal Process Verification

**Objective:** To review all processes once per year

**Latest Review #144257:** 03 May 2019 Derek Lamb  
internal verification just been done,  
looks like its issue we may have duplicated a few times  
did last in novemeber,  
need to take over view look next january to sort out the duplicates

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**Heading:** Software Validation

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

**Latest Review #144259:** 03 May 2019 Derek Lamb  
no issues with software

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**Heading:** CE Files Review

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

**Latest Review #144265:** 03 May 2019 Derek Lamb  
due for review next couple weeks

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**Heading:** EN Standards up todate

**Objective:** check Applied Standards are upto date

**Latest Review #194067:** 17 Aug 2020 Derek Lamb  
no prodcuts no lonoger applicable until we gear up for MDR

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**Heading:** Standards up todate

**Objective:** check Applied Standards are upto date

**Latest Review #108092:** 14 Nov 2017 Derek Lamb  
in progress

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**Heading:** CMDCAS Standards up todate

**Objective:** check Applied Standards are upto date

**Latest Review #108095:** 14 Nov 2017 Derek Lamb  
cancelling cmdcas