

SL Full, ZT Full



VIAMED Management Meeting

VIAMED Sales And Marketing

VIAMED Calibration

VIAMED Customer Complaints

Non Conformance Issues

VIAMED Stock Meeting

Production

VIAMED Board ISO Review Directors Meeting

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Heading: VIAMED Board ISO Review Directors Meeting
Objective: Should be held at least yearly or as required

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Heading: Minutes of Last Meeting
Objective: Produce minutes of previous meeting, is everyone happy with them.

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Heading: Matters Arising
Objective: To ensure actions of previous meeting have been actioned

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Heading: Follow-up actions from previous reviews

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Objective: To ensure previous reviews are addressed and resolved

Heading: Turnover and Predicted for Year

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Objective: 3.0 Million

Heading: Profiability

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Objective: 5 Percent Net of Turnover

Heading: Target for Year

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

Heading: Overdraft

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Objective: Target staying out of using the overdraft

Heading: Debtors

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Objective: To be below 15 Percent of turnover

Heading: Contract review , Picking, Packing and Despatch

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Objective: Review Contract review , Picking, Packing and Despatch

Heading: Creditors

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Objective: To have no overdue Creditors

Heading: Purchasing controls

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

Heading: Loans

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

Heading: Stock Levels and product performance

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Objective: Should not Exceed 25 Percent of Turnover

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Heading: Storage and Stock Control

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

Heading: Calibration Index Review

Objective: Calibration Index up to date

[Show Latest 928](#)**Heading:** Process performance

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

[Show Latest 946](#)**Heading:** Back Orders

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

[Show Latest 350](#)**Heading:** Customer Complaints

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

[Show Latest 351](#)**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

[Show Latest 948](#)**Heading:** Non Conformities Review

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

[Show Latest 361](#)**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.

[Show Latest 927](#)**Heading:** Preventive and corrective actions

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

[Show Latest 952](#)[Show Latest 352](#)**Heading:** ISO Issues

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

Heading: Regulatory Changes

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

Heading: Documentation and records

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

Heading: Quality planning

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

Heading: Achievement of Quality Policy and Objectives. Confirm still suitable

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

Heading: Changes to the Management system

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Objective: Review any Changes to the Management system. Ensure everyone is happy with current system. Assess the effectiveness of the system.

Heading: Changes to CE marked products

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

Heading: External Parties risks and opportunities review

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

Heading: New products

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Objective: Discuss any possible new products.

Heading: Advisory notices & recalls

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

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Heading: Possible system changes
Objective: Review any system changes.

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

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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.

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Heading: Audits Meeting Closure
Objective: To agree the current schedule of Top Level audits

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Heading: Company Issues
Objective: Review Company Issues.

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

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

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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.

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Heading: Net Zero Carbon reduction
Objective: Review current Plan and targets, report on current status

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Heading: Building fabric Issues
Objective: Review Building fabric Issues.

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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.

Heading: Staff Appraisals

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

[Show Latest 1000](#)**Heading:** Distributor Issues

Objective: Review Distributor Issues.

[Show Latest 356](#)**Heading:** Supplier Issues and review

Objective: supplier reviews up to date

[Show Latest 357](#)**Heading:** Supplier / subcontractor performance

Objective: Review any Supplier / subcontractor performance.

[Show Latest 982](#)**Heading:** Any other Business

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

[Show Latest 358](#)**Heading:** Review Management Meeting Headers

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

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