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

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

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

Heading: Follow-up actions from previous reviews
Objective: To ensure previous reviews are addressed and resolved

Heading: Turnover and Predicted for Year
Objective: 3.0 Million

Heading: Profiability
Objective: 5 Percent Net of Turnover

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

Heading: Overdraft
Objective: Target staying out of using the overdraft

Heading: Debtors
Objective: To be below 15 Percent of turnover

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

Heading: Creditors
Objective: To have no overdue Creditors

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

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

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

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

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

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

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

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

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

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.

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

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

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

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

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

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.

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

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

Heading: New products
Objective: Discuss any possible new products.

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

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

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

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.

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

Heading: Company Issues
Objective: Review Company Issues.

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

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

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.

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

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

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 competant. 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

Heading: Distributor Issues
Objective: Review Distributor Issues.

Heading: Supplier Issues and review
Objective: supplier reviews up to date

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

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

Heading: Review Management Meeting Headers
Objective: To make sure no areas have been missed. Is the agenda suitable and up to date