

**Heading:** 0.0 VST ISO Review Board Directors Meeting

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

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**Heading:** 1.0 Minutes of Last Meeting

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

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**Heading:** 2.0 Matters Arising

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

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**Heading:** 2.1 Follow-up actions from previous reviews

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

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**Heading:** 3.0 Turnover and Predicted for Year

**Objective:** To aim for 950,000 turnover

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**Heading:** 4.0 Profitability

**Objective:** 25 Percent Net of Turnover

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**Heading:** 6.0 Target for Year

**Objective:** Current projection is 1 million

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**Heading:** 9.0 Overdraft

**Objective:** To not require an overdraft

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**Heading:** 10.0 Debtors

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

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**Heading:** 10.1 Contract review , Picking, Packing and Despatch

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

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**Heading:** 11.0 Creditors

**Objective:** To be upto date with our creditors

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**Heading:** 11.1 Purchasing controls

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

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**Heading:** 12.0 Loans

**Objective:** To not require any loans

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**Heading:** 13.0 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.

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**Heading:** 13.1 Storage and Stock control

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

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**Heading:** 13.2 Calibration Index Review

**Objective:** Calibration Index up to date

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**Heading:** 13.3 Process performance

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

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**Heading:** 14.0 Back Orders

**Objective:** To have no back orders

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**Heading:** 15.0 Customer Complaints

**Objective:** To review / close any customer complaints within 30 Days.

Review all customer complaint from the last 12 months.

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**Heading:** 15.1 Customer and product feedback

**Objective:** Review Customer feedback over the last 12 month. Check none should have been a Complaint.

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**Heading:** 15.2 Non Conformities Review

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

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**Heading:** 15.3 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.

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**Heading:** 15.4 Preventive and corrective actions

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

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**Heading:** 16.0 ISO Issues

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

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**Heading:** 16.1 Regulatory Changes

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

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**Heading:** 16.2 Documentation and records

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

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**Heading:** 16.3 Quality planning

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

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**Heading:** 16.4 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.

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**Heading:** 16.5 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.

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**Heading:** 16.6 Design review, Projects and Existing

**Objective:** Review the Design review for projects and existing.

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**Heading:** 16.7 External Parties risks and opportunitys review

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

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**Heading:** 16.8 New products

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

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**Heading:** 16.9 Advisory notices & recalls

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

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**Heading:** 16.10 Possible system changes

**Objective:** Review any system changes.

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**Heading:** 16.11 Recommendations or improvement

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

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**Heading:** 16.12 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:** 16.13 Audits Closure

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

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**Heading:** 17.0 Company Issues

**Objective:** Review Company Issues.

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**Heading:** 17.1 GDPR

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

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**Heading:** 17.2 Review of responsibilities

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

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**Heading:** 17.3 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:** 18.0 Building fabric Issues

**Objective:** Review Building fabric Issues.

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**Heading:** 19.0 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.

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**Heading:** 19.1 Staff Appraisals

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

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**Heading:** 20.0 Distributor or OEM Issues

**Objective:** Review Distributor or OEM Issues.

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**Heading:** 21.0 Supplier Issues and review

**Objective:** supplier reviews up to date

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**Heading:** 21.1 Supplier / subcontractor performance

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

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**Heading:** 22.0 Any other Business

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

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**Heading:** 22.1 Review Management Meeting Headers

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