

Heading: 0.0 VIAMED Board ISO Review Directors Meeting

Objective: Should be held at least yearly or as required Show Latest 336

Heading: 1.0 Minutes of Last Meeting

Objective: Produce minutes of previous meeting, is everyone happy with them. Show Latest 337

Heading: 2.0 Matters Arising

Objective: To ensure actions of previous meeting have been actioned Show Latest 338

Heading: 2.1 Follow-up actions from previous reviews

Objective: To ensure previous reviews are addressed and resolved Show Latest 936

Heading: 3.0 Turnover and Predicted for Year

Objective: 3.0 Million Show Latest 339

Heading: 4.0 Profitability

Objective: 5 Percent Net of Turnover Show Latest 340

Heading: 6.0 Target for Year

Objective: Really need to be Aiming for 3M. To be sure to be profitable. Show Latest 342

Heading: 9.0 Overdraft

Objective: Target staying out of using the overdraft Show Latest 345

Heading: 10.0 Debtors

Objective: To be below 15 Percent of turnover Show Latest 346

Heading: 10.1 Contract review , Picking, Packing and Despatch

Objective: Review Contract review , Picking, Packing and Despatch Show Latest 938

Heading: 11.0 Creditors

Objective: To have no overdue Creditors Show Latest 347

Heading: 11.1 Purchasing controls

Objective: Review Purchasing controls, is everyone happy with this. Show Latest 941

Heading: 12.0 Loans

Objective: Review any loans and check all agree happy with current Show Latest 348

Heading: 13.0 Stock Levels and product performance

Objective: Should not Exceed 25 Percent of Turnover Show Latest 349

Heading: 13.1 Storage and Stock Control

Objective: Suitable levels of Stock and Storage space. Check no issues have been brought up. Show Latest 929

Heading: 13.2 Calibration Index Review

Objective: Calibration Index up to date Show Latest 928

Heading: 13.3 Process performance

Objective: Review Process performance, is everyone happy with this. Show Latest 946

Heading: 14.0 Back Orders

Objective: Time to push customer order through building. Review current back orders. Show Latest 350

Heading: 15.0 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: 15.1 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: 15.2 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: 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. Show Latest 927

Heading: 15.4 Preventive and corrective actions

Objective: Review Risk Benefit Processes Report. Check any corrective action required. Are there any new risk identified. Show Latest 952

Heading: 16.0 ISO Issues

Objective: Review Notifications, Recalls. Ensure all Regulatory requirements are up to date. Show Latest 352

Heading: 16.1 Regulatory Changes

Objective: To review any standards we hold, for regulatory changes. Show Latest 996

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. Show Latest 956

Heading: 16.3 Quality planning

Objective: Review Quality planning and ensure everyone is happy to continue with current Quality policy. Show Latest 958

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. Show Latest 960

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. Show Latest 962

Heading: 16.6 Changes to CE marked products

Objective: Review any Changes to CE marked products, current or those in their lifespan. Show Latest 964

Heading: 16.7 External Parties risks and opportunities review

Objective: Review External Parties risks and opportunities. Confirm all happy with current. Show Latest 967

Heading: 16.8 New products

Objective: Discuss any possible new products. Show Latest 968

Heading: 16.9 Advisory notices & recalls

Objective: Review any Advisory notices or recalls of our products. Show Latest 970

Heading: 16.10 Possible system changes

Objective: Review any system changes. Show Latest 972

Heading: 16.11 Recommendations or improvement

Objective: Review and discuss any Recommendations or improvement Show Latest 974

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. Show Latest 954

Heading: 16.13 Audits Meeting Closure

Objective: To agree the current schedule of Top Level audits Show Latest 930

Heading: 17.0 Company Issues

Objective: Review Company Issues. Show Latest 353

Heading: 17.1 GDPR

Objective: Review GDPR and ensure it is current. Show Latest 976

Heading: 17.2 Review of responsibilities

Objective: Review the organisation chart. Check everyone is happy with current responsibilities. Show Latest 978

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. Show Latest 980

Heading: 17.4 Net Zero Carbon reduction and climate change requirements

Objective: Review current Plan and targets, report on current status Show Latest 1005

Heading: 18.0 Building fabric Issues

Objective: Review Building fabric Issues. Show Latest 354

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. Show Latest 355

Heading: 19.1 Staff Appraisals

Objective: All staff appraisals to be carried out within 18 Months of Last appraisal or first Hiring Show Latest 1000

Heading: 20.0 Distributor Issues

Objective: Review Distributor Issues. Show Latest 356

Heading: 21.0 Supplier Issues and review

Objective: supplier reviews up to date Show Latest 357

Heading: 21.1 Supplier / subcontractor performance

Objective: Review any Supplier / subcontractor performance. Show Latest 982

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
Show Latest 358

Heading: 22.1 Review Management Meeting Headers

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