CE & Design Files Re-organisation

The CE Files and Design files were both originally constructed and amalgamated as CE/Technical files. All design files do not require a CE file but logically it is better to eventually have one format for all.

The paper files were collected in binders (see Introduction A1)
These paper files were then scanned or electronically formatted to an electronic document centre PaperPort.
For security backup the PaperPort files were copied onto CD ROMS (A1a)

The files are now being collated into "Intrastats" and the paper files will be "Archived" This process was started 22nd September 2006

In order to ensure that all historic documentation is included. Paperport files have been transferred into "Intrastats" then the electronic read only files are being compared with existing paperfiles.

A temporary set of folders of various colours has been labelled with the section titles so that each section can be moved from the existing file into the folders checked and then the original file re-constituted.

This is ensuring that duplicates can be removed as "Intrastats can easily re-construct sections drawing data from elsewhere in the system.
It ensures that the total CE File/ Technical Design File can be audited in depth.

No data is being destroyed in this process and all copies except duplicates both paper and electronic are being kept.
The Archived paper files can be combined with project files and prototype samples in one location.

J.S Lamb