

## Key Notes on Folder Structure (E-P-005)

As we go forward in time and adopt the power of cloud computing it is vitally important that we harmonise our methods of work so that anybody with approved access to our folder/files can quickly and easily find the information they are looking for.

When we were office based and used an in-house server our folder discipline was weak with individuals often having their own “private stash”. This was compensated for by being in the same physical space and could simply lean over and ask somebody. As we are now often working from home and trying to access information a lot of time could be wasted in searching for data if we are not using a harmonised folder/file structure.

Legislation is changing. The courts now accept electronic data as evidence so long as we can show provenance. This means that we also need to file emails, group chats etc. within the folder structure. It is particularly important to make sure that any meeting where a decision is made is recorded, either by the client or by Forsspac employees attending the meeting and then filed in the correct folder.

Our objective is therefore to capture all of the project information from bidding (Pre-Contract) through to project close out.

Please read and absorb the information, instructions and folder structures contained within the procedure E-P-005.

E-P-005 (Engineering File Management) is available ISO9001:2015 published procedures folder in Sharepoint



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