

Leading FMCG company achieves seamless manufacturing quality and enhanced productivity

Hard-to-manage archives

With 5,000-plus employees, success for this leading fast-moving consumer goods (FMCG) company located in Poland relies heavily on ensuring smooth operations, regulatory compliance, and quality assurance.

Central to achieving those goals was managing vast numbers of paper documents from Polish production plants, which existed in various formats and sizes up to A0. Stored onsite, that extensive archive covered everything from health and safety reports and employee training records to building and production plans.

Immovable nine-week deadline

Most importantly, the solution had to be accomplished in nine weeks to meet the client's deadline. Incredibly, this was achieved without any of the possible drawbacks.

Following a strict tender and evaluation exercise, Iron Mountain® was chosen to help the company realise a digitisation strategy. The solution combines document registration, scanning, storage, and shredding in a fully managed service.

The first step was creating an accurate records inventory, a daunting task that involved lifting the lid and cataloguing the contents of more than 800 boxes and 70,000 folders.

"Digitising paper records is proving to be an important step for the FMCG company in terms of operational effectiveness thanks to enhanced manufacturing safety, productivity, quality, and responsiveness."

Industry

FMCG

Challenge

Difficulty controlling and managing critical plant-generated paper documentation.

Solution

Iron Mountain® combined secure document registration, scanning, storage, and shredding into a single fully managed service.

Value

- 800 boxes and 70,000 folders fully catalogued
- 50 different document types identified
- 2 million digital records processed
- Nine-week immovable project delivery





Fully registered in a secure, scalable environment

The resulting index identified 50 different document types, all of which were registered in an Iron Mountain EVault backup system. This allows production plants to efficiently store information in a secure, scalable environment, while enabling staff to quickly locate and retrieve records in a way that complies with regulatory standards.

Next, Iron Mountain specialists at Europe's largest scanning centre, in

Radom, processed and converted 2 million pages into digital images. Subject to retention requirements, the original hard copies were placed in storage at Iron Mountain's Wroclaw facility, or securely shredded.

Positive global business impact

Digitising paper records is proving to be an important step for the FMCG company in terms of operational effectiveness thanks to enhanced manufacturing safety, productivity, quality, and responsiveness. Not

just in Poland, but equally for global colleagues, partners, and suppliers, which can now access digital records that weren't previously available, collaborating earlier in the production lifecycle.

In addition, the company's plants can optimise manufacturing capacity more cost effectively with controlled access to secure information. Building on this success, Iron Mountain is discussing further opportunities to digitise technical documentation and employee files.

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About Iron Mountain

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 225,000 organizations around the world, and with a real estate network of more than 98 million square feet across more than 1,400 facilities in over 60 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organizations lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit www.ironmountain.com for more information.

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