

# Principle Suite & File Stream

Principle Suite & File Stream provides your business with a modular set of business applications including an easy to use and customisable document management, policy control, process compliance and root cause analysis solution. Enabling you to close the loop for corrective actions in real-time.



People. Process. Information. Audit. Compliance.

# Welcome

## to Principle Suite & File Stream

An easy to use, scalable compliance management and process system, with our unique real time paperless capture.

The solution can be used to capture and manage any information and documentation as well for the real-time process of related data across multiple companies or locations. We provide our customers with a fully customisable system that ensures business critical information is available in real-time. If your business is still capturing any processes or procedures on paper please contact us for a free consultation.



All quality control, operational documents and real-time checks for compliance are linked together within a single system, enabling organisations to automate heavy manual processes and optimize quality and auditing.



Drive continuous improvement across all areas of your business with this user-friendly compliance and record management system.

Quickly scan production, test and dispatch documentation using our automatic recognition module. All documents accurately identified and indexed automatically by key filing references on the document and stored for the retention period.

# Compliance

## off the shelf



### Simpler solutions built around you

This is your introduction to a simpler, smarter approach to compliance management. One that helps you take more control over your policy and procedures, saves you valuable time and gives you peace of mind of an accurate, simplified audit trail.



### Drive task completion for internal and external audits

Automate the paper process to real-time data capture of task assignment and scheduling, ensure tasks are completed with automated email notifications sent for non conformity and upcoming and overdue tasks.



### Define and streamline clear quality procedures

Establish a consistent approach for managing quality workflow processes and ensure quality procedures and responsibilities are clearly identified, recorded and implemented.



### Ensure compliance with ISO 9001

This application meets and exceeds all ISO 9001 Quality Objectives requirements.

# Real-time Data

## capture improves efficiency

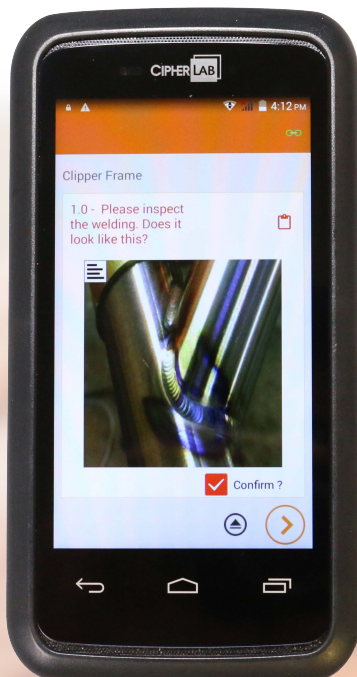
Principle Suite allows real-time capture for any task related quality control checks and processes. We provide our customers with a fully customisable tool ensuring business critical information is available in real-time.

### How will it enhance my business?

If your business is still capturing any manual processes or procedures on paper or e-forms, then Principle Suite will enable the real-time capturing and review of data, saving your business time and money, by enhancing your workforce processes, aiding productivity, auditing, conformity and business decisions.

The system can be used to manage compliance, drive continuous performance improvement and monitor the outcomes of conformity and root cause analysis.

Significantly reduces human-error and negates transcription mistakes, made possible through the intuitive digital hand-held devices. The devices ensure that handwriting interpretation and typing errors and abbreviations are eliminated.



All the entries are time and date stamped to the individual operator and records can, if necessary, incorporate a digital signature for further authenticity. This enhanced level of information provides businesses with greater visibility to make decisions more efficiently whilst ensuring compliance standards are maintained. The system provides additional business intelligence enabling customers to make important commercial decisions, which will deliver greater profitability.

With all real time data received by the core Principle Suite system, automation of non conformance and resolution through to root cause provides a complete back office workflow and process solution for remedial action.

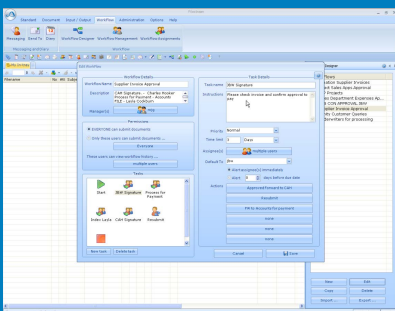
# Automation streamline business processes

Poor manual business processes affect your company's profit, competitiveness and customer service. Applied Principles & File Stream allows you to centralise and control all document management tasks with quality control process and procedures in one easy to use application.

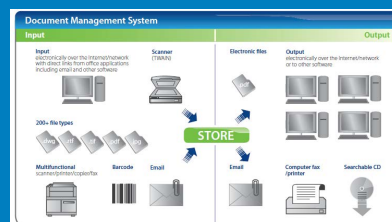
The Workflow Module provides control of all these variables, and allows business processes to be optimized — saving both time and money, and at the same time increasing process security and transparency. The key is that all documents (correspondence, invoices, job cards, certificates, contracts etc. can be viewed and processed collectively to increase visibility and control over the information. Of course, retention policies can be applied to manage the life cycle of the records to ensure legally mandated compliance and destruction are achieved.

## Process workflows

The workflow module is ideal for the intelligent routing and tracking of documents sent to specific users in a predefined order and time constraints can be set. The module includes a "Workflow Designer" tool to design and maintain each workflow process as a well as a "Workflow Management" facility. There is no limit to the number of individual workflows allowed.



## Flexibility

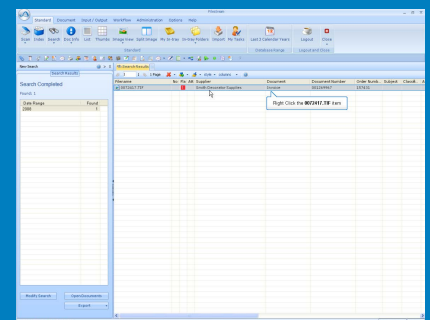


File Stream can be used to enhance and work alongside current office procedures. Many customers find they can replace existing, outdated software or use our Product and WEB API tools to integrate File Stream with other software programs. In addition to its core function, it can be used as a basic contact management or support-call logging system. File Stream offers users many flexible indexing options (including manual tagging and OCR – Optical Character Recognition) as well as a variety of powerful retrieval capabilities for all documents (paper and existing electronic files). Also...

## Keeping track of things to do

Via the Workflow module, existing business processes are modeled allowing documents and checks to be electronically routed throughout the business.

- Process history, statistics & audit trail functionality is included
- E-mail task & escalation notification



# Real-time Reporting

## act on facts fast

### Principle Suite can be used to monitor, manage and enhance:

- Compliance and auditing
- Continuous process improvement
- Reduce Human error
- Business intelligence
- Security

It can be used in many different areas of a business, some key areas include:

- Quality Control
- Health & Safety
- Internal and Supplier Auditing
- Production Control
- Hygiene Control
- ISO Compliance
- Records Management

### Benefits:

- Substantial time saving to the business
- Substantial paper saving aiding Green Credentials
- Improved process efficiency and performance
- Paperless auditing is ideal for compliance
- Integrated, customisable and scalable
- Real-time procedure visibility

### How does it work?

The system is an off the shelf solution and fully customisable by the end user. This facilitates the centralised recording and control of any document, processes or procedures in a single application, previously managed across multiple systems.

### Areas of use/reporting

#### Examples of Report Practice

- Comparing non-conformances between areas over a period of time
- Comparing non-conformances by products or locations
- Identifying non-conformance trends

#### Areas of Use

- Quality Control
- Process Control
- Hygiene
- Health & Safety
- Small Business Management
- Internal and External Audits
- Franchise Management
- Multi-National Management
- Facilities Management

### Typical User Area

- Internal Company Audits Of ISO 9001
- Instrument Calibrations
- Preventative Maintenance
- Health and Safety Assessments
- Quality Control Department
- Income and Dispatch Inspections
- Production Line
- Equipment and Site Inspection

# Document Control



## Centralise documents & increase efficiency.

Store all of your organization's documents in a secure, centralised repository and facilitate consistent, companywide document workflow process, version control, visibility and audit trail.



## Exceed compliance requirements.

Avoid fines and other penalties by meeting and exceeding document/record management requirements and quality control checks and audits for standards such as ISO 9001, ISO 14001, OHSAS 18001 and more.



## Gain 360 degree document and process visibility.

Capture date, time and user credentials for all document and quality control processes, maintaining a complete historical record for legal and auditing purposes.



## Ensure only accurate, up-to-date documents.

Complete version control guarantees only the most recent and approved versions of documents are being accessed and used across your organisation.



## Cut review and approval time in half.

Automate document review and approval processes with automated email notifications sent for document review tasks, minimizing time required to track, revise and approve documents and driving task completion.



## Control access to documents.

Ensure the security of your documents and records with configurable security settings allowing appropriate access to be controlled at the levels.

# Moved to real-time data capture

## CASE STUDY

Applied Principles have been working closely with Morrisons Worsley (formally Simply Fresh) since 2009. In this time we have removed paperwork from various sections of the plant and ensured quality standards are maintained and are easily visible.

*"The level of 'noise' about quality has risen perceptibly, from the canteen to the factory floor. The system forces everybody to be accountable and take pride in what we produce and because the system creates a uniformity of standards across shifts, everyone is working to the same goal"*

**- Jill Tolan - Technical Manager at Morrisons Worsley**

## Additional Functionality

Additional functionality that was added in version 2.1 during 2011 includes the following:

- Raw material
- Out load checks
- Daily glass & plastic checks
- Barcode verification
- Glass and plastic audits



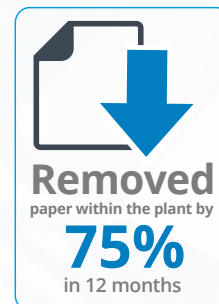
## System Usage

The system within the Worsley site consists of Hornet.2 data capture devices, *Principle Suite*™ Version 2.1 and also the APMQM reporting module. The *principle Suite*™ system is currently used for the following:

- Raw material
- Out load checks
- Daily glass & plastic checks
- Barcode verification
- Glass & plastic audits
- Metal detector checks
- Chlorine checks
- Housekeeping audits
- Temperature checks

## Improvements

Improvements have included the following:



# Business Solutions

Applied Principles Business Solutions combine leading technology with business process know-how.

## Expertise and experience

Applied Principles has been at the forefront of information management systems for over 9 years. As information flow has become faster and more complex our role has evolved to include essential business process automation around Compliance, Quality Control, Health & Safety, Supplier Management and Maintenance.

Our expertise in facilitating efficient working practices now helps organisations across the UK and Europe to get more from their technology. This expertise has now been formally brought together as a family of Applied Principles and Filestream

## Delivering information advantage

For all kinds of organisation, large to small, Applied Principles gives people the tools to work better with their information. Our experts are on hand to help uncover efficiency savings, help you meet regulatory compliance and auditing requirements.

## Smarter, scalable approaches

Applied Principles solutions are made to fit your organisation. Our consultants design solutions based on sound best practice that meet your operational needs. This means implementation is quicker and easier, your personnel have a better user experience and your business benefits from faster ROI.

## Simple steps

The first step to improving your processes is an informal scoping meeting where you can discuss your particular process challenges with us. Based on this, we can explore what kind of solution would be suitable for you and what the likely benefits would be.

### Find out more

Visit [www.appliedprinciples.eu](http://www.appliedprinciples.eu) to see how simple changes to the way you manage and process your information can make a big difference.

### For demonstration

Contact us, just call **+44 (0)20 34 223 080**  
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