

ARE YOUR RECORDS IN ORDER?

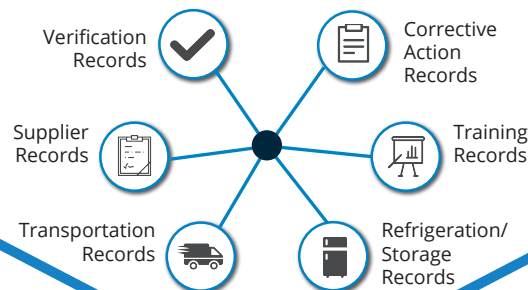
The importance of effective records management in food and beverage manufacturing goes beyond FSMA compliance; it's a business best practice that provides you with the control you need to protect your brand.

Is your records management strategy evolving to meet your company's changing needs? Here are some basic steps and key considerations to help you assess the maturity of your records management plan:

1.

GAP ASSESSMENT

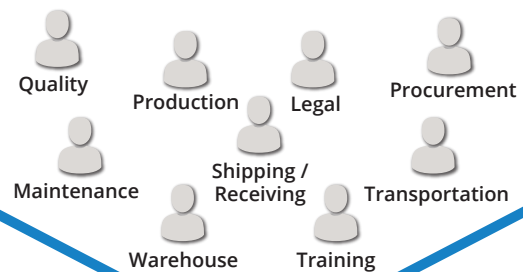
Are your records complete and readily accessible?



2.

REQUIREMENTS GATHERING

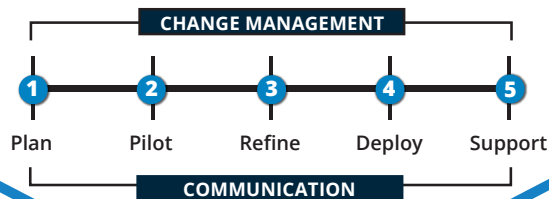
Involving a cross-functional team early in the process is critical to addressing the gaps in your processes and technology.



4.

IMPLEMENTATION

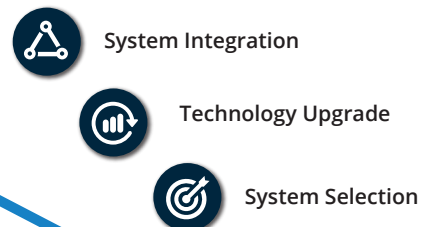
Change management and communication are essential throughout the process for successful implementation.



3.

TECHNOLOGY ENHANCEMENT

Technology solutions must clearly meet both business and technical requirements.



Integrated Project Management Company, Inc. (IPM) can lead your organization through an assessment of your records management system and customize a plan to evolve your records management strategy. To learn more, visit www.ipmcinc.com or call 630-789-8600.