

## Viatek Scan Bureau Capability Statement

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Viatek Scan Bureau offers an end to end Document Digitisation Service transforming hard copy documents to digital files. These digital records are fully searchable.

Clients from, and not limited to, the education; healthcare; real estate; legal; accounting; manufacturing; and non-profit sectors have all benefited from Scan Bureau's industry leading capability.

Our Document Digitisation Service is undertaken by highly trained staff and cutting edge technology. Scan Bureau utilises two Fujitsu fi-6800 high performance scanners that can process up to 100,000 images per day. EzeScan Professional capture software provides post processing enhancement, meta-data capture, and conformity to the PDF/A-1 standard.

### Scanning Capability

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- Office documents up to A3.
- Plans and drawings up to A0.
- Books.
- Receipts.
- Photos.
- Bound items (eg registry books, contractor or visitor books, carbon copy books etc).

### Records Management

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- Viatek Scan Bureau staff can assist with packing records into archive boxes ready for transport.
- A national courier network provides secure carriage to Scan Bureau.
- All physical files are securely stored with limited access and barcoded box management.
- All digital files are securely stored with on-site and off-site back-up.
- All employees must sign confidentiality agreements.
- Quick Response (QR) code file management.
- Secure on-site document destruction and shredding.
- Strict quality control procedures during document preparation.
- Thorough four-part Quality Assurance process.
- Scan Bureau is fully insured.
- Digital files can be made ready for upload into pre-existing document management systems or Line of Business applications.

### Scanning & Imaging

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- Complete conversion of hard copy to digital.
- Conversion to multiple file formats, including text searchable PDF and PDF/A.
- OCR, ICR, cataloguing, and indexing.
- High-Speed Document scanning up to A3:
  - 300dpi to 600dpi;

- Full Colour, Greyscale, Black & White.
- Book Scanning:
  - 300dpi to 600dpi;
  - Full Colour, Greyscale, Black & White.
- Wide Format Scanning up to A2, A1 & B0:
  - 300dpi to 600dpi;
  - Full Colour, Greyscale, Black & White.
- Auto Deskew and Despeckle (1x1).
- MD5 Hash checksum for verification of data integrity and authenticity.

## Quality Control and Assurance

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- **During Catalogue and Physical Document Preparation**
  - Cross check accuracy of physical document against Client and Document Data.
  - Identifying, logging and reporting pre-existing physical damage to documents.
  - Identifying and reporting capture issues within original documents and correcting where possible (illegible, faded, dark, smudged, overprinted documents).
- **During Document Capture**
  - Scan Preview QA (*all scans*):
    - Image quality, clarity, skew and orientation;
    - Physical order of documents;
    - Check for multi-feed errors;
    - Check for lines and speckle.
  - First and Second Batch (*prior to and after profiling*):
    - Page by page comparison of original documents to captured images;
    - Check standard and consistency of image quality and clarity;
    - Check for multi-feed errors and correct;
    - Ensure entire document has been captured.
  - End of Batch QA (*prior to profiling*):
    - Image quality, clarity, skew and orientation;
    - Removal of any blank pages;
    - Check for multi-feed errors;
    - Check for lines and speckle.
- **After Document Capture**
  - Final QA after Completion:
    - 5% to 20% QA based on job size and type;
    - Standard of image quality and clarity;
    - Orientation and order of document;
    - Output Files, EDRMS and file locations;
    - Cross check number of output files to articles to physical document files;
    - File hand-over to client for final verification.