

Do You Need a System for Managing Controlled Documents?

Our **Document Control System 2.0** software provides all the tools you need to track, organize, and manage any type of documentation!



Why You Need an Effective System:

Maintain a Master List

A master list of controlled documents is not only a Quality System Requirement, but also a necessity for managing your inventory of critical documents and data.

Identify Change History

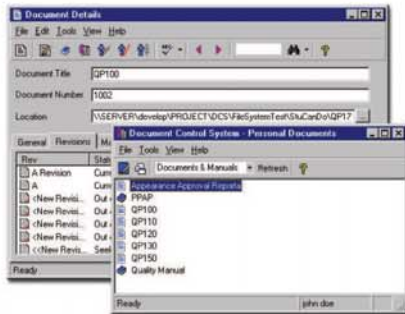
As documents evolve over time, it is important to know the difference between revisions. A change to a manufacturing procedure ultimately changes your deliverable product.

Document Approval Process

The personnel approving a document revision will often have comments that become an important part of the documentation on the document itself. The approval process often yields important information about the process covered by the document.

Quarantine Obsolete Documents

Consider the problems created through the use of outdated assembly instructions at one of your manufacturing stations. It is imperative that all personnel are reading the same script.



Benefits of Using Document Control System

Inventory of Controlled Documents

Document Control System lets you quickly and easily list the name, number, and description of each controlled document. Powerful tools are provided for grouping and tracking sets of documents that are physically issued.

Deploy Personal Bookshelves

Define sets of documents that are pertinent to groups such as manufacturing personnel. Give these users the right to view just the documents you specify. No license purchase is required.

Simplify Release Process

When you're ready to release a document, just specify who will approve it. Document Control System 2.0 lets you know who has not yet performed their review. When the document has been released, a report lets you know who needs to turn in the obsolete version.

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