

Our aim is to streamline and build document systems that deliver consistency and build user confidence. Our reviews include an analysis of how critical information is developed, controlled, updated and communicated.

## Benefits of an effective document management system

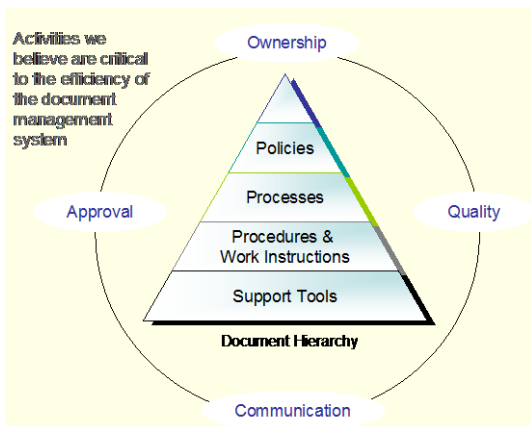
- Improves productivity
- Controls critical information
- Satisfies external requirements
- Drives consistent work practices
- Provides historical audit trails
- Builds user confidence
- Captures corporate knowledge
- Supports efficient business processes



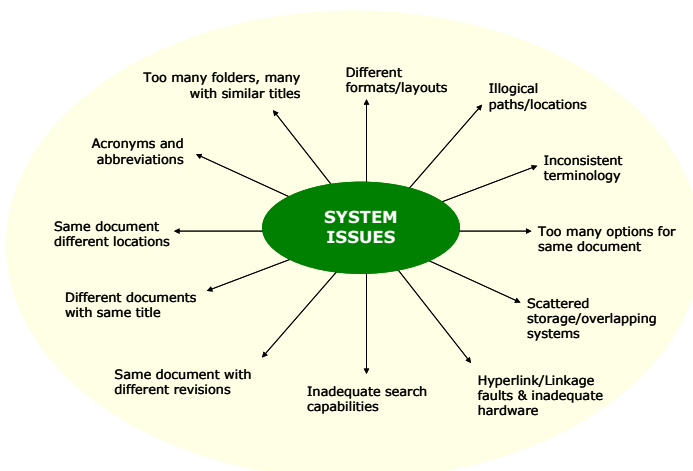
## Our 10 Document Management Principles

1. Understand the drivers for a document management system
2. Identify all critical documents
3. Apply document control standards
4. Assign ownership
5. End user involvement in development
6. Common access and storage
7. Effective communication of change
8. Build in continuous improvement
9. Adequately train staff
10. Keep it simple

## A typical document management framework



## Common issues with poorly designed document management systems



Ask us about our simple approach to managing the development, implementation and revision of commonly used company documentation. Our approach offers:

- A customised process
- Up-skilling of key staff
- Clear document ownership
- Standard document naming conventions
- Document management guidelines
- On-the-job training for all staff
- Revision register and history tracker
- and...no fancy software – we use standard Microsoft software

## Our experience includes

**Government Agency:** Designed and developed all aspects of the safety case assessment documentation and records management system.

**Internet Based Photography Company:** Developed document naming conventions, templates and framework to support core business processes.

**International Risk & Safety Consultancy:** Designed, developed and maintained document management system for safety, quality and environmental management services.

**Petrochemical Manufacturer:** Lead a major review of the document control system for the company's operating procedures.

**Government Agency:** Streamlined all aspects of documentation used to administer regulatory requirements for the issue of licences, certificates and approvals, including formalising a document management framework.

**International Oil and Gas Company:** Researched, designed and implemented a new fit for purpose filing system.

**Cosmetic Wholesale Distribution Company:** Restructured the human resource document control process and introduced key document templates to support ongoing performance management.