

# Sigmaweb Technologies

## ISO Document Control System



Sigma ISO Document Control System is catered for companies that require a solution to their impending issues of handling and categorizing ISO documents within the organization, be it inter-department, inter-branch or even of different locations.

This web based solution allows limitless access to documents. Now, anyone can retrieve, review and approve ISO documents without any hassle of not having the latest versions. Documents are stored in a repository and each user is governed by pre-defined permissions to access the documents.

The aim of the solution is to assist companies acquiring or with ISO standard or its related standards to control documents with ease. Audit sessions will be much simpler and worry free as control of documents exists. The solution is capable of:

- Storing of ISO documents
- Versioning of ISO documents
- Workflow for ISO documents approval





## Pain points in Non-DCS environment

- Too much paperwork
- No centralized version control
- Inefficient transfer of documents
- Hassle of printing for authorization & approval
- Miscommunication amongst departments and individuals
- Hassle having stored papers that requires frequent access and reference
- Audit preparation can be tedious and tend to make mistakes

## How can Sigma ISO DCS help?

- Centralized system that controls the versioning automatically
- An easier and faster way of approving documents
- A system that stores and labels documents for easy retrieval
- A system that allows improvement management of non-compliance
- An easy way of preparing for audits
- A simple messaging facility to alert for new task and approvals

## What is Sigma ISO DCS?

- A role based online (web based) software to control ISO related documents
- A repository to maintain ISO documents and its revisions
- A search engine and manager for ISO documents
- An improvement manager for incidents and complains
- An assistant for organization audits
- A complete and user friendly solution to eliminate hassles of paperwork
- An affordable solution, independent of company size or amount of users

## What is in a box?

a simpler manner of managing documents minus the headaches





## Features of Sigma ISO DCS

### Document Control

*ISO Standards - TQM, TQP, LQM, LQP, Working Instruction*  
*Drafts*  
*Forms*  
*Document Search*  
*Storing of documents*  
*Versioning of documents*  
*Publishing of ISO documents company wide*  
*Branch, location, department management*

### Improvement Management

*Incident Reporting*  
*Non-Compliance Reporting*  
*CAR*  
*PAR*  
*Statistical view of improvement management*

### Audit Management

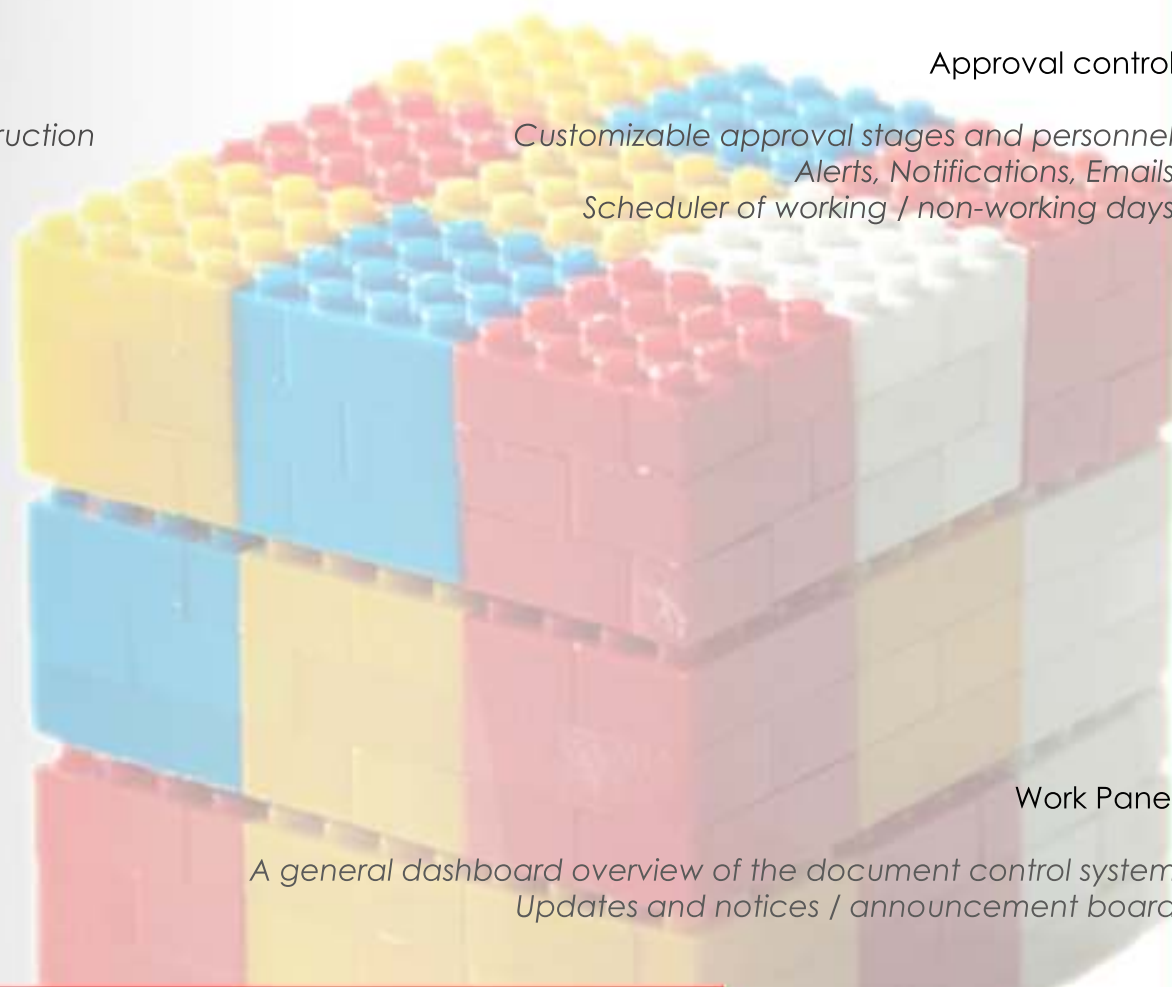
*Audit by company and location*  
*Scheduling*  
*Report preparation*  
*Statistical information for audits*

### Approval control

*Customizable approval stages and personnel*  
*Alerts, Notifications, Emails*  
*Scheduler of working / non-working days*

### Work Panel

*A general dashboard overview of the document control system*  
*Updates and notices / announcement board*



# Learn...

we grow alongside your requirements, continuously



## FOR FURTHER ENQUIRIES

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