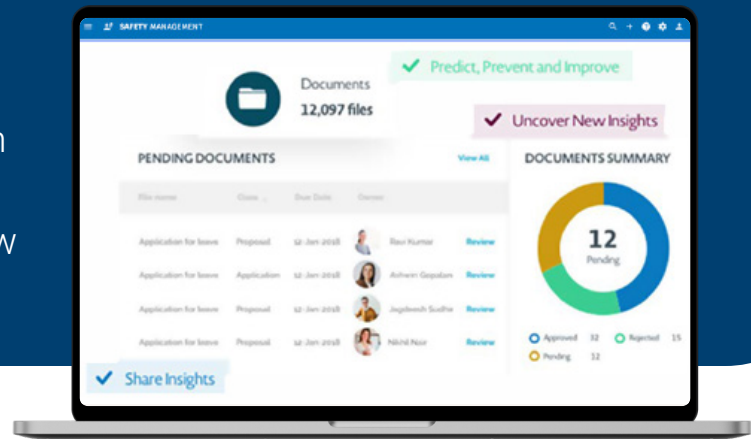


Document Management

Move seamlessly from on-premise to cloud-based document management.

Easily manage your compliance policies and procedures with the [Document Management Module](#). The centralized library allows you to create, edit, and publish content, while tracking staff acknowledgments of completion. Content can be distributed as site or role-specific, linked to other capabilities and records or made visible to all workers. Each document record has automatic version control with options for an approval process, change request, suggestion tracking, and external or internal distribution functionality. Documents may use an acknowledgment process to track who has been assigned and read new versions.



Use Cases

[HSI EHS Document Management Module](#) would benefit organizations which meet any of the following:

- Need a reliable and secure way to store, find, share, automate, and collaborate on documents
- Require access to documents, policies, and procedures from anywhere on any device
- Need full control over their documents to confidently comply with client, regulatory, and governance requirements
- Send notifications, reminders, and escalation alerts
- Need to streamline the approval and versioning process
- Gate documents and require full control over who sees what
- Need to connect with other tools you're already using (with over 150 integrations and an open API)
- Need BI powered insights to remove blind spots and expedite informed decision making

The HSI Difference

Complete Oversight & Risk Mitigation: Reduce poor version control, eliminate time wasted searching for documents, upgrade document security, and adhere to regulatory and organizational compliance.

Reduced Administration: Our automated Document Management decreases time spent finding and organizing documents and tracking changes. Offline accessibility eliminates disruption for remote workers.

Ultimate Configurability: Personalize your document management capability to reflect your brand. Automate document reviews and approvals, and notify users when a new document is published. Automatically distribute or retire documents, and set up rules to enhance access protocols.

Generate Actionable Insights: Stay on top of which documents have been updated and who has acknowledged them. Keep track of your revision history allowing you to be audit ready.

Flexible Deployment: Configure our out-of-the-box document management capability to meet your organization's unique requirements.

Seamless Connectivity: Frictionless integration with the broader HSI EHS System and using the same UI. Link to other modules to have [contractors or visitors](#) acknowledge and access documents.

Risk & compliance: Adhere to various standards and regulations including OSHA, DOT, OH&S, ISO 9001, ISO 45001, and more.

Features:

- Create, edit, and publish SOP's, policies, procedures, and more in one centralized location
- Track employee acknowledgements
- Complete version control
- Gate documents
- Accessible offline or online from any device
- Maintain a complete revision history

