

# Q-Pulse®

## Performing Document Reviews & Revisions

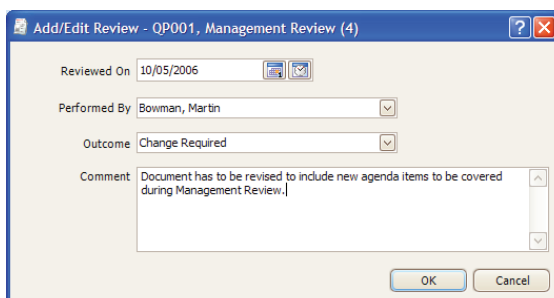
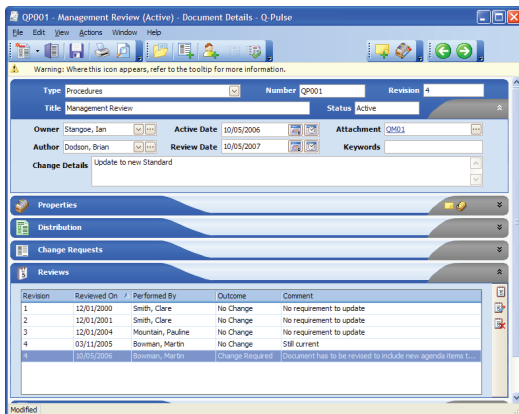
When performing document reviews and revisions, it is essential that you have all relevant information available at the point of need and that your actions are performed in a controlled, structured manner. Failure to do so can result in inaccurate documents being produced in an uncontrolled manner that ultimately undermines the entire compliance management system.

When designing the ability to perform document reviews and revisions in Q-Pulse, it was our objective to:

- provide quick and simple access to all materials required to perform a review or revision
- ensure that all received change requests are reviewed for inclusion in subsequent revisions
- ensure that planned reviews and revisions are visible, accessible and performed in a timely, structured manner
- ensure that draft revisions requiring approval are managed through the most appropriate workflow
- significantly reduce the time and effort required to perform reviews and revisions

Q-Pulse achieves this by providing you with:

- central repository for all controlled documents and associated records
- outstanding change requests flagged when performing a revision
- notification of all document actions including approaching reviews and revisions
- fully customised approval workflow
- all records associated with reviews and revisions updated in single transaction



The Q-Pulse solution meets each of the above objectives and in addition:

- ensures the real-time communication of all agreed audit actions throughout the organisation
- provides watertight security – restricting or providing access to the audit activities appropriate to each individual user
- is easily deployed – one window providing point of reference across the complete compliance management system.
- is easy to use – one click away from accessing your compliance management tasks