

Document Control

Proper documentation of processes, and timely, effective releases of document revisions, are important to every business. Our Document Control software system provides all the tools you need to track, organize, and manage any type of documentation.

GET DOCUMENT CONTROL

AND

GET A HANDLE ON:

- Controlled Documents
- Document Approvals
- Change History
- Document Inventory
- Document Locations

FEATURING:

- Customizable fields
- Adjustable data entry sequence
- Password protection
- Advanced reporting
- Sophisticated sorts and filters
- Fast and specific searching
- User Workgroups
- Straightforward setup and use

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.

Document the 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 critical information about the process covered by the document.

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.

Quarantine Obsolete Documents

Consider the consequences of using outdated assembly instructions at one of your manufacturing stations. It is imperative that all personnel are reading the same script.

Inventory Controlled Documents

Document Control 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.

Simplify Release Process

When you're ready to release a document, just specify who will approve it. Document Control 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.

Deploy Personal Bookshelves

Define sets of documents that are pertinent to groups such as manufacturing personnel. Let these employees view only the documents you specify.

Quickly Locate Documents

Whether you issue documents physically or electronically, Document Control lets you control who has access. With this level of control, you can easily determine who has controlled copies, or even access, to the information.

Harrington Group Desktop Products

The Harrington Group is a recognized leader in quality management software. Our applications are used to meet the day-to-day demands of managing quality processes and solving real problems.



Audit Master

Plan and conduct quality system compliance audits with Audit Master, which includes a built-in corrective action system for handling the audit findings.



C/A 6

Manage corrective actions on a desktop or in a networked environment by categorizing issues, assigning responsibility for them, and tracking corrective activities.



Calibration Recall

Meet the calibration requirements of your quality system with the added benefit of a complete tool inventory and history.



Document Control

Track, organize, and manage any type of documentation. You can manage documents that are physically or electronically issued.



Maintenance Log Pro

Schedule and record equipment maintenance activity to forecast downtime, extend service life, and avoid warranty violations.



Training Manager

Track the complete training history of each employee to ensure that personnel are competent and qualified for their roles.

ESTABLISHED in 1991, Harrington Group has a history of focusing on quality and has developed a comprehensive set of management and technical processes based on ISO 9001:2000. The consistency achieved throughout the application of these processes provides the foundation for predictable performance and a reputation for delivering high quality products, on time and within budget.

In addition to our extensive product suite, Harrington Group offers a complete line of services to help any organization establish or improve its quality management operations. Contact us today for help with any aspect of your quality management system.