

# Create, deliver and update safety policies and documents more efficiently

Adaptive Suite's Document Management application helps centralize information, safeguard version control and compliance, and empower collaboration and communication. This helps organizations improve efficiency, reduce errors, and enable better decision-making for improved safety outcomes and regulatory compliance.

### How do we do it

# Document Management

The Document Management application is configured by operation and location. It streamlines the process while eliminating errors.

#### **Features**

- Edit/update policy documents from one central web-based portal and auto-populate other applicable fields.
- Assign policies to different facility types; customize by operation, location and user access role.
- Compare various policy document versions for accuracy.
- Select/assign document owner(s) for each policy.
- Upload supporting files.
- Automatically generate notifications to managers when policy changes occur.
- Fully integrate policies and documents across different recordkeeping applications.
- Generate reports to document policy changes and implementation
- Available in multiple languages.



#### **Questions? Connect with us:**

Email us: <a href="mailto:sms.na@info.dekra.com">sms.na@info.dekra.com</a>
Website: <a href="www.dekra.us/adaptive-suite">www.dekra.us/adaptive-suite</a>

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