



ISO CERTIFIED QUALITY MANAGEMENT SYSTEM

FOR MICROSOFT 365

ISO certified Quality Management System for your **Microsoft 365**



ISO Certified Environment

Adhere to regulation

Quality Management System (QMS) helps you to define policy procedures and standard operating procedures such as quality records, regulatory requirements, ISO requirements and industry specifications.

Comply with industry-specific regulations

Continually **track and develop** business processes

Remain in control of the risk and issues



ISO
9001

ISO
14001

ISO
27001

ISO
45001



Document and Records Management

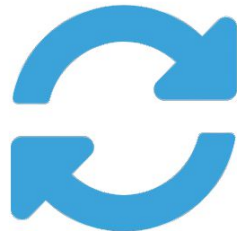
Document control

QMS enables you to identify and define processes which protect and govern your documents such as quality manuals, quality procedures, working instructions and quality records.

Control the lifecycle of documents in your organisation.

CREATE

ARCHIVE



REVIEW

PUBLISH



Document and Record Management

Maintain & Improve

QMS simplifies the process at hand and automatically notified users and groups within your organisation of scheduled review dates based upon the criticality and sensitivity of your documents.

Maintain standards and conformity

Consistently review your key documentation

Based upon **your organisation's regulatory requirements** and **document control procedures**



Document and Record Management

Leverage Microsoft 365 features

QMS is built upon Microsoft 365 and leverages a number of products such as SharePoint Online, Azure Information Protection, OneDrive for Business and Power Automate. **Some of the document management features that are available include:**

Co-Authoring

Offline-syncing and version history

Integration with Microsoft Teams

...and more.



Approval and Control

Security

Security is at core of our quality management system. Granularly control your permissions of who can edit and update key documents within your organisation.

QMS **automatically** grants and revokes permissions while maintaining a safe environment.

Utilising permissions and access control, **granularly define** who can access when and what

Secure and protect your content so that it remains **inline with your organisational security policies.**



Approval and Control

Archive and disposition

QMS automatically archives and disposes of files based upon your organisation's requirements. Ensure that your organisation maintains the latest published single truth of the document at all times.

QMS can be integrated with third party systems such as the National Archive supporting key metadata such as the **Dublin Core specification.**



Approval and Control

Workflows

QMS supports workflows which ensure that you remain compliant to regulatory requirements and to the relevant ISO standards.

QMS's workflows can automate business processes for your key policies and procedures such as:



Authoring



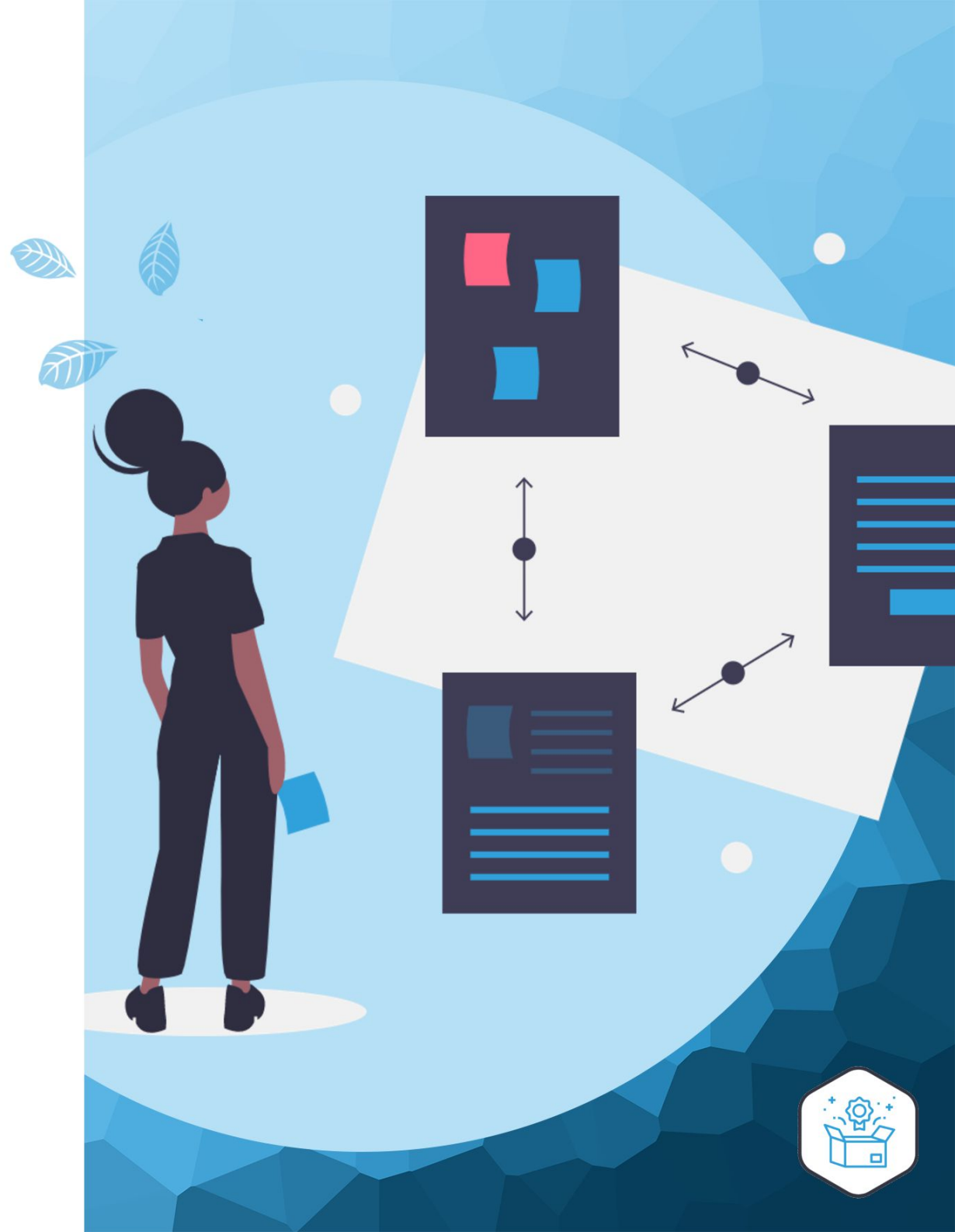
Amending



Publishing



Distributing



Dashboarding and auditing

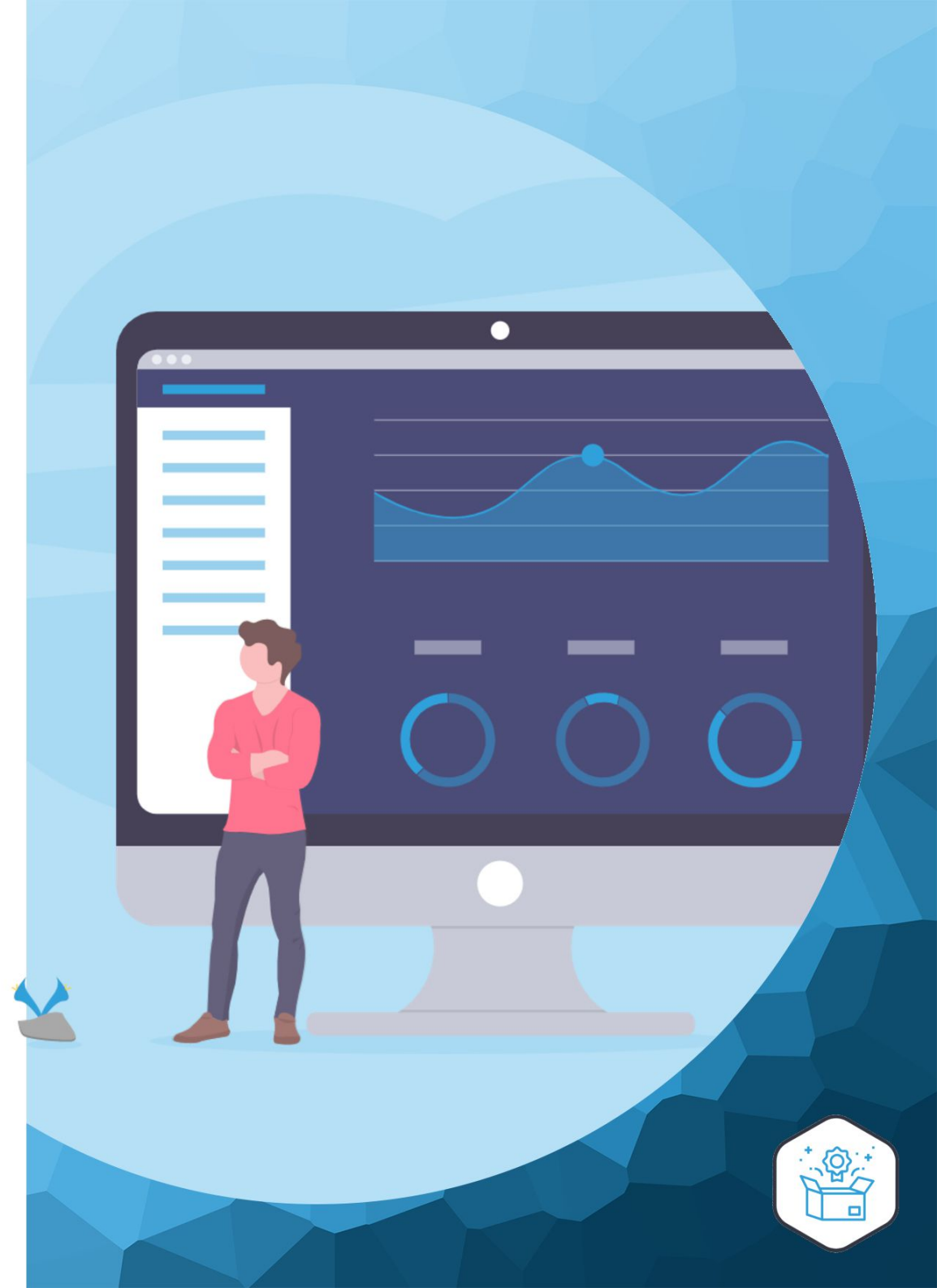
Dashboard

The QMS dashboard can be used by quality managers and document controllers to provide a holistic view of their organisational records.

Identify the documents that require immediate attention or need attention in the near future.

Monitor and **implement** organisational changes

Provides a **clear and simplified** view of your documents through informative graphs and tables



Dashboarding and auditing

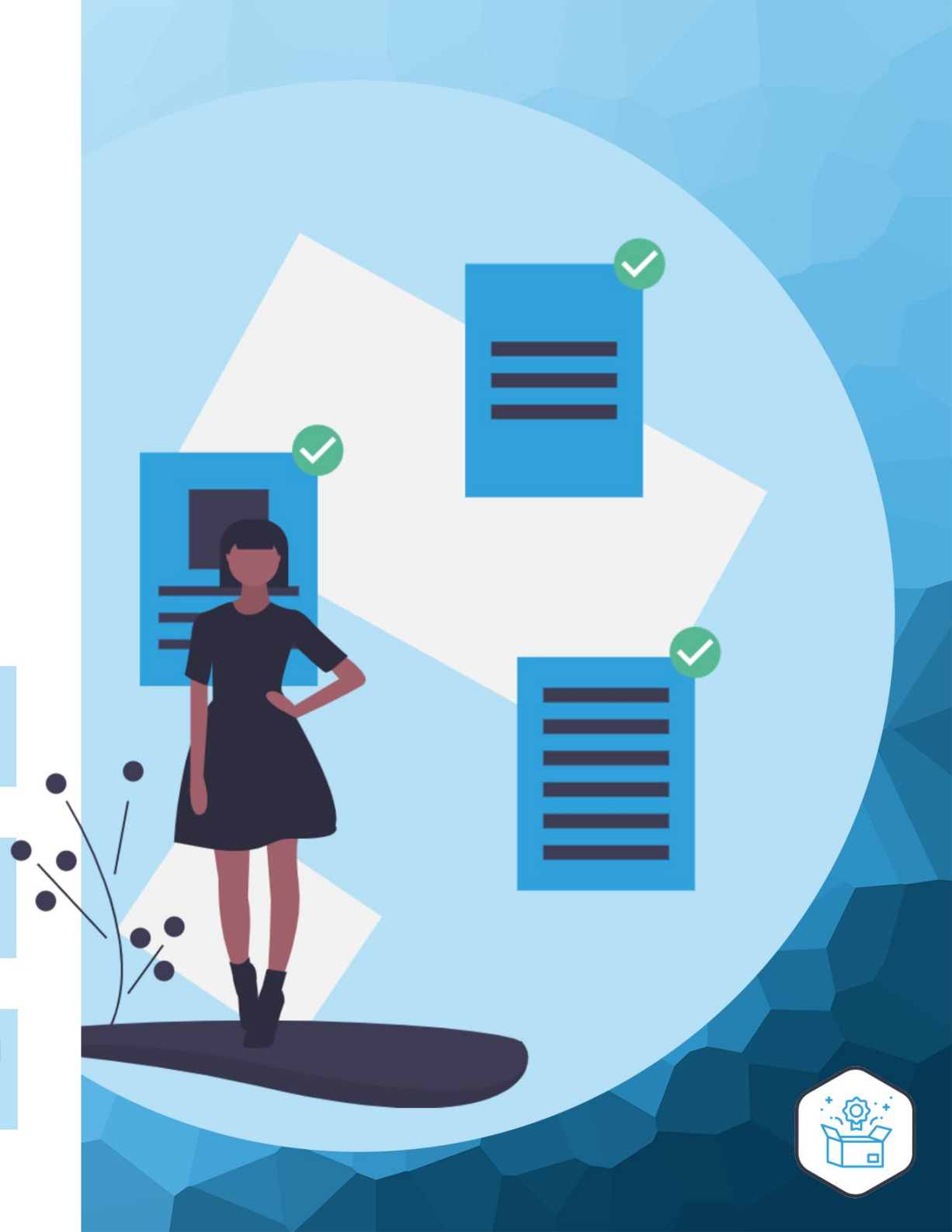
Auditing

The Quality Management System audits and logs important events whenever there is an input required from an end-user.

Audit logs are **recorded** and **kept safely**

Periodically backed-up to ensure that they adhere to your regulatory requirements.

Assured confidence for Service administrators and Quality Managers in the security of their data





<https://www.konsolute.com/products/iso-certified-qms-system/>