

PROQUIS

Automate Documents and Processes to boost Regulatory Compliance

In this era of globalization where many companies face the challenges of improving operational efficiency, shortening the issue resolution cycle, and reducing time to market, technology can really help you. With the aid of technology, companies that have traditionally relied on paper-based processes or Microsoft Word for document management can meet document version control, secured access, defined distribution list, automatic notifications / tasks - all of which result in effective regulatory conformance.

The need for automation of documents

Documents and processes are the backbone of any business. Ensuring the documents are up-to-date is not only important for the smooth running of business operations but also for effective regulatory compliance. Automating documents and standard processes will guarantee a reduction in errors and increase the speed of action. Some of the key reasons why document automation is a necessity are:

Need for a Global document management system as markets expand

In the current market situation, as companies expand their global presence through mergers and acquisitions, the need for an electronic document repository is increasing. Document automation allows creation of a web-based, central repository of documents that can be easily accessed by employees in off-shore locations, sites/ departments. Moreover, the introduction of electronic submissions by regulatory authorities such as the U.S. FDA requires companies to deploy electronic systems for document management which can accelerate the speed of response to these auditing bodies.

Improve Business Productivity

In an effort to succeed through intense competition, every business looks for ways to reduce costs and increase output. Automating business processes and documents enables quick recording and analysis of data thereby improving the speed of action and employee productivity. Irrespective of the size of company, it is critical to have a holistic and integrated document management system and automation helps you achieve that. Through a central control of processes, the departments working in silo can be aligned towards a common business goal.

Enhance Product Quality

In every business, the quality of product sold determines its success in the marketplace. High product quality comes from efficient processes and effective communication. In a regulated environment, having the right documentation available at the right time is essential for approval by auditing agencies. Document control through automation will prove that back end production processes are in-line with the strict regulatory requirements and help avert the compliance risks relating to change control, training, or issue resolution.

Getting Started with Automation of Documents

Automating the documents and processes can be a daunting proposition for organization of any size. However, a clear understanding of goals and responsibilities can make the change process painless. Here are a few ways of automating documents and ensuring a smooth transition:

1. Clearly define the objectives and goals of automating documents and processes.
2. Develop a team of Experts who are familiar with processes in each department who will be instrumental in create a short list of "Must Haves" in the document system.

3. Research and analyze the credibility of all vendors and select the ones that match your business requirements.
4. Introduce a document control system in the manufacturing and production departments first so that you can visualize and track progress at an early product development stage. Moreover, any improvement in efficiency of these departments will result in an improved bottom-line, giving you a clear picture of the initial return on investment.
5. Emphasize on training the key personnel on how to use the document management system. The sooner they start using the system, the higher the chances will be of the team realizing its potential and saving transition time.

For enhanced security and reliability, automation of documents and processes is highly recommended. The regulatory landscape is witnessing a fast transition towards electronic control of documents for tighter accountability, improved processes, and reduced errors/ risks. According to an online source, many companies have gained savings in cost after deploying an electronic document control system - so, if you are a company looking for ways to save costs and time in managing documents, automation is the way to go!

Proquis Solutions have been designed to effectively initiate automation of key process, continuous improvement plan, and speed up the change process for the entire organization. Proquis software solution is based on a process-oriented approach where modules such as Document Control, Audit Management, Customer Care, and Process Management take the existing paper-based quality systems to the next level. To successfully pass audits and regulatory inspections, quality of processes and efficient communication should be the core of every activity and using technology to achieve it can make the implementation painless and smooth. Contact us at info@proquis.com to discuss your specific requirements with a member of our sales team.

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