

Change Control Solution Datasheet

Change control Note is a formal process used to ensure that changes to a product or system are introduced in a controlled and coordinated manner.

It reduces the possibility that unnecessary changes will be introduced to a system without forethought, introducing faults into the system or undoing changes made by other users of system.

The goals of a change control procedure usually include minimal disruption to services, reduction in back-out activities, and cost-effective utilisation of resources involved in implementing change.

QMSrs Change Control Note module (DCN) is an all-inclusive solution for change management and control across departments and functions.

The real-time visibility provided by the DCN module enables organisations to follow a structured methodology for each change request and track it through its lifecycle from initiation through verification to closure.

It also ensures that the change is disseminated to all concerned parties and leads to the intended outcome.

When used in conjunction with quality processes for Document Management, Training, etc., Change Control management module is a powerful tool for continuous improvement in an organisation.

Our DCN module is designed to be a user-friendly solution allowing organisations add, edit and to gain online approvals.

The module provides complete overview reports whereby users can view all open, closed and cancelled DCNs as well as an overall DCN Metrics report.

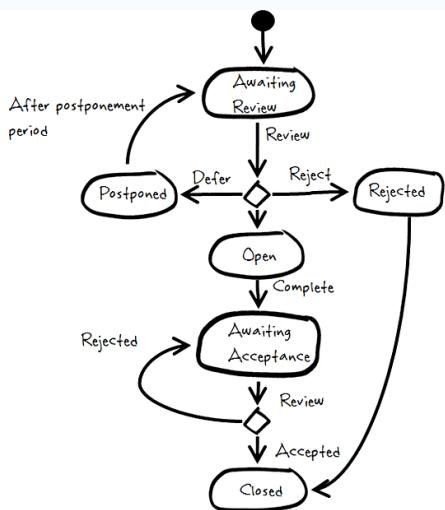
The software will ensure that only the valid DCN are available for action. All closed or cancelled DCNs are moved to the archive folder.

The process for managing DCNs is provided within the module.

Value Add to Customers

The module offers a powerful tool for managing and controlling all processes and procedures in your organisation.

- Manage and control all your organisational documentation to satisfy any certification standard such as Quality Management Systems (ISO9001), Health & Safety, and Environmental Management System (ISO14001) and many more.
- Accelerate change process as tasks are automatically assigned and tracked from one stage to the next.
- Improve coordination in change execution across departments while centrally tracking changes to avoid errors and redundancies.
- Identify the impact and risk of changes on the business to avoid unintended outcomes.
- No Risk of using older versions of documents.
- Simple migration from your existing system.
- The most time and cost-efficient administrative system you can find for updating, approving and distributing your documents.
- No stationary costs.



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- Immediate distribution of new or latest versions of documents.

Features of the DCN Module

The module is feature rich and includes the following characteristics.

- Easy and simple access to all the features in this module.
- Notification of changes – instant electronic notification of new or modified DCNs to relevant personnel.
- Document Search - advanced document search facility.
- Printing – reports can be printed, exported to excel, PDF or Image.
- Permission level – access to this module can be individually controlled.
- Approvals – System designed for approval by two authorities but can easily add more approvals.
- Archive – all deleted, cancelled or closed DCNs are automatically archived.
- Communication channel for discussion or sharing of information with originator, owner, users etc.
- Process – in-built flow chart to explain the methodology used within this module.
- User guides – work instructions built-in to the Process to help users use the system.

DCN Module is available as a standalone module or part of a fully integrated Quality Management System.