

#### 5 Steps to Effective Quality Management Through Digitalization



#### **Get Started!**

Quality work can be time-consuming and complex, but with digitalization, you can simplify processes, reduce errors, and achieve better results.

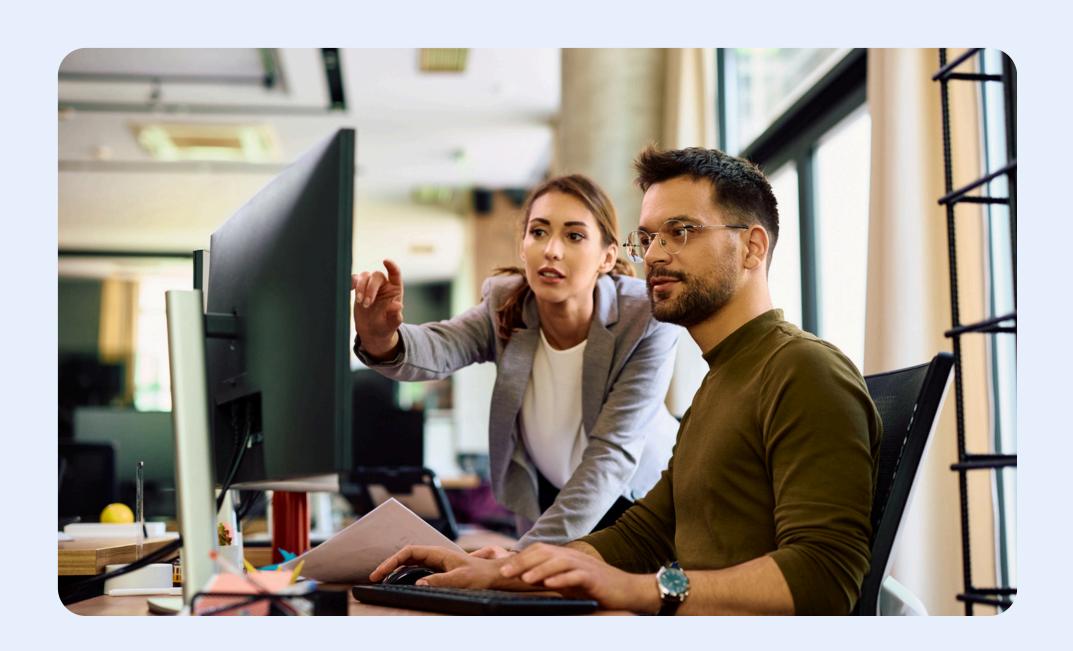
To help you get started, we've created a checklist that provides concrete steps for implementing effective, digital quality management systems.

# 1. Map Current Processes and Identify Inefficiencies

To improve quality work through digitalization, start by understanding your current processes:

 Analyze Workflows: Create an overview of how you manage documents, audits, and nonconformities.

- Identify Bottlenecks: Find timeconsuming, manual, or error-prone steps in your processes.
- Evaluate Resource Usage: Assess how much time is spent on administration and manual follow-up, and identify tasks that could be automated.



# 2. Implement Digital Document Management

Ensure your documents are easily accessible and well-organized:

 Collect Documents Digitally: Use a cloud-based system to keep all documents in one place.



- Version Control and Access Management: Implement automated version control and manage who has access.
- Integrate with Existing Tools: Ensure the system works seamlessly with tools like SharePoint.



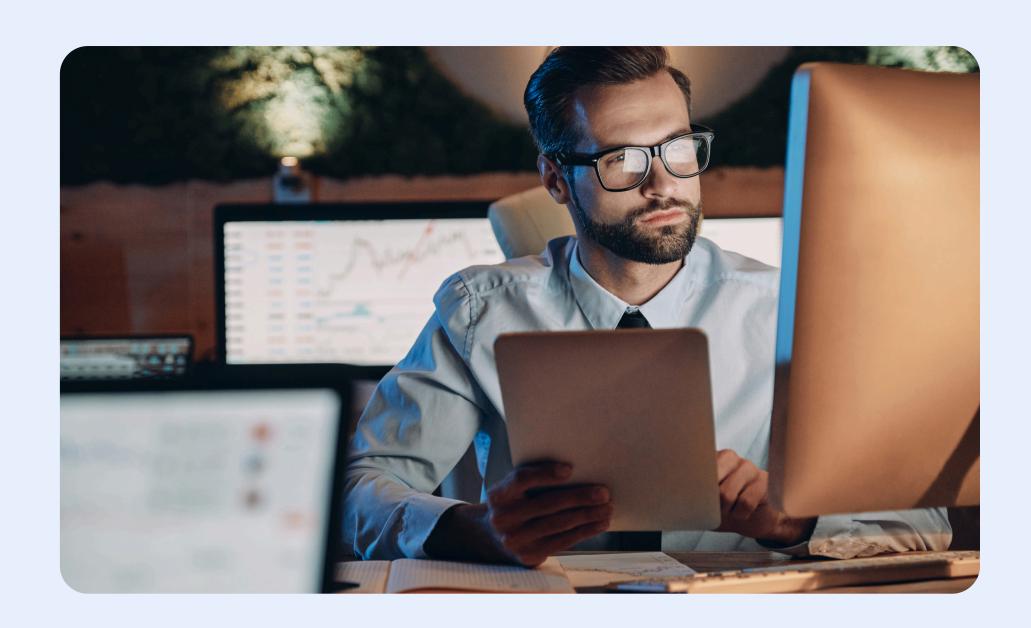
#### **3. Automate Repetitive**Tasks

Save time and increase accuracy by automating:

Automate Audits and Inspections:
 Set up automatic reminders for important tasks.



- Handle Non-Conformities Automatically: Record and follow up on nonconformities without manual intervention.
- Use Automated Reports: Generate reports automatically for better insights into your processes.



# 4. Ensure Compliance with Regulations and Quality Standards

Stay up-to-date with regulations and standards:

- Automate Compliance Checks: Use checklists and tools to adhere to relevant standards.
- Receive Updates on New Regulations: Get notifications on regulatory changes.
- Traceability: Track changes with audit logs.

### 5. Evaluate and Continuously Improve

Use data for ongoing improvement:

- Analyze Data for Improvements: Use insights from the system to identify areas for enhancement.
- Feedback Loops: Encourage feedback to refine processes.
- Adjust Workflows: Adapt workflows based on new insights and changing needs.



#### Get started and contact us for a no-obligation demo!

Book demo