

# Taking Control of Quality and Compliance

All organizations operate under regulatory obligations, and some industries face stricter requirements than others. Whether it's internal procedures that your staff must follow or regulations and standards such as GDPR/CCPA, ISO, HIPAA, or others, M-Files has you covered. M-Files offers a robust set of built-in capabilities to help enforce security and compliance. Our dedicated Quality Management (QMS) solution builds on top of these capabilities to manage processes and procedures, distribute learning assignments, transform audits effectiveness, and maintain a registry for qualified suppliers.



## CHALLENGE 1

### Difficulty of deploying new processes

- Lack of clarity as to which processes are in force at any given time
- Lack of methods to notify the right groups of people of an updated process
- No methods to validate if affected employees have reviewed the updates



## SOLUTION 1

### Controlled management of SOPs

- Controlled creation, versioning, and approval of Standard Operating Procedure documents
- Powerful tools to identify affected personnel for updated or new SOPs
- Automated distribution of learning requirements and tracking to completion



## CHALLENGE 2

### Ineffective audits

- Additional efforts required to prepare for and gather required information for audits
- Limited ability to show evidence on the execution of various controls, or document the justification for lack of evidence
- Poor traceability of audit findings and implementation of corrective and preventive actions



## SOLUTION 2

### Streamlined audit management

- Direct linkages of all audit information with target processes
- Automatic reminders to all audit-control owners for specific actions and documentation
- More efficient organization and visibility for all controls and processes
- Direct linkages for findings and improvement items for a more holistic and streamlined audit experience



## CHALLENGE 3

### Increased risks with outsourcing

- Outsourcing work to suppliers without proper background checks and qualifications
- Poor visibility to suppliers, contact details, contract terms, or internal account managers
- Lack of systematic processes to monitor consistent adherence to requirements



## SOLUTION 3

### Systematic supplier management

- A managed registry of potential and qualified suppliers with all relevant information
- Documentation of the requirements and criteria of supplier performance
- Supplier audits and related information management

# THE SMARTER WAY TO WORK

M-Files provides organizations with the ability to manage and deploy standard operating procedures, make audits more effective, and manage their supplier portfolio.

## The M-Files QMS solution provides:

- Management of standard operating procedures
- Deployment of learning requirements and monitoring of completion
- A robust toolset for managing audits and related information
- A registry and processes for supplier qualification

**75%** Reported improvements in workflow lead time by M-Files customers.

**20% to 25%** Reported improvements in compliance and audit processes by M-File customers.

**60%** Increase in document indexing speed.

## SCHEDULE A DEMO

to learn how M-Files can help take control of your quality and compliance.



### United States

+1 972 516 4210

### Europe

+358 3 3138 7500



[customerservice@m-files.com](mailto:customerservice@m-files.com)

[m-files.com](https://m-files.com)

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