



## DOCUMENT CONTROL

Documents are an essential part of the daily operations of any organization. It is easy for them to accumulate and become chaotic if they are not properly controlled.



A well-designed and managed document control system ensures that documents remain organized and up-to-date, that users can easily access them in the work areas where they are used, and that they are protected against misuse.

### 6 reasons why it is important to have proper document control.

- 1. Ensure regulatory compliance.**  
*It provides certainty that legal obligations and other commitments undertaken by the organization are addressed and fulfilled.*
- 2. It facilitates decision-making.**  
*Employees quickly access the documents they need to act appropriately and make informed decisions.*
- 3. Update and validate the information.**  
*Receive reminders to review documents and approve new or modified documents that involve*

*me, and notify users when they are released and published.*

- 4. Save time and resources.**

*It avoids document loss, saves time searching for required information, and eliminates duplicate work. It facilitates each user with a way to organize the documents they use.*

- 5. Guarantees the security of documents.**

*Documents are protected against unauthorized access and data loss. Each user sees and uses only what they need to perform their job.*

- 6. Improve collaboration.**

*When documents are organized and easy to find, users can share information more quickly and efficiently, including with customers and suppliers.*

In summary, having an adequate document control system is essential for any organization.



Lead your organization to another level of performance with Métricos.

Request a demo by WhatsApp at +52 55 4006-7589 or by email to [contacto@metricos.mx](mailto:contacto@metricos.mx).