

# Document Control

**Right document. Right version. Every time.**



## Bring your documents out of the wild and into a workflow

Stop searching through filing cabinets or shared drives. Keep all your safety docs – SOPs, incident reports, risk assessments – in one place, neatly sorted and easy to find.

## Stop outdated documents from doing the rounds

Outdated documents love to linger. Version control keeps your team working from the latest file – no confusion, no surprises, full revision history included.



## No more “Final\_v9\_FINAL-USE-THIS.docx” moments

Approvals shouldn't take forever. Automated workflows send the right documents to the right people – No bottlenecks, no endless email threads.

## Give your auditors a clean trail (without the sleepless nights)

Every document is tracked, reviewed, and ready to show. Whether it's an internal check or a full regulatory audit, you've got a clear, compliant trail, without the stress.

# Messy to managed: The TenForce Document Control process

## 1. Create consistently

- ✓ Create and upload documents – any format, any type.
- ✓ Use built-in templates to create consistent documents quickly.
- ✓ Tag documents with key metadata so they're easy to find.
- ✓ Assign reviewers from the start to avoid bottlenecks.

## 2. Keep reviews moving

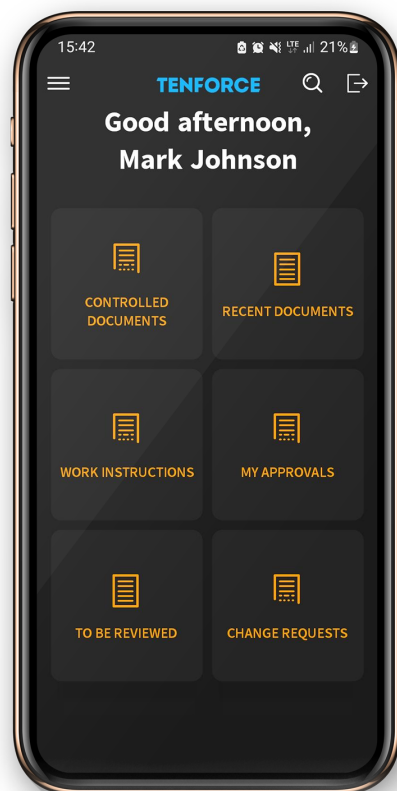
- ✓ Notify reviewers instantly with automated notifications.
- ✓ Track changes, manage versions, and see who approved what, and when.
- ✓ Get instant updates when someone reviews a document.
- ✓ Automatic reminders do the follow-up for you.

## 3. Publish with peace of mind

- ✓ Instantly alert the right people when documents go live.
- ✓ Permissions are baked in – so only the right users can access, read, or edit.

## 4. Stay in control

- ✓ Track who's read which documents.
- ✓ Set automatic review cycles to keep everything current.
- ✓ Archive or retire old versions and track uncontrolled documents.
- ✓ Filter, search, and find exactly what you need – fast.



**30%**  
**faster approvals**

Your review cycle shouldn't be a full-time job. Get documents reviewed and approved in less time, with less effort.

**95%**  
**fewer version mix-ups**

Everyone works from the same, most up-to-date version – no more confusion or rework.

TRUSTED BY SAFETY TEAMS AT



READY TO TAKE CONTROL OF YOUR DOCUMENTS?

BOOK YOUR PERSONALIZED DEMO AT [TENFORCE.COM/BOOK-A-DEMO](https://tenforce.com/book-a-demo)