



Enabling compliance for your vital business documents as an extension to Microsoft 365.



A practical approach to managing controlled documents.

Document Management is a core requirement across all ISO standards. Compliance with standards such as ISO 9001 and ISO 27001 requires effective control throughout the entire document lifecycle.

An effective document management system not only strengthens compliance but also enhances operational efficiency, and its importance will continue to grow alongside your organisation.

What are controlled documents?

Vital business documents—such as policies, procedures, and work instructions—form the foundation of your operations.

Uncontrolled changes to these documents can lead to confusion, operational errors, and potential compliance breaches.

Implementing a **controlled document management system** ensures that only authorized individuals can make changes, with every update tracked, reviewed, and clearly communicated. This maintains clarity, accountability, and regulatory compliance across the organisation.

This whitepaper provides practical guidance for establishing a high-quality controlled document system tailored to your organisation's needs—empowering you to maintain operational integrity and stay ahead in a competitive landscape.