



COMPLIANCE

HSEC Online® Additional Modules



Approve your company's documents in HSEC Online® using the **HSEC Online® Internal Approvals Module**

Internal Approvals Module

The **Internal Approvals Module** allows your company to approve documents in HSEC Online®:

- ✓ Digital workflows automate the approval of internal company documents.
- ✓ On approval of a document, the record is locked and becomes a **controlled document**. This is perfect for 'versioning' of documents. When a new version of the document becomes available, or when the annual review of documents is required, the current approved document gets auto-archived, and the new document workflows for approval.
- ✓ All approval workflows are archived, creating traceability and accountability - who created the record, who last updated it, and exactly who approved, or rejected the document.
- ✓ Each document can have a single or multiple approval requirement and each document can include multiple levels of approval.
- ✓ Critical documents that are shared with clients via the **Shared Information Module**, can be automatically configured for internal pre-approval using the **Internal Approvals Module**, *prior* to sharing with clients.

Don't be reactive, get proactive with HSEC Online®

