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ON QUALITY MANAGEMENT

Beyond documents and signatures .

A side-by-side look at 15 areas where a SharePoint and e-signature stack quietly breaks down, and how Verdax closes the loop.

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AT A GLANCE

The same management system, two very different realities

Most quality teams already run their management system on a familiar stack: documents in SharePoint, approvals through an e-signature tool, and a constellation of spreadsheets around the edges. It works, at least until you look closely. Below, each area shows what the stack does today, the gap that opens up in practice, and how Verdax handles the same job as a single connected record.

Each area is shown three ways	
Today	The current approach on a SharePoint + e-signature stack.
The gap	Where it quietly breaks down in day-to-day practice, and what an auditor eventually finds.
With Verdax	How the same job is handled as a single, connected, evidence-bearing record.

BENEFIT KEY

● Compliance ● Risk Reduction ● Time Saved ● Decision Quality ● Knowledge Access

THEME ONE

Document Lifecycle & Control

01

Authoring, approving and distributing controlled documents, and being able to prove, at any moment, which version is current and who has acknowledged it.

1 Document Authoring

Today: Versioning exists, but current-vs-superseded, review-due dates and controlled distribution are all managed by hand.

THE GAP

Multiple template versions circulate, so documents look different depending on who wrote them and when. Authored in isolation, contradictions between procedures go unnoticed until an auditor or incident exposes them. Brand and structure drift over time.

WITH VERDAX

Documents carry lifecycle state, owners, review schedules and enforced approval routing, one consistent, current source.

BENEFITS **Compliance** **Time Saved**

2 Document Control

Today: Signing produces a signed PDF that is detached from the live document record.

THE GAP

The “approved” record is a certificate page disconnected from the live source. The SharePoint copy, the signed PDF and a local file can all disagree, and superseded PDFs stay in circulation with no enforced retirement. “Is this the current version?” becomes unanswerable.

WITH VERDAX

Approval is a state change on the document itself, the record is the evidence, with no detached copies to reconcile.

BENEFITS **Compliance** **Risk Reduction**

3 Document Distribution & Acknowledgement

Today: Current versions are emailed out or saved to a folder, with no record of who has read or acknowledged what.

THE GAP

When a procedure changes, there is no reliable way to confirm the right people have seen it. Acknowledgement is a manual email chase, and people keep working from a version they downloaded months ago. “Demonstrate your staff are aware of the current procedure” cannot be answered with evidence.

WITH VERDAX

Controlled distribution with recorded read-and-acknowledge against the current version, awareness is provable, not assumed.

BENEFITS **Compliance** **Risk Reduction**

THEME TWO

Change & Nonconformity

02

Managing changes and corrective actions as structured, owned, closed-loop workflows, rather than email threads and standalone spreadsheets that drift out of step with reality.

4 Change Management

Today: A change is an email thread plus a new file version, with a separate, hand-updated “Master Change Register” spreadsheet.

THE GAP

Rationale, impact assessment and approvals are never properly captured. The change register is almost always out of step with reality, and knock-on impacts on related documents, training and risks get missed.

WITH VERDAX

Structured change requests with impact assessment, approval and links to affected documents and processes, a fully automated change register from revision request through to approval and release.

BENEFITS · Compliance · Risk Reduction

5 Nonconformity & CAPA

Today: A standalone spreadsheet, with status maintained by hand and follow-up driven by memory.

THE GAP

Actions go overdue silently because nothing escalates, and unclear ownership stalls corrective actions between people. Effectiveness is rarely verified, actions are “closed” without confirming the problem was fixed, so the same nonconformities recur. Unlinked NCs keep trends invisible.

WITH VERDAX

A closed-loop workflow with ownership, due dates, escalation and effectiveness checks, linked to the documents, processes and risks each NC relates to.

BENEFITS · Compliance · Risk Reduction

THEME THREE

Risk, Oversight & Efficiency

03

Turning static registers and manual hand-offs into a live management system, one that shows leadership how the system is performing and answers questions instead of just storing files.

6 Risk & Opportunity

Today: A static risk register in Excel, updated sporadically.

THE GAP

The register is often updated only just before an audit. Risks are disconnected from the controls and actions meant to manage them, so it describes risk but drives nothing, a compliance artefact rather than a live management tool.

WITH VERDAX

A live risk register linked to the controls, actions and processes it affects, risk that actually drives management.

BENEFITS · Risk Reduction · Compliance

7 System Health Visibility

Today: Unknowable without manually checking each area in turn.

THE GAP

There is no single view of how the management system is performing. Overdue reviews, open actions, lapsed competencies and pending changes only surface when an auditor or incident finds them, leadership discovers the system has slipped after the fact.

WITH VERDAX

Live oversight of overdue reviews, open actions, expiring competencies and pending changes, real-time assurance, not hindsight.

BENEFITS · Decision Quality · Compliance

8 Admin Touch Points

Today: Authoring, approvals, PDF export, e-signature routing, email distribution, SharePoint upload and register updates, each a separate manual step.

THE GAP

Every document touches four or five disconnected tools, with a person as the integration layer carrying it between them. The same information is re-keyed at each step, and under time pressure steps get skipped. Effort scales with volume, hours a week of a quality professional acting as a human workflow engine.

WITH VERDAX

A single record moves through its own lifecycle: authored, routed, approved, distributed and logged in one flow, with no re-keying or hand-offs.

BENEFITS Time Saved · Risk Reduction

9 Information Search & Retrieval

Today: Keyword search across files and folders, it finds documents whose titles or text match what you typed, then leaves you to open and read each one.

THE GAP

You can only find what you already know exists and can name. Search returns a list of files, not an answer, and will happily surface a superseded document with no warning. The system holds the answers but cannot give them up.

WITH VERDAX

AI-assisted retrieval (RAG) that answers the actual question, "what does our procedure say about X?", drawing from across the management system, with source documents cited.

BENEFITS Knowledge Access · Risk Reduction

THEME FOUR

Audit Management

04

Planning, conducting and closing out audits in one system, with enforced coverage, structured findings, jurisdiction-aware configuration and corrective actions that genuinely close the loop.

10 Audit Scheduling & Programme

Today: The audit programme is kept in an Excel planner or calendar, with schedule, scope and assignment maintained by hand.

THE GAP

The programme lives in a spreadsheet someone has to remember to maintain. Coverage gaps only surface when a surveillance audit asks for evidence, and a missed internal audit is itself a nonconformity. Scope and assignment are informal, so coverage drifts year to year.

WITH VERDAX

Audits planned in-system against standards, processes and sites, with an enforced schedule and a live coverage view of what is done, due and overdue.

BENEFITS Compliance · Time Saved

11 Conducting Audits & Findings Capture

Today: The auditor works offline in a Word or Excel checklist template, then types findings up afterwards.

THE GAP

Each audit runs from a copied template, so checklists drift between auditors. Findings are captured on paper and re-typed afterwards, slow, with detail lost. Evidence scatters across personal files, and the report costs hours to write up by hand.

WITH VERDAX

Audits conducted in-system with structured findings capture, evidence attached to each finding and AI-assisted drafting of the audit report.

BENEFITS Time Saved · Compliance

12 Cross-Jurisdiction Audit Configuration

Today: One set of templates per standard or regulator; jurisdictional differences handled by copying and hand-editing templates.

THE GAP

Operating across jurisdictions such as PSA Norway and UK HSE means different scopes and criteria for each, becoming yet more templates kept aligned by hand. The regulatory logic lives only in experienced people's heads; when a standard changes, some templates get missed. Fragile, slow and a serious key-person risk.

WITH VERDAX

Configurable audit types via a three-tier lookup architecture: scope and criteria adapt to standard, site and jurisdiction by configuration, not by duplicating templates.

BENEFITS Risk Reduction · Compliance

13 Audit Closeout & Follow-up

Today: Findings logged in one place, corrective actions tracked in a separate NC/CAPA spreadsheet.

THE GAP

The finding and the corrective action it generated live in two different places, so closing the loop means manual cross-referencing. Actions go overdue with nothing escalating, audits sit open for months, and the same issue reappears next cycle because effectiveness is rarely verified.

WITH VERDAX

Findings flow directly into linked, owned corrective actions with due dates, escalation and effectiveness verification, the audit closes only when the loop genuinely closes.

BENEFITS Compliance · Risk Reduction

THEME FIVE

People & Suppliers

05

Keeping competencies and supplier approvals live and linked to the procedures and processes they support, so expiries, lapses and re-approvals are managed by the system, not by memory.

14 Supplier & External Vendor Control

Today: Supplier approvals, certificates and performance tracked in a spreadsheet and a folder of PDFs.

THE GAP

Supplier certificates (ISO, insurance and accreditations) expire unnoticed because nothing tracks expiry. The approved supplier list drifts out of date, and supplier nonconformities aren't linked back, so there is no real performance picture. Re-approval is reactive, usually triggered by a problem.

WITH VERDAX

Approved suppliers with tracked certificate expiry, linked nonconformities, performance history and scheduled re-approval.

BENEFITS · Risk Reduction · Compliance

15 Training & Competency

Today: Training records in a spreadsheet or LMS export; matrices maintained by hand, separate from the documents and processes they relate to.

THE GAP

Matrices drift out of date as roles change, and required competencies aren't linked to the procedures they cover, so when a procedure is revised, no one knows whose training is now out of date. Renewals are tracked by memory, and lapses only surface during audits.

WITH VERDAX

Training requirements linked to roles, procedures and processes, when a document changes, affected training is flagged automatically. Competencies tracked live with expiry, renewal scheduling and evidence attached to the individual.

BENEFITS · Compliance · Risk Reduction

IN SUMMARY

One connected record, end to end

The pattern across all fourteen areas is the same: on a SharePoint + e-signature stack the work gets done, but the evidence is scattered, the registers drift, and a person is the glue between disconnected tools. The system holds the information without being able to assure you of anything.

Verdax replaces that with a single, living record per item: documents, changes, nonconformities, risks, audits, suppliers and competencies, all linked, owned, scheduled and provable. Compliance stops being a periodic scramble and becomes the by-product of how the work is done.

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AI-NATIVE QUALITY & INFORMATION MANAGEMENT