AISP

gedoc.pt

DOCUMENT PROCESS DIGITALISATION

Document process digitalisation, from the request for each document to its approval and renewal

Replace requests by email, paper and spreadsheets with a single digital process. AISP maps your current process, configures the platform to your case and, depending on the scope you contract, takes over the review and the daily operation.

Book a meeting



Illustration with sample data

SITUATIONS YOU WILL RECOGNISE

When the document process lives in email, paper and spreadsheets, nobody sees the whole picture

Scattered requests

Requirements go out by email to each company and each site, in different formats, with no certainty that everyone received the same thing.

Expiry dates in spreadsheets

Expiry dates depend on someone updating them by hand, and they fail when that person changes role or is away.

The file is checked, not the content

A PDF arrives and the document is treated as delivered, without confirming that it meets the requirement.

Rejections with no owner

When a document fails, the reason is lost in an email thread and the correction is not followed up.

Every site does it its own way

Facilities, teams and countries with different criteria and templates for the same documentation.

Audits that rebuild the history

When someone asks who approved what and when, emails, folders and spreadsheets have to be pieced together.

BEFORE AND WITH AISP

What changes when the process becomes digital

Before	With AISP
Requirements sent by email to each company	Requirements defined by area and task and assigned on the platform
Documents received by email and on paper	Delivery on the platform, in one place
The team checks that the file exists	Content review, with approval or rejection and the reason
Expiry dates in spreadsheets	Validity of each document tracked on the platform
History rebuilt when someone asks for it	A record of who submitted, who approved, when and with what result
Each site with its own format	Configuration adapted to each client's process

The review is carried out by the AISP team when contracted, or by the client's team.

WHO IT IS FOR

For organisations that require documentation from many companies and need to see it and prove it in one place

Asset owners and operators

They require documentation from many contractors and need to see the status of each company, worker and piece of equipment.

HSE and document management leads

They want to take the process out of email and spreadsheets without losing control of the criteria.

Procurement, compliance and legal

They need evidence that each document was checked, by whom, when and with what result.

Groups with several facilities or countries

They want common rules, configuration per site and a specialist team administering the process.

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HOW IT WORKS

From the current process to the digital process up and running, in six steps

1 Diagnosis of the current process
Using the AISP Methodology, we map areas, tasks, moments of risk and how documentation circulates today.

2 Requirements by level
We define with you what is requested from companies, workers and equipment. The criteria are always your organisation's.

3 Implementation and configuration
We configure the platform to your process: requirements, approval workflows and profiles.

4 Preparing the companies
We support the initial upload of documents and the pending items of each company.

5 Review and approval
Each document is reviewed and approved or rejected, with the reason communicated to the company.

6 Daily operation
Expiry tracking, indicators and administration, according to the model you choose.

The client defines the criteria. AISP takes care of the method, the configuration and, if contracted, the operation.

WHAT IS INCLUDED

Included
- Diagnosis of the current process with the AISP Methodology
- Definition of requirements by company, worker and equipment
- Platform configuration: requirements, approval workflows and profiles
- Support with the initial upload and pending items
- Document review and control, when contracted
- Expiry tracking and follow-up of renewals
- Records and compliance indicators
- Administration and technical support, depending on the model

Outside the scope
- Defining the approval criteria: they belong to the client organisation
- The final decision and legal advice
- Connecting to other systems: that is the integrations and automation service

Other value-added services: to be confirmed in the meeting.

Implementation only
AISP implements the platform and the process. Administration and review stay with your team.

Implementation, administration and support
AISP implements and ensures administration and technical support. Document review stays with your team.

Daily operation
AISP also takes over document review and control, within the scope we agree with you.

Activity	Client	AISP	External companies
Define criteria and requirements	Defines and approves	Supports the survey and the organisation	
Configure the platform	Validates	Configures	
Upload the documentation		Follows up pending items	Upload
Review each document	Reviews, if not contracted to AISP	Reviews, if contracted	Correct what is rejected
Administer the platform	According to the model	According to the model	
Final decision and legal responsibility	Assumes		

FREQUENTLY ASKED QUESTIONS

Does AISP review the documents or only implement the platform?
It depends on the scope you contract. AISP can act on implementation only, implement and ensure administration and support, or also take over the daily operation, including document review and control.

Are the documents stored at AISP?
No. Documents stay on the client's digital platform. AISP does not host them on its systems, does not keep copies outside the platform and only consults what the service requires.

How much does it cost and how is it sized?
We do not publish prices. The proposal depends on the number of contractor companies, workers and pieces of equipment, the requirements and levels, the sites and countries, the document volume and the model chosen. Request a proposal or book a meeting.

Want to stop rebuilding the history of each document at every audit?

Show us how your contractors' documentation circulates today. We will show you what the digital process looks like.

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Book a meeting
gedoc.pt/en/book-a-meeting/

Request a proposal
gedoc.pt/en/document-process-digitalisation/