

# Document Management



The MAMS Document Management module enables managers to organize and manage their documents, including company ISM manuals, circulars and related documents

The module is designed to ensure documents are edited, shared and revised easily and securely

## Key Features include:

- ✓ Powerful search enables documents and manuals search based on exact words/phrases.
- ✓ All documents and ISM manuals generated go through an approval process based on unique company requirements.
- ✓ Data synchronization between the vessel and office ensures consistency.
- ✓ Documents can be made as read-only to the vessels.
- ✓ The system enables shore staff e.g. the safety and quality dept. to review and edit controlled manuals and documents as required to ensure they remain current.
- ✓ The system generates revision numbers, dates and captures the identity of personnel who create edits. Previous versions can be viewed in the system.
- ✓ Company Circulars can be uploaded per category and easily sent to the fleet.
- ✓ Company ISM Manuals can be categorized by document type and chapter.
- ✓ The Forms Management module replaces all traditional paper based forms and checklists filed by ship staff for a true paperless system.

The MAMS fleet management software is customizable and is designed with the flexibility to meet your workflow needs.

SDSD offer flexible payment options including monthly subscriptions, and we do not charge for upgrades.

Our experienced data entry team can take care of initial manual entry on your behalf.

SDSD has supported the maritime industry with software and services since 1983

Book a demo today, and also find out how we can help you organize and manage your documents, including company ISM Manuals, circulars and related documents

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