



Doc Elite

The Home of Document Control



www.doc-elite.co.uk



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About Us



Meet Catherine...

Our founder, Catherine Deegan created Doc Elite as she was tired of seeing poor Document Control within Construction projects and all of the problems that occurred as a result of this.

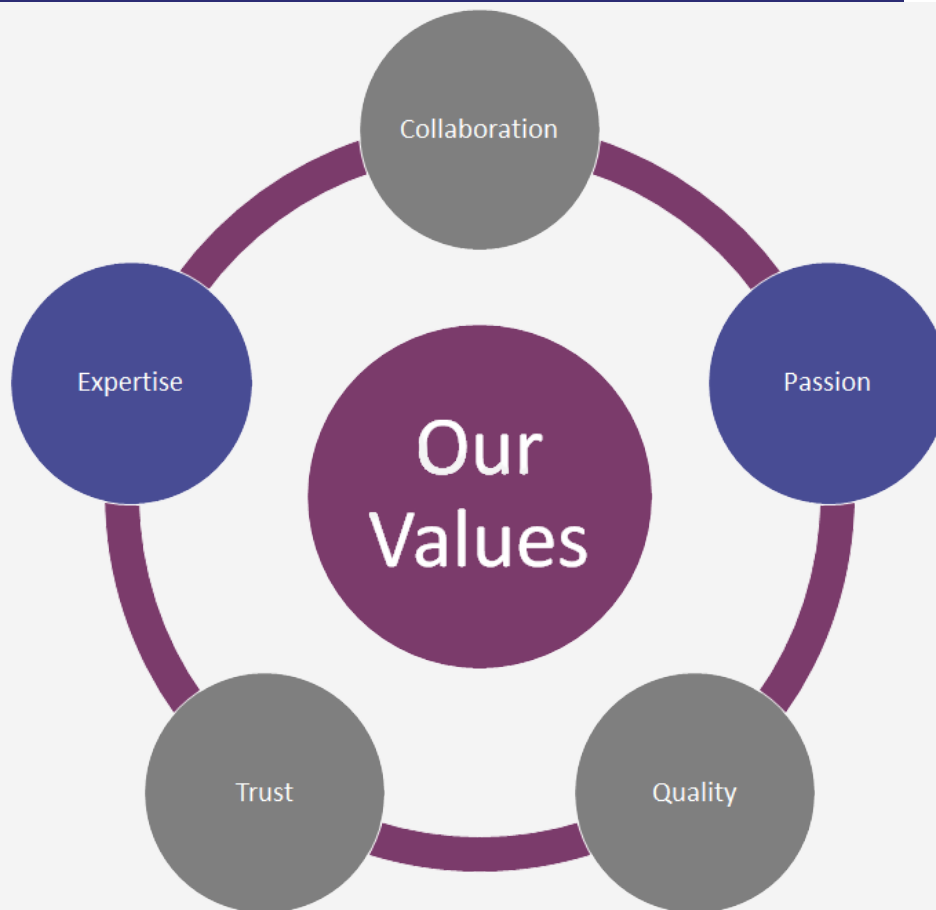
When she asked around in her network of those working in the industry she realised this was also a pain for them too. So she decided to do something about it and that's where Doc Elite came in.

Catherine wants to share best practices and transform Document Control in the industry.



Our Vision

"To provide the best Document Control solutions to the Construction Industry in the UK and Ireland."



Collaboration

We believe in the power of working together with our clients. We promote collaborative practices by helping our clients to select and implement Common Data Environments (CDE's) to improve efficiency, avoid duplication, enhance co-ordination and increase quality.

"Alone we can do so little. Together we can do so much."

Passion

We are passionate about Document Control in the Construction Industry, and we are passionate about achieving our clients goals. Passion runs through the heart of our business and it drives us and motivates us to succeed.

"The only way to do great work, is to love what you do."

Quality

Quality is at the forefront of everything we do and is the pinnacle reason why Document Control exists. We take a personnel interest in all of our projects and deliver excellence, nothing less will do.

"Quality is the best business plan."

Trust

Trust is the foundation which our business is built on. We pride ourselves to be consistent, genuine and honest. When we say we'll do something, then we do it.

"If people like you they'll list to you. If people trust you, they'll do business with you."

Expertise

We pride ourselves in being the Document Control experts. We champion industry best practices and find solutions to your project Document Control requirements. We have experience with most Common Data Environments on the market and we know how to implement them successfully. We are always learning new and ground breaking ways of doing things and like to share these practices with our clients.

"Success is doing ordinary things extraordinarily well."



Importance of Document Control

Efficient Document Control has the power to really transform your Construction project. Every Document Controller is on a **QUEST** for:

Quality



We compare documents against rules to ensure compliant and quality information

Uniformity



We like to use consistent templates / processes and behaviours to ensure a uniformed feel across our projects and business.

Entirety



It is important to us to ensure that complete, accurate documents are available in their entirety

Safety



We recognise that mismanagement of documentation can have serious H&S consequences. We work hard to ensure version control and information accessibility to the right people at the right time.

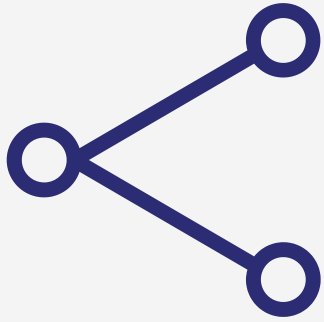
Traceability



The trail of what happened on a document or project at any given moment is crucial e.g. date issued, previous versions, comments made, who viewed, modified etc.

Document Control Consultancy Services

Streamlining Processes



Successful
Implementation of
Document Control



Effective Document
Control Procedures



Template review &
creation



Weekly Document
Mentoring



Document Control
Audits

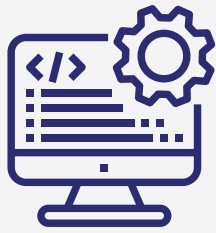


Results

- ✓ Provide assurance that the system is effective.
- ✓ Processing errors identified.
- ✓ The system is fully searchable.
- ✓ The latest versions of all documentation are available.
- ✓ The Project Team are following the project protocols
- ✓ The system is being utilised.

Outsourced Document Control

Set up your chosen Document Control platform



Administrate your choice of Document Control Software



Manage user access & permissions



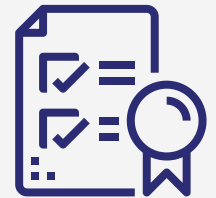
Create project numbering & identification processes



Create & implement project specific procedures & templates



Quality check all documents



Manage version control



Train project team members



Provide project reports



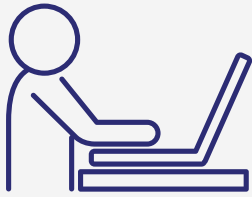
Results

- ✓ Access to a Skilled Expert
- ✓ Time Savings
- ✓ Enhanced Quality
- ✓ Cost Savings
- ✓ Traceability
- ✓ Information Security
- ✓ Increased Customer Satisfaction
- ✓ Flexibility



Document Control Training

The role of Document Control



Setting up a Document Management System



Project Reporting Tools



Writing and implementing Document Control Procedures



Streamlining Processes



Industry Best Practices



Testimonials



"Catherine was great. She made everything clear and understandable. The course was easy to follow & informative."

Megan Picking, BIM Coordinator, William Coates Ltd



"Catherine is both passionate & professional about her work. She is extremely knowledgeable about Document Management Systems and has an excellent ability to effectively communicate."

Cathal McMullan, Managing Director, Kane Group



"Catherine possesses a deep knowledge of Information Management in the Construction sector. She is an excellent communicator who demonstrates professionalism & passion for her work."

Damien McGrady, Director, McGrady Contracts

Minimising Risk and Increasing Quality

One of the main challenges in an Construction Project is minimising risk.

When Document Control platforms are set up correctly, processes are streamlined, teams can find the latest project information easily, collaboration increases and the results are there for all to see. Project risk is minimised and better construction quality is provided.

That, in turn, means happier clients, less rework, repeat business and more referrals. This is something we are so passionate about.





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