

Policy, Compliance and Audit-Ready Management System

From policy and SOP management chaos to audit readiness in Microsoft 365



The Pain of Manual Policy Management

Managing policies and SOPs is critical, but constant updates and manual tracking often cause errors and confusion. Automated policy management ensures the latest versions are always accessible and employee acknowledgements are easily tracked.

Organizations face strict audits—ISO 9001, OSHA, HIPAA, ATF—each demanding accurate policies and audit-ready evidence. While Microsoft 365 and SharePoint provide a base, they lack full policy compliance, acknowledgement tracking, and audit reporting.

Manual processes creates major risks:

- Manual tracking of acknowledgements
- Missing or inconsistent approval records
- Complex, error-prone distribution
- No centralized evidence for audits
- Costly SharePoint development to fill compliance gaps

Titan Benefits

- **Centralized Policy & SOP Hub** – Store all policies in one secure location with version history and compliance metadata.
- **Automated Approvals & Acknowledgements** – Route policies through no-code approval workflows and track approvals and acknowledgements.
- **Audit-Ready Evidence** – Generate exportable logs and dashboards with time-stamped approvals, acknowledgements, and revisions.
- **Always Current** – Ensure employees only see the latest approved version of every policy.
- **Reduced Compliance Risks** – Eliminate manual errors, backdating, and inconsistent records with built-in audit controls.





Ensuring that you are audit-ready every day, not just during audit season



Digital e-forms & workflows for OSHA reporting, stored in Microsoft 365.



Integrated e-signatures with audit trails for healthcare staff compliance



Controlled document versioning & audit-ready reports for ATF inspections



Automated policy distribution with acknowledgement reports for ISO auditors

Licensing: Subscription (SaaS)

Unlimited users per M365 tenant
Unlimited policies, approvals
Unlimited departments

Platform: SharePoint and M365

Deployment: Runs entirely within the customer's M365 tenant, with no third-party cloud. All data stays in the tenant and inherits its security.

Policy Documents Lifecycle Management



Microsoft 365 Government Community Cloud (GCC) Compliant

Titan Workspace, compliant with Microsoft 365 Government Community Cloud (GCC), is an excellent choice for the USA's federal cloud for M365, proven by its successful deployments.

[Book Demo](#)



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