



VARDIO · MODULE 1

Processes & Controlled Documents

For the people who own the procedures —
and the people who have to follow them

A procedure without a process has no owner.

A procedure on its own has no owner, no review cycle and no place in the map. It can be well written and still not be what people do. The work is to give every governing document a process to belong to — and a lifecycle people can trust.

Revisions circulate by e-mail, and the old one keeps circulating.

Nobody can prove who read which revision.

"What applies to me?" has no single answer.

A new requirement lands on a document instead of a process.

WHAT THIS MODULE SHOULD DELIVER

Owners maintain their own

Processes and documents — steps, roles, decisions and links — kept by the people who own them.

Only the effective revision

Readers see what applies to their role and location, in Teams and SharePoint.

Acknowledgement on the person

Of the exact revision: who, which revision, when.

Review on a cycle

Per document type or owner, with reminders and escalation.

A PROCEDURE ON ITS OWN



No owner
No review cycle
No place in the map

A PROCEDURE A PROCESS STEP POINTS TO



Owned through its process
Reviewed on a cycle
Found by role, in the order the work is done

**From procedures that are filed
to processes that are followed.**

Seven capabilities, one revision lifecycle.

#	CAPABILITY	WHAT IT GIVES YOU
1	Process register and levels	Value chain → areas → processes → workflows → procedures. Owners maintain steps, roles, decisions and links.
2	Governing documents and revisions	One identity that survives revisions: draft → review → approved → effective → superseded, with configurable approval steps.
3	Published surface	"What applies to me" by role, location and discipline, in Teams and SharePoint.
4	Read acknowledgement	Of a specific revision, with evidence of who read it and when.
5	Periodic review	An interval per document type or owner, with reminders and escalation.
6	Content binding to Microsoft 365	The working file stays with its authors; the effective revision is pinned as a governed copy.
7	Portability	Export of processes, documents, revisions, acknowledgements and audit, with stable IDs.

WHAT SETS IT APART

1 The structure first, then the documents

Every procedure gets a process to belong to — and with it an owner and a review cycle.

2 One lifecycle for processes and documents

Both follow the same loop. What is effective never changes until approval.

3 Content in Microsoft 365, governance in Vardio

Authors keep working where they work. Vardio holds identity, revision, lifecycle and audit.

4 Ready for the rest of the family

When cases, risk and compliance are added, they reuse the same identities.

IN PRACTICE — DRAFT, COMPARE, APPROVE, EFFECTIVE, READ

The author and owner

draft from the effective revision with a change reason, compare it with what applies today, and set it effective from a date.

The approver

approves exactly that revision, never their own draft.

The reader

gets a read task, sees what changed, and acknowledges that revision under her own identity.

WHAT IT NEEDS FROM YOU

Named process owners and authors. The structure confirmed before the documents are migrated. And the willingness to let owners finish the last 20 % themselves — that is what makes the system theirs.

Syntropio over governed content. People decide.

ANSWERS

What applies, which revision is current, who owns it and what is missing — with the source, within the person's own permissions.

DRAFTS

A process description or a change, for the author to accept or reject.

PROPOSES

Improvements drawn from cases and findings, for the owner to decide.

NEVER APPROVES

It never approves, publishes or sets an effective date. Vardio works fully without it.

THE TRANSITION — FROM PROCEDURES TO PROCESSES

1 Inventory what governs today — Current, superseded, duplicate, obsolete.

2 Draft the structure — With the requirement map, verified with the owners.

3 Draft 80 % process descriptions — With role, document and requirement links.

4 Map the workflows — Steps, roles, decisions — and the gaps.

5 Owners finish the last 20 % — Correct, decide, link, approve in Vardio.

6 Effective, acknowledged, in review — Live area by area; readers navigate by role.

STANDARDS & REGULATORY LANDSCAPE

ISO 9001, incl. clause 7.5 on documented information · ISO 14001 · ISO 45001 · Internal Control Regulation · sector regulations where applicable

A curated selection. Standards apply at your organization's adoption level. Regulatory references reflect the Norwegian baseline — adapted per market and sector, and verified against current sources in every engagement.

WORK WITH VARDIO ON —

Four examples in ascending ambition — from a question in the meeting to a governed rhythm across the organization.

ASK "Which revision of this procedure applies to me today — and what changed?"

PRODUCE "Draft the process description from these four procedures — for the owner to finish."

SCHEDULE "Run the periodic review of every governing document in the area, with reminders and escalation."

CONSOLIDATE "Collect the comments and findings on this process into one proposal for its owner."

BRING ONE PROCEDURE

Bring one procedure that everyone has an opinion about. We'll show how it gets a process, an owner and a lifecycle — with Syntropio beside the people who maintain it.

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