



QUALITY SYSTEM

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Documents that have been updated or reviewed since the last release are highlighted in green.

Policies

Doc ID	Title	Version	Last Reviewed	Last updated
Company				
COMPOL01	Code of Conduct	11	2024-03-14	2024-03-14
COMPOL02	Data Protection Policy	5	2024-03-25	2024-03-25
COMPOL03	Information Security Policy	10	2024-03-19	2024-03-19
COMPOL04	Quality Policy	9	2023-09-25	2023-09-25
COMPOL05	Viedoc Privacy Policy EU	5	2024-03-01	2021-12-01
COMPOL06	Viedoc Privacy Policy JP	4	2024-03-01	2022-02-09
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COMPOL10	Website Privacy Policy	3	2023-03-07	2023-03-07
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COMPOL12	Discrimination and Equality Policy	3	2023-05-29	2022-12-13
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COMPOL14	Viedoc, Inc. Travel & Expense Policy	1	2023-05-30	2022-02-04
COMPOL15	Disciplinary Policy	1	2024-05-02	2022-03-07
COMPOL16	Authorization Policy Viedoc Group	2	2024-03-18	2024-03-18
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COMPOL19	Supplier Code of Conduct	1	2023-11-23	2023-11-23
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SMPOL02	Information Security within Sales	1	2023-03-14	2023-03-14
SMPOL03	Email Marketing and Automation Policy	1	2024-02-23	2024-02-23
SMPOL04	Advertising Policy	1	2024-02-23	2024-02-23

Standard Operating Procedures

Doc ID	Title	Version	Last Reviewed	Last updated
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COMSOP15	Appraisal and Personal Development	6	2024-02-13	2024-02-13
COMSOP17	Risk Assessment and Risk Treatment Methodology	4	2024-01-26	2024-01-26
COMSOP20	Access Management	6	2024-05-10	2024-05-10
COMSOP22	Business Continuity Plan	13	2024-02-12	2024-02-12
COMSOP23	Supplier Management	6	2023-11-24	2023-11-24
COMSOP24	Company Process Map	2	2024-05-14	2024-05-14
COMSOP25	Document Control	14	2023-11-09	2023-11-09
COMSOP27	Viedoc Release Processes	3	2024-05-14	2024-05-14
COMSOP28	Viedoc Operations Processes	3	2024-05-14	2024-05-14
COMSOP30	Company Compliance Processes	2	2024-05-14	2024-05-14
COMSOP31	Pre- and Onboarding	2	2023-06-20	2023-06-20
COMSOP32	Employee Offboarding	3	2023-09-29	2023-09-29
COMSOP33	Back-Office Platform Intervention	1	2024-02-15	2024-02-15
COMSOP35	Office Infrastructure	14	2024-03-19	2024-03-19
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DEVSOP03	Product Lifecycle Management	6	2024-01-19	2023-03-21
DEVSOP04	Hotfix Process	8	2024-01-19	2023-03-21
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DEVSOP10	Branching Strategy	3	2024-01-19	2022-12-16
DEVSOP11	Outsourced Development	3	2024-01-19	2022-12-16

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COMSOP18	ISMS Manual	7	2024-03-20	2024-03-20
COMSOP19	Information classification	4	2023-08-31	2023-08-31
COMSOP21	Information Security Incident Management	3	2024-04-02	2024-04-02
COMSOP34	Cyber Incident Response	1	2023-11-24	2023-11-24
COMSOP37	Cloud Services Security	1	2024-03-19	2024-03-19

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ITSOP08	Electronic Data Continuity	13	2022-12-21	2022-12-21
ITSOP09	Office Infrastructure	13	2022-11-18	2022-11-18
ITSOP12	Electronic Data Destruction	7	2023-04-20	2023-04-20
ITSOP13	Continuity Qualification	12	2024-03-22	2024-03-22
ITSOP18	Viedoc Deployment and Change Management	10	2023-12-06	2023-12-06
ITSOP20	Electronic Messaging	5	2023-02-20	2023-02-20
ITSOP21	Client Installation and Validation	4	2024-03-08	2024-03-08
ITSOP22	Event, Incident, Problem and Change management	8	2023-02-03	2023-02-03
ITSOP23	Password Management	5	2024-03-17	2024-03-17
ITSOP27	Qualification and approval of software	1	2023-03-20	2023-03-20

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PMSOP04	Performance Qualification	4	2023-11-15	2022-11-16
PMSOP05	Localization	6	2023-11-15	2022-11-16

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VIESOP13	Customer Support	8	2024-04-15	2024-04-15
VIESOP19	Validation of Study Build	3	2023-02-21	2022-04-20
VIESOP20	Managing Customer Projects	6	2023-02-28	2023-02-28

VIESOP21	Managing Study Build Change Requests	2	2023-04-17	2023-04-17
VIESOP22	Viedoc Access Management	1	2024-05-07	2023-03-31
VIESOP23	Customer Training SOP	1	2024-03-26	2023-05-04

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QSSOP05	Inspections and Audits	11	2023-06-08	2023-06-08
QSSOP10	Archiving	9	2024-03-05	2024-03-05
QSSOP11	Corrective Actions and Preventive Actions	12	2023-09-06	2023-09-06
QSSOP13	QA Assessment of suppliers	9	2023-06-12	2023-06-12
QSSOP15	Staff Training	7	2023-09-05	2023-09-05
QSSOP16	Data Protection Officer	4	2023-09-07	2023-09-07
QSSOP17	Viedoc Technologies eSOP System	3	2023-11-29	2022-11-29
QSSOP18	Quality Manual	2	2024-03-01	2024-03-01
QSSOP19	Nanolearning Lesson Creation and Distribution	1	2023-10-19	2023-10-19

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SMSOP03	Viedoc Sales Cycle	1	2023-04-18	2021-06-30
SMSOP04	Partnership Programs	1	2024-03-26	2022-12-09
SMSOP05	Change Order and Cancellation Requests	1	2024-03-26	2022-12-09
SMSOP06	Discounted License Initiatives	1	2023-10-19	2023-10-19
SMSOP1	Customer Contracts.	4	2022-10-11	2022-10-11

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COMTemp05	Secrecy Agreement English	5	2023-10-25	2023-10-25
COMTemp08	Change in Employment Status for Permanent Employees	6	2023-10-25	2023-10-25
COMTemp40	Viedoc Powerpoint Template	4	2023-02-28	2021-12-08
COMTemp41	Viedoc Word Template 1	7	2023-10-25	2023-10-25
COMTemp42	Viedoc Word Template 2	6	2023-10-26	2023-10-26
COMTemp44	Information security - management review agenda	3	2023-10-25	2023-10-25
COMTemp46	System Classification Checklist	2	2023-10-25	2023-10-25
COMTemp47	Information Security Agreement	2	2023-10-25	2023-10-25
COMTemp48	Employment agreement SE	4	2023-10-26	2023-10-26
COMTemp49	Employment agreement JP	3	2023-10-26	2023-10-26
COMTemp50	Subcontractor agreement template	4	2023-11-16	2023-11-16
COMTemp51	Job Advertisement Template	3	2023-10-26	2023-10-26
COMTemp52	Employment agreement CN	3	2023-10-26	2023-10-26
COMTemp53	Employment agreement US	4	2023-10-25	2023-10-25
COMTemp54	Consultancy Agreement	2	2024-04-03	2024-04-03

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DEVTEMP02	Internal Penetration Test Report	1	2024-03-17	2023-02-15

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ITTemp10	Colo, IaaS, SaaS provider qualification	5	2024-03-25	2024-03-25
ITTemp13	Viedoc4 Build Installation Qualification	20	2023-08-24	2022-06-14
ITTemp15	Viedoc4 Operational Qualification	9	2022-03-15	2022-03-15
ITTemp25	ESXi host Installation Qualification	5	2023-06-01	2016-09-13
ITTemp26	Viedoc Incident Report	6	2023-10-23	2023-10-23
ITTemp28	Virtual machine Installation Qualification	2	2023-02-21	2021-02-08
ITTemp30	Viedoc4 Azure Installation Qualification	3	2023-08-24	2021-11-15
ITTemp31	Destruction of digital media	3	2023-08-24	2022-02-24

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PMTEMP04	External Release Notes for Viedoc X.Y	4	2023-05-24	2023-05-24
PMTEMP06	Viedoc Performance Qualification Specification	4	2023-05-24	2023-05-24
PMTEMP07	Viedoc Performance Qualification Results	4	2023-05-24	2023-05-24

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VIETemp12	Viedoc Validation Summary Report	6	2024-05-08	2022-12-01
VIETemp17	Edit Check Specification	3	2023-08-14	2021-10-20
VIETemp18	Protection of Database	2	2024-04-15	2022-04-21
VIETemp19	Study Build Approval	6	2024-04-15	2022-07-05
VIETemp20	Data Transfer Agreement	7	2024-05-08	2023-01-20
VIETemp21	Sites and Users Viedoc 3	1	2024-05-03	2014-06-05
VIETemp22-01	Impact Analysis Document	3	2023-08-21	2023-08-21
VIETemp23	Test Results Document	3	2023-08-21	2023-08-21
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VIETemp27	Site, Lab and Sponsor User Log	2	2023-08-14	2021-01-13
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VIETemp31	Study Build Handover Form	2	2024-04-15	2022-04-21
VIETemp32	Change Order Request	2	2024-04-15	2023-04-17
VIETemp33	Managing Study Build Change Requests	3	2023-11-13	2023-11-13

Quality Assurance				
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QSTemp03	SOP Template	9	2023-10-25	2023-10-25
QSTemp05	Annual Quality Plan Template	4	2023-10-25	2023-10-25
QSTemp06	Meta Template	10	2024-03-25	2024-03-25
QSTemp07	Annual Quality Report	5	2023-10-26	2023-10-26
QSTemp09	Audit Summary Report	6	2023-10-25	2023-10-25
QSTemp17	Supplier Audit Agenda Template	5	2023-10-25	2023-10-25
QSTemp18	Root Cause Analysis Template	1	2024-02-28	2011-08-15

QSTemp19	Vendor Questionnaire	6	2023-10-25	2023-10-25
QSTemp20	Electronic Archiving of Paper Documents Validation Report	4	2023-10-25	2023-10-25
QSTemp21	Privacy Breach Notification Form	2	2023-08-16	2022-05-31
QSTemp22	Vendor Audit Certificate	2	2024-04-15	2022-05-25
QSTemp23	User Training Certificate	2	2024-04-15	2022-05-25
QSTemp24	Viedoc Release Certificate	4	2024-02-27	2023-02-17
QSTemp25	Viedoc Release Certificate Hotfix	4	2024-02-27	2023-02-17
QSTemp26	Annual Audit Plan Template	5	2024-02-14	2024-02-14
QSTemp27	Internal Audit Agenda Template	4	2024-03-01	2024-03-01
QSTemp28	Supplier Evaluation Template	3	2023-10-25	2023-10-25
QSTemp29	Validation Summary Report	3	2023-10-25	2023-10-25
QSTemp30	Viedoc Technologies Audit Report Response	1	2023-12-21	2023-12-21

Sales & Marketing				
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SMTemp03	Appendix 2 - GTC SE	7	2023-09-06	2023-09-06
SMTemp04	Appendix 3 - SLA	7	2023-09-26	2023-09-26
SMTemp06	Appendix 4 - DPA	12	2023-09-26	2023-09-26
SMTemp08	MSA JP	7	2023-09-06	2023-09-06
SMTemp09	Appendix 1 - Work Order JP	3	2023-02-13	2023-02-13
SMTemp10	Appendix 2 - GTC JP	5	2023-09-06	2023-09-06
SMTemp14	NDA SE	4	2023-09-06	2023-09-06
SMTemp15	CRO Strategic Partnership Program	4	2024-02-28	2024-02-28
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SMTemp18	NDA US	2	2023-09-06	2023-09-06
SMTemp19	NDA CN	3	2024-04-15	2024-04-15
SMTemp20	NDA JP	2	2023-09-06	2023-09-06
SMTemp22	Appendix 2 - GTC US	2	2023-09-06	2023-09-06
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SMTemp24	CRO Strategic Partnership Program JPN	3	2024-02-28	2024-02-28
SMTemp25	CRO Strategic Partnership Program US	2	2024-02-28	2024-02-28
SMTemp27	Viedoc Master Service Agreement CN, bilingual, Ver 2, 2022-04-21	2	2022-04-22	2022-04-22

SMTemp28	Appendix 1 - Sample Work Order CN, bilingual, Ver 1, 2022-04-21	1	2022-04-21	2022-04-21
SMTemp29	Appendix 2 - General Terms and Conditions CN, bilingual	3	2024-04-15	2024-04-15
SMTemp30	Appendix 3 - Service Level Agreement, bilingual CN	7	2024-04-15	2024-04-15
SMTemp31	Appendix 4 - Data Processing Agreement, bilingual CN	12	2024-04-15	2024-04-15
SMTemp32	Appendix 5 - Code of Conduct, bilingual CN	11	2024-05-06	2024-05-06
SMTemp33	CRO Partnership Program CN	1	2022-10-14	2022-10-14

Other documents

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COMDOC08	Employee Handbook	9	2023-11-23	2023-11-23
COMDOC10	Viedoc Technologies Organogram	82	2024-04-22	2024-04-22
COMDOC108	Viedoc Terms of Use US	1	2023-09-28	2023-09-28
COMDOC110	Viedoc Technologies ABs SOC 2 Type 1 - Issued	1	2023-11-14	2023-11-14
COMDOC112	Business continuity test 2023	1	2023-12-11	2023-12-11
COMDOC117	Register Of Processing Activities	1	2024-03-22	2024-03-22
COMDOC12	Abbreviations and study terms	4	2023-05-29	2023-03-07
COMDOC13	Pension-and insurance plan	3	2023-05-30	2021-02-02
COMDOC15	Travel Policy (Japan)	3	2023-05-29	2021-03-01
COMDOC18	Data Protection Actor Map	3	2022-12-01	2021-05-19
COMDOC19	List of Legal, Contractual and Regulatory Requirements	9	2024-03-19	2024-03-19
COMDOC20	Company Context Issues and Interested Parties	10	2024-03-20	2024-03-20
COMDOC21	Risk Assessment and Treatment Report	10	2023-12-21	2023-12-21
COMDOC22	Information Security SOA	5	2024-03-19	2024-03-19
COMDOC24	Asset Inventory	12	2024-01-22	2024-01-22
COMDOC27	Viedoc Terms of Use EU	3	2024-05-06	2020-10-08
COMDOC28	Viedoc Terms of Use JP	2	2024-05-06	2020-10-02
COMDOC29	Viedoc Terms of Use CN	2	2024-05-06	2020-10-08

COMDOC40	Asset inventory dependency visualization	2	2020-11-20	2020-11-20
COMDOC58	Data Protection Impact Assessment	6	2023-11-23	2023-11-23
COMDOC61	Business continuity test - June 2021	3	2021-11-30	2021-11-30
COMDOC62	Business continuity test - September 2021	1	2021-11-30	2021-11-30
COMDOC67	HIPAA Security Standards Compliance Assessment	3	2024-03-19	2024-03-19
COMDOC80	Information to employees regarding processing of their personal data	2	2024-03-22	2024-03-22
COMDOC89	Business continuity test 2022	1	2023-03-01	2023-03-01
COMDOC90	Business continuity test 2022 learnings	1	2023-03-27	2023-03-27

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DEVDoc04	Viedoc 4.51 Penetration Test Executive Summary	1	2019-06-27	2019-06-27
DEVDoc05	Overview - Third party components & libraries	3	2023-10-23	2023-10-21
DEVDoc13	Viedoc 4.59 - Penetration Test 18-26 May 2020 - Executive Summary	1	2020-06-29	2020-06-29
DEVDOC33	Viedoc eTMF - Third party components and libraries	2	2024-01-04	2024-01-04
DEVDOC42	Viedoc 4.66 - Penetration Test 24-28 May 2021 - Executive Summary	1	2021-06-10	2021-06-10
DEVDoc56	Tool for Automated Web Testing - Software Requirements	2	2024-01-17	2024-01-17
DEVDoc59	2022 SWAT Vulnerability Report - Executive Summary	1	2023-03-10	2023-03-10
DEVDoc60	2023 SWAT Vulnerability Report - Executive Summary	1	2024-02-23	2024-02-23
DEVOTH01	Programming Guidelines	2	2024-02-02	2021-11-22
DEVOTH02	Code Review Guidelines	1	2024-02-02	2021-03-29
DEVOTH03	Testing in Azure DevOps	4	2024-02-02	2024-02-02

Information Security				
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COMDOC101	QA ISMS quarterly meeting notes	5	2024-04-16	2024-04-16
COMDOC102	PM ISMS quarterly meeting notes	5	2024-04-10	2024-04-10
COMDOC105	Information security - management review minutes Q2 2023	1	2023-06-19	2023-06-19

COMDOC107	Information security - management review minutes Q3 2023	1	2023-09-14	2023-09-14
COMDOC109	ISO 27001 surveillance audit report - May 2023	1	2023-09-20	2023-09-20
COMDOC111	Information security - management review minutes Q4 2023	1	2023-12-04	2023-12-04
COMDOC114	Information security - management review minutes Q4 2023	1	2024-03-01	2024-03-01
COMDOC115	SOP Deviation Request on treatment of risk 306	1	2024-03-13	2024-03-13
COMDOC119	ISO27001 re-certification and upgrade to ISO27001:2022 audit report Shanghai - May 2024	1	2024-05-13	2024-05-13
COMDOC120	SO27001 re-certification and upgrade to ISO27001:2022 audit report - May 2024	1	2024-05-13	2024-05-13
COMDOC35	Cyber insurance agreement	6	2024-03-17	2024-03-17
COMDOC41	Information security plan	8	2024-01-08	2024-01-08
COMDOC46	Internal audit report - information security - december 2020	1	2020-12-02	2020-12-02
COMDOC50	ISO 27001 stage 1 audit report - december 2020	1	2021-01-07	2021-01-07
COMDOC55	ISO 27001 stage 2 audit report - march 2021	2	2021-05-17	2021-05-17
COMDOC56	ISO 27001 stage 1 audit report - march 2021 Shanghai	2	2021-04-01	2021-04-01
COMDOC59	ISO 27001 stage 2 audit report - march 2021 Shanghai	2	2021-06-28	2021-06-28
COMDOC63	Viedoc ISO 27001 certificate no 0115523	2	2022-04-20	2022-04-20
COMDOC64	Viedoc Shanghai ISO 27001 certificate no 0115523-A EN	1	2021-08-10	2021-08-10
COMDOC65	Viedoc Shanghai ISO 27001 certificate no 0115523-A ZH	1	2021-08-10	2021-08-10
COMDOC69	Management review - december 2021	1	2021-12-13	2021-12-13
COMDOC73	Extraordinary management review - february 2022	1	2022-02-08	2022-02-08
COMDOC74	Management review - february 2022	1	2022-02-28	2022-02-28
COMDOC76	ISO 27001 surveillance audit report - march 2022 Shanghai	2	2022-05-11	2022-05-11
COMDOC77	ISO 27001 surveillance audit report - march 2022	1	2022-04-04	2022-04-04
COMDOC78	Management review - may 2022	1	2022-05-30	2022-05-30
COMDOC79	Management review - aug 2022	1	2022-08-23	2022-08-23

COMDOC81	Information security - management review minutes	1	2022-11-07	2022-11-07
COMDOC84	SOP Deviation Request on treatment of risk 306	1	2023-02-14	2023-02-14
COMDOC85	SOP Deviation Request on overdue review of ITOff183	1	2023-02-27	2023-02-27
COMDOC86	Information security - management review minutes	1	2023-03-06	2023-03-06
COMDOC91	Summary of investigation on encryption compliance in China	1	2023-03-25	2023-03-25
COMDOC92	Summary of follow-up investigation on ICP compliance in China	1	2023-03-25	2023-03-25
COMDOC93	ISO 27001 surveillance audit report - march 2023 Shanghai	1	2023-04-03	2023-04-03
COMDOC94	PS ISMS quarterly meeting notes	5	2024-04-16	2024-04-16
COMDOC95	DEV ISMS quarterly meeting notes	5	2024-04-11	2024-04-11
COMDOC96	Finance-Adm-HR ISMS quarterly meeting notes	5	2024-04-11	2024-04-11
COMDOC97	Sales ISMS quarterly meeting notes	5	2024-04-16	2024-04-16
COMDOC98	GC-DPO ISMS quarterly meeting notes	5	2024-04-12	2024-04-12
COMDOC99	IT ISMS quarterly meeting notes	5	2024-04-10	2024-04-10
QAOff184	Internal audit report - Shanghai - april 2021	1	2021-04-08	2021-04-08
QAOff213	Internal audit - Information Security Objectives - november 2021	1	2021-11-10	2021-11-10
QAOff288	CISO Audit Summary Report	1	2022-12-07	2022-12-07
QSOFF217	Internal Audit - Risk Analysis Process - december 2021	1	2021-12-15	2021-12-15

Information Technology				
ITOff107	Known reported vulnerability scan issues	8	2023-02-27	2023-02-27
ITOff108	Monthly Security Meeting	82	2024-02-28	2024-02-28
ITOff122	Colo, IaaS, SaaS provider qualification - Azure China	4	2024-03-25	2024-03-25
ITOff138	Viedoc subprocessors - overview	6	2023-08-25	2023-08-25
ITOff139	Colo, IaaS, SaaS provider qualification - SMS-Teknik	4	2024-03-25	2024-03-25
ITOff140	Colo, IaaS, SaaS provider qualification - ElasticEmail	3	2024-03-25	2024-03-25
ITOff141	Colo, IaaS, SaaS provider qualification - AliYun	3	2024-03-25	2024-03-25

ITOff149	Colo, IaaS, SaaS provider qualification - HENNGE	3	2024-03-25	2024-03-25
ITOff153	Colo, IaaS, SaaS provider qualification - MailJet	3	2024-03-25	2024-03-25
ITOff154	Colo, IaaS, SaaS provider qualification - AWS China	3	2024-03-25	2024-03-25
ITOff155	Colo, IaaS, SaaS provider qualification - Azure Global	3	2024-03-25	2024-03-25
ITOff165	Asset overview - Internet domains	12	2024-03-11	2023-06-1
ITOff170	SSL report - Viedoc 4 - China	58	2024-02-14	2024-02-14
ITOff182	Asset overview - Software subscriptions & licenses	4	2023-03-22	2023-03-22
ITOff183	Overview - IT systems, classification and dependencies	6	2024-03-17	2024-03-17
ITOff204	Approved Software	13	2024-02-02	2024-02-02
ITOff252	Monitoring Of Security Events	1	2020-11-18	2020-11-18
ITOff298	Quarterly supplier review	19	2024-03-21	2024-03-21
ITOff300	SSL report - www.viedoc.cn	4	2023-03-27	2023-03-27
ITOff337	SSL report - www.viedoc.com	3	2023-03-27	2023-03-27
ITOff338	SSL report - www.viedoc.jp	3	2023-03-27	2023-03-27
ITOff339	SSL report - help.viedoc.net	3	2023-03-27	2023-03-27
ITOff358	Colo, IaaS, SaaS provider qualification - AWS	2	2024-03-25	2024-03-25
ITOff389	Colo, IaaS, SaaS provider qualification - OVH Cloud	2	2024-03-25	2024-03-25
ITOff406	Monthly Security Meeting – Internal-IT	16	2024-05-02	2024-05-02
ITOff417	Vulnerability Assessment Report	2	2024-04-11	2024-04-11
ITOff79	SSL report - Viedoc 3	88	2024-02-14	2024-02-14
ITOff80	SSL report - Viedoc 4	87	2024-02-14	2024-02-14
ITOff85	PCI vulnerability scan report	114	2024-02-15	2024-02-15
ITPCG38	Viedoc4 Database Installation Guide	13	2023-02-21	2017-03-24
ITPCG40	Viedoc Disaster Precaution and Recovery Plan	8	2023-06-01	2023-06-01
ITPCG55	Viedoc Database Backup	7	2023-08-11	2022-08-16
ITPCG61	Infrastructure concept co-location	3	2023-02-21	2020-08-20
ITPCG62	Infrastructure concept Azure	5	2023-10-02	2023-10-02
ITPCG67	Azure Database for MySQL - Disaster recovery test	2	2020-06-08	2020-04-30
ITPCG74	CentOS server installation	1	2023-02-21	2020-08-24

ITPCG82	Azure Database for MySQL - Production data disaster recovery test	1	2021-03-11	2021-03-11
ITProj2079	Viedoc disaster recovery test plan 2022	1	2022-11-23	2022-11-23
ITProj2089	Viedoc Disaster Recovery Test 2022 - Result	1	2022-12-14	2022-12-14
ITProj2191	Viedoc US disaster recovery test plan 2023	1	2023-10-19	2023-10-19
ITProj2203	Viedoc US disaster recovery test result 2023	1	2023-10-20	2023-10-20

Product Management				
PMOff01	Guidelines for prioritization	5	2023-08-14	2022-08-03
PMOff05	Encryption of Patient information	3	2023-11-15	2022-02-21
PMOff10	Dataflow of Clinical data in Viedoc	3	2024-01-17	2023-02-01

Professional Services				
VIEDOC02	Viedoc 4 Conventions	3	2023-08-14	2021-02-14
VIEDOC08	Data Handback- Instructions for Investigators Viedoc 3	3	2024-04-15	2022-04-20
VIEDOC10	Remote Host sFTP Guide	3	2024-04-15	2022-04-20
VIEDOC12	Flowchart Study Build	2	2024-05-08	2022-03-17
VIEDOC13	Kick-Off Meeting Guidelines	1	2024-05-08	2022-05-18
VIEDOC14	Study Build Guidelines	2	2023-05-16	2023-05-16

Quality Assurance				
QAOff148	VIRP Introduction	4	2023-09-27	2023-09-27
QAOff25	Viedoc Compliance according to GAMP 5 - Viedoc Technologies	7	2024-04-24	2024-04-24
QAOff296	Quality Plan 2023	1	2023-02-15	2023-02-15
QAOff297	Audit Plan 2023	2	2023-07-05	2023-07-05
QAOff30	Viedoc Compliance according to GAMP 5 - Viedoc Customer	8	2023-09-27	2023-09-27
QAOff32	Viedoc Technologies Approved Supplier List	14	2024-02-15	2024-02-15
QAOff364	Quality Plan 2024	1	2024-02-09	2024-02-09
QAOff365	Audit Plan 2024	1	2024-02-13	2024-02-13
QSDOC01	Validation Summary	4	2023-09-26	2023-09-26
QSDOC04	Viedoc Regulatory Compliance	6	2023-12-08	2023-12-08

QSDOC08	Viedoc 4 Regulatory Compliance Traceability Matrix	6	2023-12-05	2023-12-05
QSDOC09	Test Cases for Viedoc 4 Regulatory compliance	11	2024-04-04	2024-04-04
QSDOC10	Test Results for Viedoc 4 Regulatory compliance	6	2024-04-15	2024-04-15
QSOFF218	Role Description and Training Matrix	105	2024-05-07	2024-05-07

Sales & Marketing				
COMDOC87	Guidelines: LinkedIn for Viedoc Employees	1	2023-10-04	2023-10-04
ITOff123	Viedoc product description	6	2023-10-23	2023-10-23
ITOff132	Viedoc subprocessors - Europe instance	6	2023-10-06	2023-10-06
ITOff133	Viedoc subprocessors - China instance	6	2023-10-06	2023-10-06
ITOff134	Viedoc subprocessors - Japan instance	5	2023-10-06	2023-10-06
ITOff347	Viedoc subprocessors - US instance	1	2023-10-06	2023-10-06
ITOff60	Viedoc Security - Technical and organisational measures	6	2023-09-20	2023-09-20
SMDOC02	Viedoc Pricing Policy	2	2020-10-01	2020-10-01
SMDOC07	Marketing Automation Platform Usage and Flows	1	2022-11-10	2022-11-10
SMDOC08	Viedoc Brand Guidelines	2	2024-02-29	2024-02-29
SMDOC09	Social Media Policy	1	2024-02-19	2024-02-19