



# QUALITY SYSTEM

## Table of Contents 2026-02-18

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

### Standard Operating Procedure

Doc ID	Title	Version	Approved	Last Reviewed
<b>Company</b>				
COMSOP13	Staff Recruitment	10	2023-01-16	2025-03-20
COMSOP15	Appraisal and Personal Development	7	2025-06-11	2025-06-11
COMSOP17	Risk Assessment and Risk Treatment Methodology	6	2025-11-05	2025-11-05
COMSOP20	Access Management	8	2025-07-07	2025-07-07
COMSOP22	Business Continuity Plan	17	2025-11-11	2025-12-09
COMSOP23	Supplier management	10	2026-02-11	2026-02-11
COMSOP24	Company Process Map	2	2024-05-14	2025-05-23
COMSOP25	Document Control	16	2025-05-27	2025-05-27
COMSOP26	Viedoc Delivery Process	1	2025-09-15	2025-09-15
COMSOP27	Viedoc Release Processes	4	2025-06-30	2025-06-30
COMSOP28	Viedoc Operations Processes	3	2024-05-14	2025-05-23
COMSOP30	Company Compliance Processes	3	2025-09-15	2025-09-15
COMSOP31	Pre- and Onboarding	4	2025-08-29	2025-08-29
COMSOP32	Employee Offboarding	5	2025-10-08	2025-10-08
COMSOP33	Back-Office Platform Intervention	1	2024-02-20	2024-02-15
COMSOP35	Office Infrastructure	15	2025-05-23	2025-05-23
COMSOP36	External Communication	1	2024-03-18	2025-03-24
COMSOP39	Artificial Intelligence	1	2025-06-19	2025-06-19

<b>Development</b>				
DEVSOP01	Product Development Process	15	2024-11-14	2024-09-25
DEVSOP02	Agile Development at Viedoc	7	2023-10-23	2024-01-19
DEVSOP03	Product Lifecycle Management	6	2023-03-22	2024-01-19
DEVSOP04	Hotfix Process	8	2023-03-22	2024-01-19
DEVSOP05	Programming	9	2024-11-14	2024-11-14
DEVSOP06	Testing	11	2024-11-14	2024-09-24
DEVSOP07	Azure DevOps Workflow	6	2023-08-18	2024-01-19
DEVSOP08	Bug handling	8	2024-08-23	2024-08-23
DEVSOP10	Branching Strategy	3	2022-12-16	2024-01-19
DEVSOP11	Outsourced Development	3	2022-12-16	2024-01-19

### Information Security

COMSOP16	Identification of Legal, Contractual and Regulatory Requirements	6	2026-02-12	2026-02-11
COMSOP18	ISMS Manual	9	2025-08-01	2025-08-04
COMSOP19	Information classification	6	2025-08-08	2025-08-08
COMSOP21	Information Security Incident Management	5	2024-12-13	2025-08-27
COMSOP34	Cyber Incident Response	3	2025-08-08	2025-08-08
COMSOP37	Cloud Services Security	1	2024-03-20	2025-02-25

## Information Technology

ITSOP04	Back-office infrastructure	10	2026-02-13	2026-02-13
ITSOP08	Electronic Data Continuity	15	2025-05-26	2025-05-20
ITSOP12	Electronic Data Destruction	9	2025-05-26	2025-05-26
ITSOP13	Continuity Qualification	13	2026-02-13	2026-02-13
ITSOP18	Viedoc Deployment and Change Management	12	2025-09-09	2025-09-09
ITSOP20	Electronic Messaging	5	2023-02-21	2025-03-10
ITSOP21	Endpoint Management	5	2025-04-22	2025-04-22
ITSOP22	Event, Incident, Problem and Change management	8	2023-02-03	2025-03-10
ITSOP23	Password Management	5	2024-03-20	2025-03-20
ITSOP26	IT On-boarding, Cross-boarding and Off-boarding of employees	1	2024-05-02	2026-02-13
ITSOP27	Qualification and approval of software	2	2024-11-20	2026-01-22

## Product Management

PMSOP01	Product Release Process	14	2024-09-12	2024-09-12
PMSOP02	Change Control Board	5	2022-11-16	2025-02-28
PMSOP03	System Retirement Process	4	2022-11-16	2025-02-28
PMSOP04	Performance Qualification	4	2022-11-16	2025-02-28
PMSOP05	Localization	7	2026-01-08	2026-01-08

## Professional Services

VIESOP05	Viedoc Study Build	10	2025-05-02	2025-05-02
VIESOP13	Customer Support	9	2025-06-25	2025-06-24
VIESOP19	Validation of Study Build	4	2024-12-18	2024-12-18
VIESOP20	Managing Customer Projects	8	2025-05-02	2025-05-02
VIESOP22	Viedoc Access Management	2	2024-10-14	2024-09-16
VIESOP23	Customer Training SOP	2	2025-06-12	2025-06-11
VIESOP24	Managing Study Build Change Requests	4	2025-03-10	2025-03-10
VIESOP25	Custom Reports Configuration	1	2025-02-03	2025-02-03
VIESOP30	Customer Handover	1	2025-02-06	2025-02-06
VIESOP31	Customer Success Lifecycle Management	1	2025-05-20	2025-05-19
VIESOP32	User Access Management	2	2025-06-12	2025-06-11
VIESOP34	Design Review	1	2025-10-27	2025-10-27

## Quality Assurance

QSSOP01	Internal Audits	15	2024-09-30	2025-09-29
QSSOP05	Inspections and Audits	13	2025-06-26	2025-06-26

QSSOP10	Archiving	10	2025-03-07	2026-02-13
QSSOP11	Corrective Actions and Preventive Actions	14	2025-10-01	2025-10-01
QSSOP13	QA Assessment of suppliers	12	2025-11-10	2025-11-10
QSSOP15	Staff Training	9	2025-06-26	2025-06-26
QSSOP16	Data Protection Officer	5	2025-02-20	2025-10-01
QSSOP17	Viedoc Technologies eSOP System	5	2025-08-21	2025-10-16
QSSOP18	Quality Manual	4	2026-02-12	2026-02-12
QSSOP19	LMS Lessons Creation and Distribution	2	2025-10-08	2025-10-08

## Sales & Marketing

SMSOP01	Customer Contracts.	4	2022-10-12	2022-10-11
SMSOP02	RFI Procedure	4	2025-11-05	2025-11-05
SMSOP03	Viedoc Sales Cycle	2	2025-03-19	2025-03-19
SMSOP04	Partnership Programs	2	2025-11-05	2025-11-05
SMSOP05	Change Order and Cancellation Requests	2	2025-11-03	2025-10-27
SMSOP06	Discounted License Initiatives	1	2023-10-23	2024-07-01
SMSOP07	Sales Operations	1	2024-07-01	2024-07-01

## Template

Doc ID	Title	Version	Approved	Last Reviewed
<b>Company</b>				
COMTemp05	Secrecy Agreement English	5	2023-10-26	2026-01-15
COMTemp08	Amendment to Employment Agreement	7	2025-10-20	2025-11-27
COMTemp41	Viedoc Word Template 1	11	2025-12-04	2025-12-04
COMTemp42	Viedoc Word Template 2	9	2025-06-16	2025-06-16
COMTemp44	Information security - management review agenda	4	2024-10-09	2025-10-02
COMTemp46	System Classification Checklist	3	2024-10-11	2025-10-02
COMTemp47	Information Security Agreement	3	2024-10-11	2025-10-02
COMTemp48	Employment agreement SE	6	2025-05-15	2025-05-15
COMTemp49	Employment agreement JP	8	2026-01-07	2026-01-07
COMTemp50	Subcontractor agreement template	4	2023-11-16	2024-12-17
COMTemp51	Job Advertisement Template	3	2023-10-26	2025-10-21
COMTemp52	Employment agreement CN	3	2023-10-26	2024-12-18
COMTemp53	Employment agreement US	5	2025-05-26	2025-05-26
COMTemp54	Consultancy Agreement	2	2023-10-26	2026-01-15
COMTemp55	Supplier onboarding assessment	4	2026-02-12	2026-02-12
COMTemp56	Incident report template	2	2025-04-03	2025-12-05
COMTemp58	Employment Contract VN	1	2025-01-07	2025-01-07
COMTemp59	Employment Agreement AUS	2	2025-03-07	2025-03-07

## Development

DEVTEMP01	Internal Penetration Test Plan	2	2025-02-03	2026-02-09
DEVTEMP02	Internal Penetration Test Report	2	2025-02-03	2026-02-09

## Information Technology

ITTemp10	Colo, IaaS, SaaS provider qualification	6	2026-02-17	2026-02-17
ITTemp13	Viedoc4 Build Installation Qualification	20	2022-06-15	2025-03-13
ITTemp15	Viedoc4 Operational Qualification	10	2024-10-14	2025-03-13
ITTemp26	Viedoc Incident Report	6	2023-10-23	2025-10-13
ITTemp28	Virtual machine Installation Qualification	2	2021-02-08	2025-03-13
ITTemp30	Viedoc4 Azure Installation Qualification	3	2021-11-15	2025-03-25
ITTemp31	Destruction of digital media	3	2022-02-24	2026-01-22

## Product Management

PMTEMP04	External Release Notes for Viedoc X.Y	4	2022-05-25	2025-05-26
PMTEMP06	Viedoc Performance Qualification Specification	5	2025-02-27	2025-02-27
PMTEMP07	Viedoc Performance Qualification Results	5	2025-02-27	2025-02-27
PMTemp08	Viedoc PM Word Template	1	2025-02-27	2025-02-27
PMTemp09	Acknowledgement form	1	2025-02-21	2025-02-21
PMTemp10	VIRP Change Summary	1	2025-02-27	2025-02-27
PMTemp11	Impact Assessment	1	2025-02-21	2025-02-21

## Professional Services

VIETEMP04	CRF Specification	3	2019-12-15	2025-12-29
VIETemp11	Viedoc Setup Validation Plan	6	2022-12-01	2025-12-29
VIETemp12	Viedoc Validation Summary Report	6	2022-12-01	2025-12-29
VIETemp17	Edit Check Specification	4	2024-08-27	2025-12-29
VIETemp18	Protection of Database	2	2022-04-21	2025-12-29
VIETemp19	Study Build Approval	7	2025-02-17	2025-12-29
VIETemp20	Data Transfer Agreement	7	2023-01-20	2025-12-29
VIETemp21	Sites and Users Viedoc 3	1	2015-09-14	2025-12-29
VIETemp22-01	Impact Analysis Document	3	2023-08-21	2024-10-29
VIETemp23	Test Results Document	3	2023-08-21	2024-10-29
VIETemp24	Viedoc Customer Review Log	2	2020-12-01	2025-12-29
VIETemp27	Site, Lab and Sponsor User Log	4	2025-06-17	2025-06-17
VIETemp28	Email Templates for Customer Projects	12	2025-05-02	2025-05-02
VIETemp29	Viedoc RTSM Checklist	3	2023-02-24	2025-12-29
VIETemp30	Invoicing of eCRF updates	3	2023-04-17	2024-10-29
VIETemp31	Study Build Handover Form	2	2022-04-21	2024-10-29
VIETemp32	Change Order Request	2	2023-04-17	2025-12-29
VIETemp33	Managing Study Build Change Requests	3	2023-11-16	2024-12-11
VIETemp34	Custom Report Specification	1	2025-01-27	2025-01-27
VIETemp36	User Access Control - Requester form	1	2025-04-22	2025-04-22
VIETemp37	Customer Design Evaluation	1	2025-10-27	2025-10-27

## Quality Assurance

QSTemp02	SOP Deviation Request	11	2025-10-06	2025-10-03
QSTemp03	SOP Template	12	2025-06-13	2025-06-13
QSTemp05	Annual Quality Plan Template	5	2024-10-24	2025-10-14

QSTemp06	Meta Template	10	2024-03-25	2025-04-01
QSTemp07	Annual Quality Report	6	2024-10-18	2025-10-14
QSTemp09	Audit Summary Report	7	2024-10-25	2025-10-28
QSTemp17	Supplier Audit Agenda Template	7	2025-06-05	2025-06-05
QSTemp18	Root Cause Analysis Template	1	2011-08-24	2025-02-24
QSTemp19	Vendor Questionnaire	7	2024-10-25	2025-10-28
QSTemp20	Electronic Archiving of Paper Documents Validation Report	4	2023-10-25	2025-10-14
QSTemp21	Privacy Breach Notification Form	2	2021-11-15	2025-10-01
QSTemp22	Vendor Audit Certificate	2	2022-05-25	2025-03-11
QSTemp23	User Training Certificate	2	2022-05-25	2025-03-11
QSTemp24	Viedoc Release Certificate	5	2026-02-12	2026-02-12
QSTemp25	Viedoc Release Certificate Hotfix	5	2026-02-12	2026-02-12
QSTemp26	Annual Audit Plan Template	6	2024-11-12	2025-11-14
QSTemp27	Internal Audit Agenda Template	5	2024-10-25	2025-11-04
QSTemp28	Supplier Evaluation Template	4	2024-10-25	2025-11-04
QSTemp29	Validation Summary Report	6	2025-09-08	2025-09-08
QSTemp30	Viedoc Technologies Audit Report Response	1	2023-12-21	2025-06-11
QSTemp31	Viedoc Custom Solution Release Certificate	1	2024-11-15	2025-11-11
QSTemp32	Viedoc Trialgateway Release Certificate	1	2025-06-16	2025-06-16
QSTemp33	PT Disaster Recovery Test Template	1	2026-01-12	2026-01-12
QSTemp34	Viedoc Project Terminal Release Certificate	1	2026-01-15	2026-01-15

## Sales & Marketing

SMTemp01	MSA SE	5	2023-10-02	2025-09-18
SMTemp02	Appendix 1 - Work Order	4	2025-03-24	2025-11-12
SMTemp03	Appendix 2 - GTC SE	7	2023-10-02	2025-11-12
SMTemp04	Appendix 3 - SLA	7	2023-10-02	2026-01-15
SMTemp06	Appendix 4 - DPA	12	2023-10-02	2024-10-14
SMTemp08	MSA JP	8	2024-12-16	2026-01-16
SMTemp09	Appendix 1 - Work Order JP	4	2025-03-24	2025-03-24
SMTemp10	Appendix 2 - GTC JP	6	2025-04-22	2025-08-22
SMTemp14	NDA SE	4	2023-10-02	2026-01-15
SMTemp15	CRO Partner Agreement Template	5	2025-03-17	2025-03-17
SMTemp18	NDA US	4	2026-01-15	2026-01-15
SMTemp19	NDA CN	4	2025-03-18	2025-05-19
SMTemp20	NDA JP	3	2024-12-16	2024-12-16
SMTemp22	Appendix 2 - GTC US	3	2024-12-16	2026-01-15
SMTemp23	MSA US	5	2026-01-15	2026-01-15
SMTemp24	CRO Partner Agreement Template JPN	4	2025-03-17	2025-03-17
SMTemp25	CRO Partner Agreement Template US	3	2025-03-17	2025-03-17
SMTemp27	Viedoc MSA Cover Document CN, bilingual	4	2025-03-18	2025-05-19
SMTemp28	Appendix 1 - Sample Work Order CN, bilingual, Ver 1, 2022-04-21	2	2025-03-24	2025-03-24
SMTemp29	Appendix 2 - General Terms and Conditions CN, bilingual	3	2024-04-15	2025-05-19
SMTemp30	Appendix 3 - Service Level Agreement, bilingual CN	7	2024-04-15	2025-04-23
SMTemp31	Appendix 4 - Data Processing Agreement, bilingual CN	12	2024-04-15	2025-05-19

SMTemp32	Appendix 5 - Code of Conduct, bilingual CN	11	2024-05-06	2026-02-03
SMTemp33	CRO Partner Agreement Template CN	2	2025-03-17	2025-03-17
SMTemp34	3-party Termination and Transfer Agreement	1	2024-03-07	2025-01-14
SMTemp35	CRO Partner Agreement Template AUS	1	2025-03-17	2025-03-17
SMTemp36	NDA AUS	1	2025-03-18	2025-03-17
SMTemp37	MSA AUS	1	2025-03-18	2025-03-17
SMTemp38	Appendix 2 - GTC AUS	1	2025-03-18	2025-03-17
SMTemp39	Viedoc Verified Agreement	1	2025-05-12	2025-05-12

## Other documents

Doc ID	Title	Version	Approved	Last Reviewed
<b>Company</b>				
COMDOC08	Employee Handbook	11	2025-10-28	2025-10-28
COMDOC10	Viedoc Technologies Organogram	96	2026-02-03	2026-02-03
COMDOC108	Viedoc Terms of Use US	2	2025-01-13	2025-01-13
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	4	2025-05-15	2025-05-15
COMDOC12	Abbreviations and study terms	5	2026-02-10	2026-02-10
COMDOC121	NIS2 Compliance Assessment	2	2025-05-13	2025-05-13
COMDOC13	Pension-and Insurance Plan	6	2025-08-29	2025-08-29
COMDOC136	Viedoc Technologies SOC 2 Type 2 2024 - Issued	1	2024-11-25	2024-11-25
COMDOC137	Business continuity test 2024	1	2024-11-26	2024-11-26
COMDOC139	Business continuity test plan 2024	1	2024-12-12	2024-12-11
COMDOC141	ESG management review	5	2025-12-10	2025-12-10
COMDOC142	ESG plan 2025	1	2024-12-12	2025-02-27
COMDOC15	Travel Policy (Japan)	4	2024-07-01	2025-07-01
COMDOC152	Management decision SMS Teknik	1	2025-04-17	2025-04-17
COMDOC156	On-call compensation	1	2025-08-19	2025-08-14
COMDOC157	Work Instruction HR Background Checks	1	2025-06-05	2025-06-05
COMDOC169	Business continuity test plan 2025	1	2025-11-13	2025-11-13
COMDOC170	ESG plan 2026	1	2025-12-18	2025-12-18
COMDOC171	Business continuity test report 2025	1	2025-12-01	2025-12-01
COMDOC174	Viedoc Technologies SOC 2 Type 2 2025 - Issued	1	2025-12-16	2025-12-16
COMDOC19	List of Legal, Contractual and Regulatory Requirements	13	2026-01-21	2026-01-21
COMDOC20	Company Context Issues and Interested Parties	13	2026-02-13	2026-02-13
COMDOC22	Information Security SOA	5	2024-03-20	2025-02-25
COMDOC24	Asset Inventory	14	2025-11-12	2025-11-12
COMDOC27	Viedoc Terms of Use EU	3	2020-10-09	2025-01-13
COMDOC28	Viedoc Terms of Use JP	2	2020-10-09	2025-01-13
COMDOC29	Viedoc Terms of Use CN	2	2020-10-09	2025-01-13
COMDOC58	Data Protection Impact Assessment	8	2025-09-17	2025-09-17
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	4	2024-10-11	2025-09-18

COMDOC80	Information to employees regarding processing of their personal data	2	2024-03-22	2025-08-27
COMDOC89	Business continuity test 2022	1	2023-03-27	2023-03-01
COMDOC90	Business continuity test 2022 learnings	1	2023-03-27	2023-03-27

## Development

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	2024-12-30
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	2024-02-08	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
DevDoc61	2024 SWAT Vulnerability Report - Executive Summary	1	2025-01-15	2025-01-15
DEVOTH01	Programming Guidelines	2	2021-11-23	2024-02-02
DEVOTH02	Code Review Guidelines	1	2021-03-30	2024-02-02
DEVOTH03	Testing in Azure DevOps	4	2024-02-08	2024-02-02

## Information Security

COMDOC100	Marketing ISMS quarterly meeting notes	12	2026-01-22	2026-01-22
COMDOC101	QA ISMS quarterly meeting notes	12	2026-01-22	2026-01-22
COMDOC102	PM ISMS quarterly meeting notes	12	2026-01-20	2026-01-20
COMDOC109	ISO 27001 surveillance audit report - May 2023	1	2023-09-20	2023-09-20
COMDOC114	SOP Deviation Request on treatment of risk 306	1	2024-04-12	2024-03-01
COMDOC115	Information security - management review minutes Q1 2024	1	2024-03-13	2024-03-13
COMDOC119	ISO27001 re-certification and upgrade to ISO27001:2022 audit report Shanghai - May 2024	1	2024-04-12	2024-05-13
COMDOC120	ISO27001 re-certification and upgrade to ISO27001:2022 audit report - May 2024	1	2024-05-13	2024-05-13
COMDOC122	Viedoc ISO 27001 certificate no 0115523 JP	2	2025-07-22	2025-07-22
COMDOC123	Information security - management review minutes Q2 2024	1	2024-06-17	2024-06-17
COMDOC132	Information security - management review minutes Q3 2024	1	2024-10-04	2024-10-04
COMDOC138	SOP deviation request on treatment of risk 306	1	2024-11-29	2024-11-29
COMDOC140	Information security - management review minutes Q4 2024	1	2024-12-12	2024-12-12
COMDOC147	Information security - management review minutes Q1 2025	1	2025-03-12	2025-03-12
COMDOC149	ISO27001 surveillance audit report - March 2025 Shanghai	1	2025-03-24	2025-03-24
COMDOC150	SMS Teknik supplier risk assessment	1	2025-04-14	2025-04-14
COMDOC158	Information security - management review minutes Q2 2025	1	2025-06-12	2025-06-12
COMDOC160	ISO27001 surveillance audit report - March 2025	1	2025-07-01	2025-07-01

COMDOC164	SOP deviation request on treatment of risk 306	1	2025-08-15	2025-08-15
COMDOC165	People&Culture ISMS quarterly meeting notes	12	2026-01-21	2026-01-21
COMDOC167	Information security - management review minutes Q3 2025	1	2025-09-22	2025-09-22
COMDOC173	Information security - management review minutes Q4 2025	1	2025-12-10	2025-12-10
COMDOC176	Viedoc China ISMS quarterly meeting notes	1	2026-01-20	2026-01-20
COMDOC177	Viedoc Vietnam ISMS quarterly meeting notes	1	2026-01-21	2026-01-21
COMDOC178	Viedoc Japan ISMS quarterly meeting notes	1	2026-01-22	2026-01-22
COMDOC179	Viedoc Australia ISMS quarterly meeting notes	1	2026-01-29	2026-01-29
COMDOC180	SOP deviation request on treatment of risk 374	1	2026-01-21	2026-01-21
COMDOC35	Cyber insurance agreement	7	2025-06-12	2025-06-05
COMDOC41	Information security plan	10	2025-12-19	2025-12-19
COMDOC46	Internal audit report - information security - december 2020	1	2020-12-03	2020-12-02
COMDOC50	ISO 27001 stage 1 audit report - december 2020	1	2021-02-19	2021-01-07
COMDOC55	ISO 27001 stage 2 audit report - march 2021	2	2021-05-20	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	4	2025-07-22	2025-07-22
COMDOC65	Viedoc Shanghai ISO 27001 certificate no 0115523-A CH	3	2025-07-22	2025-07-22
COMDOC73	Extraordinary management review - february 2022	1	2022-02-28	2022-02-08
COMDOC76	ISO 27001 surveillance audit report - march 2022 Shanghai	2	2022-05-12	2022-05-11
COMDOC77	ISO 27001 surveillance audit report - march 2022	2	2022-05-03	2022-04-14
COMDOC84	SOP Deviation Request on treatment of risk 306	1	2023-02-16	2023-02-14
COMDOC85	SOP Deviation Request on overdue review of ITOff183	1	2023-02-27	2023-02-27
COMDOC91	Summary of investigation on encryption compliance in China	1	2023-04-03	2023-03-25
COMDOC92	Summary of follow-up investigation on ICP compliance in China	1	2023-04-03	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	12	2026-01-26	2026-01-26
COMDOC95	DEV ISMS quarterly meeting notes	12	2026-01-26	2026-01-26
COMDOC96	Finance ISMS quarterly meeting notes	12	2026-01-19	2026-01-19
COMDOC97	Sales ISMS quarterly meeting notes	12	2026-01-23	2026-01-23
COMDOC98	GC-DPO ISMS quarterly meeting notes	12	2026-01-22	2026-01-22
COMDOC99	IT ISMS quarterly meeting notes	12	2026-01-21	2026-01-21
QAOff184	Internal audit report - Shanghai - april 2021	1	2021-04-20	2021-04-08
QAOff213	Internal audit - Information Security Objectives - november 2021	1	2022-02-28	2021-11-10
QAOff288	CISO Audit Summary Report	1	2023-02-24	2022-12-07
QSOFF217	Internal Audit - Risk Analysis Process - december 2021	1	2022-02-28	2021-12-15

## Information Technology

ITOff108	Monthly Security Meeting	104	2026-01-14	2026-01-14
ITOff122	Colo, IaaS, SaaS provider qualification - Azure China	6	2026-02-17	2026-02-16
ITOff139	Colo, IaaS, SaaS provider qualification - SMS-Teknik	6	2026-02-17	2026-02-16

ITOff140	Colo, IaaS, SaaS provider qualification - ElasticEmail	5	2026-02-17	2026-02-16
ITOff141	Colo, IaaS, SaaS provider qualification - AliYun	5	2026-02-17	2026-02-16
ITOff149	Colo, IaaS, SaaS provider qualification - HENNGE	5	2026-02-17	2026-02-16
ITOff153	Colo, IaaS, SaaS provider qualification - MailJet	5	2026-02-18	2026-02-17
ITOff154	Colo, IaaS, SaaS provider qualification - AWS China	5	2026-02-18	2026-02-16
ITOff155	Colo, IaaS, SaaS provider qualification - Azure Global	5	2026-02-18	2026-02-17
ITOff165	Asset overview - Internet domains	14	2024-12-19	2025-12-08
ITOff182	Asset overview - Software subscriptions & licenses	4	2023-03-23	2025-03-10
ITOff183	Overview - IT systems, classification and dependencies	7	2024-11-13	2024-11-11
ITOff204	Approved Software	24	2025-12-22	2025-12-19
ITOff252	Monitoring Of Security Events	3	2025-06-19	2025-06-19
ITOff298	Quarterly supplier review	25	2025-12-19	2025-12-18
ITOff358	Colo, IaaS, SaaS provider qualification - AWS	4	2026-02-18	2026-02-17
ITOff389	Colo, IaaS, SaaS provider qualification - OVH Cloud	4	2026-02-18	2026-02-17
ITOff406	Monthly Security Meeting – Internal-IT	36	2026-01-28	2026-01-28
ITOff416	Certificate Update and Verification	2	2026-02-11	2026-02-04
ITOff417	Vulnerability Assessment Report	20	2026-01-14	2026-01-14
ITPCG40	Viedoc Disaster Precaution and Recovery Plan	11	2025-06-17	2025-06-17
ITPCG55	Viedoc Database Backup	8	2025-03-20	2025-03-13
ITPCG62	Infrastructure concept Azure	5	2023-10-02	2025-05-09
ITPCG67	Azure Database for MySQL - Disaster recovery test	2	2020-06-08	2020-06-08
ITPCG82	Azure Database for MySQL - Production data disaster recovery test	1	2021-03-16	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	2022-12-16	2022-12-14
ITProj2191	Viedoc US disaster recovery test plan 2023	1	2023-10-17	2023-10-19
ITProj2203	Viedoc US disaster recovery test result 2023	1	2023-11-01	2023-10-20
ITProj2291	Viedoc CN disaster recovery plan 2024	1	2024-11-25	2024-11-25
ITProj2292	Viedoc JP disaster recovery plan 2024	1	2024-11-25	2024-11-25
ITProj2293	Viedoc JP disaster recovery result 2024	1	2025-01-10	2024-12-17
ITProj2294	Viedoc CN disaster recovery test result 2024	1	2025-01-10	2024-12-17
ITProj2324	Viedoc AG disaster recovery test plan	1	2024-12-12	2024-12-12
ITProj2325	Viedoc AG disaster recovery test results 2024	1	2025-01-10	2024-12-17
ITProj2439	Viedoc STS disaster recovery test plan 2025	2	2025-10-13	2025-10-10
ITProj2440	Viedoc STS disaster recovery test results 2025	3	2025-10-14	2025-10-13
ITProj2451	Viedoc FR disaster recovery test plan 2025	1	2026-01-08	2025-12-03
ITProj2452	Viedoc FR AWS disaster recovery test plan 2025	1	2026-01-08	2025-12-03
ITProj2479	Viedoc FR AWS disaster recovery test results 2025	1	2026-01-21	2026-01-14

## Product Management

PMOff01	Guidelines for prioritization	5	2022-08-03	2024-09-27
PMOff05	Encryption of Patient information	3	2022-02-23	2025-02-28
PMOff10	Dataflow of Clinical data in Viedoc	3	2023-02-01	2024-01-17

## Professional Services

VIEDOC02	Viedoc 4 Conventions	3	2021-02-15	2025-12-29
----------	----------------------	---	------------	------------

VIEDOC08	Data Handback- Instructions for Investigators Viedoc 3	4	2026-01-07	2025-12-29
VIEDOC10	Remote Host sFTP Guide	4	2026-01-07	2025-12-29
VIEDOC12	Flowchart Study Build	4	2026-01-07	2025-12-29
VIEDOC13	Kick-Off Meeting Guidelines	2	2026-01-07	2025-12-29
VIEDOC14	Study Build Guidelines	2	2023-05-16	2024-12-11
VIEDOC15	Viedoc Go-live Checklist	1	2025-03-20	2025-03-10
VIEDOC16	First Delivery Checklist	2	2025-08-11	2025-08-08
VIEDOC17	Change Request Checklist	1	2025-06-09	2025-06-09
VIEDOC19	Design Review Guidelines	1	2025-10-27	2025-10-27

## Quality Assurance

QAOFF148	VIRP Introduction	6	2025-09-04	2025-09-04
QAOFF25	Viedoc Compliance according to GAMP 5 - Viedoc Technologies	9	2025-09-05	2025-09-05
QAOFF30	Viedoc Compliance according to GAMP 5 - Viedoc Customer	9	2024-10-18	2025-10-14
QAOFF32	Viedoc Technologies Approved Supplier List	20	2025-08-29	2025-08-29
QAOFF364	Quality Plan 2024	1	2024-02-09	2024-02-09
QAOFF365	Audit Plan 2024	1	2024-02-13	2024-02-13
QAOFF392	Annual Quality Report 2023 - audit version	1	2024-09-23	2024-09-23
QAOFF447	Annual Quality Report 2024 - audit version	1	2025-03-31	2025-03-31
QAOFF450	Audit Plan 2025	3	2025-09-01	2025-09-01
QAOFF451	Quality Plan 2025	1	2025-02-18	2025-02-18
QAOFF531	Audit Plan 2026	1	2026-02-16	2026-02-16
QAOFF534	Quality Plan 2026	1	2026-02-16	2026-02-16
QSDOC01	Validation Summary	6	2025-06-24	2025-06-23
QSDOC04	Viedoc Regulatory Compliance	8	2025-06-18	2025-06-18
QSDOC09	Test Cases for Viedoc 4 Regulatory compliance	13	2025-12-11	2025-12-16
QSDOC10	Test Results for Viedoc 4 Regulatory compliance	8	2025-12-18	2025-12-17
QSDOC12	PT Disaster Recovery Test	1	2026-01-13	2026-01-13
QSOFF218	Role Description and Training Matrix	114	2026-01-15	2026-01-15

## Sales & Marketing

COMDOC87	Guidelines: LinkedIn for Viedoc Employees	1	2023-10-04	2025-02-28
ITOFF132	Viedoc subprocessors - Europe instance	6	2023-10-06	2023-10-06
ITOFF133	Viedoc subprocessors - China instance	7	2024-11-13	2024-11-12
ITOFF134	Viedoc subprocessors - Japan instance	6	2024-11-13	2024-10-14
ITOFF347	Viedoc subprocessors - US instance	2	2024-11-13	2024-11-12
ITOFF60	Viedoc Security - Technical and organisational measures	8	2025-11-10	2025-11-10
SMDOC02	Viedoc Pricing Policy	3	2024-05-20	2025-10-28
SMDOC07	Marketing Automation Platform Usage and Flows	1	2022-11-10	2025-02-28
SMDOC08	Viedoc Brand Guidelines	3	2025-10-23	2025-10-23
SMDOC09	Social Media Policy	2	2025-10-23	2025-10-23

## Policies

Doc ID	Title	Version	Approved	Last Reviewed
<b>Company</b>				
COMPOL01	Code of Conduct	11	2024-03-14	2025-04-22
COMPOL02	Data Protection Policy	5	2024-03-25	2025-04-22
COMPOL03	Information Security Policy	11	2025-03-14	2025-03-14
COMPOL04	Quality Policy	11	2025-06-11	2025-06-11
COMPOL05	Viedoc Privacy Policy EU	6	2025-01-14	2025-01-14
COMPOL06	Viedoc Privacy Policy JP	5	2025-01-14	2025-01-14
COMPOL07	Viedoc Privacy Policy CN	4	2025-01-20	2025-01-20
COMPOL08	Password Policy	4	2024-08-09	2025-08-11
COMPOL10	Website Privacy Policy	4	2024-09-10	2025-11-12
COMPOL11	Travel Policy	4	2023-08-24	2025-06-02
COMPOL12	Diversity, Equality and Inclusion Policy	4	2025-06-11	2025-06-11
COMPOL13	Remote Working Policy	3	2025-06-11	2025-06-11
COMPOL14	Viedoc, Inc. Travel & Expense Policy	2	2025-08-27	2025-08-27
COMPOL15	Disciplinary Policy	2	2025-06-11	2025-06-11
COMPOL16	Authorization Policy Viedoc Group	3	2026-01-07	2026-01-07
COMPOL17	Alcohol and Drug Policy	2	2025-06-11	2025-06-11
COMPOL18	Viedoc Privacy Policy US	2	2025-02-04	2025-02-04
COMPOL19	Supplier Code of Conduct	2	2026-02-12	2026-02-12
COMPOL20	Environmental, Social and Governance Policy	1	2024-06-11	2025-06-10
COMPOL21	Work Environment Policy Sweden	1	2025-10-28	2025-10-28
COMPOL22	Finance Policy	1	2025-03-13	2026-02-02
COMPOL23	Procurement Policy	1	2025-01-08	2025-01-08
COMPOL24	Website privacy policy CN	1	2025-05-20	2025-09-16
COMPOL25	Website Privacy Policy Japan	1	2025-11-12	2025-11-12

<b>Development</b>				
DEVPOL01	Secure Development Policy	4	2023-10-26	2024-12-30

<b>Sales &amp; Marketing</b>				
SMPOL01	Viedoc Training Server Access	2	2024-12-30	2024-12-30
SMPOL02	Information Security within Sales	2	2024-09-23	2024-09-17
SMPOL03	Email Marketing and Automation Policy	2	2024-08-29	2024-08-29
SMPOL04	Advertising Policy	2	2025-09-16	2025-09-16
SMPOL05	Event Policy	2	2025-10-23	2025-10-23