viedoc™

QUALITY SYSTEM

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

Standard Operating Procedure

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COMTemp42	Viedoc Word Template 2	9	2025-06-16	2025-06-16
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Information Technology

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Other documents

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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
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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
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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	2026-02-24
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
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COMDOC80	Information to employees regarding processing of their personal data	2	2024-03-22	2025-08-27
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DEVDOC42	Viedoc 4.66 - Penetration Test 24-28 May 2021 - Executive Summary	1	2021-06-10	2021-06-10
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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
DEVDoc62	2025 SWAT Vulnerability Report - Executive Summary	1	2026-02-26	2026-02-26
DEVOTH01	Programming Guidelines	2	2021-11-23	2024-02-02
DEVOTH02	Code Review Guidlines	1	2021-03-30	2024-02-02
DEVOTH03	Testing in Azure DevOps	4	2024-02-08	2024-02-02

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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
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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
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COMDOC35	Cyber insurance agreement	7	2025-06-12	2025-06-05
COMDOC41	Information security plan	10	2025-12-19	2025-12-19
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
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
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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

Information Technology

ITOff108	Monthly Security Meeting	106	2026-02-23	2026-02-23
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	2026-03-12
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
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
QAOff535	Annual Quality Report 2025 - audit version	1	2026-02-19	2026-02-19
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
Company				
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	12	2026-02-26	2026-02-26
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

Development

DEVPOL01	Secure Development Policy	4	2023-10-26	2024-12-30

Sales & Marketing

SMPOL01	Viedoc Training Server Access	2	2024-12-30	2024-12-30
SMPOL02	Information Security within Sales	3	2026-03-11	2026-02-27
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