



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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| Company | | | | |
| COMSOP13 | Staff Recruitment | 10 | 2023-01-16 | 2026-03-05 |
| 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 | 18 | 2026-03-06 | 2026-03-06 |
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| COMSOP28 | Viedoc Operations Processes | 3 | 2024-05-14 | 2025-05-23 |
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| DEVSOP03 | Product Lifecycle Management | 6 | 2023-03-22 | 2024-01-19 |
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| DEVSOP11 | Outsourced Development | 3 | 2022-12-16 | 2024-01-19 |

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| 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 |
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Information Technology

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| ITSOP12 | Electronic Data Destruction | 9 | 2025-05-26 | 2025-05-26 |
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| ITSOP18 | Viedoc Deployment and Change Management | 12 | 2025-09-09 | 2025-09-09 |
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| 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 | 3 | 2026-03-05 | 2026-03-04 |
| 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 |

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| 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 | 2026-04-17 |
| 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 |

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| SMSOP02 | RFI Procedure | 4 | 2025-11-05 | 2025-11-05 |
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| 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 | 2 | 2026-03-11 | 2026-02-27 |
| SMSOP07 | Sales Operations | 1 | 2024-07-01 | 2024-07-01 |

Template

| Doc ID | Title | Version | Approved | Last Reviewed |
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| Company | | | | |
| 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 |
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| 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 | 2026-03-09 |
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| 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

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

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| 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 |

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| PMTEMP06 | Viedoc Performance Qualification Specification | 6 | 2026-02-23 | 2026-02-23 |
| PMTEMP07 | Viedoc Performance Qualification Results | 6 | 2026-02-23 | 2026-02-23 |
| PMP08 | Viedoc PM Word Template | 2 | 2026-02-23 | 2026-02-23 |
| PMP09 | Acknowledgement form | 1 | 2025-02-21 | 2026-03-11 |
| PMP10 | VIRP Change Summary | 1 | 2025-02-27 | 2026-03-11 |
| PMP11 | Impact Assessment | 1 | 2025-02-21 | 2026-03-11 |

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| 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 |
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| 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 |
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| 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 |
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| VIETemp36 | User Access Control - Requester form | 1 | 2025-04-22 | 2025-04-22 |
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| QSTemp03 | SOP Template | 12 | 2025-06-13 | 2025-06-13 |
| QSTemp05 | Annual Quality Plan Template | 5 | 2024-10-24 | 2025-10-14 |

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| 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 |
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| QSTemp18 | Root Cause Analysis Template | 1 | 2011-08-24 | 2025-02-24 |
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| 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 |
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| SMTemp19 | NDA CN | 4 | 2025-03-18 | 2025-05-19 |
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| SMTemp31 | Appendix 4 - Data Processing Agreement, bilingual CN | 12 | 2024-04-15 | 2025-05-19 |

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| SMTemp35 | CRO Partner Agreement Template AUS | 1 | 2025-03-17 | 2026-04-17 |
| SMTemp36 | NDA AUS | 1 | 2025-03-18 | 2026-04-17 |
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| 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

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| Company | | | | |
| COMDOC08 | Employee Handbook | 11 | 2025-10-28 | 2025-10-28 |
| COMDOC10 | Viedoc Technologies Organogram | 97 | 2026-03-02 | 2026-03-02 |
| COMDOC108 | Viedoc Terms of Use US | 2 | 2025-01-13 | 2026-04-17 |
| 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 | 6 | 2026-03-24 | 2026-03-24 |
| 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 | 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 |
| 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 |

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| 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

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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 | 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 |
| 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 Guidelines | 1 | 2021-03-30 | 2024-02-02 |
| DEVOTH03 | Testing in Azure DevOps | 4 | 2024-02-08 | 2024-02-02 |

Information Security

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| COMDOC100 | Marketing ISMS quarterly meeting notes | 13 | 2026-04-21 | 2026-04-21 |
| COMDOC101 | QA ISMS quarterly meeting notes | 13 | 2026-04-20 | 2026-04-20 |
| COMDOC102 | PM ISMS quarterly meeting notes | 13 | 2026-04-15 | 2026-04-15 |
| 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 |

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| 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 | 13 | 2026-04-15 | 2026-04-15 |
| 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 | 2 | 2026-04-21 | 2026-04-21 |
| COMDOC177 | Viedoc Vietnam ISMS quarterly meeting notes | 2 | 2026-04-15 | 2026-04-15 |
| COMDOC178 | Viedoc Japan ISMS quarterly meeting notes | 2 | 2026-04-21 | 2026-04-21 |
| 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 |
| COMDOC185 | Information security - management review minutes Q1 2026 | 1 | 2026-03-24 | 2026-03-24 |
| COMDOC186 | ISO27001 surveillance audit report - March 2026 | 1 | 2026-04-27 | 2026-04-27 |
| COMDOC187 | ISO27001 surveillance audit report - March 2026 Shanghai | 1 | 2026-04-27 | 2026-04-27 |
| 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 | 13 | 2026-04-21 | 2026-04-21 |
| COMDOC95 | DEV ISMS quarterly meeting notes | 13 | 2026-04-21 | 2026-04-21 |
| COMDOC96 | Finance ISMS quarterly meeting notes | 13 | 2026-04-21 | 2026-04-21 |
| COMDOC97 | Sales ISMS quarterly meeting notes | 13 | 2026-04-27 | 2026-04-27 |
| COMDOC98 | GC-DPO ISMS quarterly meeting notes | 12 | 2026-01-22 | 2026-01-22 |
| COMDOC99 | IT ISMS quarterly meeting notes | 13 | 2026-04-14 | 2026-04-14 |

| Information Technology | | | | |
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| ITOff108 | Monthly Security Meeting | 108 | 2026-04-20 | 2026-04-20 |
| 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 |

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| IOff183 | Overview - IT systems, classification and dependencies | 7 | 2024-11-13 | 2024-11-11 |
| IOff204 | Approved Software | 25 | 2026-04-23 | 2026-04-23 |
| IOff252 | Monitoring Of Security Events | 3 | 2025-06-19 | 2025-06-19 |
| IOff298 | Quarterly supplier review | 25 | 2025-12-19 | 2025-12-18 |
| IOff358 | Colo, IaaS, SaaS provider qualification - AWS | 4 | 2026-02-18 | 2026-02-17 |
| IOff389 | Colo, IaaS, SaaS provider qualification - OVH Cloud | 4 | 2026-02-18 | 2026-02-17 |
| IOff406 | Monthly Security Meeting – Internal-IT | 38 | 2026-04-27 | 2026-04-27 |
| IOff416 | Certificate Update and Verification | 2 | 2026-02-11 | 2026-02-04 |
| IOff417 | Vulnerability Assessment Report | 24 | 2026-04-20 | 2026-04-20 |
| 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 |
| 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

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|---------|-------------------------------------|---|------------|------------|
| PMOff01 | Guidelines for prioritization | 7 | 2026-04-13 | 2026-04-13 |
| 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

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|----------|--|---|------------|------------|
| 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

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|----------|---|---|------------|------------|
| 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 |

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| 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 | 115 | 2026-04-01 | 2026-04-01 |

Sales & Marketing

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| COMDOC87 | Guidelines: LinkedIn for Viedoc Employees | 1 | 2023-10-04 | 2025-02-28 |
| ITOFF132 | Viedoc subprocessors - Europe instance | 8 | 2026-03-17 | 2026-03-17 |
| ITOFF133 | Viedoc subprocessors - China instance | 8 | 2026-03-17 | 2026-03-16 |
| ITOFF134 | Viedoc subprocessors - Japan instance | 7 | 2026-03-17 | 2026-03-16 |
| ITOFF347 | Viedoc subprocessors - US instance | 3 | 2026-03-17 | 2026-03-16 |
| 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 | 2026-04-17 |
| COMPOL02 | Data Protection Policy | 5 | 2024-03-25 | 2026-04-17 |
| 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 | 2026-04-17 |
| COMPOL06 | Viedoc Privacy Policy JP | 5 | 2025-01-14 | 2026-04-17 |
| COMPOL07 | Viedoc Privacy Policy CN | 4 | 2025-01-20 | 2026-04-17 |
| COMPOL08 | Password Policy | 4 | 2024-08-09 | 2025-08-11 |
| COMPOL10 | Website Visitor and Customer Representative Privacy Policy | 5 | 2026-03-17 | 2026-03-17 |
| COMPOL11 | Travel Policy | 4 | 2023-08-24 | 2025-06-02 |

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| 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 | 2026-04-17 |
| 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 | 2026-04-17 |
| 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

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| DEVPOL01 | Secure Development Policy | 4 | 2023-10-26 | 2024-12-30 |
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Sales & Marketing

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| 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 |