



QUALITY SYSTEM

Table of Contents 2026-08-10

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
Company				
COMSOP13	Staff Recruitment	11	2026-07-15	2026-07-14
COMSOP15	Appraisal and Personal Development	9	2026-06-09	2026-06-09
COMSOP17	Risk Assessment and Risk Treatment Methodology	6	2025-11-05	2025-11-05
COMSOP20	Access Management	9	2026-07-08	2026-07-08
COMSOP22	Business Continuity Plan	19	2026-05-18	2026-05-15
COMSOP23	Supplier management	10	2026-02-11	2026-02-11
COMSOP24	Company Process Map	3	2026-05-22	2026-05-22
COMSOP25	Document Control	17	2026-05-29	2026-05-29
COMSOP26	Viedoc Delivery Process	2	2026-05-22	2026-05-22
COMSOP27	Viedoc Release Processes	5	2026-05-22	2026-05-22
COMSOP28	Viedoc Operations Processes	4	2026-05-22	2026-05-22
COMSOP30	Company Compliance Processes	4	2026-05-22	2026-05-22
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	2026-06-26
COMSOP36	External Communication	1	2024-03-18	2026-04-02
COMSOP39	Artificial Intelligence	2	2026-04-15	2026-04-15

Development				
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	9	2026-07-28	2026-07-28

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	11	2026-08-06	2026-08-06
COMSOP19	Information classification	7	2026-08-10	2026-08-10
COMSOP21	Information Security Incident Management	5	2024-12-13	2025-08-27
COMSOP34	Cyber Incident Response	4	2026-08-06	2026-08-06
COMSOP37	Cloud Services Security	2	2026-02-26	2026-02-26

Information Technology				
ITSOP04	Back-office infrastructure	10	2026-02-13	2026-02-13
ITSOP08	Electronic Data Continuity	15	2025-05-26	2026-06-26
ITSOP12	Electronic Data Destruction	9	2025-05-26	2026-06-26
ITSOP13	Continuity Qualification	13	2026-02-13	2026-02-13
ITSOP18	Viedoc Deployment and Change Management	12	2025-09-09	2026-06-26
ITSOP20	Electronic Messaging	5	2023-02-21	2026-04-09
ITSOP21	Endpoint Management	5	2025-04-22	2026-06-02
ITSOP22	Event, Incident, Problem and Change management	8	2023-02-03	2026-04-30
ITSOP23	Password Management	6	2026-02-26	2026-02-26
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	11	2026-06-22	2026-06-18
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	3	2026-07-03	2026-07-03
VIESOP24	Managing Study Build Change Requests	4	2025-03-10	2025-03-10
VIESOP25	Custom Reports Configuration	1	2025-02-03	2025-02-03
VIESOP28	Rescue Studies	1	2026-05-12	2026-05-11
VIESOP30	Service Handover	2	2026-06-03	2026-06-03
VIESOP31	Customer Success Lifecycle Management	1	2025-05-20	2026-05-08
VIESOP32	User Access Management	3	2026-06-04	2026-06-03
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	15	2026-04-30	2026-04-30
QSSOP13	QA Assessment of suppliers	12	2025-11-10	2025-11-10
QSSOP15	Staff Training	9	2025-06-26	2026-06-25
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	5	2026-05-29	2026-05-28
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	2026-04-08
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
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	2026-06-09
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	2026-03-09
COMTemp53	Employment agreement US	6	2026-06-03	2026-06-03
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	2026-05-05
COMTemp58	Employment Contract VN	2	2026-05-25	2026-05-22
COMTemp59	Employment Agreement AUS	2	2025-03-07	2026-07-24

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	2026-06-26
ITTemp15	Viedoc4 Operational Qualification	10	2024-10-14	2026-06-18
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	6	2026-02-23	2026-02-23
PMTEMP07	Viedoc Performance Qualification Results	6	2026-02-23	2026-02-23
PMTemp08	Viedoc PM Word Template	2	2026-02-23	2026-02-23
PMTemp09	Acknowledgement form	1	2025-02-21	2026-03-11
PMTemp10	VIRP Change Summary	1	2025-02-27	2026-03-11
PMTemp11	Impact Assessment	1	2025-02-21	2026-03-11

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	2026-06-15
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	2026-06-09
QSTemp05	Annual Quality Plan Template	5	2024-10-24	2025-10-14
QSTemp06	Meta Template	10	2024-03-25	2026-05-29
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	2026-07-10
QSTemp18	Root Cause Analysis Template	1	2011-08-24	2026-05-27
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
QSTemp22	Vendor Audit Certificate	3	2026-05-18	2026-05-18
QSTemp23	User Training Certificate	3	2026-05-18	2026-05-18
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	2	2026-05-28	2026-05-27

QSTemp32	Viedoc Trialgateway Release Certificate	2	2026-05-28	2026-05-27
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	8	2026-03-18	2026-03-17
SMTemp04	Appendix 3 - SLA	8	2026-06-24	2026-06-24
SMTemp06	Appendix 4 - DPA	13	2026-03-18	2026-03-17
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	2026-05-11
SMTemp18	NDA US	4	2026-01-15	2026-01-15
SMTemp19	NDA CN	4	2025-03-18	2026-05-04
SMTemp20	NDA JP, bilingual	4	2026-05-05	2026-01-16
SMTemp22	Appendix 2 - GTC US	4	2026-05-05	2026-03-17
SMTemp23	MSA US	5	2026-01-15	2026-01-15
SMTemp24	CRO Partner Agreement Template JPN	4	2025-03-17	2026-04-17
SMTemp25	CRO Partner Agreement Template US	3	2025-03-17	2026-04-17
SMTemp27	Viedoc MSA Cover Document CN, bilingual	4	2025-03-18	2026-05-04
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	4	2026-05-11	2026-05-11
SMTemp30	Appendix 3 - Service Level Agreement, bilingual CN	8	2026-06-24	2026-06-24
SMTemp31	Appendix 4 - Data Processing Agreement, bilingual CN	13	2026-04-29	2026-04-29
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	2026-04-17

SMTemp34	3-party Termination and Transfer Agreement	1	2024-03-07	2026-04-17
SMTemp35	CRO Partner Agreement Template AUS	1	2025-03-17	2026-04-17
SMTemp36	NDA AUS	1	2025-03-18	2026-04-17
SMTemp37	MSA AUS	1	2025-03-18	2026-04-17
SMTemp38	Appendix 2 - GTC AUS	2	2026-05-05	2026-03-17
SMTemp39	Viedoc Verified Agreement	1	2025-05-12	2026-05-04

Other documents

Doc ID	Title	Version	Approved	Last Reviewed
Company				
COMDOC08	Employee Handbook	11	2025-10-28	2025-10-28
COMDOC10	Viedoc Technologies Organogram	99	2026-06-02	2026-06-02
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	5	2026-05-20	2026-05-20
COMDOC12	Abbreviations and study terms	5	2026-02-10	2026-02-10
COMDOC121	NIS2 Compliance Assessment	2	2025-05-13	2026-05-15
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	7	2026-06-12	2026-06-12
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	2026-05-27
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
COMDOC188	Business continuity follow up meeting	1	2026-05-12	2026-05-12
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	15	2026-07-06	2026-07-06
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	3	2026-05-08	2026-05-08
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
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				
COMDOC100	Marketing ISMS quarterly meeting notes	14	2026-08-05	2026-08-05
COMDOC101	QA ISMS quarterly meeting notes	14	2026-08-03	2026-08-03
COMDOC102	PM ISMS quarterly meeting notes	14	2026-08-06	2026-08-06
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	14	2026-07-15	2026-07-15
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	3	2026-08-06	2026-08-06
COMDOC177	Viedoc Vietnam ISMS quarterly meeting notes	3	2026-07-15	2026-07-15
COMDOC178	Viedoc Japan ISMS quarterly meeting notes	3	2026-08-07	2026-08-07
COMDOC179	Viedoc Australia ISMS quarterly meeting notes	3	2026-08-04	2026-08-04
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
COMDOC190	Information security - management review minutes Q2 2026	1	2026-06-12	2026-06-12
COMDOC194	Cyber insurance certificate	1	2026-06-22	2026-06-22
COMDOC35	Cyber insurance agreement	8	2026-06-22	2026-06-22
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	14	2026-07-15	2026-07-15
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	13	2026-04-29	2026-04-29
COMDOC99	IT ISMS quarterly meeting notes	14	2026-07-16	2026-07-16

Information Technology				
ITOff108	Monthly Security Meeting	110	2026-06-18	2026-06-18
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	2026-06-08

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	25	2026-04-23	2026-04-23
ITOff252	Monitoring Of Security Events	4	2026-06-16	2026-06-16
ITOff298	Quarterly supplier review	28	2026-06-18	2026-06-18
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	41	2026-06-18	2026-06-18
ITOff416	Certificate Update and Verification	2	2026-02-11	2026-02-04
ITOff417	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	2026-04-30
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
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Product Management

PMOff01	Guidelines for prioritization	7	2026-04-13	2026-04-13
PMOff05	Encryption of Patient information	4	2026-06-25	2026-06-05
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 QA Supplier List	22	2026-06-25	2026-06-25
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	2026-06-22
QSDOC04	Viedoc Regulatory Compliance	9	2026-05-19	2026-05-19
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	119	2026-06-29	2026-06-29

Sales & Marketing

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
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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	2026-05-27
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
COMPOL12	Diversity, Equality and Inclusion Policy	5	2026-06-11	2026-06-11
COMPOL13	Remote Working Policy	4	2026-06-11	2026-06-11
COMPOL14	Viedoc, Inc. Travel & Expense Policy	2	2025-08-27	2025-08-27
COMPOL15	Disciplinary Policy	3	2026-06-11	2026-06-11
COMPOL16	Authorization Policy Viedoc Group	4	2026-04-29	2026-04-27
COMPOL17	Alcohol and Drug Policy	3	2026-06-12	2026-06-11
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	2	2026-06-15	2026-06-12
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 Visitor and Customer Representative privacy policy CN	2	2026-05-07	2026-05-06
COMPOL25	Website Visitor and Customer Representative Privacy Policy Japan	2	2026-05-07	2026-05-06

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