



QUALITY SYSTEM

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

Policies

Doc ID Title Version Last Reviewed Last updated

Company				
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COMPOL01	Code of Conduct	11	2024-03-14	2024-03-14
COMPOL02	Data Protection Policy	5	2024-03-25	2024-03-25
COMPOL03	Information Security Policy	10	2025-03-14	2025-03-14
COMPOL04	Quality Policy	10	2024-06-14	2024-06-14
COMPOL05	Viedoc Privacy Policy EU	6	2025-01-14	2025-01-14
COMPOL06	Viedoc Privacy Policy JP	5	2025-01-14	2025-01-14
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COMPOL13	Remote Working Policy	2	2023-05-29	2022-12-08
COMPOL14	Viedoc, Inc. Travel & Expense Policy	1	2023-05-30	2022-02-04
COMPOL15	Disciplinary Policy	1	2024-05-02	2022-03-07
COMPOL16	Authorization Policy Viedoc Group	2	2024-05-28	2024-03-18
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COMPOL18	Viedoc Privacy Policy US	1	2023-09-28	2023-09-28
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SMPOL02	Information Security within Sales	2	2024-09-17	2024-09-17
SMPOL03	Email Marketing and Automation Policy	2	2024-08-29	2024-08-29
SMPOL04	Advertising Policy	1	2024-02-23	2024-02-23
SMPOL05	Event Policy	1	2024-07-29	2024-07-29

Standard Operating Procedures

Doc ID	Title	Version	Last Reviewed	Last updated
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COMSOP13	Staff Recruitment	10	2024-02-26	2023-01-13
COMSOP15	Appraisal and Personal Development	6	2024-02-13	2024-02-13
COMSOP17	Risk Assessment and Risk Treatment Methodology	5	2024-11-11	2024-11-11
COMSOP20	Access Management	7	2024-07-08	2024-07-08
COMSOP22	Business Continuity Plan	15	2025-03-14	2025-03-14
COMSOP23	Supplier management	9	2025-01-24	2025-01-24
COMSOP24	Company Process Map	2	2024-05-14	2024-05-14
COMSOP25	Document Control	15	2024-05-29	2024-05-29
COMSOP27	Viedoc Release Processes	3	2024-05-14	2024-05-14
COMSOP28	Viedoc Operations Processes	3	2024-05-14	2024-05-14
COMSOP30	Company Compliance Processes	2	2024-05-14	2024-05-14
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COMSOP32	Employee Offboarding	4	2024-10-01	2024-10-01
COMSOP33	Back-Office Platform Intervention	1	2024-02-15	2024-02-15
COMSOP35	Office Infrastructure	14	2024-03-19	2024-03-19
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DEVSOP06	Testing	11	2024-09-24	2024-09-24
DEVSOP07	Azure DevOps Workflow	6	2024-01-19	2023-08-18
DEVSOP08	Bug handling	8	2024-08-23	2024-08-23
DEVSOP10	Branching Strategy	3	2024-01-19	2022-12-16
DEVSOP11	Outsourced Development	3	2024-01-19	2022-12-16

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COMSOP18	ISMS Manual	8	2025-03-03	2025-03-03
COMSOP19	Information classification	5	2024-08-07	2024-08-07
COMSOP21	Information Security Incident Management	5	2024-12-13	2024-12-13
COMSOP34	Cyber Incident Response	2	2024-08-06	2024-08-06
COMSOP37	Cloud Services Security	1	2025-02-25	2024-03-19

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ITSOP08	Electronic Data Continuity	14	2024-08-29	2024-08-29
ITSOP09	Office Infrastructure	13	2022-11-18	2022-11-18
ITSOP12	Electronic Data Destruction	8	2025-01-10	2025-01-10
ITSOP13	Continuity Qualification	12	2025-03-10	2024-03-22
ITSOP18	Viedoc Deployment and Change Management	11	2025-03-17	2025-03-17
ITSOP20	Electronic Messaging	5	2023-02-20	2023-02-20
ITSOP21	Client Installation and Validation	4	2024-03-08	2024-03-08
ITSOP22	Event, Incident, Problem and Change management	8	2025-03-10	2023-02-03
ITSOP23	Password Management	5	2024-03-17	2024-03-17
ITSOP26	IT On-boarding, Cross-boarding and Off-boarding of employees	1	2024-05-02	2024-05-02
ITSOP27	Qualification and approval of software	2	2024-11-20	2024-11-20

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PMSOP03	System Retirement Process	4	2025-02-28	2022-11-16
PMSOP04	Performance Qualification	4	2025-02-28	2022-11-16
PMSOP05	Localization	6	2025-02-28	2022-11-16

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VIESOP19	Validation of Study Build	4	2024-12-18	2024-12-18

VIESOP20	Managing Customer Projects	7	2025-03-07	2025-03-07
VIESOP22	Viedoc Access Management	2	2024-09-16	2024-09-16
VIESOP23	Customer Training SOP	1	2024-03-26	2023-05-04
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

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QSSOP05	Inspections and Audits	12	2024-07-03	2024-07-03
QSSOP10	Archiving	10	2025-03-07	2025-03-07
QSSOP11	Corrective Actions and Preventive Actions	13	2024-09-23	2024-09-23
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QSSOP15	Staff Training	8	2024-08-29	2024-08-29
QSSOP16	Data Protection Officer	5	2025-02-20	2025-02-20
QSSOP17	Viedoc Technologies eSOP System	4	2024-10-24	2024-10-24
QSSOP18	Quality Manual	3	2025-02-24	2025-02-24
QSSOP19	Nanolearning Lesson Creation and Distribution	1	2024-10-08	2023-10-19

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SMSOP02	RFI Procedure	3	2024-06-25	2024-06-25
SMSOP03	Viedoc Sales Cycle	1	2023-04-18	2021-06-30
SMSOP04	Partnership Programs	1	2024-03-26	2022-12-09
SMSOP05	Change Order and Cancellation Requests	1	2024-03-26	2022-12-09
SMSOP06	Discounted License Initiatives	1	2024-07-01	2023-10-19
SMSOP07	Sales Operations	1	2024-07-01	2024-07-01

Templates

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COMTemp05	Secrecy Agreement English	5	2024-12-16	2023-10-25
COMTemp08	Change in Employment Status for Permanent Employees	6	2024-10-23	2023-10-25
COMTemp41	Viedoc Word Template 1	8	2024-10-09	2024-10-09
COMTemp42	Viedoc Word Template 2	7	2024-10-09	2024-10-09
COMTemp44	Information security - management review agenda	4	2024-10-09	2024-10-09
COMTemp46	System Classification Checklist	3	2024-10-11	2024-10-11
COMTemp47	Information Security Agreement	3	2024-10-11	2024-10-11
COMTemp48	Employment agreement SE	4	2025-02-26	2025-02-26
COMTemp49	Employment agreement JP	3	2024-12-18	2023-10-26
COMTemp50	Subcontractor agreement template	4	2024-12-17	2023-11-16
COMTemp51	Job Advertisement Template	3	2024-10-23	2023-10-26
COMTemp52	Employment agreement CN	3	2024-12-18	2023-10-26
COMTemp53	Employment agreement US	4	2024-12-18	2023-10-25
COMTemp54	Consultancy Agreement	2	2024-12-17	2024-04-03
COMTemp55	Supplier onboarding assessment	2	2025-01-24	2025-01-24
COMTemp56	Incident report template	1	2024-12-13	2024-12-13
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	2025-02-03
DEVTEMP02	Internal Penetration Test Report	2	2025-02-03	2025-02-03

Information Technology

ITTemp05	Client Computer Validation	7	2023-08-24	2021-09-14
ITTemp10	Colo, IaaS, SaaS provider qualification	5	2024-03-25	2024-03-25
ITTemp13	Viedoc4 Build Installation Qualification	20	2023-08-24	2022-06-14
ITTemp15	Viedoc4 Operational Qualification	10	2024-05-03	2024-05-03
ITTemp26	Viedoc Incident Report	6	2023-10-23	2023-10-23
ITTemp28	Virtual machine Installation Qualification	2	2023-02-21	2021-02-08
ITTemp30	Viedoc4 Azure Installation Qualification	3	2023-08-24	2021-11-15

ITTemp31	Destruction of digital media	3	2024-10-24	2022-02-24
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Product Management

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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

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VIETemp11	Viedoc Setup Validation Plan	6	2024-05-08	2022-12-01
VIETemp12	Viedoc Validation Summary Report	6	2024-05-08	2022-12-01
VIETemp17	Edit Check Specification	4	2024-08-21	2024-08-21
VIETemp18	Protection of Database	2	2024-04-15	2022-04-21
VIETemp19	Study Build Approval	7	2025-02-19	2025-02-19
VIETemp20	Data Transfer Agreement	7	2024-05-08	2023-01-20
VIETemp21	Sites and Users Viedoc 3	1	2024-05-03	2014-06-05
VIETemp22-01	Impact Analysis Document	3	2024-10-29	2023-08-21
VIETemp23	Test Results Document	3	2024-10-29	2023-08-21
VIETemp24	Viedoc Customer Review Log	2	2024-10-22	2020-11-30
VIETemp27	Site, Lab and Sponsor User Log	3	2025-02-19	2025-02-19
VIETemp28	Email Templates for Customer Projects	11	2025-02-19	2025-02-19
VIETemp29	Viedoc RTSM Checklist	3	2024-04-15	2023-02-24
VIETemp30	Invoicing of eCRF updates	3	2024-10-29	2023-04-17
VIETemp31	Study Build Handover Form	2	2024-10-29	2022-04-21
VIETemp32	Change Order Request	2	2024-04-15	2023-04-17
VIETemp33	Managing Study Build Change Requests	3	2024-12-11	2023-11-13
VIETemp34	Custom Report Specification	1	2025-01-27	2025-01-27

Quality Assurance

QSTemp02	SOP Deviation Request	10	2024-10-18	2024-10-18
QSTemp03	SOP Template	11	2024-10-18	2024-10-18

QSTemp05	Annual Quality Plan Template	5	2024-10-24	2024-10-24
QSTemp06	Meta Template	10	2024-03-25	2024-03-25
QSTemp07	Annual Quality Report	6	2024-10-18	2024-10-18
QSTemp09	Audit Summary Report	7	2024-10-25	2024-10-25
QSTemp17	Supplier Audit Agenda Template	6	2024-10-25	2024-10-25
QSTemp18	Root Cause Analysis Template	1	2025-02-24	2011-08-15
QSTemp19	Vendor Questionnaire	7	2024-10-25	2024-10-25
QSTemp20	Electronic Archiving of Paper Documents Validation Report	4	2024-10-18	2023-10-25
QSTemp21	Privacy Breach Notification Form	2	2024-10-14	2022-05-31
QSTemp22	Vendor Audit Certificate	2	2025-03-11	2022-05-25
QSTemp23	User Training Certificate	2	2025-03-11	2022-05-25
QSTemp24	Viedoc Release Certificate	4	2025-02-24	2023-02-17
QSTemp25	Viedoc Release Certificate Hotfix	4	2025-02-24	2023-02-17
QSTemp26	Annual Audit Plan Template	6	2024-11-12	2024-11-12
QSTemp27	Internal Audit Agenda Template	5	2024-10-25	2024-10-25
QSTemp28	Supplier Evaluation Template	4	2024-10-25	2024-10-25
QSTemp29	Validation Summary Report	5	2024-09-25	2024-09-25
QSTemp30	Viedoc Technologies Audit Report Response	1	2023-12-21	2023-12-21
QSTemp31	Viedoc Custom Solution Release Certificate	1	2024-11-15	2024-11-15

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SMTemp03	Appendix 2 - GTC SE	7	2024-10-15	2024-10-15
SMTemp04	Appendix 3 - SLA	7	2024-12-13	2024-12-13
SMTemp06	Appendix 4 - DPA	12	2024-10-14	2024-10-14
SMTemp08	MSA JP	8	2024-12-16	2024-12-16
SMTemp09	Appendix 1 - Work Order JP	3	2023-02-13	2023-02-13
SMTemp10	Appendix 2 - GTC JP	5	2023-09-06	2023-09-06
SMTemp14	NDA SE	4	2024-12-16	2023-09-06
SMTemp15	CRO Partner Agreement Template	5	2025-03-17	2025-03-17
SMTemp18	NDA US	3	2024-11-01	2024-11-01
SMTemp19	NDA CN	4	2025-03-17	2025-03-17
SMTemp20	NDA JP	3	2024-12-16	2024-12-16

SMTemp22	Appendix 2 - GTC US	3	2024-12-13	2024-12-13
SMTemp23	MSA US	4	2024-12-16	2024-12-16
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	2025-03-17	2025-03-17
SMTemp28	Appendix 1 - Sample Work Order CN, bilingual, Ver 1, 2022-04-21	1	2022-04-21	2022-04-21
SMTemp29	Appendix 2 - General Terms and Conditions CN, bilingual	3	2024-12-17	2024-12-17
SMTemp30	Appendix 3 - Service Level Agreement, bilingual CN	7	2024-04-15	2024-04-15
SMTemp31	Appendix 4 - Data Processing Agreement, bilingual CN	12	2024-10-14	2024-10-14
SMTemp32	Appendix 5 - Code of Conduct, bilingual CN	11	2024-12-16	2024-05-06
SMTemp33	CRO Partner Agreement Template CN	2	2025-03-17	2025-03-17
SMTemp34	3-party Termination and Transfer Agreement	1	2025-01-14	2024-03-07
SMTemp35	CRO Partner Agreement Template AUS	1	2025-03-17	2025-03-17
SMTemp36	NDA AUS	1	2025-03-17	2025-03-17
SMTemp37	MSA AUS	1	2025-03-17	2025-03-17
SMTemp38	Appendix 2 - GTC AUS	1	2025-03-17	2025-03-17

Other documents

Doc ID	Title	Version	Last Reviewed	Last updated
Company				
COMDCO136	Viedoc Technologies SOC 2 Type 2 2024 - Issued	1	2024-11-25	2024-11-25
COMDOC08	Employee Handbook	10	2024-10-23	2024-10-23
COMDOC10	Viedoc Technologies Organogram	89	2025-03-05	2025-03-05
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	3	2025-03-04	2025-03-04
COMDOC121	NIS2 Compliance Assessment	1	2024-05-20	2024-05-20
COMDOC12	Abbreviations and study terms	4	2023-05-29	2023-03-07

COMDOC13	Pension-and insurance plan	4	2024-06-28	2024-06-28
COMDCO136	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	2024-12-11	2024-12-11
COMDOC141	ESG management review	2	2025-03-12	2025-03-12
COMDOC142	ESG plan 2025	1	2025-02-27	2025-02-27
COMDOC15	Travel Policy (Japan)	4	2024-06-27	2024-06-27
COMDOC19	List of Legal, Contractual and Regulatory Requirements	11	2025-02-24	2025-02-24
COMDOC20	Company Context Issues and Interested Parties	12	2025-03-03	2025-03-03
COMDOC21	Risk Assessment and Treatment Report	13	2025-02-25	2025-02-25
COMDOC22	Information Security SOA	5	2025-02-25	2025-02-25
COMDOC24	Asset Inventory	13	2024-11-12	2024-11-12
COMDOC27	Viedoc Terms of Use EU	3	2025-01-13	2020-10-08
COMDOC28	Viedoc Terms of Use JP	2	2025-01-13	2020-10-02
COMDOC29	Viedoc Terms of Use CN	2	2025-01-13	2020-10-08
COMDOC58	Data Protection Impact Assessment	7	2024-10-11	2024-10-11
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	2024-10-11
COMDOC80	Information to employees regarding processing of their personal data	2	2024-12-17	2024-03-22
COMDOC89	Business continuity test 2022	1	2023-03-01	2023-03-01
COMDOC90	Business continuity test 2022 learnings	1	2023-03-27	2023-03-27

Development				
DEVDoc04	Viedoc 4.51 Penetration Test Executive Summary	1	2019-06-27	2019-06-27
DEVDoc05	Overview - Third party components & libraries	3	2024-12-30	2023-10-21
DEVDoc13	Viedoc 4.59 - Penetration Test 18-26 May 2020 - Executive Summary	1	2020-06-29	2020-06-29
DEVDOC33	Viedoc eTMF - Third party components and libraries	2	2024-01-04	2024-01-04
DEVDOC42	Viedoc 4.66 - Penetration Test 24-28 May 2021 - Executive Summary	1	2021-06-10	2021-06-10

DEVDoc56	Tool for Automated Web Testing - Software Requirements	2	2024-01-17	2024-01-17
DEVDoc59	2022 SWAT Vulnerability Report - Executive Summary	1	2023-03-10	2023-03-10
DEVDoc60	2023 SWAT Vulnerability Report - Executive Summary	1	2024-02-23	2024-02-23
DEVDoc61	2024 SWAT Vulnerability Report - Executive Summary	1	2025-01-15	2025-01-15
DEVOTH01	Programming Guidelines	2	2024-02-02	2021-11-22
DEVOTH02	Code Review Guidelines	1	2024-02-02	2021-03-29
DEVOTH03	Testing in Azure DevOps	4	2024-02-02	2024-02-02

Information Security				
COMDCO100	Marketing ISMS quarterly meeting notes	8	2025-01-23	2025-01-23
COMDOC101	QA ISMS quarterly meeting notes	8	2025-01-20	2025-01-20
COMDOC102	PM ISMS quarterly meeting notes	8	2025-01-16	2025-01-16
COMDOC105	Information security - management review minutes Q2 2023	1	2023-06-19	2023-06-19
COMDOC107	Information security - management review minutes Q3 2023	1	2023-09-14	2023-09-14
COMDOC109	ISO 27001 surveillance audit report - May 2023	1	2023-09-20	2023-09-20
COMDOC111	Information security - management review minutes Q4 2023	1	2023-12-04	2023-12-04
COMDOC114	Information security - management review minutes Q4 2023	1	2024-03-01	2024-03-01
COMDOC115	SOP Deviation Request on treatment of risk 306	1	2024-03-13	2024-03-13
COMDOC119	ISO27001 re-certification and upgrade to ISO27001:2022 audit report Shanghai - May 2024	1	2024-05-13	2024-05-13
COMDOC120	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	1	2024-06-14	2024-06-14
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
COMDOC35	Cyber insurance agreement	6	2024-03-17	2024-03-17
COMDOC41	Information security plan	9	2025-02-13	2025-02-13
COMDOC46	Internal audit report - information security - december 2020	1	2020-12-02	2020-12-02
COMDOC50	ISO 27001 stage 1 audit report - december 2020	1	2021-01-07	2021-01-07
COMDOC55	ISO 27001 stage 2 audit report - march 2021	2	2021-05-17	2021-05-17
COMDOC56	ISO 27001 stage 1 audit report - march 2021 Shanghai	2	2021-04-01	2021-04-01
COMDOC59	ISO 27001 stage 2 audit report - march 2021 Shanghai	2	2021-06-28	2021-06-28
COMDOC63	Viedoc ISO 27001 certificate no 0115523	3	2024-06-14	2024-06-14
COMDOC65	Viedoc Shanghai ISO 27001 certificate no 0115523-A CH	2	2024-06-14	2024-06-14
COMDOC69	Management review - december 2021	1	2021-12-13	2021-12-13
COMDOC73	Extraordinary management review - february 2022	1	2022-02-08	2022-02-08
COMDOC74	Management review - february 2022	1	2022-02-28	2022-02-28
COMDOC76	ISO 27001 surveillance audit report - march 2022 Shanghai	2	2022-05-11	2022-05-11
COMDOC77	ISO 27001 surveillance audit report - march 2022	1	2022-04-04	2022-04-04
COMDOC78	Management review - may 2022	1	2022-05-30	2022-05-30
COMDOC79	Management review - aug 2022	1	2022-08-23	2022-08-23
COMDOC81	Information security - management review minutes	1	2022-11-07	2022-11-07
COMDOC84	SOP Deviation Request on treatment of risk 306	1	2023-02-14	2023-02-14
COMDOC85	SOP Deviation Request on overdue review of ITOff183	1	2023-02-27	2023-02-27
COMDOC86	Information security - management review minutes	1	2023-03-06	2023-03-06
COMDOC91	Summary of investigation on encryption compliance in China	1	2023-03-25	2023-03-25
COMDOC92	Summary of follow-up investigation on ICP compliance in China	1	2023-03-25	2023-03-25

COMDOC93	ISO 27001 surveillance audit report - march 2023 Shanghai	1	2023-04-03	2023-04-03
COMDOC94	PS ISMS quarterly meeting notes	8	2025-01-29	2025-01-29
COMDOC95	DEV ISMS quarterly meeting notes	8	2025-01-15	2025-01-15
COMDOC96	Finance-Adm-HR ISMS quarterly meeting notes	8	2025-01-17	2025-01-17
COMDOC97	Sales ISMS quarterly meeting notes	8	2025-01-23	2025-01-23
COMDOC98	GC-DPO ISMS quarterly meeting notes	8	2025-01-17	2025-01-17
COMDOC99	IT ISMS quarterly meeting notes	8	2025-01-15	2025-01-15
QAOff184	Internal audit report - Shanghai - april 2021	1	2021-04-08	2021-04-08
QAOff213	Internal audit - Information Security Objectives - november 2021	1	2021-11-10	2021-11-10
QAOff288	CISO Audit Summary Report	1	2022-12-07	2022-12-07
QSOFF217	Internal Audit - Risk Analysis Process - december 2021	1	2021-12-15	2021-12-15

Information Technology				
ITOff108	Monthly Security Meeting	95	2025-03-18	2025-03-18
ITOff122	Colo, IaaS, SaaS provider qualification - Azure China	5	2025-03-06	2025-03-06
ITOff138	Viedoc subprocessors - overview	7	2024-10-14	2024-10-14
ITOff139	Colo, IaaS, SaaS provider qualification - SMS-Teknik	5	2025-03-06	2025-03-06
ITOff140	Colo, IaaS, SaaS provider qualification - ElasticEmail	4	2025-03-06	2025-03-06
ITOff141	Colo, IaaS, SaaS provider qualification - AliYun	4	2025-03-06	2025-03-06
ITOff149	Colo, IaaS, SaaS provider qualification - HENNGE	4	2025-03-06	2025-03-06
ITOff153	Colo, IaaS, SaaS provider qualification - MailJet	4	2025-03-07	2025-03-07
ITOff154	Colo, IaaS, SaaS provider qualification - AWS China	4	2025-03-06	2025-03-06
ITOff155	Colo, IaaS, SaaS provider qualification - Azure Global	4	2025-03-06	2025-03-06
ITOff165	Asset overview - Internet domains	14	2025-03-11	2024-12-18
ITOff182	Asset overview - Software subscriptions & licenses	4	2025-03-10	2023-03-22
ITOff183	Overview - IT systems, classification and dependencies	7	2024-11-11	2024-11-11
ITOff204	Approved Software	17	2024-12-13	2024-12-13

ITOff252	Monitoring Of Security Events	2	2024-11-19	2024-11-19
ITOff298	Quarterly supplier review	22	2025-03-19	2025-03-19
ITOff358	Colo, IaaS, SaaS provider qualification - AWS	3	2025-03-06	2025-03-06
ITOff389	Colo, IaaS, SaaS provider qualification - OVH Cloud	3	2025-03-14	2025-03-14
ITOff406	Monthly Security Meeting – Internal-IT	26	2025-02-26	2025-02-26
ITOff416	Certificate Update and Verification	1	2024-09-16	2024-09-16
ITOff417	Vulnerability Assessment Report	10	2025-03-07	2025-03-07
ITPCG40	Viedoc Disaster Precaution and Recovery Plan	10	2024-09-16	2024-09-16
ITPCG55	Viedoc Database Backup	7	2023-08-11	2022-08-16
ITPCG62	Infrastructure concept Azure	5	2023-10-02	2023-10-02
ITPCG67	Azure Database for MySQL - Disaster recovery test	2	2020-06-08	2020-04-30
ITPCG82	Azure Database for MySQL - Production data disaster recovery test	1	2021-03-11	2021-03-11
ITProj2079	Viedoc disaster recovery test plan 2022	1	2022-11-23	2022-11-23
ITProj2089	Viedoc Disaster Recovery Test 2022 - Result	1	2022-12-14	2022-12-14
ITProj2191	Viedoc US disaster recovery test plan 2023	1	2023-10-19	2023-10-19
ITProj2203	Viedoc US disaster recovery test result 2023	1	2023-10-20	2023-10-20
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
ITProj2324	Viedoc AG disaster recovery test plan	1	2024-12-12	2024-12-12

Product Management				
PMOff01	Guidelines for prioritization	5	2024-09-27	2022-08-03
PMOff05	Encryption of Patient information	3	2025-02-28	2022-02-21
PMOff10	Dataflow of Clinical data in Viedoc	3	2024-01-17	2023-02-01

Professional Services				
VIEDOC02	Viedoc 4 Conventions	3	2024-09-26	2021-02-14
VIEDOC08	Data Handback- Instructions for Investigators Viedoc 3	3	2024-04-15	2022-04-20
VIEDOC10	Remote Host sFTP Guide	3	2024-04-15	2022-04-20
VIEDOC12	Flowchart Study Build	2	2024-05-08	2022-03-17
VIEDOC13	Kick-Off Meeting Guidelines	1	2024-05-08	2022-05-18

VIEDOC14	Study Build Guidelines	2	2024-12-11	2023-05-16
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Quality Assurance

QAOFF148	VIRP Introduction	5	2024-09-12	2024-09-12
QAOFF25	Viedoc Compliance according to GAMP 5 - Viedoc Technologies	8	2024-09-06	2024-09-06
QAOFF296	Quality Plan 2023	1	2023-02-15	2023-02-15
QAOFF297	Audit Plan 2023	2	2023-07-05	2023-07-05
QAOFF30	Viedoc Compliance according to GAMP 5 - Viedoc Customer	9	2024-10-18	2024-10-18
QAOFF32	Viedoc Technologies Approved Supplier List	17	2024-12-04	2024-12-04
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
QAOFF450	Audit Plan 2025	1	2025-02-24	2025-02-24
QAOFF451	Quality Plan 2025	1	2025-02-18	2025-02-18
QSDOC01	Validation Summary	5	2024-09-25	2024-09-25
QSDOC04	Viedoc Regulatory Compliance	7	2024-09-04	2024-09-04
QSDOC08	Viedoc 4 Regulatory Compliance Traceability Matrix	6	2023-12-05	2023-12-05
QSDOC09	Test Cases for Viedoc 4 Regulatory compliance	12	2024-12-04	2024-12-04
QSDOC10	Test Results for Viedoc 4 Regulatory compliance	7	2025-01-10	2025-01-10
QSOFF218	Role Description and Training Matrix	109	2025-03-14	2025-03-14

Sales & Marketing

COMDOC87	Guidelines: LinkedIn for Viedoc Employees	1	2025-02-28	2023-10-04
ITOFF123	Viedoc product description	6	2025-02-28	2023-10-23
ITOFF132	Viedoc subprocessors - Europe instance	6	2023-10-06	2023-10-06
ITOFF133	Viedoc subprocessors - China instance	7	2024-11-12	2024-11-12
ITOFF134	Viedoc subprocessors - Japan instance	6	2024-10-14	2024-10-14
ITOFF347	Viedoc subprocessors - US instance	2	2024-11-12	2024-11-12
ITOFF60	Viedoc Security - Technical and organisational measures	7	2024-11-11	2024-11-11
SMDOC02	Viedoc Pricing Policy	3	2024-05-20	2024-05-20
SMDOC07	Marketing Automation Platform Usage and Flows	1	2025-02-28	2022-11-10

SMDOC08	Viedoc Brand Guidelines	2	2024-02-29	2024-02-29
SMDOC09	Social Media Policy	1	2024-02-19	2024-02-19