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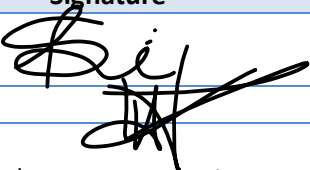
BETA

Documented Information Process

*Version 1.0, 01.12.2020*

## Document Approval

The undersigned acknowledge they have reviewed the *Documented Information Process*. The undersigned hereby give full approval to the content of the document.

Title	Name	Signature
Information Security Manager	All Si	
General Manager	High Vision	

This document is reviewed and approved by management through the company's Integrated Management System Steering Committee who is responsible to officially authorize its publication. Any change requests to this document can only be submitted to the Quality & Internal Audit department for further processing.

## Document Information

<b>Document Owner:</b>	Quality Manager	<b>Issue Date:</b>	01 December 2020
<b>Email:</b>	<a href="mailto:MaryCheck@alphabetalpha.com">MaryCheck@alphabetalpha.com</a>	<b>Last Review Date:</b>	
		<b>Next Review Date:</b>	

## Document History

Version	Author	Date	Changes
0.1	Quality Manager	01/09/2020	Initial draft issued for review & comments
0.2	Quality Manager	01/10/2020	Second draft issued for review & comments
1.0	Quality Manager	30/10/2012	Issued for Implementation

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## 1. Introduction

The purpose of this document is to define the way for developing, reviewing, approving and implementing the company's documentation in a uniform and standardized manner. The objective of this process is to maintain an updated and consistent documentation system and to ensure that approved versions of applicable documents are available at points of use.

### 1.1 Scope

This document is applicable to all the company's departments, organization-wide.

### 1.2 Owner

The Quality Manager is identified as the owner of this document who is also the only authorized person to apply any changes.

### 1.3 Information Security and Health & Safety Aspects

No health & safety requirements apply to this document.

With regards to information security requirements, care should be exercised for the protection of Confidentiality, Integrity and Availability of all the documents and respective records created as part of implementing the quality and information security procedures. This protection should be applied through proper access control mechanisms as described in the "Access Management Procedure" and the "Acceptable Use Policy".

## 2 Policy Statements

All documents included in the information security management system as well as all other documents created within the company, must be appropriately reviewed, approved and published in the designated and authorized way described in this document.

The development or revision of a document may be the result of the following (the list below is indicative and by no means exhaustive):

- Introduction of new working practices or modification of existing ones
- Introduction of new organizational processes or modification of existing ones
- New needs for development of documentation as a result of internal or external audits
- Needs to develop new policies and/or modify existing ones
- Development of new procedures to address requirements of international standards and regulations (e.g. ISO, etc.).

All valid and updated documents are ONLY available through the company's intranet (<https://Alphabet.intranet/>). Therefore, all employees should access the relevant intranet portal interface in order to find the updated documentation instead of keeping copies on their local PC/laptop.

### 3 Develop Corporate Documentation

The company's documentation should be developed using standardized templates for ensuring uniformity of approach as provided under intranet portal environment. Their use is mandatory for all authors.

The Document Standardization process ensures that all company's documents are presentable, with high level of quality. The uniform of the document style is necessary to improve performance, reliability, maintainability and readability.

All documents created following the standardized templates should have as a minimum:

- A univocal coding number that is automatically assigned by the sharepoint portal.
- A version number that indicates current document's version and a relevant issue date that refers to the implementation date (which indicates the date that the document is approved and effective). This is mandatory required to be identified in the document history table.
- The classification of information described in the document, based on the "Information Classification Policy".

Document review process be applied to all documents before their release. The review process starts when the document's author/ owner requests a Document check.

#### 3.1 Documents standardization Requirements & Guidelines

The generic template to be used for Policies and Procedures should follow the outline of this document.

The following rules apply:

- A cover page that includes (title and version date) must be added.
- After the cover page the order of pages should be as per this document (i.e. Document Approval Page, Document Information Page, Table of Contents, Introduction, Details).
- For headers and sub headers the styles in the home tab should be used instead of manual editing.
- Page numbering:
  - The cover "Title" is excluded from the numbering and counting.
  - All the pages should be numbered stating the current and total number of pages.
- A table of content must be added in the beginning of the document.
  - Should be added according to the order previously mentioned.
  - It includes the outline of the document including the appendixes...etc. if applicable.
  - The table is divided into two columns right one has the section and the left one has the corresponding page number.
- Throughout the document the author is asked to be consistent in the colors, fonts, tables, headings, etc., according to the agreed template.

## 4 Review, Approve & Cancel NSTC Documentation

The Review & Approval process ensures that all company documentation complies with the requirements of this document and/or applicable standards (e.g. ISO).

All documents must be reviewed for compliance before being released.

The document to be reviewed is the input to this process, and the output would be the same document after performing changes as necessary and/or proving comments on the document's structure and level of detail. The changes will be tracked for acceptance/rejection by the author. It is not ready to be published.

All documents (new and/or updated issues) should be reviewed and approved through **the intranet functions**.

No exceptions are allowed.

**All persons** involved in the review cycle (reviewers) should **review** the relevant documents and submit their comments to the author through the intranet functions **within 15 working days' time**.

The approval cycle includes a sequence of approvals. **Each approver should approve the document within a period of 3 working days maximum**.

In case there is a need to formally cancel an existing document, the "Document Deletion Form" must be completed and sent to the Quality Manager. Reasons for deletion and relevant documentation shall be explicitly stated as required by the form.

### 4.1 Documentation Retention & Update

It is the responsibility of the Quality Manager in cooperation with the document author to assess documents' validity on a yearly basis. Based on the audits results, if required, the author should initiate the issuing of an updated version according to company's operational needs.

Any updating or modification of the documentation should follow the policy described above to ensure that proper document control is maintained.

## 5. Process

S/N	Role	Responsibility	Comment
1	Document Author	Identification of a new document need	The Document Author, in cooperation with his manager/ supervisor identifies a need of a new document to be created. He sends the need to the Quality department in order to be discussed.
2	Quality department	Identify the need	The Quality Manager discuss the need with the relevant department in order to understand the need, the extent of the changes to be made and the departments involved (if more than one).
3	Quality department	Is already included in a developed document?	It is possible that the need described by the Document Author is already included in a document (procedure, policy etc.) already developed. If this is the case, the process ends. If not, then step 4.
4	Document Author	Preparation of the document	It is the responsibility of the Document Author to prepare the new procedure and/ or policy he requires according to the guidelines provided in this document.
5	Document Author	Send to the Quality department for review	When the first draft is ready, he sends the document first to the quality department for review.
6	Quality department	Review of document	The Quality Manager and his team make comments to the document.
7	Quality department	Send document for review	The Quality Manager and his team ensure that the final draft is sent to relevant departments for review.
8	All involved	Review cycle	The document review cycle is 15 days as described in the above paragraphs.
9	Document Author	Collect comments	It is the responsibility of Document Author to collect all comments, to assess and evaluate them and to incorporate the relevant ones. Then, he sends again the final document for approval to the Quality department.
10	Quality department	Send the document for approval	The Quality Manager and his team ensure that the final it is sent for approval via the intranet portal.
11	Relevant management	Approval cycle	The document approval cycle is 3 days per approver as described in the above paragraphs.
12	Quality department	Document uploaded	The Quality Manager and his team ensure that the final approved document is uploaded to the intranet portal and is distributed appropriately within the organization.

## 5 Records

S/N	Record Name	Record Type	Retention Time	Responsible	Location	Classification
1.	Intranet portal	Electronic (DB)	Indefinitely	Quality Manager		Confidential

## 6 Key Performance Indicators

KPI Name	Periodicity	Responsible	Location	Target
Information available and current as needed	Annually	Quality Manager		100% of the documents needed are available and of the correct version (within the sample examined during the relevant audit)