

TECHNICAL DOCUMENTATION STANDARDS

Summit Digital Solutions, Inc.

Effective Date: January 15, 2024

Document Version: 2.0

Policy Number: TD-2024-001

1. PURPOSE AND SCOPE

1. This Technical Documentation Standards document ("Standards") establishes mandatory requirements for the creation, maintenance, and management of all technical documentation at Summit Digital Solutions, Inc. ("Company") related to its Peak Performance Platform and associated digital transformation solutions.
2. These Standards apply to all employees, contractors, and consultants involved in creating or maintaining technical documentation for the Company's products, services, and internal systems.

2. DEFINITIONS

1. "Technical Documentation" includes but is not limited to:
 - a) System architecture specifications
 - b) API documentation
 - c) Code documentation
 - d) Implementation guides
 - e) Integration manuals
 - f) User manuals and guides
 - g) Technical specifications
 - h) Solution design documents
 - i) IoT configuration documentation
 - j) AI/ML model documentation
2. "Documentation Owner" refers to the designated individual responsible for maintaining specific technical documentation.

3. DOCUMENTATION REQUIREMENTS

1. Format Standards

- a) All technical documentation must use Company-approved templates
- b) Documentation must be maintained in the approved document management system
- c) Version control must be implemented using Git-based repositories
- d) Documentation must follow ISO/IEC/IEEE 26511:2018 standards where applicable

2. Content Requirements

- a) Clear statement of purpose and scope
- b) Detailed technical specifications
- c) Implementation procedures
- d) Security considerations
- e) Dependencies and prerequisites
- f) Error handling procedures
- g) Performance metrics and benchmarks
- h) Testing and validation procedures

3. Quality Standards

- a) Technical accuracy
- b) Completeness of information
- c) Clarity and readability
- d) Consistent terminology
- e) Current and maintained versions
- f) Proper citation of sources
- g) Compliance with regulatory requirements

4. REVIEW AND APPROVAL PROCESS

1. All technical documentation must undergo:

- a) Technical peer review
- b) Security review for sensitive information
- c) Legal review for compliance and IP protection
- d) Quality assurance review
- e) Final approval by designated authority

2. Review Frequency

- a) Critical documentation: Quarterly review
- b) Standard documentation: Annual review
- c) Legacy documentation: Biennial review

5. SECURITY AND CONFIDENTIALITY

1. Classification Levels

- a) Public
- b) Internal Use Only
- c) Confidential
- d) Strictly Confidential

2. Access Controls

- a) Role-based access implementation
- b) Audit trail maintenance
- c) Version history tracking
- d) Distribution controls

6. MAINTENANCE AND UPDATES

1. Documentation must be updated when:

- a) Product features change
- b) APIs are modified
- c) Security requirements change
- d) Regulatory requirements change
- e) Error corrections are needed

2. Version Control

- a) Major versions: X.0
- b) Minor versions: X.Y
- c) Patches: X.Y.Z

7. COMPLIANCE AND ENFORCEMENT

1. Compliance Monitoring

- a) Regular audits
- b) Quality metrics tracking
- c) User feedback collection
- d) Performance monitoring

2. Non-Compliance

- a) Documentation gaps reporting
- b) Remediation planning
- c) Corrective action tracking

8. PROPRIETARY RIGHTS AND CONFIDENTIALITY

1. All technical documentation created under these Standards is the exclusive property of Summit Digital Solutions, Inc.

2. Confidentiality markings must be included on all documentation as appropriate.

9. AMENDMENTS AND MODIFICATIONS

1. These Standards may be amended by the Company's Chief Technology Officer in consultation with the Legal Department.

2. All amendments must be documented and communicated to affected parties.

APPROVAL AND EXECUTION

APPROVED AND ADOPTED by Summit Digital Solutions, Inc.

By:

Michael Chang

Chief Technology Officer

Date: January 15, 2024

By:

Sarah Blackwell

Chief Operating Officer

Date: January 15, 2024