**Note:** *Include this page only when adding / amending / deleting a document. If using this document as a record, this Revision History page can be omitted.*

**REVISION HISTORY**

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| Revision no | Date | Description of Changes | Reason for Revision | Revised by | Approved by |
| 0 | Oct. 30, 2015 | Created the document. | Serve as a guide for Document Controller, HR Head, QMR. | RCGanal | ECVentura  RMGruet |
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1. **Objectives**

* To provide additional security to our CPI ISO Documents in Google Sites.

1. **Responsibility**

Document Controller, QMR, HR Head

1. **References**

* None

1. **Guidelines**
2. Ownership of the CPI ISO Google Site belongs to the Google Account user [cpipols@gmail.com](mailto:cpipols@gmail.com). Only the said account has access to edit the page, upload/ replace/ delete files.
3. Access to the [cpipols@gmail.com](mailto:cpipols@gmail.com) account shall be given to the Document Controller, QMR and HR Head only.
4. Passwords should be kept confidential to prevent unauthorized changes in the site. Use Google’s 2-Step Verification feature. This will require users for access codes aside from the password.
5. As an added security measure, please sign out of your Gmail or Google Apps account before you close your browser.
6. When giving access to new users, make sure that their access is “Can view” only to prevent unauthorized changes.
7. When an employee resigns, revoke access to the ISO Google site. Review list of users monthly to check if there are resigned employees in the list.
8. When the Document Controller, QMR or HR Head resigns, change the password and 2-Step Verification set up.