

S. No.	SOP/POLICY/ MANUAL/ GUIDLINE etc.	Executive Management				Customer Success	Program Manager	Business Development	Marketing	Engineering Team			Application Development	IT QA	Tester	CSV Specialist	QMS Specialist	QA Specialist
		CEO	CTO	CSO	CCO					Backend engineer	Front end engineer	Dev.Ops Engineer						
1	QM-1 Quality Manual	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	SOP-1: Management of Quality System Documents in Qualio	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	SOP-2: Change Control Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	SOP-3: Document Control Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	SOP-4 Risks Management	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
6	SOP-6 Training Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	SOP-7 Vendor Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
8	SOP-8 Internal Quality Audits	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
9	SOP-12 Access Control Management		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
10	SOP-15 Quality Issue & CAPA Management	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
11	SOP-19 Software Development Life Cycle (SDLC)		✓			✓				✓	✓	✓	✓	✓	✓	✓	✓	✓
12	SOP-22 Release of Software Products		✓			✓				✓	✓	✓	✓	✓	✓	✓	✓	✓
13	SOP-23 GXP Computerized System Validation		✓			✓				✓	✓	✓	✓	✓	✓	✓	✓	✓
14	SOP-27 Source Code Management		✓							✓	✓	✓	✓	✓	✓	✓	✓	✓
15	SOP-28 Good Documentation Practices	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16	SOP-29 Test Scripts Management		✓			✓							✓	✓	✓	✓	✓	✓
17	SOP-30 Defect Management		✓			✓				✓	✓	✓	✓	✓	✓	✓	✓	✓
18	SOP-32 Data Backup, Restore, and Retention		✓			✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
19	SOP-33 Client Audit and Regulatory Inspection Management	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
20	SOP-34 Google Cloud Platform User Procedure		✓			✓				✓	✓	✓	✓	✓	✓	✓		
21	SOP-35 Serious Breach Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22	SOP-36 JIRA User Procedure		✓			✓				✓	✓	✓	✓	✓	✓	✓	✓	✓
23	POL-1 Information Security Policy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
24	POL-5 Business continuity, Disaster Recovery and contingency planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
25	POL-8 Threat & Vulnerability Management Policy		✓							✓	✓	✓	✓	✓	✓	✓		
26	POL-12 Data Protection and Privacy Policy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
27	POL-24 Project Management Life Cycle		✓			✓	✓						✓	✓			✓	✓
28	POL-26 Employee Handbook	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
29	BCP-1 Business Continuity and Disaster Recovery Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
30	TRNG-1Information Security Awareness Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
31	TRNG-2 HIPAA Awareness Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
32	TRNG-3 GDPR Awareness Training	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓
33	TRNG4 Data Privacy and Protection Awareness Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
34	TRNG5 ICH GCP Awareness Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
35	TRNG6 PV Awareness Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
36	TRNG7 Data Integrity Awareness Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
37	TRNG8 Serious Breach Awareness Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
38	TRNG10 21 CFR Part 11 Awareness Training	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

