	Procedure	Code: P02
	Computer documents control	Version: 02

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Date: 12/10/2019	**Date:** 14/10/2019	**Date:** 15/10/2019

1. Purpose and scope

This procedure defines the provisions for the protection, preservation, access, and confidentiality of documents in electronic format.

2. References

ISO/IEC 17011, Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies.

3. Distribution list

All services.

4. Effective date and review

This document is applicable from the date mentioned on the cover page. It will be updated as necessary.

5. Summary of changes

Version 00: creation.
Version 01: updating the safety provisions
Version 02: revision to some sections and update of the table of modifications.

6. Terms and definitions

QMS: Quality Management System
CV: Curriculum Vitae

7. Process description

7.1 Typology of documents

The computerized documents are of five categories:

- **QMS documents** (procedures, instructions, guides, forms, standard letters, etc.);
- **client files** (accreditation requests, evaluation reports, relevant email exchanges with the SOAC, accreditation documents);
- **Records of competencies** (CVs and supporting documents, results of their evaluations by SOAC or evaluated organizations, etc.);
- **Documents from SOAC bodies** (list and addresses of members, minutes of meetings, comments and opinions of members on specific issues or topics, etc.);
- **Financial file by clients** (contracts, Pro-forma, invoices, etc.);
- **Documents related to the international activities of SOAC**.

7.2 Access and protection of the document

Each user has access to a specific code to access the internal server and the dedicated area on the website. The codes are managed by the IT manager and the Director-General.

7.3 Backup documents

The records and documents are backed up regularly on support outside the permanent SOAC headquarters.

8.   Related documents

Refer to F02P01-Current QMS Control list

9.   Table of modifications

No.	Source	Modification in brief (Relevant changes)
P02.00- 13 March 2019		
Creation		
P02.01- 22 July 2019		
Updating the safety provisions		
P02.02- 12 October 2019		
1	Cover sheet: Header	The title of this procedure has been changed
2	§ 2	The references have been revised in line with the wording of the standards
3	§ 6	The word "abbreviation" (title) has been replaced by "Terms" (title)
4	§ 7.1 to 7.3	The following sections and their content have been entirely revised and updated
5	§ 8	This section has been revised : the words "related forms" (title) have been replaced by "related documents" (title)