SOP-01 Index of TTC Policies, SOPs, Guidelines and Checklists Documents

1   POLICIES (APPLY TO ALL STAFF)

Name	Note	Valid from*
POL-01 v3.0 Company Core Policy	Revised	2024-03-01
POL-02 v1.0 Company Management	New	2024-03-01
POL-03 v1.0 Company Conduct	New	2024-03-01
POL-04 v4.0 Privacy Policy	Revised	2024-03-15
POL-05 v1.0 IT and Data Handling Policy	New	2024-04-10

2   STANDARD OPERATING PROCEDURES (SOPS, APPLY TO STAFF INVOLVED IN THESE ACTIVITIES):

Name	Note	Valid from*
SOP-01 v1.0 Quality Management System	New	2024-03-01
SOP-01 Index 01 v1.0 Index of TTC Policies, SOPs, Guidelines and Checklists Documents	Continuous	2024-03-01
SOP-02 v1.0 Client and Vendor Engagements	Revised	2024-03-01

3   GUIDELINES AND CHECKLISTS (APPLY TO RELEVANT STAFF)

Name	Note	Valid from*
TMP-01 v2.0 TTC privacy consent form for storage of personal data	Revised	2024-03-15
TMP-02 v2.0 TTC privacy consent form for storage of emergency contact information	Revised	2024-03-15
TMP-03 v2.0 Data Handling Officer	Revised	2024-03-15
TMP-04 v2.0 Employee training log	Revised	2024-03-15
TMP-05 v1.0 Employee assurance of training and understanding of compliance documents	*Obsolete*	*Withdrawn*
TMP-06 v1.0 Service Engagement Checklist	New	2024-04-03
TMP-07 v1.0 Service Provider Qualification Checklist	New	2024-04-03
TMP-08 v1.0 Vendor Assessment Form	New	2024-04-04
TMP-09 v1.0 Client Engagement Close Out Checklist	New	2024-04-03

4   STORAGE

All QMS documents will be stored in the TTC file share at:
Common/TTC QMS documents

5   DOCUMENT HISTORY

Version	Date	Author	Comment
1.0	2024-03-10	Magnus Värendh	First version of this Index