

Managing crucial documentation

Why do we do it?

It's important to ensure the identity of the information we work with. Within information security, this is called **C.I.A.**

- Confidentiality - ensuring limitations to information if needed
- Integrity - ensuring the information is trustworthy and accurate
- Availability - ensuring access to information for authorized persons

How do we do it?

When applicable, Awave's templates must be used. These have a clear title so there's no question what the document is about. However, the one approving the final document (often the author themselves) must note the classification of the document, date for approval and their initials at the footer of the document.

Example: B_2023-01-01_NU

To read more about classifications of different types of documentation, please see [Classification of documented information](#).

Changing documents

If it's a document that's meant to change continuously, ensure the different versions are separated by marking them with the current date (both in the title when saving, but also in the footer of the document).

(This can be done quite easily with Word documents through the function *Insert*, then choose *Date and time* and select the *Update automatically* check box.)

Any signed documents, such as agreements, are not to be changed after signing.

Changes in management system documentations that's in Word format, are marked in yellow and explained at the beginning of the document under the section *Amendments*. Any changes to the management system documentation is reviewed during internal audits and reported at the Management's review.

Obsolete documents

It's important to thin document that's not needed anymore to ensure we can find current information when it's needed. If we keep every document, we won't be able to find the ones that are important to us when we need them.

Thinning information could be necessary due to GDPR or other laws, and/or because the document and it's information is outdated.

If a document is outdated but still deemed important to keep anyway (e.g. due to laws, to be able to report activities retroactively, etc), the document must be archived in a marked folder clearly indicating that it's content is not current.

Thinning is done according to routine, see [Classification of documented information](#) for more information.