

SOP.002

Monday.com

All references in this document are against the latest possible version number. All public documents are published at our website. Questions? Contact us.

Code: SOP.002

Authored by: Giel Tettelaar

Version: 1

Status: Approved

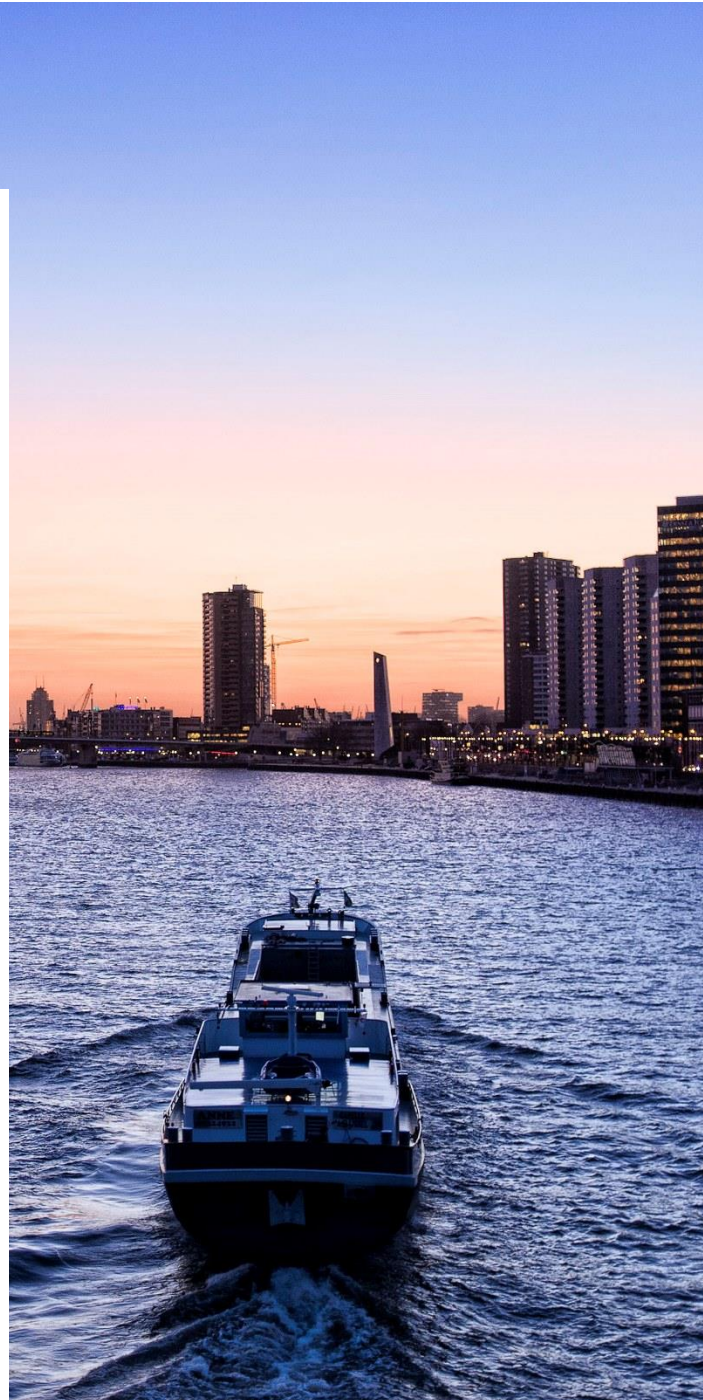


Table of Contents

1. Definitions 3

2. Purpose..... 3

3. Procedure 4

4. Security..... 4

5. Certification 5

1. Definitions

1.1

The in this document mentioned terms are defined in the RD.004 (EMCI Register list of terms and conditions).

2. Purpose

2.1

This document regulates how EMCI Register uses Monday.com to facilitate parts of its certification process.

3. Procedure

3.1

EMCI Register will use Monday.com to manage project's, workload, the quality management system, and active certifications.

3.2

EMCI Register will maintain a set amount of boards holding information on various workloads.

3.3

The main boards are:

- General tasks
- Audit application
- Certification projects
- QMS (Compliance and management):
 - CD.001 to CD.005
 - ISO 17065 Cross reference
 - QMS Non-conformities
 - Crew, inspectors and partners
- (Folders for specific projects)

3.4

Additional boards may be added that are not subject to regulation and are free to store non-essential information.

4. Security

4.1

Monday.com can be considered a secure platform, they have documented their security policy here: <https://monday.com/trustcenter>.

4.2

Board permissions will be restrictive in accordance with the need-to-know principle.

5. Certification

5.1

Each certification will have its own row in the Certification projects board, identifiable by project number.

5.2

Each certification will also have a unique folder containing two boards:

- Project checklists and documents
- Evaluations

5.3

EMCI Register will update the project details board and information in the projects folder as the certification process advances.

5.4

All non-technical file documents are stored in the Monday.com. Draft, approved and signed versions will be stored in separate columns where applicable for the saved document.

5.5

EMCI Register will enable an automatic mailing workflow so that it is notified when items are delayed or require work.

5.6

EMCI Register will split each certification process into three distinct phases:

- Initial phase
- Certification phase
- Finalization phase

5.7

A certificate cannot be issued unless all tasks and processes are correctly checked of in Monday.com.