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| **Annex SL – Set of ‘core’ document templates** | | | | |
| **Record** | **Title** | **Required Document** | **Owner** | **Revision** |
| MSS REC 4.3 | Legislation and Regulation Record |  | Board | 1 |
| ISMS REC 5.3 | Roles and Responsibilities Document Management Tool |  | CISO (DIRECTOR) | 1 |
| MSS REC 7.2.3 | Training Record | MSS DOC 7.2.3 | CISO (DIRECTOR) | 1 |
| MSS REC 7.5.3a | Master List of Procedures | MSS DOC 7.5.3 | CISO (DIRECTOR) | 1 |
| MSS REC 7.5.3b | Master List of Records | MSS DOC 7.5.3 | CISO (DIRECTOR) | 1 |
| MSS REC 9.2.1 | Internal Audit Schedule | MSS DOC 9.2 | CISO (DIRECTOR) | 1 |
| MSS REC 9.2.2 | Internal Audit Report Lead Sheet | MSS DOC 9.2 | CISO (DIRECTOR) | 1 |
| MSS REC 9.3 | Management Review Record | MSS DOC 9.3 | CISO (DIRECTOR) | 1 |
| MSS REC 10.1.1 | Corrective Action Report | MSS DOC 10.2 | CISO (DIRECTOR) | 1 |
| MSS REC 10.1.1A | Non-Conformance Report | MSS DOC 10.1 | CISO (DIRECTOR) | 1 |
| MSS REC 10.1.1B | Non-Conformance Report Log | MSS DOC 10.1 | CISO (DIRECTOR) | 1 |

# Document Owner and Approval

The Director (CISO) is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the Quality Management System.

Signature: Date: 14/11/2020

**Change History Record**

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| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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