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| **Annex SL – Set of ‘core’ document templates** | | | | |
| **Procedure** | **Title** | **Requirement** | **Owner** | **Revision** |
| MSS DOC 4.1 | Understanding Context Organisation | 4.1 | Director (CISO) | 1 |
| MSS DOC 4.2 | Identification of Interested Parties | 4.2 | Director (CISO) | 1 |
| MSS DOC 5.2 | IMS Policy | 5.2 | Director (CISO) | 1 |
| MSS DOC 6.1 | Risk Management Procedure | 6.1 | CISO (DIRECTOR) | 1 |
| MSS DOC 7.2 | Competence Procedure | 7.2 | Departmental Manager | 1 |
| MSS DOC 7.2.1 | Job Description | 7.2 | Director (CISO) | 1 |
| MSS DOC 7.2.2 | Hiring & New Starter Procedure | 7.2 | CISO (DIRECTOR) | 1 |
| MSS DOC 7.2.3 | Training & Development Procedure | 7.2 | Director (CISO) | 1 |
| MSS DOC 7.3 | QMS Awareness Procedure | 7.3 | Director (CISO) | 1 |
| MSS DOC 7.2.4 | Leavers process | 7.2 | Director (CISO) | 1 |
| MSS DOC 7.5.3 | Document Control | 7.5.3 | Director (CISO) | 1 |
| MSS DOC 8.1 | Operational Control | 8.1 | Director (CISO) | 1 |
| MSS DOC 9.1 | Monitoring, measurement, analysis, evaluation | 9.1 | Director (CISO) | 1 |
| MSS DOC 9.2 | Internal Audits | 9.2 | Lead Auditor | 1 |
| MSS DOC 9.3 | Management Review | 9.3 | Director (CISO) | 1 |
| MSS DOC 10.1 | Control of Non Conformance & Corrective Actions | 10.1 | Director (CISO) | 1 |
| MSS DOC 10.2 | Continual Improvement Procedure | 10.2 | Director (CISO) | 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 ISMS.

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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