RPACT Document Management Policy

RPACT GbR

POL-RPACT-001

Version 1.0.0

Contents

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Policy ID	POL-RPACT-001
Title	RPACT Document Management Policy
Description	This policy outlines the procedures for managing the creation, modification, access, review, approval, and distribution of system documentation within RPACT GbR.
Author	Friedrich Pahlke
Reviewer	Gernot Wassmer, Daniel Sabanés Bové
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1 Purpose

The purpose of this policy is to define how RPACT manages the creation, modification, access, review, approval, and distribution of system documentation, including Standard Operating Procedures (SOPs), technical specifications, validation documents, and user guides.

2 Scope

This policy applies to all system-related documentation created and maintained by RPACT GbR. It reflects our streamlined, high-integrity development and documentation processes appropriate for a small partnership of highly specialized professionals.

3 Responsibilities

- **Partners** (Prof. Dr. Gernot Wassmer and Dr. Friedrich Pahlke) are jointly responsible for ensuring that documentation is accurate, complete, and up to date.

- **External collaborators** (e.g., Dr. Daniel Sabanés Bové) may contribute to documentation under NDA and are subject to the same review and approval standards.

4 Document Lifecycle

4.1 Creation and Modification

- Documents are created and maintained using version-controlled systems, primarily GitHub (GitHub.com).

- Each document has a designated version number and change history.

4.2 Review and Approval

- Documents are reviewed and approved by at least one partner.

- The approval process may take place through GitHub Pull Requests, documented email confirmation, or in internal review meetings.

- The date and name of the approving partner are recorded in the document or version control history.

4.3 Access and Distribution

- All documentation is stored in secure, access-controlled repositories.

- Access is limited to authorized personnel and protected via two-factor authentication (2FA).
- Final versions of documentation shared with clients are distributed in PDF format with a clear version and approval date.

4.4 Retention and Archiving

- Obsolete documents are archived and marked accordingly.
- At least the last released version is retained for reference for a minimum of 5 years.

5 Exceptions

Given RPACT's structure, no centralized document control system is used. All documents are maintained digitally in secure repositories, and the approval process is appropriate for a small, highly skilled team.

6 Review of Policy

This policy will be reviewed at least once per year or in response to significant process or organizational changes.

Approved by:

Dr. Friedrich Pahlke
Prof. Dr. Gernot Wassmer

Date: *2025-03-31*