



SECURE
CYBER
GATES

BASE DOCUMENT INSTRUCTIONS



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DOCUMENT CONTROL PAGE

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VERSION HISTORY / CHANGE HISTORY

Version	Date Issued	Issued to	Comments
0.1	30-Jul-2025		Issued for internal review
1.0	30-Jul-2025		Final version

REVIEWERS

Version	Review Date	Reviewed By	Comments
0.1	30-Jul-2025		Issued for internal review
1.0	30-Jul-2025		Final version

APPROVERS

Version	Date Approved	Approved By	Comments
0.1	30-Jul-2025		Issued for internal review
1.0	30-Jul-2025		Final version

DISTRIBUTION LIST

Date	Name / Distribution List	Comments
30-Jul-2025	Customer_DL_ABC	Published to Customer ABC



DOCUMENT CONTROL PAGE

RELATED DOCUMENTS

DOC_ID	DOC Version#	DOC Link	Comments
SCG/BASEWORD/002/1.0			Base Template - Word
SCG/BASEXL/003/1.0			Base Template - Excel
SCG/BASEPPT/004/1.0			Base Template - PPT
SCG_SOC2-MASTER-LIST_001_V1.0.xlsx			Used as Master Document Template

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1) Document Instructions

This document details out instruction to follow consistent document creations across [SecureCyberGates].

1.1 Updating [SecureCyberGates] Master List Document sheet: Kindly Update **SCG/MASTER/001/1.0** for any new Documents / Updates in the document

1.2 **Document Naming:** Please follow below naming convention for any document.

[Org.Name]_[Client.Name]_[Doc.Name]_[Code]_[Version]

[Org.Name] : **Mandatory** SSG [15 Characters Max]

[Client.Name] : Optional [15 Characters Max]

[Doc.Name] : **Mandatory** [35 Characters Max]

[Code] = **Mandatory** 001 till 999 [Unique for every Document]

[Version] = **Mandatory** V0.1 , V1.0 , V1.1 etc.

e.g.

SCG_Network-Security-Policy_001_V1.0

SCG_ABC-BANK_Password-Policy_002_V1.0

1.3 **Document ID Naming:** Please follow below naming convention to provide a UNIQUE document ID

[Org.Name]/[Client.Name]/[Doc.NameCode]/[Code]

[Org.Name] : **Mandatory** 3-5 Characters

[Client.Name] : Optional 3-5 Characters [e.g. ABANK]

[Doc.NameCode] : **Mandatory** 2-6 Characters

[Code] = **Mandatory** 001 till 999 [Unique for every Document]

[Version] = **Mandatory** [0.1,1.0,2.0,1.1]

e.g.

SCG/MASTER/001/1.0

SCG/BASEPPT/004/1.0

1.4 All documents should follow BASE TEMPLATE [CoverPage, Font , Styles etc.]

SCG/BASEWORD/002/1.0

SCG/BASEXL/003/1.0

SCG/BASEPPT/004/1.0

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