BASE DOCUMENT INSTRUCTIONS

**DOCUMENT CONTROL PAGE**

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| **Document ID** | SCG/BASEINS/005/1.0 |
| **Security Classification** | Confidential |
| **Date Issued** | 30-Jul-2025 |
| **Version** | 1.0 |
| **Project Name** | NA |
| **Author** | [AJ KHAN](https://www.linkedin.com/in/aj57/) |

**VERSION HISTORY / CHANGE HISTORY**

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

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

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

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| **Date** | **Name / Distribution List** | **Comments** |
| 30-Jul-2025 | Customer\_DL\_ABC | Published to Customer ABC |
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**DOCUMENT CONTROL PAGE**

**RELATED DOCUMENTS**

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

**FOR CYBER-SECURITY RELATED UPDATES, KINDLY FOLLOW BELOW PAGES...**

