

Job Cards

To be set

Document information

Item	Value	Meaning
Unit	UAC	Unified Admission Coordination Unit
Area	DR	Backup and disaster recovery
Document type	STD	Standard: how things are set up and run
Number	02	Sequence within the same unit, area and type
Version	None	Planned
Classification	To be set	Set by the owner at creation and checked at every review
Owner	To be set	Responsible for this document
Next review	To be set	Every 6 months, and straight after any incident or major change that touches the document
JNCSF controls	To be set	To be set
Document code	UAC-DR-STD-02	Unit-Area-Type-Number. Never changes; the version is tracked separately

Approval

Role	Name · Position	Decision	Date & time	Signature	Signed file reference
Prepared by					
Reviewed by					
Approved by					

Signatures apply to a frozen PDF of one exact version. Decision is Approved or Returned with comments. Signed file reference is the version plus the SHA-256 fingerprint of the signed PDF.

Revision history

Version	Date	Change	By
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Purpose & scope

This document is planned. Its content will be written later.

Related documents