



TISSUE ANALYTICS
SIMPLIFYING WOUND CARE

Document Life Cycle

Version: 1.0

Effective Date: 6/2/17

A handwritten signature in black ink, appearing to read 'J Budman'.

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Disclaimer: This policy was created by Tissue Analytics, Inc. for the sole use of its employees and clients.

Overview

Tissue Analytics, inc. (TA) creates written policies and processes that serve as a guide for all essential company activity. This document describes the processes involved in creating and maintaining these policy and process documents.

Purpose

The purpose of this process document is to establish standards for the creation and maintenance of all essential company documents. Effective implementation of this process will ensure that all documentation is up-to-date and properly maintained, with the necessary approval processes in place.

Scope

All employees, contractors, consultants, temporary and other workers at TA and its subsidiaries must adhere to the process outlined in this document. This process applies to employees or contractors employed by TA.

Policy

4.1 General Requirements

4.1.1 All documents, pertaining to policy or process, must be created in

a format such that they can be easily read by Tissue Analytics management.

4.1.2 All formal documents relating to company policy or processes must have an internal name (e.g. TA-DLC for the current document) with versioning

4.1.3 All formal documents relating to company policy or processes must have the revision history appropriately recorded. Revision history must include the following components:

- Date of Revision
- Individual that performed the revision
- Version being revised
- Contents of the revision

4.1.4 Semi-annual review of each document must be performed.

4.1.5 Regardless of the amount of revisions in a policy or process document, document versions must be updated annually to reflect currency of business processes.

4.1.6 All new policy or process documents or reporting templates must be approved and signed by Tissue Analytics' Chief Executive Officer, Kevin Keenahan, or Chief Technology Officer, Joshua Budman.

4.1.7 All revisions to policy or process documents or reporting templates must be approved and signed by Tissue Analytics' Chief Executive Officer, Kevin Keenahan, or Chief Technology Officer, Joshua Budman.

4.1.8 Any new versions of policy or process documents or reporting templates must be approved and signed by Tissue Analytics' Chief Executive Officer, Kevin Keenahan, or Chief Technology Officer, Joshua Budman.

Policy Compliance

5.1 Compliance Measurement

The Compliance team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thrus, business tool reports, internal and external audits, random assessments of documents created and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Compliance team

in advance.

Revision History

Date of Change	Version Number	Responsible	Summary of Change