

E-Documents and File Sharing Policy

Reference Number: GR-PR-06

Version: 2.0

Date: 2026-06

Prepared by: Quality Manager

Approved by: General Manager

Green Roads Trading Establishment is a Type (A) Inspection Body operating in accordance with ISO/IEC 17020:2026 requirements. It specializes in inspection and metrological verification of fuel pumps at service stations, including initial, periodic, and post-maintenance verification.

This policy aims to ensure organized, secure, and efficient management and exchange of electronic documents among employees and departments using the enterprise Google Drive platform. This ensures easy access to current versions, notification of any updates, secure central backup, and protection against data loss and unauthorized modification.

This policy applies to all employees and departments and includes all electronic documents such as procedures, policies, forms, inspection reports, worksheets, contracts, official correspondence, international and local standards, and relevant circulars.

Standard reference and applicable requirements:

- ISO/IEC 17020:2026 — Requirements for inspecting entities.
- Regulatory requirements issued by the Saudi Standards, Metrology and Quality Organization (SASO) regarding fuel pump verification.
- Saudi Standards and Applicable International Recommendations (OIML).

Responsibilities:

- Quality Management: Creating official folders and managing access permissions (read/edit), monitoring document updates and version documentation, and withdrawing outdated copies from circulation.

PHONE

+966 55 356 5032

EMAIL

greenroadsksa@gmail.com

Website

greenroads.sa

ADDRESS

Prince Saud bin Abdullah bin Jalawi, Al-Qairawan, Riyadh



E-Documents and File Sharing Policy

●Staff: Using only the current electronic version, not keeping local copies except when necessary and ensuring they match the latest version, and sharing files only with authorized parties.

●General Manager: Approving master documents and final versions, and reviewing the effectiveness of this policy annually or as needed.

Work Process:

●Preparation: The document is prepared using Google Docs or its equivalent and is not approved until reviewed and signed according to the GR-QR-07 document control procedure.

● Sharing: Files are shared via Google Drive only with authorized users. Permissions are set to "View Only" for all users, with specific individuals granted editing privileges.

●Updating: All added users are automatically notified of any modifications, and a change log is maintained for the document.

●Versioning: The latest approved version is the sole official reference. Earlier versions are marked "Repealed — For Your Records Only" and moved to the "Replaced Documents" folder.

●Availability: The organization ensures that all inspectors have access to current versions of procedures, working papers, and reference data relevant to their tasks. Proof of availability is maintained.

Security and Data Control:

●Sharing links outside the organization is prohibited without the written approval of the Director General.

●Personal accounts are used, and passwords are not shared. Two-step verification is enabled.

●Regular, documented backups are performed, and an activity log is enabled to track access and modifications. • Any equation or electronic calculation sheet used to calculate inspection results is verified before first use and after each modification. Equation cells are locked, and a properly edited reference copy is retained.

•Any correction to an electronic record must retain the original value, which can be retrieved via the change log. Permanent deletion of any inspection record is prohibited.

•When any automated tool or AI-based system is used to process inspection data, its use is documented, its suitability is verified, and its output is human-reviewed before approval.

PHONE

+966 55 356 5032

EMAIL

greenroadsksa@gmail.com

Website

greenroads.sa

ADDRESS

Prince Saud bin Abdullah bin Jalawi, Al-Qairawan, Riyadh



E-Documents and File Sharing Policy

•All customer data is treated with the strictest confidentiality in accordance with the GR-PR-02 Confidentiality and Data Protection Policy.

Retention Periods:

- Inspection reports, worksheets, original readings, and instrument calibration certificates: Ten years.
- Complaints, grievances, non-conformities, internal audit reports, and management audit minutes: Five years.
- General administrative documents and correspondence: Five years.
- Sensitive documents are stored in designated folders with restricted access. No record pertaining to any existing dispute, complaint, or grievance is destroyed, regardless of its duration.

Review:

This policy is reviewed annually by the Quality Management Department and updated whenever the platform used, regulatory requirements, or information security incidents change, ensuring continuous improvement.

General Manager



PHONE

+966 55 356 5032

EMAIL

greenroadksa@gmail.com

Website

greenroads.sa

ADDRESS

Prince Saud bin Abdullah bin Jalawi, Al-Qairawan, Riyadh

