

POLICY ON PASSWORD

INTRODUCTION:

This document provides the policy for password and its security in GxP systems with a high degree of assurance that will consistently ensure and safeguard the integrity of the data generated.

SCOPE:

This policy applies to all computerized systems and non-computerized instruments/equipments in and its associated units, falling within the scope of GxP regulations.

POLICY DETAILS:

- ✧ All the requirements covered under the Information Security Policy of “Identity and Access Management Security” Policy shall prevail.
- ✧ There shall be procedure in place for management of passwords. Passwords shall be encrypted.
- ✧ Passwords shall be communicated to user(s) in a secure manner.
- ✧ Passwords shall not be written down or stored electronically without adequate protection. Passwords shall never be shared or disclosed.
- ✧ Passwords shall be changed if there is any indication of possible system or password compromise. There shall be a procedure in place for resetting the passwords.

AMENDMENT AND WAIVER:

The company reserves the right to amend, alter and/or terminate this policy at any time.

DEFINITION: Not Applicable

ABBREVIATIONS:

CFR : Code of Federal Regulations
GxP : Good X Practices where x stands for manufacturing, laboratory, clinical, distribution.
ISP : Information Security Policy

REFERENCES:

21 CFR part 11
ISP #13-Identity and access management security policy.