

Date: _____

[illegible]

- 2. Method of sharing the functional and business information with new associates.**
- 5. Drills / War tests conducted at regular intervals to avoid unforeseen condition..**
- 6. List that shows access for the associates according to their role and task they perform.**
- 9. Stores all your issues and any other specific tacit knowledge the out-going associate possesses.**

1. Document that describes all the operational procedures for the application, helps in performing operations safely.

8. Follow the approved process for taking action toward alert and events.