

# Handbook Maintenance

This page defines how the Unicis Handbook is kept accurate, current, and useful. A handbook that is not maintained is a liability — it creates confusion and erodes trust both internally and externally.

## Page Ownership

Each section of the handbook has a designated owner responsible for keeping it current.

Section	Owner	Review Cadence
<a href="#">Leadership, V/TO, Scorecard</a>	CEO (Predrag)	Quarterly
<a href="#">Trust Center</a> (all sub-pages incl. TPSRM, Policies, Controls)	CEO (Predrag)	Quarterly + after any security incident
<a href="#">Development, SDLC, Testing</a>	CEO (Predrag)	Per release cycle
<a href="#">Core Processes</a>	CEO (Predrag) + relevant process owner	Quarterly
<a href="#">Communications, Tech Stack</a>	CEO (Predrag)	When tools change
<a href="#">Recruitment</a> , open positions	CEO (Predrag)	Monthly
<a href="#">EOS pages</a>	CEO (Predrag)	After each quarterly planning session
<a href="#">Vendor/Service Providers, Subprocessors</a>	CEO (Predrag)	When vendors change

## Trigger-Based Updates

Certain events must trigger an immediate handbook update, regardless of the review schedule:

- **New contractor or tool introduced** → Update [TPSRM](#) and [Tech Stack Applications](#) before the tool is used
- **Contractor offboarded** → Confirm access revocation is logged per [TPSRM](#)
- **Policy change** → Update the relevant policy page and announce in #town-square on Matrix
- **New team member** → Update [Org Chart](#) and [Open Positions](#)
- **New framework or compliance requirement** → Add to [Controls](#) and relevant Trust Center pages
- **Process change** → Update the relevant [Core Process](#) page within one week
- **Vendor added or removed** → Update [Vendor Providers](#) and [Subprocessors](#)

## Staleness Signals

Every substantive page should include a “Last reviewed” note at the bottom:

```
//Last reviewed: [Month Year] – [Owner]//
```

If a page has not been reviewed in more than 6 months, flag it with:

```
<wrap warning>This page may be outdated. Last reviewed: [date]. Please contact the CEO to request a review.</wrap>
```

## Annual Handbook Audit

Each year in Q1, the CEO conducts a full handbook review aligned with the ISO 27001 internal audit cycle:

1. Read every public-facing page
2. Verify all links are live and accurate
3. Confirm all tool references match the current [Tech Stack](#)
4. Confirm all vendor references match the current [Subprocessors](#) list
5. Archive or delete pages that are no longer relevant
6. Document the audit completion in this page with the date

*Last annual audit: — (due Q1 2027)*

## Contributing to the Handbook

Anyone — team members, contractors, and community members — can suggest edits:

1. Click “Edit this page” on any page
2. Make your suggested changes and add a clear edit summary
3. A core team member will review and approve or discuss within 5 business days

For structural changes (new sections, new pages, navigation), open a discussion in the [#handbook](#) Matrix channel first.

*Last reviewed: June 2026 — Predrag*

[handbook](#), [process](#), [maintenance](#), [governance](#)

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